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The Daily Pennsylvanian
Style Guide
140th Editorial Board (2024)

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Copy Editors,
140th Editorial Board

This style guide is meant as a reference for grammatical choices and diction commonly encountered in Daily Pennsylvanian copy.

For all other questions, please consult the AP Stylebook, theoretically available in the Red Room.

For other style and grammar choices, the copy editors should be consulted for a decision that will be added to this guide.

Useful documents:[Sports Style Guide](#)[34th Street Style Guide](#)[Under the Button Style Guide](#)[Diversity Style Guide](#)[COVID-19 Style Guide](#)[AE/Social Media Style Guide](#)[Keyboard Shortcuts](#)[Sept. 11 Style and Reference Guide](#)**Other resources:**[QuakerNet:](#)

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ALPHABETICAL REFERENCE

*click on the letters below to access the
specific section you're looking for!*



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NO ITALICS.**abortion**

Unless used in a quote, avoid using the terms “pro-life” and “pro-choice” as these are political slogans. Instead, use “anti-abortion” and “pro-abortion rights” respectively.

Academically Based Community Service courses

Professors usually offer these in conjunction with the Netter Center. The classes concern community service and are usually held outside the classroom. ABCS on second reference.

accents

Avoid in words where they do not change meaning. If it does change the meaning of the word, leave the accents.

Check restaurants with the word “cafe” in the name; some use accents and some do not. If a business uses the accent, keep it in the name (e.g. Bon Appétit)

Use in names — *Quiñones*.

Keyboard shortcuts:

´ Alt + e

~ Alt + n

` Alt + `

Ç Alt + c

^ Alt + i

¨ Alt + u

according to

With people, a real verb like *said* is preferred. So *Provost Vincent Price said*, but *according to the report*.

acronyms

No periods. Campus groups and administration offices with acronyms should be written out on first reference. Use abbreviations on second reference. Well-known acronyms are an exception (e.g. NASA, UNICEF, SEPTA and AIDS).



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confuse the reader, especially if multiple ones are in play. A second reference like *the agency* for SEPTA or *the disease* for AIDS is often preferable.

See also *United States* entry.

ad hoc

Something aimed toward a specific goal or purpose, usually in the case of a committee. Ad hoc is usually used to refer to a committee examining an issue. Even though it is modifying “committee” most of the time, do not hyphenate it.

e.g. University officials formed an ad hoc committee on ROTC.

addresses

Abbreviate Street, Avenue and Road only when an exact address is given. Note here that “streets” is not capitalized when referring to more than one street.

He lived at 2340 P St.

He lived on 23rd Street.

She lived at 23rd and P

streets.

Spell out First through Ninth when used as street names, but never spell out street addresses such as 2 Bayside Ave.

Abbreviate compass directions only if the exact street address is given:

215 S. 42nd St.

North 34th Street.

advisor

Always spelled with an o, not an e, regardless of how the organization spells it.

adjunct professor

Don’t need to specify — just call them professors. This just means a professor who is working part time at the University and usually holds another job. If being adjunct is essential to the article, then leave it.



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ex. the *effect* of the changes on the University

ex. new rules *effecting* a standardized policy

African American

Do not use. Use "Black" instead. See also the *ethnicity* entry.

African American Resource Center

Reports directly to the President. Enhance the lives of African American faculty, staff and students. AARC on second reference.

ages

Always use figures, even when less than 10. When referring to a person's age, always use with "year old." With "year old" as an adjective, use hyphens (10-year-old boy). Otherwise, don't use hyphens (He is 10 years old).

Use boy or girl for people under age 13. We assume people ages 18 and older are men and women. For those in between, teen, youth and adolescent may all be appropriate.

AirPennNet

One word.

aka

No periods.

alleged

Use with extreme caution. *Always attribute the allegations to a source*, never make it sound like the DP is alleging anything. Bring to the attention of a copy editor if you feel it is necessary.

Conversely, don't *forget* to use "alleged" when a fact is in question. If somebody has not yet been convicted of a crime, it's not a fact!

Incorrect: Police apprehended the thief... (he's not a thief if he's not convicted!)



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As a general guideline, use “alleged” when attributing information to a person or a source that IS NOT a newspaper. If we take information from another newspaper, that information is “reported.”

ex. *According to The Philadelphia Inquirer, the incident reportedly occurred at 3 a.m.*

ex. *According to University Police, the incident allegedly occurred at 3 a.m.*

Allegro Pizza

Not Allegro’s!

Allied Universal Security Services

Contract security used by the University. Allied Universal on second reference.

allies

Straight people who support LGBTQ rights. The proper noun (Allies) is a former club at Penn.

Almanac

University publication of record, published weekly. Mostly centered around faculty and staff. It should not be italicized or placed in quotation marks.

Note that it is not called The Penn Almanac, just the Almanac.

alumni

Alum is not technically a word, but it may be used in headlines. Same with alums. Use the chart to determine what form of the (latin) word to use.

	male	female
singular	alumnus	alumna
plural	alumni	alumnae

a.m.



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"among."

among, between

Between is used when there are two items or people in question. Between is also used when expressing the relationships of three or more items considered one pair at a time.

Among is used when there are more than two items or people in question.

ex. *The funds were divided among the History, Chemistry and Math departments.*

ex. *A debate format is being decided between NBC and the Bush, Kerry and Nader camps.*

Annenberg

Walter Annenberg donated a great deal of money to Penn, and many campus buildings have his name on them:

The Annenberg School for Communication, located on Walnut Street between 36th and 37th streets. This building contains classrooms.

The Annenberg Center, located at 37th and Walnut streets. Its two main theaters are the Harold Prince Theatre and the Zellerbach Theatre.

The Annenberg Public Policy Center of the University of Pennsylvania opened in 1993, but acquired a new building on 36th and Walnut streets in Fall 2009.

antisemitism

Never hyphenated

approximately

About is usually just as good and always eight letters shorter.

ARCH

An acronym for Arts, Research and Culture House, so it should be all capitalized, but the ARCH or ARCH building is fine for all references. Located at 3601 Locust Walk.



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physical proximity and *about* for everything else.

ex. *Many students live around campus*

ex. ...*at about 6 p.m.*

Associated Press

A wire service with reporters around the world. On first reference, use The Associated Press. On subsequent references, use AP.

B [\(back to top\)](#)**Beige Block**

The section of 41st Street between Walnut and Locust streets named for the row of houses that are all painted beige.

Beyoncé

Her last names (Knowles or Carter) are unnecessary. Also, note the accent on the e.

Black Student League

A representative group for black students on campus.

blog

Blog is appropriate on all references. We do not format blog titles in any special way.

blue-light phones

These are the emergency phones scattered around campus that connect directly to University Police. Note the hyphen.

Board of Trustees

Capitalize when in reference to the University Board of Trustees.

Bon Appétit Management Company

The company that Penn contracts to manage their dining services. Manages the dining halls. See also entry for "dining halls."

book titles



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breaks

Not capitalized (spring break, winter break, etc.)

Bucks County Coffee

A chain of coffee shops that used to have nearby establishments on Sansom Street and on 40th Street.

bulkpack

One word.

burglary

Burglary means breaking into a building with the intent of stealing something or committing another felony (crime against property).

See *theft* entry.

BYO

Bring-Your-Own.

C [\(back to top\)](#)**cancel, canceled, canceling, cancellation**

One “l” is the preferred spelling, as is the case with “traveled.” Basically, words that can be spelled with extra “l’s” we spell with just one “l”. Simplified spelling is key here.

