Undergraduate Calendar Style Guide (Long Version)   May 2024

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.

To access the Canadian Oxford Dictionary, you should log in to your Concordia Library account. Simply click on the link above then click the "View eBook" button on the right side of the page. You will be asked to enter your Concordia Netname and password.

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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Quick Reference: Frequently Used Terms

Note: For guidelines on how to write department titles and position titles at Concordia University, please see the Undergraduate Calendar Style Guide (Long Version): [Capitalization section](#).

A

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

antisemitism (all lower case, no hyphen)

B

behaviour

Birks Student Service Centre

Black (upper case for the cultural reference)

bus, buses, bused, busing

C

cancel, cancelled, cancelling, cancellation

cannot

C.Edge (Career Edge) (for C.Edge: upper case *C* and *E*; with only a period between them, but no space)

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

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)

counsel, counselled, counselling, counsellor

cross-listed

D

decolonize, decolonization (no hyphen)

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)

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

Faculty (for academic division); faculty (for teaching staff)

fibre (not *fiber*)

field day (two words)

field trip (two words)

fieldwork (one word)

filmmaker

First Peoples, First Peoples Studies (upper case and no apostrophe for the cultural reference and program title)

flow chart (two words)

flyer (not *flier*)

focus, focused, focusing

format, formatted, formatting

francophone

fulfill, fulfilled, fulfilling, fulfillment (as per the *Canadian Oxford Dictionary*)

G

Google (upper case for noun); googled (lower case for verb)

grade point average, GPA

grey (not *gray*)

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.
Indigenous (upper case for the cultural reference)
inquire, inquiry (use instead of *enquire*, *enquiry*)
install, installed, installing, installation, instalment
interdisciplinary (no hyphen)
internet
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*)
layout (noun); lay out (verb)
level of courses: at the 200 level;
  200-level courses
licence (noun); license (verb)
litre (not *liter*)
log (logged, logging) in (verb); log-in (noun)

M

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

N

neighbour (not *neighbor*)
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)
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)
Studio Art (the discipline)
Studio Arts (the department)
subdivision
subsection

T

term (use instead of *semester*)
text message
theatre (not *theater*)
travel, travelled, travelling, traveller

U

U.K.
URL
U.S.

V

vs. (not *versus*)

W

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

General Writing Style Guidelines – Extended Version

Use full sentences

Write out text in full sentences.

Use present tense

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

Use third-person plural writing perspective

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

Use gender-neutral language

She/he: Don't use s*he* or *he.* Instead, use the plural/gender-neutral form *they.*
His/her: Don't use *his* or *her.* Use plural/gender-neutral *their* instead.
Student/students: Use the plural form *students* instead of singular *student* in order to avoid the single possessives *his* or *her* and to be able to use *their* instead.
- Example of singular which should be changed to plural: *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.*

Addresses, coordinates and URLs

- Concordia has two main locations, the Sir George Williams Campus and the Loyola Campus.
- Only the campus and official building abbreviation should be included in your location.
  Example: Sir George Williams Campus, GM Building; Loyola Campus, SP Building
  Note: The above presentation should be used when writing out the building abbreviation in free text. However, when you enter the building abbreviation in the "Location" field in the CCMS, the field automatically converts text to all upper case.
- Physical street addresses, room numbers, and telephone numbers should not be included. Instead, list the department URLs.
- URLs should be in all lower-case regular font – don't capitalize the first letter of "words" in URLs (e.g. concordia.ca). Omit the http:// and drop the trailing / at the end of the web address.
  Example:
  Don't use this style of URL: https://www.concordia.ca/provost/resources/curriculum.html
  Use this URL presentation instead: concordia.ca/provost/resources/curriculum
  Note: 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 this URL you can enter that will still pull up the web page correctly, then use that version.

Physical addresses and telephone numbers (extended guidelines for the long version of the Style Guide)
If it is absolutely necessary to include that level of detail in the Calendar for a specific reason, this is the presentation style to use:
- **1455 De Maisonneuve Blvd. W., FB 900**
  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-FB 900.*

- **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.

Dates (extended guidelines for the long version of the Style Guide)

Avoid including specific dates, especially if they contain the year, or if they change from year to year. Instead, provide a web link that directs readers to the specific details.

