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UNDERGRADUATE CALENDAR STYLE GUIDE

ENROLMENT SERVICES

FIRST EDITION, PUBLISHED IN DECEMBER 2011

Undergraduate Calendar Style Guide   December 2011

As per Concordia's University Communications Services, the Canadian Press Style and the *Canadian Oxford Dictionary* should be used as the primary resources for usage and spelling.

This Undergraduate Calendar Style Guide presents the guidelines followed for the Undergraduate Calendar, along with relevant information collected from the above sources.

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Abbreviations

The common sense approach is readability and the context of your readers. In internal documents, acronyms commonly used at Concordia, such as CUFA and CSU, may be used in your first mention. You can also judge whether you need to spell out JMSB or CCSL on a case-by-case basis. In most situations, the following abbreviations can be used without the full name: the U.S., RCMP, MP, MNA, AIDS, MBA, PDA, and CEO.

If you do need to spell out a less familiar acronym, the standard style is to write it out at first mention, followed by the acronym in parentheses. After that, use the acronym as needed. If the acronym first appears in a direct quote, you can insert the full name in square parentheses immediately after the reference and continue using the acronym. However, if your text has several acronyms (say multiple funding institutions and departments) you might want to mix it up by replacing the acronyms with descriptive phrases from time to time.

Instead of: *FQRSC cutbacks left PhDs seeking SSHRC funding.*
Use: *The cutbacks to the provincial funding body had many graduate-level researchers relying more on SSHRC.*

Cegep, instead of CEGEP:
- Prior to 1998-99, this was listed as *CEGEP* in the Undergraduate Calendar.
- In the 1998-99 to 2006-07 editions of the Calendar, this was listed as *cégep* (all lower case, with an accent) due to the fact that it was a French acronym that had become an accepted word in French dictionaries, and in an effort to eliminate excessive capitalization.
- After much feedback and many discussions about this, *cégep* was changed to *Cegep* for the 2007-08 Calendar. The *Canadian Oxford Dictionary* lists it as: "*CEGEP (also Cegep)*." Because we use so many references to this abbreviation/acronym in Enrolment Services publications, we prefer to use the *Cegep* presentation. The use of all capitals in text significantly reduces reading speed, uses more space, looks awkward, and creates over-emphasis, but the capital on the first letter of *Cegep* makes the word stand out from other generic terms, and the removal of the accent is more appropriate for English text.
- Note that the presentation *cégep* should be used in French text.

Etc.:
Don't use "etc." You're making an assumption about what the reader knows, and it may be unwarranted. And especially don't use e.g. and etc. in the same sentence because e.g. makes etc. redundant.

Instead of: *This course focuses on drug trafficking, prostitution, racketeering, smuggling, etc.*
             (That *etc.* sure is open to interpretation!)
Use: *This course focuses on issues such as drug trafficking, prostitution, racketeering, and smuggling.*

Instead of: *This course studies positive social behaviours (i.e. helping, sharing, caring, etc.).*
Use: *This course studies positive social behaviours including helping, sharing, and caring.*
             or
             This course studies positive social behaviours. Topics include helping, sharing, and caring.

Accents and non-English words

Whenever possible, translate French to English. For guidance on French-English equivalents of words commonly used at the University, particularly titles and departments, consult the guide prepared by Concordia's Department of Translation Services, at *web2.concordia.ca/translation.*

If there is no official translation of a French title, but you feel that a translation needs to be provided, put the translation in lower case to avoid giving the impression that it is an official title.

Accents:
- Capital letters in French take accents (such as É).
- When technically possible, use accents on French proper names, including place names, and on the rare instances when French common words are not translated into English.
  For example:
  Jean Chrétien
  L'Actualité
  Trois Rivières
  Fête nationale
  raison d'être

NOTE: Accents are not used on Quebec and Montreal, which have long-established English versions, unless they are part of a proper name: *Le Journal de Montréal.*

Italics:
- Words or phrases in languages other than English are italicized for clarity, e.g. *raison d'état*, provided they haven't already been assimilated into English.
- When French or foreign words or phrases are considered to have been assimilated into English, italics are not used.
- Do not italicize names of organizations.