Counseling and Psychological Services

Use “CAPS” on second reference.

captions

We do not abbreviate things in captions, even obvious things like “pre-med” or “SAT prep.”

Career Services

The University service that works with students to help them find jobs and internships.

CD



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chair

We capitalize these when they refer to the head of a group, as in College Republicans Chair Elizabeth Huntsman. We also capitalize them when they refer to the head of a school's department, like Physics Undergraduate Chair Charles Kane. They aren't capitalized when after names, as in Charles Kane, Physics undergraduate chair.

"Chairwoman/chairman" is no longer used.

Children's Hospital of Philadelphia

Attached to and affiliated with HUP, but it is not part of HUP. CHOP on second reference. Note that Pennsylvania is nowhere in this name.

Chinatown

A predominantly Asian-American neighborhood in Center City.

Cira Centre

The large glass building attached to 30th Street Station completed in 2005. A second centre is being constructed on the postal lands. Note that they prefer to spell the name as "centre." Use the -re form when using the proper name of the building, but use "center" otherwise.

The Cira Centre is an office building. The center also houses a ground-level cafe.

cities

Do not provide the state with the following American cities: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Harrisburg, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle and Washington. All



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Djibouti, Dublin, Geneva, Gibraltar, Guatemala City, Havana, Helsinki, Hong Kong, Islamabad, Istanbul, Jerusalem, Johannesburg, Kuwait City, London, Luxembourg, Macau, Madrid, Mexico City, Milan, Monaco, Montreal, Moscow, Munich, New Delhi, Panama City, Paris, Prague, Quebec City, Rio de Janeiro, Rome, San Marino, Sao Paulo, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Toronto, Vatican City, Vienna, Zurich.

For cities in Canada not covered by the above rule, state the province but NOT the country. For example, use “Vancouver, B.C.,” not “Vancouver, B.C., Canada.” For other nations, use the city followed by the country.

Civic House

Not preceded by *the*:

The event happened at Civic House.

Located at 3914 Locust Walk.

Class Boards

Capitalize when referencing a specific board, but not when using the term in a general sense.

The Junior Class Board

but

Each class has a class board.

Class years

Use “Class of” when referring to the class as a whole or a recruiting class for a sports team. However, it is not to be used with alumni.

The Class of 2011 was clearly the smartest class in school history.

Incorrect: *Gabriela Coya, Class of 2014*

See also *graduates* entry.

College Green

This is the plot of grass in front of College Hall and next to Van



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College of Liberal and Professional Studies

Penn's adult education college, for students who are completing bachelor's degrees or on post-baccalaureate programs. LPS on second reference.

College House system

See *dormitories* entry. When referring to the system, College House system is capitalized as such.

colorblind

One word.

commas

Use between all items in a series (Oxford comma)

ex. *The lion, the witch, and the wardrobe ...*

Use to join two independent clauses with a conjunction or to join a dependent clause to a following independent clause.

ex. *All stood to leave, but none were satisfied.*

ex. *Because they were dissatisfied, they refused to leave the meeting.*

committee

Make sure that this is capitalized only when it's part of the formal name. DO NOT capitalize on a second reference of "the committee."

Committee on Open Expression

The committee is responsible for interpreting the guidelines through which protesters are protected in demonstrations on campus.

companies

Check the name of the company to see if the word *company* itself is in the company's name. Sometimes it's abbreviated Co. in the company's name. Check on



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North, south, east and west.

These are generally not capitalized. When used as part of a regional name, however, they are.

ex. West Coast, the South, the Eastern Seaboard, the Northeast

complainant

Note that this is spelled with only one “t.”

compose, comprise

Remember that the parts compose the whole and the whole comprises the parts. You compose things by putting them together. Once the parts are put together, the object comprises the parts. The parts may also *constitute* the whole.

ex. *Venezuela and Ecuador compose South America, while South America comprises Venezuela and Ecuador.*

congress

Capitalize on first reference: “the Congress of Racial Equality.”

Lowercase on subsequent references: “the congress...”

When referring to the United States Congress, always capitalize, even on subsequent references. However, even in this case, “congressional” is *not* capitalized.

constitution

Capitalize on all references when referring to a specific constitution: the Fifth Amendment to the Constitution.

contractions

Feel free to use. The New York Times, The Wall Street Journal, The Financial Times, The Economist, The Washington Post, The Philadelphia Inquirer, The Star-Ledger, The Christian Science Monitor and others use contractions. We do too.

Copabanana



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while generic areas stay lowercase:

Students in computer science courses have been complaining.

Students in "History and Evolution of Computer Science," a course taught by John Doe, have been complaining.

When referring to a course by department and course number, NO quotes: MGMT 104. To find out the exact name of a course, go to the online course register.

court cases

Versus is written as "v."

Court cases are NOT italicized.

ex. Roe v. Wade, Grutter v. Bollinger

courtesy titles

NEVER USE abbreviated courtesy titles, such as Mr., Dr., Mrs., Miss or Mrs., or Rev.

courts

There are many different courts with different proper names. Google them to check their appropriate names.

COVID-19

Use "COVID-19," NOT "coronavirus" or "COVID" (except if in a quote).

See the COVID-19 Style Guide for more information.

Craigslist

One word.

Center for Undergraduate Research and Fellowships

CURF on second reference.

Curse words

Generally, only use in columns (sports or opinion) and in quotes. Reporters should not be using curse words ever, unless they are quoting someone. Ask an editor about the



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Bitch	Whore / Ho → Wh*re
Shit	Fuck → F**k
Ass	Douche → D**che
Jerk	Asshole → A**hole
Crap	
Dick	

D ([back to top](#))**The Daily Pennsylvanian**

The independent student newspaper of the University of Pennsylvania. On first reference, write The Daily Pennsylvanian. Note the capitalization of "The." On second reference, write as "the DP" with a LOWERCASE "the." The Summer Pennsylvanian and The Weekly Pennsylvanian follow the same rules.

Refer to 34th Street as 34th Street on first reference; Street on second reference.

dates

Use cardinal numbers. Never use th, nd, st or rd after numbers in dates. Abbreviate months as Jan., Feb., Aug., Sept., Oct., Nov. and Dec. only when there is an exact date. Note the usage of commas in the examples:

ex. *She was born June 14, 1973, on a dark and stormy night.*

ex. *December 1954 was a landmark month for the University.*

ex. *The motor-oil boys were sentenced on Feb. 18.*

Also see *days of the week* entry.

datelines

Place the name of the city in all capital letters, followed by a



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province and include the date WITHOUT the year. Insert the uberdash afterwards See the *cities* entry for important exceptions.
ex. OTTUMWA, Iowa, Dec. 28 — Now the story starts.

David Rittenhouse Laboratory

The math and science building located at 33rd and Walnut streets. Use DRL on second reference. Though there are many laboratories within DRL, note that 'Laboratory' is singular.

day to day

Hyphenated only when used as an adjective.

The doctor said his condition would be monitored day to day, but nurses will assess his progress on a day-to-day basis.

days of the week

Always capitalize Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

Incorrect: *President Magill went to the supermarket Monday of last week.*

Correct: *President Magill went to the supermarket on Dec. 2.*

dean's list

This honor is awarded to those who have a 3.7 grade point average over the course of one academic year. Lowercase in ALL uses.

death

Do not use euphemisms for death (e.g. passed away). Only use the verb "to die" in reference to death.

degrees

On first reference, use bachelor's degree, master's degree, medical degree.

NOTE THE POSSESSIVE

APOSTROPHE — it is **not** a *masters*



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master's, or medical degree, use the abbreviation on first reference (e.g. MBA, Ph.D.).

