

Academy of the Sacred Heart Style Guide
Updated: August 24, 2009

A

all-school (i.e., all-school activities)

“alumnae and alumni” is preferred over “alumnae/i”. We use “alumni” to refer to graduates of Kensington Hall, but not all Sacred Heart graduates as a group (not typical usage).

a.m., not am or AM

Annual Fund

B

Benefit should be capitalized when making event-specific references.

C

Commas are avoided before the final item in a series unless necessary for clarity.

Congé

Course titles should be capitalized when referring to a specific course, i.e., Themes in Literature. However, “students taking literature courses this semester...” would be lower case.

D

Dates should not contain “st,” “nd,” “rd” or “th.” The current year does not need to be included in dates listed unless omitting it would create confusion.

Dollar amounts – avoid using decimals for whole numbers (say \$25 instead of \$25.00).

E

Early Risers/Late Shiners

F

Field House when specifically referring to our facility

G

Goal I

Goals and Criteria

Goûter

Grades: Grade 8, not 8th grade

Graduation Year: Use only when referencing alumnae/alumni or Upper School students. When possible, please superscript the year, i.e., Jane Doe^{’07}. If superscript is not available, then Jane Doe ’07 (with space).

L

Large Chapel when used as a proper name

Leaders of Conscience Speaker Series

Learning Communities (Early Childhood Program, Primary School, Lower School, Kensington Hall, Middle School for Girls, Upper School): Capitalize when referring to specific divisions.

learning community leader

Liturgy – capitalize when part of a ceremony’s title. “Liturgy” and “Mass” are not interchangeable. Liturgy refers to public prayer. Mass is a liturgy, but not all liturgies are Masses. (Paraphrased from the Marquette University Style Guide).

M

Mass. Mass is celebrated or said, not conducted, performed or recited. Do not capitalize adjectives preceding Mass, such as high Mass or early Mass (from the Marquette University Style Guide)

mentor (caps not necessary)

N

noon is preferred over 12 p.m.

Numbers – generally, spell out whole numbers one through nine, use figures for larger numbers. Similarly, use “first” through “ninth,” but 10th, 11th, etc.

P

Periods should be followed by a double space.

Pre-K

Q

Quotation marks, not apostrophes, should surround quoted materials/phrases.

R

RSCJ – *see note under “Titles”*

S

Sacred Heart education

Saint or St.

Student names should be bolded on the first use.

T

Time

- Be as concise as possible, i.e., 8 a.m. (not 8:00 a.m.), 8-8:30 a.m., 8 a.m. – 1 p.m.
- noon is preferred over 12 p.m.

Titles

- Dr. or M.D. or Ph.D. (not Dr. John Doe, M.D. or Dr. John Doe, Ph.D.)
- Formal titles are capitalized when directly in front of a name, i.e., Head of School Sister Bridget Bearss. A formal title typically “denotes a scope of authority, professional activity or academic accomplishment so specific that the designation becomes almost as much an integral part of an individual’s identity as a proper name itself.” When not used with a name, or when set off from the name by commas, the title is lower case. Occupational descriptions are not usually capitalized. (from *The Associated Press Stylebook & Libel Manual*)
- Jr. (*for Junior, i.e., John Doe, Jr.*)
- M.A.
- Miss
- Mr.
- Mrs.
- Ms.
- Religious titles: use either Sister Bridget Bearss or Bridget Bearss, RSCJ (not Sister Bridget Bearss, RSCJ).
- Sr. (*for Senior, i.e., John Doe, Sr.*)

U

URLs: Use format www.ashmi.org