Études françaises: It is *le Département d'études françaises* or *les Études françaises.*
Note that only the first letter of the title is capitalized.

Long French titles: For the names of organizations, the first word is capitalized unless it is an article; other words except proper nouns are in lower case.
For example:
(le) Service de perception
Emballages St-Laurent ltée.
Office de la langue française
Université de Montréal

Addresses and coordinates

Concordia has two main locations, the Sir George Williams Campus and the Loyola Campus.

Addresses and Concordia building designations:
▪ **1455 De Maisonneuve Blvd. W., LB 711-2**
Note: There is a capital D in De Maisonneuve.
Abbreviate Ave., Blvd., Rd., and St. when used with the name of the street.
There is no hyphen between the building designation and the room number, but there is a hyphen between the room number and its extension. If including the campus indicator, list it with a hyphen as *S-LB 711-2*.

▪ **Montreal, Quebec H3G 1M8**
Canadian postal code: Put two spaces between province and code; don't insert a comma between them. There should be one space between two parts of code, but no hyphen.

Telephone:
▪ **514-848-2424, ext. xxxx**
Extensions follow a comma. Abbreviate *extension* as *ext.*

Capitalization

The goal is to:
1) reduce the capitalization currently appearing in the Undergraduate Calendar;
2) determine where it is necessary from an administrative point of view to capitalize specific terms;
3) present guidelines that help to standardize content and are straightforward to apply.

Calendar/Schedule References
Undergraduate Calendar
Graduate Calendar
the Calendar
Undergraduate Class Schedule

Rationale: This distinguishes the titles of these publications from generic references.

Divisions of the University
the University
the Board of Governors
the Senate
the Faculty (capital for academic unit; lower case for reference to teaching staff)
the Centre
the College
the Institute
the School
the Department
the Office (when *Office* is part of unit's title)

Also:
the Ministry
the *Ministère* (capital in English text; lower case in French text)

Rationale: These references often appear in specific program or course requirements and we wanted to:
1) make it clear that the reference is to a specific unit and not general to any university, centre, school, department, and the like;
2) make the capitalization consistent for this category.

Councils/Committees
Faculty Council, the Council
Faculty Student Request Committee, the Committee
Student Request Committee, the Committee

Rationale: These should be capitalized to distinguish the specific bodies at Concordia from generic references.

Divisions of the Academic Calendar
academic year
regular session
day/evening regular session
fall term
winter term
summer session/term
day/evening (fall or winter) term
fall 2011 (graduation/course)
fall term 2011
spring 2012
winter term 2012
fall graduation
spring course

convocation
spring/fall convocations
graduation

Rationale: These terms are standard for an academic institution and therefore don't need the special emphasis of capitalization.

Student Types*
Independent student
International student
Mature Entry student
Mature Entrant
Mature student
Qualifying program student
Senior Audit student
Visiting student

*Capital for the type; lower case for the generic word following the type, e.g. student, admission, fees.
Note: Undergraduate and graduate are not capitalized.

Rationale: These should be capitalized to differentiate the specific student categories at Concordia from generic descriptive references.

Canadian citizen
Quebec resident
Quebec residency
resident of Quebec

permanent resident
landed immigrant

Convention refugee
Convention refugee status
refugee claimant

Rationale: This reflects the standard presentation of these terms.

Program Types*
certificate
graduate certificate
diploma
honours
specialization
major
option
minor

*When appearing on their own, the above **should not** be capitalized.

*But when appearing in the title of a program, they **should** be capitalized.
For example:
Honours/Specialization/Major/Minor in History
Certificate in Business Studies
Option in Computer Engineering

Rationale: These terms are standard for an academic institution and therefore don't need the special emphasis of capitalization.

The word *Program* – Capitalization depends on the case
For the MEP and ECP categories, *program* should be capitalized to reflect the acronym.
For example:
Mature Entry Program, but Mature Entry studies
Extended Credit Program, but Extended Credit degree program

Academic program titles only take a capital for the discipline, but not for the generic word *program.*
For example:
German Minor program
Human Resource Management program
program in Electrical Engineering

Other references vary, depending on the unit's specifications.
For example:
Student Advocate Program
Work-Study Program
Job Shadowing Program

Rationale: It is not usually necessary to capitalize *program*, but it is appropriate in certain instances.

