

Joe had three ways he could "Commute A nother Way" :

1. He could carpool with Mary.
2. He could ride his bike.
3. He could walk.

If a vertical list does not begin with a complete sentence followed by a colon, then the entire list should be treated as a sentence. Listed items may be set off by numbers but begin with a lowercase letter and end with either a comma or semicolon. The entire list ends with a period.

Joe's three ways to "Commute A nother Way" are

1. to carpool with Mary,
2. to ride his bike, and
3. to walk.

See also

C - when referring to a grade, is not set off with quotation marks or any other special punctuation. It stands

chair, chairman, chairwoman – Bowdoin uses _____ for the head of a committee or board, rather than _____, or _____. An exception here is in writing about someone whose official title is or was _____, or _____, in which case you use the title they actually hold or held. See also _____.

class identification – refer to _____, _____, and _____, rather than referring to freshmen, lowerclassmen, or upperclassmen. All are lowercased. Please note that _____ does not designate all classes besides first-years; it designates juniors and seniors, which means that its use should be limited. Because there are many more distinctions or policies that affect first-year students only, versus those that affect juniors and seniors but not sophomores and first-year students, exceptions exist; e.g., _____ has long been used by the College to indicate any housing that is not for first-years. If there is a way to express the idea in question without misusing _____, that is preferred.

class year – capitalized when referring to a specific class, _____; for class year designation, use the last two digits of the person's class year with an apostrophe indicating the missing first digits, e.g., _____; references from the founding of the College to 100 years before the present first-year class should include the entire year (_____); it is also permissible and sometimes more clear to say _____.

Class years are preceded by open apostrophes (_____, not _____). Possessives with class years are written _____.

College – is capitalized when it is a specific reference to Bowdoin; lowercase when used alone in reference to other institutions or to college in general ().

College House – the correct way to refer to the student residences that are part of the College House system in Bowdoin's residential life program; do not use the term when referring to any College House.

colon, spaces after – despite what people may have learned in school, one space, not two, follows punctuation marks such as the colon, period, and exclamation point.

commas – Bowdoin uses the serial comma (also called the Oxford comma), a comma separating all elements of a series of three or more elements, including the one before a final conjunction (). When the serial elements are long and complex or involve internal punctuation, they are separated by semicolons. Exceptions to this rule exist when AP style is being followed, such as in press releases, but should be consistent elsewhere.

Commas (and periods) almost always fall inside quotation marks:

Correct:

Incorrect: (You will see this style in British usage, but it is incorrect in our style.)

Commas are also used in numbers of 1,000 and higher.

A word, abbreviation, phrase, or clause that is in apposition to a noun (provides an explanatory equivalent) is normally set off by commas if it is nonrestrictive—if it can be omitted without obscuring the identity of the noun to which it refers. () If the word or phrase is restrictive and provides essential information about the noun to which it refers no commas should appear. ()

comprise – a transitive verb, which means it must have an object and it may not be used in the passive voice. It is incorrect, although seen so often that it is likely changing, to write that something something else.

Correct: _____ or _____ or _____

Incorrect: _____

course titles – titles of courses taught at Bowdoin are written in upper and lowercase letters. For example: _____ . Course names have historically not been formatted in any way, either by italics or with quotation marks. Now that many, if not most, course names are more title style (such as _____) than level style (_____), we changed in 2020 to italics in running text to avoid confusing our readers, so that a course would be styled as ARTH 3800: _____ or just _____ . Course names in listings in Courseleaf or on department pages will still be styled without italics, and when courses are named in level style, they can be styled without italics, but do not mix the two styles.

Coursework – one word, not two.

COVID-19 – This term emerged with the pandemic, and there are lots of styles and spellings used. Bowdoin chose to use Merriam-Webster's version over a lowercase covid-19 or Covid-19. It is incorrect to call this disease "the coronavirus," since that is a general term that encompasses multiple viruses.

cum laude – Latin title, meaning _____ ; set lowercase in italics. At Bowdoin, this is referred to as _____ and is conferred on graduating students whose GPAs place them in the top 20 percent of the graduating class.

curriculum – the single form of the word; _____ is plural.

curriculum vitae – (plural: _____), a summary of one's personal history and professional qualifications. An allowable short form is _____

They may also be prepositional or adverbial phrases or clauses with an understood subject and verb.