Raj Rajaratnam, who received a Wharton MBA in 1983, was arrested on insider trading charges.

departments at Penn

Official University academic or administrative departments always get capitalized, but not generic names of subjects or offices.

The Anthropology

Department

Admissions Office, Athletics

Department, Office of the Provost, Facilities and Maintenance, Office of Student Conduct

dimensions

Use *3D*, not *3-D*. Same goes for the other dimensions.

dining halls

There are five dining halls:

1920 Commons: Use on first reference. Use "Commons" on subsequent references.

Hill House: Located in the college house.

Kings Court English House: Also located in the college house

Falk Dining Commons in Steinhardt Hall: The kosher dining hall in Hillel.

New College House: Located in the college house.

Express options are available at the **Cafe at McClelland** or **Hill Express**.

See also Bon Appetit Management Company

Check Penn Dining website for more listings.

Dining Dollars

A set amount of money included in certain dining plans. They can be spent in Houston Market, under Commons, and some other locations. The term should always be capitalized.



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Division of Public Safety

Includes the University Police, Victim Support and Special Services. NOT the “Department” of Public Safety.

doctor, Dr.

Never used as a title.

dollars and cents

See *money* entry.

dormitories

Use “**the Quad**” on all references. Unless essential to the story, there is no need to refer to individual Quad dormitories (i.e. Riepe, Ware, and Fisher-Hassenfeld).

The high rises are referred to as **Harnwell College House**, **Rodin College House** and **Harrison College House**. On second reference, Harnwell, Rodin and Harrison suffice. The old names are “High Rise East,” “High Rise North,” and “High Rise South.” We do not use these terms.

Du Bois College House on first reference, Du Bois on second reference.

Gutmann College House on all references. Formerly known as New College House West.

Kings Court English College House on all references

New College House on first reference, NCH on second reference.

Hill College House on first reference, Hill on second reference.

Sansom East and **Sansom West** on all references. One is primarily graduate housing, the other is used mainly for high-rise overflow.

Gregory College House is made up of Van Pelt Manor and Class of 1925.

Stouffer College House is comprised of Stouffer Hall and Mayer Hall.

double major



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Early decision is a program the Office of Admissions uses to admit about half of the class by December; applicants submit their applications by Nov. 1. Once admitted early decision, the student is committed to Penn.

Not hyphenated ever.

Capitalize when using “early decision” as a noun, e.g., *Students admitted through the Early Decision Program*

Use lowercase when using it as an adjective, e.g., *The student applied early decision or early decision applications.*

Can use ED on second reference.

East Coast

Capitalize. See “compass headings.”

effect, affect

See *affect* entry.

elicit, illicit

Elicit means to evoke or to draw forth, while illicit refers to shady, illegal behavior. More importantly, “elicit” is a verb while “illicit” is an adjective.

ellipses

Check to make sure they are typed right. Three consecutive periods don’t make an ellipsis. Ellipses are created using **alt-semicolons**.

Put periods before ellipses if quote fragments are actually full sentences. Ellipses have spaces both before and after them.

email

Note that there is NO hyphen.

emeritus

Capitalized before a name as part of an official title indicating a person is retaining his former title in retirement. Emerita is the feminine construction. The plural form is emeriti.



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ethnicity

Use Black for African American (for plural use Black people/students/faculty/etc)

Use white for white

Use Latinx for those from — or whose ancestors were from — a Latin American country (South and Central America, Mexico, and Romance language-speaking Caribbean islands)

Use Hispanic for those from — or whose ancestors were from — a Spanish-speaking land or culture

Use Native American for Native American

Use Asian American for Asian American

Try to be as specific as possible, eg. Mexican-American is preferred to Latinx and Navajo is preferred to Native American.

Never hyphenate.

See also *race* entry.

European Union

EU on second reference.
Note the lack of periods.

Event observers

When referring to the program, use “Event Observer program.” When referring to the individuals, use “event observers.” Do not use EOs, even in headlines.

Executive Vice President

Craig Carnaroli is currently in this position. The EVP reports to the President’s office and is in charge of the non-academic aspects of the University -- crime and real estate for example.

F [\(back to top\)](#)**Facebook**

The .com is not necessary as part of the name.

Facilities and Real Estate Services

The agency responsible for maintaining most of Penn’s property.
Note that they are NOT responsible for



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members are acting individually or as a group — just be consistent with its use in the article.

The faculty approves the president's decision.

The faculty argue among themselves.

Faculty Senate

The faculty's main governing organization, the full senate currently holds one meeting a year. All faculty members of the rank assistant professor or higher are invited. The Faculty Senate Executive Committee makes most faculty decisions.

Feb Club

Two words. Note the capitalization.

felony

The more severe criminal category, contrasted with the misdemeanor level. What constitutes a felony depends on whether the crime is a state or a federal one and varies from state to state. It's ALWAYS necessary to check if the crime referred to in the story as a felony is actually defined that way by the court in question.

Fels Institute of Government

Graduate program in public policy and public management.

female, male

Used as adjectives. Man and woman are used as nouns

Amy Gutmann is the University's first female president.

Amy Gutmann is the first woman appointed president of the University.

fewer vs. less

"Fewer" refers to a countable number of things: *I've seen fewer movies than she.* "Less" refers to intangible things: *She is less tired than*



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acceptable, but do not use FGLI in headlines, subheads or captions. If just referring to first-generation, or low-income individually, do not abbreviate.

firsthand

One word when used as an adverb: *He observed the fire firsthand.*

Use **first-hand** if it is used as an adjective (observe the hyphen): *The book has many*

first-hand accounts of the Holocaust.

applies also to “secondhand” vs. “second-hand”

fiscal year

This term is often used with University budgetary affairs. Always lowercase. Fiscal years for different organizations, governments, etc. are highly variable, so it’s important to check how the organization in question defines their fiscal year.

flyer

A small advertisement of the sort handed out on Locust Walk. As a verb, it means “to distribute flyers” and retains the “y”: *The group flyered the Walk.*

foreign words

Words that are borrowed from a foreign language but are used commonly in English have no special treatment. Words taken directly from a foreign language with no common English usage should be placed in quotation marks on first reference and an explanation of the meaning should be given.

Ex: fiancé, résumé.
“Fruhstuck,” “hijos”

Also see the *accents* entry.

fractions

Spell out things like one-half, one-third, three-fourths, etc. Note the hyphens.



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fraternities, sororities

Frats is an acceptable abbreviation in headlines only. The Greek letters of specific fraternities or sororities should be capitalized and spelled in full on first reference in the format “the X Y Z fraternity/sorority.” On later references, the initials transliterated from Greek or the common abbreviation or nickname may be used.

Ex: Members of the Delta Delta Delta sorority hosted a charity event. Tri Delt members hope to raise \$1,000 for the organization.

Fraternity/Sorority Advisory Board

FSAB on second reference, this is a disciplinary board with jurisdiction over the fraternity/sorority system.

Fresh Grocer

The 24-hour supermarket is located at 40th and Walnut streets. Do not call it FroGro in the paper.

freshman

Do not use “freshman” use “first-year” (adjective) or “first year” (noun) instead. However, “freshman” is acceptable to keep if used in a quote.

Plural is “first years”. Adjective is “first-year.” (first-year students is also acceptable.

About 1400 first years attended the event.

“Freshman 15”: note the quotation marks

fundraiser, fundraising

One word. This is an exception to *AP* style.

Furness Building

This big red building contains the Fisher Fine Arts Library as well as a small art gallery.