Co-op

The references *co-op* and *co-operative* should always be in lower case.

The only exception is when the full title of the unit is listed: *the Institute for Co-operative Education*.

Rationale: We wanted to come up with guidelines for this area that would:
1) be straightforward to interpret and apply;
2) make content consistent.

Educational Levels for Admission

Diploma of Collegial Studies
Diplôme d'études collégiales
International Baccalaureate
Secondary School Diploma
Grade 12 (Grade should always be capitalized when referring to an academic level, e.g. Grades 1 to 3, as per *The Canadian Style.*)

Rationale: These are official titles of educational levels required for admission.

Grade Point Average/GPA References

grade point average/GPA
annual weighted grade point average/WGPA
cumulative grade point average/GPA
graduation grade point average/GPA
final graduation point average/GPA

Other Requirements

academic performance requirements
high academic achievement
General Education requirement*
language proficiency testing
residence requirements

*This specific Concordia term needs capitalization to distinguish it from generic use of these words.

Rationale: These terms are standard for an academic institution and therefore don't need the special emphasis of capitalization.

Legal Codes and Procedures

These areas should not be altered.

Rationale: Their capitalized references cannot be changed because they have been identified as such in a legal document.

Position Titles
Only position titles at the following levels should be capitalized:

Chancellor, Vice-Chancellor
President, Vice-President, Associate Vice-President
Provost, Vice-Provost
Dean, Associate Dean
Director (cap when referring to administrative unit head; lower case when referring to position within
  academic department, e.g. program director, faculty director, co-op academic director)
Registrar
Chair (cap for noun; lower case for verb)
Principal (cap when referring to head of College/Institute/School; equivalent to Chair)

All other position titles should only be capitalized when they appear along with the incumbent's name.

Many Concordia titles have commas in them, e.g. *Vice-President, Research and Graduate Studies*.
Please ensure that title commas are used consistently. In a long list of names this will necessitate the use
of semi-colons as separators.

Rationale: We wanted to come up with guidelines for this very complex area that would:
  1) be straightforward to interpret and apply;
  2) give emphasis to top positions in the academic structure, while not overwhelming the text for
     every hierarchical reference.

Financial Aid and Awards Categories
entrance bursaries/scholarships
in-course bursaries/scholarships

These should only be capitalized when the full title is listed.
For example:
Concordia University Shuffle Entrance Scholarship
Concordia University Shuffle In-Course Bursary

Rationale: The categories are generic as they pertain to many different bursaries and scholarships,
whereas the titles of the bursaries and scholarships are specific and should be capitalized.

Residence
References to *residence* should always be in lower case.
For example:
students in residence
does not guarantee admission to residence

The only exception is when the full title of the unit is listed: *Residence Life*.

Rationale: This term is standard for an academic institution and therefore doesn't need the special
emphasis of capitalization.

Form Titles
Capitalize the title of the form, but not the word *form* (the title may be used without the word *form*).
For example:
must submit Graduation Application forms to the Office of the Registrar
must complete the Graduation Application online

Rationale: The term *form* is generic and doesn't require capitalization.

Computer terms

Here is the presentation to use for some common computer terms:

boot (booted, booting) up	LAN
CD-ROM	listserv
DVD	log (logged, logging) in (verb); log-in (noun)
email	Net (short for *Internet*)
Facebook	online
FTP	PDF
GIF	text message
Google	URL
GUI	web, web browser, webcam, webcast,
home page	web-enabled, webmaster, web page,
HTML	web server, website
Internet	World Wide Web (in capitals, but *the web* in
JPEG	lower case)

Web and email addresses in print should not be italicized for emphasis.

URLs
These should be in all lower case – don't capitalize the first letter of "words" in URLs
(e.g. www.myconcordia.ca).
Omit the *http://* and drop the trailing */* at the end of the address.
To determine whether or not *www* should be included at the beginning of the address, go to the site in question and see what appears in your browser's address bar. Find out the shortest version of the URL that can still pull up the web page.