Correct:
work) OR

... (now the modifier directly describes her
... (separate subjects)

Incorrect: As a professor of economics, her work involves international research. "Work" is not a professor. Either add the correct subject to the phrase or move it.

dashes – see entries for and for more information. Do not put spaces between words and dashes. The following examples are correct:

Divisions of the College – see departments/offices.

dorm/dormitory – do not use _____ or _____ ; the preferred phrase is _____ .

Dr. – Bowdoin does not use _____ as a term of address for professors. Do not use the title of doctor or its abbreviation for someone who has an earned or honorary PhD. Exceptions may be made on occasion for visiting/guest speakers and sparingly in other circumstances.

drop off – such phrases as _____ , _____ , and _____ , when used as instructions, are imperative verbs and should not be hyphenated (_____). Used to describe a location where an activity takes place, the words are hyphenated (_____).

each – as a subject is always singular and takes a singular verb. Pearned or honorary PhD

Ideally, a sentence should be recast to eliminate the need for any personal pronoun. See also "he/she."

the nonsexist they/their/them when switching to a pronoun (...).
It is also acceptable to refer to he and she/him and her in sentences; it just makes them longer (...) and should be used only when needed, as it can create tedious repetition and an unintended emphasis of gender as binary. Although it has been in the past unacceptable to use a singular subject with a plural pronoun, that is now accepted and is often the easiest way to avoid problems:

Note: When writing about a specific person, writers should whenever possible ask the subject what their preferred pronouns are, and then use those pronouns.

headline style capitalization – capitalize all nouns, pronouns, verbs, adjectives, adverbs; lowercase most articles, prepositions (except when used adverbially or adjectivally), and typically most conjunctions. Don't capitalize based on the length of the word. Capitalize the first word after a colon, regardless of its part of speech, but use normal headline style for the first word after a dash. For titles of works only, capitalize prepositions that are five or more letters in length.

health care – two words, no hyphen.

high school – does not take a hyphen when used as an adjective.

Hispanic – usually a Spanish-speaking person of Latin American origin who lives in the United States. is used more readily whether or not the person/people in question are Latin American or Latinos in the US. A concentration in the Department of Romance Languages and Literatures, Hispanic studies language, literature, and culture of the Spanish-speaking world.

historic – as an adjective, preceded by

Latino – a Latin American or Hispanic man; may also be used in the collective noun or adjective form. Latino/a is used more readily whether or not the person/people in question are Latin American or Latinos in the US. Latino/a is acceptable for the collective noun, but the gender-inclusive Latinx is more widely used now.

Latinx – gender-inclusive term referring to a Latin American or Hispanic person or people.

lead – the past tense of is , not lead.

LGBT – acronym for lesbian, gay, bisexual, transgender; LGBTIQ(A) (lesbian, gay, bisexual, transgender, intersexed, queer/questioning, allied/asexual) may be used in contexts pertaining to Bowdoin's Center for Sexuality, Women, and Gender.

Library – see .

lists, bulleted – a vertical list (as opposed to a run-in list) is best set off by a complete grammatical sentence followed by a colon. Listed items have ending punctuation only if the items are complete

The Smiths' European tour will take them to (1) London, (2) Paris, (3) Rome, and (4) Madrid.

The performance series will include (a) _____; (b) _____; and (c) _____.

log-in – hyphenated as a noun; two words (log in) as a verb.

-ly – when used to form a compound adverb preceding a noun, do not hyphenate. Correct: It was a highly acclaimed book. Note: AP hyphenates this use, so you will see it in newspapers, but Chicago does not.

magna cum laude – Latin title, meaning with great honors; set lowercase in italics. At Bowdoin, this is referred to as “Latin honors” and is conferred on graduating students whose P/T average is 3.5 or higher.

Ordinal numbers (those that show order) follow the same rules as cardinal (counting) numbers: He was ranked 125th in a class of 127. He batted third in the order. Do not use ordinal numbers in dates: The concert will be performed on September 25 (not September 25th).