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homosexual. Only use queer when it's part of the group's name or someone's identity. Use gay, lesbian, bisexual and transgender as necessary.

General Requirement

The general requirements for the Class of 2010 and later comprise two categories:

Seven **sector requirements**:

The seven-sector curriculum that must be satisfied by students in the College of Arts and Sciences, regardless of major. The sectors are: Society, History and Tradition, Arts and Letters, Humanities and Social Sciences, the Living World, the Physical World, and Natural Sciences and Mathematics.

Capitalize as such.

Six **Foundational**

Approaches. The

Foundational Approaches are: Writing, Foreign Language, Cross Cultural Analysis, Quantitative Data Analysis, Formal Reasoning Analysis and Cultural Diversity in the United States.

government titles

Use Gov., Govs., Rep., Reps., Sen. and Sens. to refer to governors, representatives and senators. Spell out all other titles, such as "delegate." Do not use titles on second reference when using the person's name. But congressman, congresswoman, senator, etc. may be used on second reference without the person's name. Use U.S. or state before a title as necessary to avoid confusion.

For party affiliation of representatives and senators, put in D or R in parentheses (no period) with the person's state or city, depending whether it's in reference to the national or state body.

Sen. Charles Grassley (R-Iowa).



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grades

Letter grades should be capitalized, and pluses and minuses should be made with a dash. Plurals should be made with an apostrophe. *She got an A, but he got a B-minus.* When referring to grades in plural, use: *the teacher gave out 37 A's and 12 A-minuses.*

Graduate and Professional Student Assembly

On second reference, use GAPSA. Notice that 'Student' is singular. GAPSA is the main graduate student government organization.

Graduate Employees Together-University of Pennsylvania

GET-UP on second reference.

graduate associate

This is the graduate equivalent of a residential advisor. GA on second reference, never on first reference.

Graduate School of Fine Arts

See **School of Design**.

Graduate School of Education

The school is located next to Walnut just past 37th Street. On second reference, use GSE.

graduates

Never use *Class of* in reference. Say "Frank Brown, 1987 Wharton graduate" or "Lily James, 1965 College graduate."

greeks

This word, when lowercase, refers to people who are in fraternities and sororities.

The greek students attended the talk by the Greek President. (PLEASE never write this sentence in the *DP*).



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hamantaschen

Cookie eaten on the Jewish holiday of Purim. This is the preferred spelling.

Hamilton Court

Popular off-campus housing located at 39th and Chestnut streets. HamCo on second reference.

Hamilton Village

This is the area bounded by 38th and 40th streets and Spruce and Walnut streets. An old reference to the high rises and immediate surroundings.

health care

Two words. “Pre-existing condition” is hyphenated. Never healthcare

height

See *measurement* entry.

high rise

Lowercase when referring to the building type.

See *dormitories* entry.

high rise field

Lowercase all references.

high school students

No hyphen. This is a recent change.

his, her

See *pronouns*.

historic

Takes an “a” because of the hard consonant sound.

Commencement was a historic occasion.

home schooling

When used as a noun, write home school or home schooling. When used as a verb, write home-school (“The Herons chose to home-school Cady”). Hyphenate when used



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Use gay and lesbian instead as necessary.

hookup

Write as one word when used as a noun or modifier (“Dan participates in hookups.” “Rachel is a part of the hookup culture.”)

Two words when used as a verb (“Ben hooked up with that crazy chick last night.”)

hors d’oeuvres

No italics.

House of Representatives

Always capitalize when referring to the specific body.

Hospital of the University of Pennsylvania

HUP on second reference and in headlines. It is distinct from the School of Medicine, but the two share resources and personnel. Both HUP and the School of Medicine are included in the University of Pennsylvania Health System, which is the Health System on second reference and in headlines.

Huntsman Hall

Home of the Wharton School.

Huntsman Program in International Studies and Business

Dual-degree program between Wharton and the College. Huntsman Program on second reference.

Hutchinson Gymnasium

Hutch on second reference. Tucked in between the Palestra and Franklin Field.

hyphens

Use to join words that collectively modify another word. The idea is to tie the words in a compound modifier closely to each other. Some



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but

a natural gas pipeline.

Do not hyphenate when an adverb precedes other modifying words:

Freshly baked bread

Common prefixes:

“non” does not take a hyphen in any case: *nonprofit* vs. *non-profit*. However a hyphen may be used if “non” is placed before a word it usually does not modify (e.g., *non-date*)

“re” is not hyphenated unless followed by an “e”: *reinvigorate* has no hyphen, but *re-emerge* and *re-examine* do.

Same for “pre.”

“anti” is not hyphenated unless followed by a vowel.

See the *AP* style guide for more complete guidelines.

/ [\(back to top\)](#)**identified off-campus organization**

How we refer to OZ, APES, the Owl Society (on second reference, use Owls), THEOS, and Phi, as these groups are not officially recognized by the University as fraternities.

Ex: Members of the off-campus organization OZ attended the meeting.

illegal immigration

From AP Style:

“illegal immigration Entering or residing in a country in violation of civil or criminal law. Except in direct quotes essential to the story, use *illegal* only to refer to an action, not a person: *illegal immigration*, but not *illegal immigrant*. Acceptable variations include *living in* or *entering a country illegally* or *without legal permission*.

Except in direct quotations, do not use the terms *illegal alien*, *an illegal* or



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immigration laws without attribution.

Specify wherever possible how someone entered the country illegally and from where. Crossed the border? Overstayed a visa? What nationality?

People who were brought into the country as children should not be described as having immigrated illegally. For people granted a temporary right to remain in the U.S. under the Deferred Action for Childhood Arrivals program, use *temporary resident status*.

impact

Do not use as a synonym for “effect.” Reserve for a physical impact (e.g. “the impact of the blast”).

Indians

Use only in reference to people from India or of descent from people from India. Not meant for Native Americans. Use Native Americans instead.

Information Systems and Computing

This is the all-inclusive group for academic and administrative computing including AirPennNet and computer support services. Use ISC on second reference.

insure

Use only to insure a house or a car.
See *ensure*.

Intercultural Greek Council

Abbreviated as IGC on second reference and spelled and capitalized as above, this group is an umbrella organization for culturally based fraternities and sororities.

Interfraternity Council

The IFC, on second reference and in headlines, is the



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before a name, should be capitalized. For example, Interim President Claire Fagin. Not hyphenated.

International House

Not preceded by *the*:

The Office of International Programs can be found at International House.

3701 Chestnut St.

internet

Do not capitalize.

Intersections

When referring to intersections, “streets” is not capitalized. Also, events occur *at* intersections, not *on* intersections.

Ex: The theft occurred at 40th and Walnut streets.

Iron Gate Theatre

Note the “theatre.”

Irvine Auditorium

34th and Spruce streets.

Islamic State group

Per AP Style, on first reference use “the Islamic State group” and “IS” on second reference. If Daesh, ISIS or ISIL are used in quotes, don’t remove them from the quotation, but clarify that these are alternate names for IS.

italics

We do not use italics, ever. AP Style (as well as The New York Times, The Philadelphia Inquirer, etc.) does not use italics. Here is a reference guide for things that you might be used to putting in italics:

These go in **quotation marks**:

- Books (except for the Bible and books that are primary catalogs of reference material, e.g., catalogs, almanacs, directories,



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- Poem titles
- Titles of lectures, speeches and works of art (EXCEPT sculptures)
- Computer game titles

These do not go in quotation marks or italics:

- Newspaper names
- Magazine names
- Blog names
- Website names
- Software names (e.g., Microsoft, InDesign)
- Sculptures

J ([back to top](#))

J-Bagel

The Jewish LGBT-QIA community at Penn.

jail

The terms prison and jail are distinct. A jail generally serves as a temporary holding cell for persons not yet convicted who have not been released on bail or their own recognizance. Persons convicted of a misdemeanor or a civil offense may also serve time in jail.