In online copy, putting a period at the end of a Web address when it appears at the end of a sentence can be confusing, as can splitting the link over two lines; avoid both situations.

In copy that will be viewed in print or as a PDF, a period may be used at the end of a Web address, and links may be split over two lines if necessary. Readers are able to understand this presentation and it contains no live links.

Dates, times, numbers, and money

■ Dates

Day, month, and year: When dates are abbreviated to numerals, the formula DD/MM/YY (day, month, year) can be confused with MM/DD/YY or even YY/MM/DD, so it's best to spell it out. Ideally, use January 1, 2011 (or Jan. 1, 2011).

Days: Do not use ordinals for days. Write January 1, not *January 1st*; March 22, not *March 22nd*.

Months:
- In dates, the following months may be abbreviated:
  January (Jan.), February (Feb.), August (Aug.), September (Sept.), October (Oct.), November (Nov.), December (Dec.)
- The following months should always be written in full:
  March, April, May, June, July
- Do not abbreviate the month when citing just the month and year, e.g. *February 2011*.
- Due to the its formal writing style, all months are usually written out in full in the Calendar.

Punctuation:
- Use commas when the day is included:
  Jan. 13, 2011
  April 2, 2011, was a Saturday
- Do not use commas when the day is not included:
  June 2011 convocation
  financial statement for December 2011

Present tense: Use the present tense whenever possible instead of the future tense.
(e.g. *This course covers the essays of …* instead of *This course will cover the essays of ...*).

■ Time

Time abbreviation: For consistency's sake, use a.m. and p.m. (not AM, am, or the 24-hour clock). If the time is right on the hour, write 5 p.m., not 5:00 p.m.

For an event that spans a period of time: 3:30 to 5 p.m. or 10 a.m. to 10:30 p.m. An event would be held September 12 to 14. It. is preferable to write out the word "to" rather than use a dash between the start and end points.

■ Academic division of dates

Academic year: Concordia's academic year is divided into a **regular session** and a **summer session**. The academic year span is written as **2011-12**, not 11-12 or 2011-2012 or 2011-'12. But for years that span centuries, write out: 1820-2010; 1999-2002.

The **regular session** is divided into a **fall term** (September to December) and a **winter term** (January to April).
The **summer session** includes all courses offered between the beginning of May and the end of August. It is divided into a **first term** (May to mid-June) and a **second term** (late June to August), and also includes **special three-week** and **six-week summer sessions**.

Term system: Concordia follows a term system, not a semester system, because it has more than two divisions in its academic year (**summer session**, **fall term**, and **winter term**). (In our French publications, it is referred to as a trimester system.)

■ Historical dates

Decades: Use *1990s or '90s* (note the inverted direction of the apostrophe), not *nineties*, for decades. There should be an inverted apostrophe at the beginning of the abbreviated decade ('**90s**), but no apostrophe between the year and the *s* that follows it.
▪ Because of its formal writing tone, **1990s is more appropriate to use in the Calendar**.

Centuries: Use the same rule as when writing numbers (one to nine should be spelled out; 10 and up should be in numerals; see *Numbers* section that follows).
For example:
  the second century
  the fifth century BC
  the eighth and ninth centuries
  the 1800s (the 19th century)
  the 20th and 21st centuries
NOTE: Do not use superscript for the ordinals: 20th, **not** 20th; 21st, **not** 21st.

In the Undergraduate Calendar, History courses often include dates in their title and description. This number should follow the above rules, and any words that combine to form one adjective should be hyphenated.

Some examples of how to present this information:
  HIST AAAA: The 20th Century: A Global History
  HIST BBBB: 20th-Century World History
  HIST CCCC: Mid-19th-Century Canada
    (or Early-19th-Century Canada or Late-19th-Century Canada)
  HIST DDDD: Canada in the Late-19th Century
  HIST EEEE: 19th-Century China
  HIST FFFF: China in the 19th Century

AD & BC; CE & BCE (no periods): AD (Anno Domini) comes before the date, not after, and should only be used when the text also includes dates BC (before Christ). Alternatively, CE (Common Era) and BCE (before the Common Era) may be used. Note that periods should not be used in any of these references.
  55 BC and AD 1066
  21 BCE to 39 CE

Circa: Abbreviate to ca. (with a period; no italics).