If it is absolutely necessary to include that level of detail in the Calendar for a specific reason, these are the guidelines to follow:

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, 2025 (or Jan. 1, 2025).

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

■ Time (extended guidelines for the long version of the Style Guide)

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.

Punctuation, special text characters and formatting

- **Comma:**
  ◦ 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.
  ◦ Due to the complexity of the content covered in the Undergraduate Calendar, commas are often needed before the final *and*, *or*, *nor* to make clear divisions.
  ◦ 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

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

- **Semicolon:**
  ◦ A semicolon is often used in the Calendar to separate a string of topics from a different string of topics. Commas are used between the different topics within the same string, and then a semicolon separates that string from a different string of topics appearing in the same sentence:
    Topics include natural processes such as fire, water, and the movement of organisms; human activities such as transportation infrastructure and urban development; and methods for analyzing landscape structure such as patches, corridor networks, and landscape metrics.
  ◦ Semicolons are also used in course prerequisites and course notes to separate courses with different subject codes. Commas are used to separate courses with different numbers within the same subject code:
    The following courses must be completed previously: CHEM 205, CHEM 206; PHYS 204, PHYS 206.

- **Double quotes:** Periods and commas, but not colons or semicolons, usually go inside the quote marks. 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 marks.

- **Dashes:** Avoid using dashes between words and/or numerals to indicate duration, e.g. *18 – 25 years of age*; *January 1 – June 30*; *9 a.m. – 5 p.m*. Instead of a dash, write out the word *to*. This follows the Calendar writing style of using text rather than symbols in the content.

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

- **Text formatting (italics, bolding, underline, all caps)**
  The CCMS has very limited text formatting capability, so avoid the use of italics, bolding, underline, and text written in all capital letters.
  Avoid listing text that would require italics, such as the titles of books, films, magazines, newspapers and journals.

- **Spaces:** Use **only one space** after colons and end punctuation: periods, exclamation points, question marks. 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.

Abbreviations

The common sense approach to using abbreviations and acronyms is readability. Generally, the standard style is to write it out in full at first mention, followed by the acronym in parentheses. After that, use the acronym as needed.

Use of "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.

Capitalization

The goal is to:

1) **limit the capitalization appearing in the Undergraduate Calendar, for better readability;**
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.

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, e.g. Director of the Concordia Institute for Information Systems Engineering; 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 not be capitalized. The only exception is if the title appears along with the incumbent's name; only in those cases should other position titles be capitalized.
Example: *Permission of the undergraduate advisor*; *Undergraduate Advisor Jane Doe in the Department of …*

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.

Divisions of the Academic Calendar

Note: 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.)

academic year
regular session
day/evening regular session
fall term
winter term
summer session/term
day/evening (fall or winter) term
fall 2024 (graduation/course)
fall term 2024
spring 2025
winter term 2025
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*

Bridging student
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*

bridging
certificate
microprogram
graduate certificate
diploma
honours
option
specialization
major
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/annual WGPA

cumulative grade point average/cumulative GPA

graduation grade point average/graduation GPA

final graduation point average/final 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.

Dates, Numbers, and Money

■ 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 **2024-25**, not 24-25 or 2024-2025 or 2024-'25.
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 may include **special three-week** and **six-week summer sessions**.

■ Historical dates

Decades: Use the style *1990s,* not *nineties*, for decades. Because of the Calendar's formal writing tone, do not abbreviate 1990s to '90s. 'There should be no apostrophe between the year and the *s* that follows it.
Style guidelines are still evolving for decades in the current millennium. Right now, it is recommended to use the *2000s* for the decade 2000 to 2009, and the *2010s* for the decade 2010 to 2019.

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 in front of a noun 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 / Early 19th-Century Canada / Late 19th-Century Canada
   HIST DDDD: Canada in the Late 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.

■ $$$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 and Other Credentials

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*
  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.
  There are several bachelor's degrees available.
  He is going on to complete a master's.
  She recently submitted her doctoral dissertation.

Capitalize the full names of degrees, diplomas, certificates, and microprograms:
  She is taking the Diploma in Administration.
  They graduated with a Bachelor of Science in Chemistry.
  The School of Graduate Studies developed the PhD in Humanities.
  The Microprogram in Web Design and User Interface is offered by the Faculty of Fine Arts.