A prison confines people serving time for a felony conviction.

Japan Student Association

Not Japanese Student Association, as is popularly believed.

Jay Z

No hyphen.

Jerome Fisher Program in Management and Technology

Dual-degree program between Wharton and the Engineering School. M&T is fine for second reference.

Jewish holidays



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Judge

See *AP Stylebook* for rules relating to this. There are several different levels of judges, so make sure to check these.

jump start

Two words, no hyphen.

junior, senior

Only use these, as well as numerals (John Thompson III) if they are relevant to the story or form an integral part of a well-known person's name. Abbreviate as Jr. and Sr. only with full names of persons. DO NOT use commas: Cal Ripken Jr.

K [\(back to top\)](#)**Kelly Writers House**

That little house at 3805 Locust Walk that hosts poetry readings, jazz nights, etc. On first reference, use Kelly Writers House. On second reference, KWH can be used. Notice that there's no apostrophe.

King of Prussia Mall

One of the largest malls in America located about a half hour drive outside Philadelphia. Note the capitalization.

L [\(back to top\)](#)**Lambda Alliance**

Penn's umbrella organization for LGBTQ groups.

lay, lie

Lay is the action word, which takes a direct object. Its forms are laid, laid, laying.

I laid the book on the shelf.

Lie means to recline horizontally. The other verb forms are lay, lain and lying.



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the Henry C. Lea Elementary School. *Lea* is acceptable on subsequent references and in headlines. Located at 47th and Locust.

lecturer

Staff members who teach but are not professors, such as most writing seminar instructors. There is no need to capitalize this, as it is an unofficial title.

lesbian

Preferred synonym for a gay woman. Should be lowercase and used when essential to the story.

LGBT Center

Located at 39th and Spruce streets. It was built in the old Carriage House.

Do not use commas — it is not a list.

LGBTQ

As opposed to just LGBT.

librarian

There is no need to capitalize this, because it is an unofficial title.

like, as

Use “like” as a preposition to compare nouns and pronouns. “As” should be used to introduce clauses.

ex. Haley edits like a professional. Mer edits copy as a qualified person should.

The Line

A Penn tradition where students stay up all night in the Palestra to buy their basketball season tickets. “The” is capitalized. This is no longer a widespread Penn tradition, and should be explained on first reference in articles.

listserv



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livestream

One word, not two, as both a noun and a verb. Also, “livestreaming.”

Locust Walk

Any stretch of Locust between 36th Street and 40th Street is “Locust Walk,” not “Locust Street.” Use Locust on second reference.

long-term

hyphenated if used as an adjective: *long-term goals*

long term two words, not hyphenated if not used as an adjective: *Looking ahead in the long term*

also see: short-term vs. short term

lynchpin

A person or thing vital to an enterprise or organization; not linchpin.

ex. *Lucien Wang is a lynchpin to the Daily Pennsylvanian copy department.*

M ([back to top](#))**M. Elizabeth Magill**

Use “Liz Magill” instead.

magazine names

Capitalize. Do NOT italicize. The word magazine should be capitalized only if it is part of the formal title on the masthead. Definitely Google this and find the magazine’s Website to check.

Harper’s Magazine

but

Time magazine

majors

Though departments are capitalized, majors are not.

He is a biology major who works in a lab in the Biology Department.



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The Mask and Wig Club

This all-male musical comedy troupe claims to be the nation's oldest. Mask and Wig on second reference. They're probably racist, but consider whether to include this information.

matzah

Jewish ritual bread eaten during Passover. Preferred spelling and usage to "matzoh", "matzoh bread".

Todd ate matzah during Passover, leaving more pizza for the other editors.

measurement

Follow the following guidelines:

*5 feet 10 inches tall,
a 5-foot-10 man,
a 9-by-12 foot rug,
prefer: he is 5-foot-10*

but

*four feet tall,
a strapping six-footer,
a five-inch snowfall*

For usage in sports, see the sports style guide.

media

The word is plural: *The news media are pounding down our door*. The singular is medium.

Medical School

See *Perelman School of Medicine*. First reference is Perelman School of Medicine.

middle names, middle initials

Do not use unless the person is unrecognizable without the middle name/initial.

E.g. *Michael B. Jordan* is the actor while *Michael Jordan* is the basketball player. They are different people.

midnight

Either midnight or 12 a.m. will suffice. NOT 12 midnight.



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*cents; \$1.5 million.***monkeypox**

One word.

months

Always capitalize. March through July inclusive are always spelled out. If an exact date is given, Jan., Feb., Aug., Sept., Oct., Nov. and Dec. are the acceptable abbreviations. See the *dates* entry.

movies

Movie titles should be capitalized and placed in quotation marks.

Museum exhibits

Titles should be in quotation marks.

Muslim

Muslim is the preferred term to describe followers of Islam. The term Black Muslim is offensive to members of the Nation of Islam, so just use “followers of the Nation of Islam” or “Muslims.”

N ([back to top](#))**names**

Refer to people by last name only after the first reference. If two people have the same last name, use their first name if ambiguous, and then just the last name.

Keep middle names and initials out unless the person would be unrecognizable without it. Generally, the only time you would EVER use a middle name is if you’re talking about a celebrity who is known by such a name.

*James Earl Jones**Michael Eric Dyson***nerve-wracking**

note hyphen, and spelled with a “w.”



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Government and Community Affairs.**New member ____ (noun)**

An exception to the compound modifier hyphenation rule.

New member education,
not
new-member education.

New Bolton Center

The School of Veterinary Medicine's suburban center for large-animal research. It is located in Kennett Square, Pa.

Newman Center

The University's Catholic student organization and center at 3720 Chestnut St.

newspaper names

Never italicize. For most newspapers, including The Daily Pennsylvanian, The Philadelphia Inquirer and The New York Times, capitalize 'The.' Check the paper's masthead to find out for sure; some papers don't have "the" as part of the official title, such as the Philadelphia Daily News. On second reference, use the DP, the Inquirer, the Times and the AP. Blog titles are not italicized.

See also *italics* entry.

New Student Orientation

NSO is used on second reference and in headlines.

Nominations & Elections Committee

The NEC is used on second reference and in headlines for this autonomous panel that supervises undergraduate elections. Note the ampersand.

nonprofit

No hyphen. Same rule applies to nonconference (typically in sports) and other common negations: noncompetitive, noncooperative.



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Exceptions:

When the number is the first word in a sentence, it is spelled out.

Always use figures in addresses, but use the nine-and-under rule for streets.

7 Stevens Ave., 7 Ninth St., 117 S. 51st St.

Use figures in decimals and percentages or in a series:

6.5 magnitude, 3.5 laps, 5 percent interest, readings of 6.21, 0.12 and 0.04

Use figures in decisions, rulings, scores and votes.

a 5-4 decision, ruled 5 to 4, defeated the amendment by a vote of 5 to 4

Except in casual reference, use figures with millions (and billions), even in the case of 1 million. In headlines, a capital M is fine (\$20M).

Spell out numbers in casual usage:

A thousand times no! Thanks a million.

Zero is spelled out always.

When talking about ranking, use No.

Penn was ranked the No. 1 party school by Playboy.

See also *money*.