■ Numbers

Numbers **one to nine** should be spelled out.
Ten and up should be in numerals, except when the number begins a sentence, as it does here.

Numbers used as adjectives follow the above rules.
For example:
This student is visiting our office for the 26th time.
The 12th edition of the author's first book is being released.
(Note that the ordinal "th" is not in superscript.)

Percentages in text should be written out:
20 per cent; five per cent (note that there is a space between per and cent)
The **percentage symbol** should be used only when percentages are presented in tables with numerals:
20%; 5%

Fewer vs. less
Fewer refers to numbers, and is plural; **less** refers to quantity, and is singular.
Fewer students are expected; less time is spent on admissions.

Over vs. more than: Do not use *over* to mean *more than*.
For example, write:
More than 50 people attended the seminar (instead of *Over 50 people attended the seminar*).

■ $$$Money

The dollar sign should go before the number, **e.g. $20**. The word cents is written out, **e.g. 55 cents** (not 55¢; you will notice that there is a $ key on your keyboard, but no ¢ key).

When amounts include both dollars and cents, list all numbers, **e.g. $14.25**. But when there are dollars but no cents, do not use a decimal point and zeros at the end of the amount, **e.g. $93 (not $93.00)**.

Amounts in the millions are written this way: **$6.5 million**, not $6,500,000, and not $6.5 M.

When reporting on the University budget and other large amounts of money, the amount can be written as **$93 million**.

Degrees

The gender-neutral degree nomenclature requires that the full names of degrees offered by Concordia be written out as:
Bachelor of/Baccalaureate in … (not just Bachelor of)
Master of/Magisteriate in … (not just Master of)
Doctor of/Doctorate in … (not just Doctor of)

- Therefore, try to use abbreviations whenever possible, instead of the lengthy full name.
  For undergraduate degrees, the abbreviations are: *BA, BAdmin, BComm, BCompSc, BEd, BEng, BFA, BSc*
  For graduate degrees, the abbreviations are: *IMBA, MA, MACompSc, MASc, MBA, MCompSc, MEng, MEnv, MFA, MIM, MSc, MScAdmin, MTM; PhD (plus the following doctorates which are only awarded as honorary degrees at the convocation ceremonies: DLitt, DMus, DSc, LLD)*.
  Do not use periods in degree abbreviations.
- Or use a generic reference: *bachelor's* or *undergraduate degree*, *master's* or *doctorate* or *graduate degree*. Do not capitalize bachelor's, master's, or doctorate (degree) when used in the generic sense.
  He is going on to complete a master's.
  She recently submitted her doctoral dissertation.

Capitalize the full names of degrees, diplomas, and certificates:
She is taking the Diploma in Administration.
I have a Master's Degree in Creative Arts Therapies.
The School of Graduate Studies developed the PhD in Humanities.

When referring to alumni, the designation should include both the degree and the year granted. Concordia is the result of a 1974 merger between Loyola College and Sir George Williams University.
- Alumni is a plural term.
- For male in singular, use alumnus.
- For female in singular, use alumna.
- For alumni in singular where the person's sex is not known, use alum.

To indicate the degree after an alum's name, enclose the degree and the last two digits of graduating year (no apostrophe) in commas: **Gabriel Bran Lopez, BA 08**. Do not give the major unless it is relevant to the subject of the article. If the person graduated before 1974, put **(Loyola)** or **(Sir George Williams)** after the year in parentheses to indicate the institution.

Formatting/typesetting

Font selections – Regular vs. bold vs. italic vs. underline:
- Use regular typeface (regular body weight) for the majority of text.
- Use bold typeface for emphasis, but sparingly. Too much bolding loses the emphasis.
- Avoid underlining words, especially headlines or subheads.
- Avoid using double and triple emphasis. A word in bold will stand out, as will a word in italics. A word need not be bolded, italicized, and underlined to get the reader's attention.
- Do not set long blocks of text in italics, bold, or all caps; they are harder to read and tire the eye.

