

James Madison University SACS Style Guide

The following is a list of style conventions to use in writing the SACS self-study report. In most cases, the style guide follows the AP Style book and JMU editorial style guide. However, in some cases the style shown is different from AP and the established JMU style because it is either mandated or unique to the SACS report. If you have any questions not covered by the style guide, contact Kristi Shackelford at shackekl@jmu.edu.

Item	Style	Example
Abbreviations and Acronyms	<p>Do not use abbreviations or acronyms the reader cannot recognize. Generally, abbreviate or use an acronym after first using the formal name. Do not include the abbreviation if it is not used later in the same statement. Omit periods unless the result would spell an unrelated word.</p> <p>Abbreviate junior or senior after an individual's full name but do not set it off with a comma; abbreviate company, corporation, incorporated and limited when used after the name of a corporate entity but do not set it off with a comma.</p> <p>Abbreviate a year by using an apostrophe instead of the first two figures.</p>	<p>The College of Integrated Science and Technology (CISAT) is committed...</p> <p>The CISAT campus is located...</p> <p>John J. Smith Jr.; Nabisco Brands Inc.; Upjohn Co.</p> <p>1976; '76</p>
Academic Degrees	<p>Use an apostrophe in bachelor's degree and master's degree.</p> <p>An academic abbreviation is set off by commas when used after a name; do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.</p> <p>When spelling out the degree title use uppercase for the degree title but not for the subject; abbreviations may also be used.</p> <p>JMU offers the academic degrees listed to the right in alphabetical order with correct abbreviations.</p>	<p>Smith received his bachelor's degree from Harvard and master's degree from JMU.</p> <p>Daniel Moynihan, Ph.D., spoke...</p> <p>Dr. Pam Jones, a chemist, spoke...</p> <p>Sue has a Bachelor of Science degree in public administration.</p> <p>Sue has a B.S. degree in art.</p> <p>The College of Business offers a Bachelor of Business Administration degree in marketing.</p> <p>Undergraduate Degrees</p> <ul style="list-style-type: none"> ▪ Bachelor of Arts (B.A.) ▪ Bachelor of Business Administration (B.B.A.) ▪ Bachelor of Fine Arts (B.F.A.) ▪ Bachelor of Individualized Study (B.I.S.)

		<ul style="list-style-type: none"> ▪ Bachelor of Music (B.M.) ▪ Bachelor Science (B.S.) ▪ Bachelor of Science in Nursing (B.S.N.) ▪ Bachelor of Social Work (B.S.W.) <p>Graduate Degrees</p> <ul style="list-style-type: none"> ▪ Doctor of Audiology (Au.D.) ▪ Doctor of Musical Arts (D.M.A.) ▪ Doctor of Philosophy (Ph.D.) ▪ Doctor of Psychology (Psy.D.) ▪ Educational Specialist (Ed.S.) ▪ Master of Arts (M.A.) ▪ Master of Arts in Teaching (M.A.T.) ▪ Master of Business Administration (M.B.A.) ▪ Master of Education (M.Ed.) ▪ Master of Fine Arts (M.F.A.) ▪ Master of Music (M.M.) ▪ Master of Occupational Therapy (M.O.T.) ▪ Master of Public Administration (M.P.A.) ▪ Master of Physician Assistant Studies (M.P.A.S.) ▪ Master of Science (M.S.) ▪ Master of Science in Education (M.S.Ed.) ▪ Master of Science in Nursing (M.S.N.)
Academic Divisions	Listed to the right are JMU’s academic divisions	<p>College of Arts and Letters</p> <p>College of Business</p> <p>College of Education</p> <p>College of Integrated Science and Technology</p> <p>College of Science and Mathematics</p> <p>The Graduate School</p> <p>University Studies</p>
Academic Titles	<p>Capitalize formal titles such as professor only when they precede a name; lowercase elsewhere.</p> <p>Do not use in second reference</p>	<p>Professor Jan Jones has joined our faculty.</p> <p>Our faculty welcomes Jan Jones as the professor of history.</p> <p>Jones formerly served as head ...</p>
Academic Unit	Use to refer collectively to departments, schools and degree-granting programs.	All academic units are required to...
Academic Unit Head	Use to refer collectively to department heads, school directors and degree-granting program	

	coordinators/heads.	
Academic Year	Four digits, followed by a hyphen, followed by two digits	2000-01
Academic Years	Do not uppercase Do not use “freshman;” do not hyphenate first year in “first year student”	first year student, sophomore, junior, senior
Access Cards	Always lowercase. Use JMU access card on first reference, JAC or access card thereafter.	Students should bring their JMU access card to the door. Present your JAC at the door.
Addresses	Use the abbreviations Ave., Blvd., St. only with a numbered address. Spell out and capitalize when part of a formal street name without a number. Always use figures for an address number. Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above. Internet addresses are generally all lower case. Do not include http (unless it is essential to the url	The White House is located at 1600 Pennsylvania Ave. The White House is on Pennsylvania Avenue. 9 Morningside Circle 7 Fifth Ave. 100 21st St. shackekl@jmu.edu www.jmu.edu/catalog/10 https://secureweb.jmu.edu/curric/
Administrative Rules of the Department of Education	Write out for first use of a rule in each section Abbreviate later uses in the same section	Administrative Rules 6A-1 of the Department of Education State Board of Education SBE 6A – 1
Adviser	Do not use advisor	
African-American	Always hyphenate	
Ages	Use figures. Ages expressed as adjectives before a noun or as substitutes for a noun get hyphens.	A 5-year-old boy. The girl is 5 years old.
Alphabetical order	Alphabetize lists if there is no hierarchical significance	
Alumnus, alumni, alumna, alumnae	Use alumnus when referring to a man who attended a school; use alumni when referring to a group of men who attended a school; use alumna for similar references to a woman; use alumnae when referring to a similar group of women;	