[O \(back to top\)](#)

OCR

Use **on-campus recruiting** for first reference, OCR is for references after that.

off-campus social group

How we refer to OAX and the Tabard Society (Tabard on second reference)

Ex: Members of OAX, an off-campus social group, attended the meeting.

Office of Fraternity/Sorority Life

OFSL on second reference.



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system. Use the OSC on second reference.

Office of Student Affairs

OSA on second reference. It has administrative responsibility for student activities, programs, student centers and Penn Student Agencies. Always capitalize it.

Office of University Communications

Can use University Communications on second reference.

Steve MacCarthy is currently the Vice President. The spokesoffice for the University, they handle all public relations for the University. They like to read the DP and will contact us about things that are wrong. Reports directly to the President.

In charge of Penn News Today and Penn's social media presence.

Official Unofficial Penn Squirrel Catching Club

Use "the meme group" on subsequent references.

OK

Both letters are capitalized, and there are no periods. Never use "okay." As a verb, OK'd, OK'ing, OKs.

on-campus, off-campus

Hyphenated as adjectives, not hyphenated as locations. *He lives on campus but parks at an off-campus garage.*

ombudsperson

A person responsible for the resolution of disputes within the University that do not fall under the auspices of the judicial system.

online, offline

Two words when used in a transitive phrase.

One word when used as an normal adjective.



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He threw the ball over the fence; More than 100 people attended; Over 100 people attended.

overrepresented

One word, not two (over represented). See *underrepresented*, as well.

P [\(back to top\)](#)**Pan-Asian American Community House**

Use “PAACH” on second reference and in headlines.

Palestra

The nation's most historic gymnasium, located on 235 South 33rd St. next to Franklin Field.

Panhellenic Council

The student organization that sets policies for sororities. Panhel is used on second reference.

party titles

On first reference, just follow a name by a politician's party abbreviated and his state in parentheses. The whole identifier should be enclosed in parentheses: Sen. Rick Santorum (R-Pa.) voted against the resolution. Democrats and Republicans are indicated by D and R respectively, no period. For proper state abbreviations, see *states*. State senators and representatives get a city instead of a state behind their names. See *government titles* for more information.

pass/fail

Not “pass-fail”

Path@Penn

The online hub for information about student academic records and



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School.

Penn Band

Penn's marching band, that appears at almost all football and basketball games as well as other functions. On first reference, use Penn Band (both words capitalized). On future references, "band" will suffice.

Penn Book Center

This is bookstore that is at 34th and Sansom streets. It's much smaller than the official Penn Bookstore.

Penn Bookstore

This is the University's official bookstore at 36th and Walnut streets.

PennCard

One word.

Penn College Republicans and Penn Democrats

Use these as the names for the main political groups on campus. The *Penn* is added to distinguish the campus chapters from their national organizations. Penn Dems and College Republicans on second reference.

Penn Dining

All references.

Penn First Plus

A hub for first-generation, low-income students. P1P on second reference.

Penn Hillel

Use for both the organization and the building. Hillel on second reference.

Penn Integrates Knowledge

Amy Gutmann's program designed to promote interdisciplinary education. It is capitalized. PIK on second reference.



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Path@Penn entry.**Penn Medicine**

The term used to describe the University of Pennsylvania Health System (UPHS; it includes the hospitals, clinics, etc.) and the Perelman School of Medicine. It is 'Penn Med' on second reference. Note that 'Penn Med' is DIFFERENT from the Medical School.

Reports to the President's office, along with the Provost and the Executive Vice President.

Penn Museum

Acceptable on all references.

Penn Political Coalition

Created at the beginning of 2012, it is an umbrella group for 10 member groups and meant to be a resource and point of contact for all politically-active groups and students, regardless of political affiliation. Members include Penn for Palestine, Penn Democrats, College Republicans. On second reference, use PoCo.

Penn Police Department

Part of the Division of Public Safety, they are an incorporated police department. They cover the Penn Patrol zone, which goes from 30th Street to 43rd Street (east to west) and Market Street to Baltimore Avenue (north to south).

Penn Presbyterian Medical Center

Part of the University of Pennsylvania Health System, the Penn Presbyterian Medical Center is located at 39th and Market. Referred to as 'Penn Presbyterian' on second reference.

Penn Sargam / Penn Sangam

Penn Sargam is a group devoted to Indian classical music.



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Pennsylvania Gazette

Use Pennsylvania Gazette on first reference and the Gazette on second reference. This is the University's alumni magazine.

Pennsylvania Punch Bowl

Use the Pennsylvanian Punch Bowl on first reference and the Punch Bowl on second reference.

Penn Women's Center

A resource center for women, with a paid director and staff. Use Penn Women's Center on first reference and Women's Center on second reference. It is located on Locust Walk at 37th Street.

percent

No longer has to be written out! Can now use the percent sign on all references. Always use after a numeral.

Perelman Quadrangle

The area enclosed by Williams Hall, Logan Hall, College Hall, Houston Hall and Irvine Auditorium. It is named for multimillion-dollar donor Ron Perelman.

Performing Arts Council

On second reference, use PAC. PAC is the umbrella organization for arts groups on campus.

Perry World House

On second reference, use PWH.

Philadelphia

Our fine city. City of Brotherly Love is appropriate. When referring to the city government, City of Philadelphia is OK. Philly is never an appropriate way to refer to the city; Phila. is appropriate in headlines.

plays



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police departments

Use the Philadelphia Police Department on first reference. Philadelphia Police on second reference.

“Penn Police” is good on all references to refer to the University of Pennsylvania Police Department. When used in this context, do not use “the.”

ex: Zack was arrested by Penn Police for trespassing at 4015 Walnut St.

police officers

This designation is just easier to use and does not entangle any sexes.

policies

A specific name of a policy should be capitalized. For example: the Code of Academic Integrity. A general policy, such as the University’s harassment policy, is not capitalized. When in doubt, Google.

political titles

On second references, the titles of all city, state, federal and University officials are lowercase: *President Bush announced the plan. According to the president, the plan will win the war on terrorism.*

Poor Richard’s Record

The University of Pennsylvania yearbook.

possessives

Words ending in ‘s’ should be made possessive by adding an apostrophe only: *Aeneas’ ship sailed away from Dido’s Carthage in the middle of the night.*

postdoctoral

Refers to those who do research after completing their doctoral degree (Ph.D.). Note there is no hyphen. Example: *postdoctoral students.* On



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interested in a cross-curricular topic.
The word is not capitalized.

Students attended a preceptorial called “The Chemistry of Taste” run by professor Ponzy Lu.

The program is run by SCUE, and the courses are not for credit. They used to be fun, but they’re not anymore.

prefixes

The addition of a prefix to a word seldom results in hyphenation, except in the case of *co-*. The exception is when a repeated vowel would result: *reelect*, but *reorganize*. See the AP guide’s section on prefixes and its entries for individual prefixes.

pre-med

Use to describe students intending to apply to medical school and related terms: *pre-med students*, *a pre-med curriculum*.

premier, premiere

Premier is the best of something. Premiere is the first showing of something.

PRISM

Programs in Religion, Interfaith and Spirituality Matters. Penn’s interfaith umbrella group. Spell out on first reference.

prison

See *jail* entry.

professors

Prof is acceptable in headlines, without a period. It is not capitalized. In articles, *Physics professor Phillip Nelson* and *Phillip Nelson, Physics professor* are both correct usages.

“Assistant professor” refers to an un-tenured position. Once a professor earns tenure, they become an associate professor. In the *DP*, we do



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Just use professor: either Penn professor or Department professor. Do not capitalize *professor* if it is used alone, as it is not a formal title so much as a job, like plumber.