Margins – Justified vs. flush left, ragged right: Text with flush left, ragged right margins conveys a nice, even colour. Since there is no artificial word spacing, the line reads better. In setting justified copy, the computer has to spread out the spaces between the words to make the lines run to the same length. Uneven spacing can ruin a document and lead to "rivers of white" running vertically through blocks of text.

Paragraph spacing: Put an extra hard return (by pressing the *enter key*) between paragraphs, to create a blank line as follows:
[BLANK LINE]
- Make sure to keep the hard returns consistent between paragraphs. If extra hard returns are inserted here and there between paragraphs simply to fill in a page, the irregular gap will disrupt the continuity of the page, as it does below:
[BLANK LINE 1]
[BLANK LINE 2]
- The Undergraduate Calendar uses the more concise style of placing new paragraphs on a new line, with no blank lines between the paragraphs.

Spaces: Use **only one space** after colons and end punctuation: periods, exclamation points, question marks. Word-processing and design software has automatic kerning (balanced letter spacing) which automatically adjusts the space for these areas and eliminates the need to manually insert a double space after a period. In fact, not only is the insertion of a double space not necessary, but it creates an irregular and odd-looking gap. This is one of the most frequent typesetting errors made today.

Upper case type vs. lower case: Set text in lower case, using upper case only for the first letter of the first word in a sentence (or for words that absolutely require a capital). Avoid setting text, including headlines, in all capital letters. The use of all caps significantly reduces reading speed, uses more space, looks awkward, and can create over-emphasis.

Geographical text

Ensure that you use the English version of the geographical region in English text, or the French version in French text. Accents are not used on Quebec or Montreal in English text unless they are part of a proper name. Concordia is in Montreal, but an event would take place at *Université de Montréal*.

If the name of a Canadian municipality is not instantly identifiable, it should be followed by the province in abbreviated form, **e.g. Oakville, Ont.** (not the postal form, ON).

American locations, except for the well-known major cities, should be followed by the state in full, **e.g. Cincinnati, Ohio.**

Major international cities like Rome, Paris, and Berlin need not be followed by the country, although London must be followed by 'England' unless it is clear from the context so as not to confuse it with London, Ont.

In all other cases, include the country's name. The United States is preferred as a first reference, although U.S. is acceptable. Both U.S. and U.K. retain the periods.

Some general terms are capitalized when used in a geographical context, for example:
- Eastern philosophy
- Western civilization
- the North, South, East, West
- Third World
- Earth should only be capitalized when referred to as a planet. Sun and moon should always be in lower case.

Non-sexist language

Some basic rules:
Chair: A department head is called a *chair*, regardless of gender. But if a person holds a title outside Concordia that is specifically designated as *chairman*, *chairwoman*, or *chairperson*, this may be used instead.

He/she: Try not to use *he/she* outside of an official document or list; *he or she* is acceptable, but clumsy. Try *they* and a plural verb, or rework the sentence.
- A common error in the Undergraduate Calendar combines the singular *student* with the plural *their* or *they*: *The student is required to submit their research paper once they have completed it.*
- Corrected to singular: *The student is required to submit his/her research paper once he/she has completed it.*
- Better in plural: *Students are required to submit their research paper once they have completed it.*

Punctuation

Ampersand (&): Use the ampersand only if it is part of the official name, *e.g. Pratt & Whitney*. Otherwise, put *and*.

Colon: It introduces a list, but should not be used after *such as*, *for instance*, or *for example*.

Commas:
- Put commas between the elements of a series but not before the final *and*, *or* or *nor* unless that avoids confusion:
  men, women, children and pets
  The major decided he must either attack at once, await fresh troops or withdraw.
  Breakfast consisted of oatmeal, fried eggs, and bread and butter.
- Use commas before clauses introduced by the conjunctions *and*, *but*, *for*, *or*, *nor* or *yet* if the subject changes:
  We are all in the gutter, but some of us are looking at the stars. — Oscar Wilde