Percentages always use numerals (except at the beginning of a sentence) and are followed by the percent symbol in scientific or statistical copy; in other types of writing, the word "percent" is spelled out. Exceptions can be made in graphs or charts where necessary for space.

object pronouns – many people—especially those who are diligent about referring humbly to themselves in the subject of a sentence (Mary and I ate lunch)—get confused when using pronouns and especially multiple pronouns as objects:

Correct:

Incorrect:

off-campus – hyphenated as an adjective preceding a noun; otherwise left open ().

OK – seldom used in formal communication, but when used, it is spelled this way and not .

online – one word, no hyphen.

on-campus – hyphenated as an adjective preceding a noun; otherwise left open (She lives on campus.).

organizations – the official name of an organization is capitalized, but it is preferable that any informal or abbreviated form of the name is lowercased (Bowdoin Chamber Choir, but chamber choir).

parentheses – (If an entire sentence exists within parentheses, the period falls inside the final bracket.) If a parenthetical phrase ends a sentence, the period falls outside, (like this). A question mark falls within the parentheses only when the question is part of the parenthetical phrase. A comma, semicolon, or colon comes after the parentheses are closed.

Parents Weekend – the former name of the annual fall campus event now called Family Weekend. If the older name is ever referenced note that it is spelled with no apostrophe, before or after the s. This is treated as a distributive noun—a weekend for or about parents. A similar example is Veterans Day. (But, Presidents' Day.)

part-time – hyphenated preceding a noun; otherwise open ().

parallel construction – every element of a parallel series must be a functional match of the others (word, phrase, clause, sentence) and serve the same grammatical function in the sentence (e.g., noun, verb, adjective, adverb).

Peary-MacMillan Arctic Museum – may be referred to as the Arctic Museum; housed in the John and Lile Gibbons Center for Arctic Studies.

percentages – spell out percent () in running text, but use the numeral (unless the percentage starts a sentence). Do not use except in scientific or statistical use or in graphic elements, as necessary.

period, spaces after – one space, not two, follows punctuation that ends a sentence, whether it be a period, question mark, exclamation point, or quotation mark. The habit of putting two spaces after the sentence-ending punctuation is a leftover from the days of typewriters and is no longer necessary.

persons with disabilities – preferred terminology rather than _____ or _____ in consideration of College style guidelines, Bowdoin’s director of student accessibility, and the Association on Higher Education and Disability.

pick up – such phrases as “drop off,” “pick up,” and “sign in,” when used as instructions, are imperative verbs and should not be hyphenated (_____). Used to describe a location where an activity takes place or as a noun, “drop off” is hyphenated (_____) and “pickup” is closed.

please – politeness matters, but use “please” sparingly in instructions and requests, simply because they

If a quotation is syntactically part of the sentence, it should begin with a lowercase letter, even if it is a

In using the singular they intentionally, it is acceptable to reference the singular subject in conjunction with a plural pronoun, e.g.,

sign in -

student-athlete – hyphenated, one word.

students – are
or . Students are and , not and not
and , and athletic teams follow suit, e.g.,
and .

subject-verb agreement making the subject and verb agree when they are close together is generally not a problem. When words (especially other nouns) come between them, however, it can create confusion.

Compound subjects connected by "and" are treated as plural. ()
When compound subjects are connected by "or" or "nor," make the verb agree with the nearest part of the subject. (.)

theater

Movies, television, radio: titles are italicized (). Names of individual episodes: roman, within quotation marks ("Chuckles Bites the Dust")

Musical works: operas and long works are italicized (). Song titles are roman type, within quotation marks ("Hey, Jude"). Classical instrumental works known by "generic" terms such as

does, of course, mean that you will need to determine whether the correct form is (subject), (object), or (possessive).

Correct:

Incorrect: — though these are frequently heard in conversation.

whose/who's – is a possessive pronoun. is only ever a contraction of the words or

wordmark – see

World Wide Web – as the formal name, capitalize World Wide Web.

writer in residence – no hyphens.

www when listing URLs in running text, it is no longer necessary to include the prefix . For example, refer to the Bowdoin website as simply

ZIP code – postal service trademark; the acronym ZIP stands for zoning improvement plan and should be all uppercase letters.