History professor Warren Breckman

Warren Breckman, History professor

Visiting professor Chris Peterson

Penn professor Ponzy Lu

Art History professor David Brownlee (even though he works in the “Department of the History of Art”)

pronouns

Use a person’s preferred pronouns when referring to them in an article. Do not assume pronouns based off of a person’s name or gender identity.

protester

The –er ending is preferred.

Pottruck Health and Fitness Center

Use “Pottruck” on second reference.

provost

Currently Wendell Pritchett; his office reports directly to the President’s office. In charge of the academic side of the University and academic and research budgets.

Q ([back to top](#))

Quad

Used in reference to the dorms. See also *dormitories* entry.

question and answer

not *question-and-answer* (no hyphens), used as an adjective, e.g., *question and answer session*. Use Q&A on second reference or in headlines.



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copy editor. No changes should be made in the text of quotes. Punctuation changes may be made to clarify the quote.

Quran

This is the preferred spelling.

R [\(back to top\)](#)**R&B**

Acceptable on all references.

race

This is an extremely sensitive area. In crime stories, we only identify the race of an alleged criminal if we are providing specific information on a criminal-at-large: *Police described the mugger as a Latino male, about 5 feet 8 inches tall, wearing dark trousers and a Mickey Mouse hat.*

Never insert the race of a suspect if that is the only detail known. Never write *Police arrested a black male last night after he allegedly stole a toilet seat from Liz Magill's office.*

In many stories, race is not essential and should be left out.

If you ever have ANY concerns about whether to include race information, let an editor know! See also *ethnicity*.

radio/TV station call letters

Capitalize radio and television call letters. For instance, WXPB and KYW should be used. Include dial designations as well: 88.5 FM or 730 AM. For the more anal, WXPB-88.5 FM is acceptable.

rear-view mirror

Note the hyphen.

refute

This word means to conclusively disprove something and should never be used in the sense of



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(use the abbreviation “Fr.”) so-and-so and Lutherans are Pastor so-and-so. Rabbi is the only term for the spiritual leader of a Jewish congregation. Pastor, Deacon, and other religious terms are not interchangeable, so make sure you have the correct title. Last names are appropriate on second reference. These are only capitalized when used as titles before names.

reportedly

See *allegedly*

Reserve Officers’ Training Corps

ROTC is acceptable on all references.

residential advisor

On second reference and in headlines, use RA or RAs with no periods.

robbery

See *theft* entry.

roundtable

note that it is one word, if used as a noun or a modifier. *roundtable discussion*, NOT *round table* or *round-table*.

S [\(back to top\)](#)**said**

This is the preferred verb to use when conveying the words of someone. Its merit is that it is completely value-neutral. *Added* is the next best word. *Explained* often carries a positive slant and *asserted* has a negative connotation of doubt.

saints

Generally abbreviate in proper names, but might be spelled out on first reference to a place or a school — it depends on the specific place. Check the place/school’s website.



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Locust streets.

School of Arts and Sciences

Use SAS on second reference.

School of Dental Medicine

Use Dental School on second reference.

Stuart Weitzman School of Design

Formerly called the Graduate School of Fine Arts, then University of Pennsylvania School of Design/PennDesign, before being renamed to the Stuart Weitzman School of Design.

Use School of Design on second reference.

School of Engineering and Applied Science

Use the Engineering School on second reference and in headlines. SEAS may be appropriate for headlines. Note that 'Science' is NOT plural. Students in this school are Engineering students.

School of Law

See "Law School."

Perelman School of Medicine

Use Medical School on second reference. Its students are medical students.

School of Nursing

Use Nursing School on second reference.

School of Social Policy & Practice

Formerly called the School of Social Work. Note the ampersand - that is how they want to be referred to. Known as SP2 on second reference.

School of Veterinary Medicine

Use full name on first reference. Penn Vet is used on second



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winter, spring, summer.

secretary

Do not capitalize as a title unless it is an official corporate position: *Secretary of the University Barbara Stevens* but *secretary Gloria Patton, an assistant to Stevens*.

semester

Semester should not be capitalized, whether referring to spring semester or fall semester. A lower-case term is interchangeable with semester: fall term, spring term.

SEPTA

Use on all references for the Southeastern Pennsylvania Transit Authority, an agency that runs public transit in Philadelphia and the four adjacent Pennsylvania counties. Among its services are the Market-Frankford Line and the Broad Street Line trains, which may be called the Blue Line and the Orange Line, respectively.

7-Eleven

Possibly the only circumstance in *DP* style where something that has a number above 10 is spelled out and a number below 10 isn't. The store has two locations near the University — one at 38th and Chestnut streets and the other at 42nd and Walnut streets.

sic

(sic) is used to show quoted material or person's words includes a misspelling, incorrect grammar or odd usage. Note the parentheses, *never use brackets*.

Sigma Lambda Upsilon

Address as Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc. on first reference.

Singh Center for Nanotechnology



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adjective: *short-term memory***short term** two words, not hyphenated if not used as anadjective: *Looking ahead in the short term*

also see: long-term vs. long term

Smokey Joe's

Located on South 40th Street. Smokes' is used on second reference. Note the apostrophe.

Social Planning and Events Committee

SPEC on second reference.

Social Planning and Events Committee to Represent Undergraduate Minorities

SPEC-TRUM on second reference.

Spring Fling

Penn's annual festival held by SPEC.

St. Agatha-St. James ParishA Catholic church located at 39th and Chestnut. Can also use *St. Agatha-St. James Church*. Do not use *St. Agatha & James*.**Steinberg-Dietrich Hall**

The Wharton building that has offices and classrooms located at 3620 Locust Walk. Note that it isn't Steinberg Hall-Dietrich Hall.

Student Activities Council

Use SAC on second reference and in headlines. SAC is responsible for spending all the tuition money that goes toward student activities. It recognizes groups and approves the amount of money they receive.

Student Committee on Undergraduate Education



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second reference.

Student Financial Services

SFS on second reference. Note that SFS is a subdivision of SRFS that is responsible for financial aid.

Student Registration and Financial Services

SRFS on second reference. Note that SRFS is the umbrella organization that also includes work-study and the registrar.

Social Security

Both words are capitalized when referring to the actual U.S. government program. In reference to something more general, like *the French social security program*, no caps are necessary.

spokesperson

We no longer use spokeswoman/spokeman. Also never say "director of public affairs," "media consultant," etc.

startup

One word.

states

Abbreviate the names of most states when used after the names of towns, cities, counties and physical locations such as a national park. Use the following abbreviations: Ala., Ariz., Calif., Colo., Conn., D.C., Del., Fla., Ga., Ill., Ind., Kan., Ky., La., Mass., Md., Mich., Minn., Miss., Mo., Mont., N.C., N.D., Neb., Nev., N.H., N.J., N.M., N.Y., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Va., Vt., Wash., Wis., W. Va., Wyo.

Do not abbreviate the names of these states: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah.

"Washington" may be used for "D.C."

state system schools



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Penn State University, not Penn State University at State College.

student titles

Form for undergraduates: School — year — Name.

College junior John Smith or Wharton first year Jane Doe

If a student is dual-degree, use this order for referring to their schools: College, Nursing, Wharton, Engineering.

College and Engineering senior Jon Doe

Nursing and Wharton freshman Jane Smith

Note: The student's year is never capitalized.