Hyphen, en dash, and em dash:
- **A hyphen** is strictly used for hyphenating words (for words that already contain a hyphen or to split the word at the end of a line of text).
  NOTE: It is frequently used in the Calendar to link words that collectively form one adjective, such as *state-of-the-art technology*.
  *This does not apply to the —ly words, such as *newly admitted students*, *frequently used terms*, *freshly made coffee*, or *happily married couple*.
– **An en dash** is slightly wider than a hyphen (it is approximately the width of a capital letter N).
  It is used between words and numerals to indicate duration, e.g. *18 – 25 years of age*; *January 1 – June 30*; *9 a.m. – 5 p.m.* It takes a space before and after.
— **An em dash** is the widest (it is twice as wide as the en dash and approximately the width of a capital letter M). It is used in the same way as a colon or parenthesis, in a place where a period is too strong or a comma too weak, or to indicate an abrupt change in thought.
  In the Undergraduate Calendar, the em dash takes a space before and after:
  As you can see — right in this sentence — the em dash is surrounded by spaces.

Double quotes: Periods and commas, but not colons or semicolons, usually go inside the quote. Question and exclamation marks depend on the context.

Single quotes: Double quotes should be used rather than single quotes, except for quotes within quotes. If single quotes are used, periods and commas usually go inside the quote.

Third-person writing perspective

The Calendar is written in the third-person perspective (e.g. *students* must study *their* notes). Second-person (e.g. *you* must study *your* notes) and first-person perspectives (e.g. *I* must study *my* notes) should not be used. Text containing second- and first-person perspectives must be rewritten in the third-person perspective.

Title references

Use italics for the titles of books, films, magazines, newspapers, journals, art shows, photographs and paintings.

- **Nino Ricci's novel*, The Origin of Species.*
- *For Wendy*, **a film by Jacquelyn Mills.**

When deciding which words to italicize, respect the official title. The *Journal*, or the *Concordia Journal* is correct because "the" is not part of the publication's name.

The designation of an organization should be considered as a proper name and respected in its spelling and punctuation, even if that contradicts the guidelines here. For example, the *Canadian Oxford* uses "centre" but some campus research facilities use "center" in their title.

Always be sure you use a reliable source.

For chapters, essays, learned papers, and speeches, use quotes.

- **Recently, he published the "A History of Transatlantic Cables" in the *IEEE Communications Magazine* and he is giving the paper "TAT-1 and Deregulation" at IEEE Globecom in New Orleans.**

Seminars: Put titles in all capitals, no italics, no quotes.

Names of conferences: Title capitalize (capitalize principal words) a conference or event's theme or title, no italics, no quotation marks.

Frequently used terms

A

Admissions Application Centre
advisor (this spelling is used in University policy, so the Calendar follows it)
aesthetic
affect (*affect* is usually used for the verb; *effect* is usually used for the noun)
aging (not *ageing*) (the *Canadian Oxford Dictionary* favours aging)
all right (two words)
alumnus (masculine), alumna (feminine), alumni (plural, gender neutral)
analog (not *analogue*)
analyze (not *analyse*), analysis, analyses
anglophone

B

behaviour
Birks Student Service Centre
boot (booted, booting) up
bus, buses, bused, busing
buyout (one word for noun)

C

cancel, cancelled, cancelling, cancellation
cannot
CD-ROM
Cegep (always with capital C), (not *CEGEP*, *CÉGEP*, *cegep, cégep*; but *cégep* in French text)
centimetre (not *centimeter*)
centre, centred, centring (not *center*, *centered*, *centering*)
chair (may be used as a noun or a verb)
cheque
co-author
colour (not *color*)
complement (something that completes something else, or the full number of staff needed to work a unit)
complementary (completing, forming a complement)
compliment (an expression of praise)
complimentary (free of charge, or expressing praise)
co-op, co-operate, co-operative, co-operation (with hyphen)
coordinate, coordinator (no hyphen)
co-sponsor
counsel, counselled, counselling, counsellor
crosslisted

D

daycare (one word)
definitely (not *definately*)
De Maisonneuve (not *de Maisonneuve*)
dependant (noun); dependent (adjective)
disc, disk (*disc* for *compact disc*, *disc jockey*, *slipped disc*; *disk* only for certain computer-related terms: *disk drive*, *floppy disk*)
discreet (tactful)
discrete (separate)
dropout (noun); drop out (verb)
DVD