Form for graduate (i.e. working toward a Ph.D.) students: year department graduate student Name.

first-year history graduate student Pamela Poste

third-year Wharton MBA student Susannah Coxe

Jim Jones, a physics doctoral candidate

second-year history Ph.D. candidate Lee Brown

Note: The words "graduate student" are never capitalized

Form for master's students: year department master's student name

also ok to say "candidate" - *candidate for a master's in sociology Julia Kim*

Note: the actual degree is called a "Master" — e.g., *Julia Kim received a Master of*

Sociology from the University in 2010.

suicide

Avoid using the term "committed suicide" unless it is used in a quote. Instead, use "died by suicide."

Supreme Court



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teaching assistant

TA is used on second reference and in headlines.

teenager, teen, teenage

All forms are correct.

temperatures

Use figures for all except zero. For temperatures below zero, use the phrase “degrees below zero.” For example: It was 30 degrees below zero yesterday, but it is 30 degrees today.

tenure

Tenure is an agreement between a university and professors that guarantees the professors employment until they retire. Tenure was originally established to give faculty members the freedom to research and publish whatever they wish, without having to fear political entanglements. Tenure decisions in the School of Arts and Sciences are typically made in the seventh year of a professor’s career. A faculty member becomes an associate professor, or occasionally a full professor, in that year.

See the *professors* entry

theater

Use the American spelling—theater—unless in a proper name:

The Zellerbach Theatre is the main theater in the Annenberg Center.

Theatre Arts

We stick with this spelling for this major/program.

theft

This is mostly relevant for the crime log. Burglary means breaking into a building with the intent of stealing something or committing



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TikTok

So much more than just an app for sharing dancing videos. Note capitalization. Also, “Four You page.”

time

Correct examples: 9 *a.m.*, 3:30 *p.m.*

For months and especially years, a more accurate time should be used, such as January of last year or last January. Never say 5 a.m. in the morning or 8 p.m. at night. Pick one or the other.

In the crime box, every time should be amended to add “about” before an exact time.

titles

When a title comes after a name, it is not capitalized. When a title comes before a name, it is sometimes capitalized. Official titles like *president*, *police chief* and *director* should be capitalized before a name, but more generic titles like *spokesman*, *coach* and *manager* should not be. Consult a Copy Editor if you are unsure.

today

Use in print. Do not use online. Same for “yesterday,” “tomorrow”

transgender

A term that describes those who identify with the gender that’s not the one assigned at birth. Can use “trans” on second reference. It is ok to say *She is a transgender woman* or *She is a trans woman*. However, do NOT say *She is a trans*. See [Diversity Style Guide](#)

Trustees

There are 50-60 trustees who have legal responsibility for the University. They meet three times a year to decide broad policy issues and



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the trustees and not the University.

On first reference, refer to this group as the University Board of Trustees. On second reference, Board of Trustees. Trustees capitalized is appropriate as a title, as a reference for the entire group, and in headlines.

Can also be “the Trustees of the University of Pennsylvania, Inc.”

T-shirt

The T is uppercase. Note the hyphen.

TV

Interchangeable with television. No periods, always uppercase.
See *call letters* entry.

TV shows

Capitalized and placed in quotation marks.
See also *italics*.

tweet

280-character posts made on Twitter. Note the lowercase “t”.

twentysomethings

Unhyphenated. Those between 20 and 29 years old.

U ([back to top](#))

Uberdashes

One of the *DP*’s favorite punctuation marks. It’s used to set off series or lists that require commas, or for information that is considered too tangential for commas. Use the Copy Editors’ discretion.

UMOJA

Penn’s black heritage group. This is NOT an acronym, but it is spelled with capital letters (it is a Swahili word).

Undergraduate Assembly



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treasurer, speaker, and secretary.

underrepresented

One word, not two (under represented). See *overrepresented*, as well.

unions

Always specify the name of the union and the local. So it's Local 115 of the Teamsters Union, not just Local 115. On second reference, the union, the local, etc. are acceptable.

United Kingdom

Follow form for United States.

United Minorities Council

On second reference and in headlines, use UMC. The UMC is an umbrella organization that unites and works with a spectrum of different minority organizations. Members include: Black Student League, Chinese Students Association (CSA), South Asian Society, Korean Student Association, Caribbean American Students Association, Vietnamese Student Association.

United Nations

Follow form for United States.

United States

Always spell out United States on first reference. Also, always spell out as a noun. Use the abbreviation U.S. as a modifier on second reference only (or in headlines).

University

We use University (capitalized) to refer to Penn.

The University's new policy...

Drexel, a university located near Penn ...



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UCD on second reference.

University City Townhomes

An affordable housing complex located in West Philadelphia. “UC Townhomes” on second reference.

University Council

University Council is the main venue for debate and discussion about campus educational issues. It serves as an advisory body to the president. There are 81 members of the council, representing administrators, faculty, graduate students and undergraduates. Measures approved by a Council vote become policy if approved by the president.

Use University Council on first reference and can use Council on second reference.

Never use UC.

University of Pennsylvania Carey Law School

Use *Penn Carey Law* on second reference. Located at 35th and Sansom streets. As of fall 2022, we do not use “Penn Law” anymore.

University Square

This is the new, cool name for the retail area that surrounds Penn Bookstore around 36th and Walnut streets.

upfront

One word, not two words (up front).

upper-level

it is hyphenated.

V ([back to top](#))

vanity capitalization

Ignore vanity capitalization in media titles. For example, Rihanna’s “Anti” NOT “anti.” “Seven” not “7even.” “Humble” by Kendrick Lamar not



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versus

vs. in sports stories

vice president

Should NOT be hyphenated.

W ([back to top](#))**Wawa**

This is the only correct spelling and capitalization.

webcam

one word, unhyphenated.

website

ALWAYS ONE WORD! Refer to them as such. Addresses are NOT bold or italicized and should omit any "http://www."

For some websites, including but not limited to Facebook, MySpace, Google, eBay and YouTube, the .com is unnecessary on any reference.

For less-popular sites, the .com is necessary on first reference and unnecessary on second reference. Copy editors should use their discretion when deciding if the site is popular enough to omit the .com.

Weiss Tech House

"The Weiss Tech House is a student-run hub of technological innovation at the University of Pennsylvania that encourages and supports students in the creation, development and commercialization of innovative technologies."

West Coast

Capitalize. See "compass headings."

Wharton School

Refer to the business school simply as the Wharton School. On



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which, that

That tends to restrict the reader's thought and direct it the way you want it to go. *Which* is non-restrictive, introducing a bit of subsidiary information. The use of both requires correct placement of commas for the description to make sense and not sound awkward. Bottom line: use "that" whenever possible. Sometimes it won't come out right with "that," so use "which."

who, whom

Who should be used when someone is the subject of the sentence. *Whom* should be used when someone is the object of a verb or preposition: *Who is going tonight? To whom are you speaking?*

Wi-Fi

Capitalized, hyphenated. Do not use wifi or wi-fi.

Williams Hall

Use Williams on second reference.

Williams Cafe

WilCaf on second reference.

Women's Center

See **Penn Women's Center**.

Writers House

See **Kelly Writers House**.

World Wide Web

Capitalize as such on first reference when used. Use the Web on second reference.

Penn Commons

The open area in Perelman Quadrangle where small concerts and tented events are often held. Formerly known as "Wynn Commons."



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President's office.

Y [\(back to top\)](#)

years

Always use figures, even to start a sentence. When talking about a decade, use '60s or 1960s and NOT sixties. Note the closed quote before '60s, which will show up as an open quote when initially typed using smart quotes.

yesterday

NEVER use in the printed *DP* or online. See note at "today."

Adapted from the 126th Editorial Board Style Guide

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