E

e-business
effect (*effect* is usually used for the noun; *affect* is usually used for the verb)
e.g. (short for *exempli gratia*, meaning *for example*) *The Calendar doesn't include a comma after e.g. or i.e. because it makes the text too cumbersome.
email
emeriti (gender neutral, plural); emeritus (masculine singular); emerita (feminine singular)
emphasize, emphasis
enquire, enquiry (don't use these; use *inquire*, *inquiry* instead)
enrol, enrolled, enrolling, enrolment
ensure (make sure something happens); insure (provide insurance)

F

Facebook
Faculty (for academic division); faculty (for teaching staff)
fibre (not *fiber*)
field day (two words)
field trip (two words)
fieldwork (one word)
filmmaker
flow chart (two words)
flow-rate (hyphen)
flyer (not *flier*)
focus, focused, focusing
format, formatted, formatting
francophone
FTP
fulfill, fulfilled, fulfilling, fulfillment (as per the UCEB's request, and as per the *Canadian Oxford Dictionary*)
fundraising

G
GIF
Google
grade point average, GPA
grey (not *gray*)
GUI

H
home page
honour, honourable, honorary
HTML

I
ID card (not *I.D.* card)
i.e. (short for *id est*, meaning *that is*)
   *The Calendar doesn't include a comma after
   i.e. or e.g. because it makes the text too
   cumbersome.
inquire, inquiry (use instead of *enquire*, *enquiry*)
install, installed, installing, installation, instalment
interdisciplinary (no hyphen)
Internet (may be shortened to *Net*)
its (possessive uses no apostrophe: *a review of
   Concordia and its budget*)
it's (contraction of *it is* uses an apostrophe: *it's a
   budget to cut spending*)

J
JPEG
judgment (not *judgement*; *judgment* is favoured
   by the *Canadian Oxford Dictionary*)

K
kilometre (not *kilometer*)

L
label, labelled, labelling
labour (not *labor*)
LAN
layout (noun); lay out (verb)
level of courses: at the 200 level;
   200-level courses
licence (noun); license (verb)
listserv (not *listserve*)
litre (not *liter*)
log (logged, logging) in (verb); log-in (noun)

M
meter (a device that measures)
metre (100 centimetres)
micro-organism (hyphen)
model, modelled, modelling
Montreal (use *Montréal* in French text only)
multidisciplinary (no hyphen)

multilingual
multimedia
multi-purpose

N
neighbour (not *neighbor*)
Net (short for *Internet*)
newswriting (no hyphen or space)

O
off campus, on campus (use hyphen when used
   as adjective, but not when used as adverb:
   off-campus work terms; *work off campus*)
offence, offensive
online (no hyphen)

P
PDF
per cent (two words), percentage, percentile
   (one word)
permanent code (instead of *code permanent*)
playwright, playwriting
practice (noun); practise (verb)
prerequisite
preschool (no hyphen)
principal (main, leading; head of school)
principle (fundamental truth or law; code of
   conduct)
program (not *programme*)

Q
Quebec (use *Québec* in French text only)
Quebec Acceptance Certificate (not *Quebec
   Certificate of Acceptance*)
Quebecer
queue, queued, queuing

R
readmit
reregister
resubmit
resumé

S
secondary school (noun); secondary-school
   (adjective)
semester (don't use this; use *term* instead)
stationary (not moving)
stationery (writing material)
storey, storeys (level of building)
student portal
Studio Art (the discipline)
Studio Arts (the department)
subdivision
subsection

T
term (use instead of *semester*)
text message
theatre (not *theater*)
TOEFL iBT (for TOEFL Internet-based test)
TOEFL PBT (for TOEFL Paper-based test)
towards: in the direction of (although the
    Canadian Oxford Dictionary lists this as
    toward, *towards* is more commonly used in
    the Calendar)
travel, travelled, travelling, traveller

U
U.K.
URL
U.S.

V
vs. (not *versus*)

W
web (short for *World Wide Web*)
web browser, webcam, webcast, web-enabled,
    webmaster, web page, web server, website
    (note that some terms are written as one word
    and others as two words)
work term (noun); work-term (adjective)
World Wide Web