	use alumni when referring to a group of men and women.	
a.m. p.m.	Use lowercase letters and periods. Use words for noon and midnight	6:30 a.m., 10 p.m. At noon, the bells ring.
Ampersand	Use & only when it is part of a company's formal name.	
And	Use a comma before and in a series only when and occurs in the series.	The departments of biology, chemistry and mathematics are part of the College of Science and Mathematics. The departments of biology, chemistry, geology and environmental studies, and mathematics are part of the College of Science and Mathematics.
Annual	An event cannot be described as annual until it has been held at least two successive years.	The annual spring graduation...
Archaeology	Not archeology	
Athletic Affiliations	The list to the right includes JMU's athletic affiliations	Colonial Athletic Association Eastern College Athletic Conference National Archery Association National Collegiate Athletic Association (Division I) Yankee Conference
Back up Backup	A verb A noun or adjective	The trucks will back up through the field... Use information from the backup drive...
Backward	Not backwards	
Beside Besides	Means at the side of Means in addition to	She left beside him. Besides, she left him.
Biannual	Means twice a year and is a synonym for semiannual.	The publication is biannual, in the spring and fall.
Biennial	Means every two years.	... reviewed biennially, in 2009 and 2011.
Bimonthly	Means every other month. Semimonthly means twice a month.	
Biweekly	Means every other week. Semiweekly means twice a week.	Paychecks are received biweekly.
Board of Visitors	Uppercase only when the formal name is used. always use the formal name in first reference.	The James Madison University Board of Visitors will meet this week. The JMU Board of Visitors will meet this week. The board of visitors called a special meeting.

Building	<p>Do not abbreviate the names of campus buildings.</p> <p>Capitalize the proper names of buildings, including the word <i>building</i> if it is an integral part of the proper name.</p>	<p>The Music Building is on the Quad.</p> <p>The College of Business building is now Zane Showker Hall.</p>
Bullets	<p>Use before text that is indented or unnumbered and for lists of 4 or greater</p> <p>Do not use bullets within sentences.</p> <p>Lists should be alphabetical (if not hierarchical)</p> <p>The sentence before the bullets should be a complete sentence.</p> <p>End the preceding sentence with a colon</p>	<p>I purchased the following:</p> <ul style="list-style-type: none"> ▪ Apples ▪ Peaches ▪ Pears
Campus-wide	Should be two words with a hyphen, not campuswide	Our campus-wide approach is...
Capitalization	<p>When referring to JMU, do not capitalize university after the first reference.</p> <p>Units of the university are lowercase</p> <p>The full names of colleges and departments of the university are uppercase</p> <p>Always capitalize President when referring to the JMU president by name.</p> <p>Use lowercase with all other uses of the title.</p> <p>Capitalize academic titles when the full title is used.</p> <p>Use lowercase with all other uses of titles</p> <p>In general, avoid unnecessary capitals. Capitalize nouns that constitute the unique identification for a specific person, place or thing.</p> <p>Lowercase the common noun elements of names in all plural uses.</p> <p>Capitalize common nouns such as college, department and university when they are an integral part of the full name for a person, place or thing.</p>	<p>The university tries to...</p> <p>All colleges within the university...</p> <p>The College of Business will...</p> <p>Meanwhile, President Rose spoke to...</p> <p>The president spoke at graduation...</p> <p>The Vice President for Student Affairs appeared...</p> <p>The vice president and dean will ...</p> <p>John, Mary, America, Harrisonburg, Warren Hall</p> <p>Duke, Warren, Zane Showker and Wilson halls</p> <p>College of Business, Department of Biology, James Madison University, School of Music</p>

	<p>Lowercase these common nouns when they stand alone in subsequent references.</p> <p>On first reference, use the proper name for colleges, departments, schools, offices, etc.</p> <p>On second reference lowercase and use generic names.</p>	<p>the college, the department, the school, the university</p> <p>The Office of Publications is located in Nicholas House.</p> <p>The Department of History offers the Master of Arts degree.</p> <p>The publications office is located in Nicholas House.</p> <p>The history department offers two master's degrees.</p>
Catalog Catalog Year	<p>The titles should be capitalized</p> <p>Specify which catalog you are referring to.</p> <p>All references should be to the 2010-2011 version (jmu.edu/catalog/10)</p>	<p><i>2010 James Madison University Undergraduate Catalog</i></p> <p><i>2010 James Madison University Graduate Catalog</i></p> <p>If referring to both: undergraduate and graduate catalogs</p>
Cents	<p>Spell out and lowercase the word cents, using figures for amounts less than a dollar;</p> <p>use figures for amounts more than a dollar;</p> <p>drop the decimal and zeros if there are no cents.</p>	<p>The cost is fifty cents.</p> <p>The cost is \$4.50</p> <p>The cost is \$400.</p>
Century	<p>Lowercase and spell out numbers less than 10;</p> <p>use a hyphen if it is used as an adjective.</p>	<p>the first century, the 20th century, 17th-century literature</p>
Chairman, chairwoman	<p>Capitalize as a formal title before a name; lowercase if it follows a name.</p> <p>Do not use chairperson unless it is an organization's formal title for an office.</p> <p>In the event gender is unknown, the following may be used as an option:</p>	<p>company Chairman John Jones;</p> <p>committee Chairwoman Jane Smith;</p> <p>John Jones, company chairman;</p> <p>Jane Smith, committee chairwoman</p> <p>D. L. Jones, who chairs the committee</p>
Citations	<p>Put sources at the end of sentences within brackets.</p> <p>Separate sources with a semicolon.</p> <p>Put the period outside of the brackets</p>	<p>...showed that the students were satisfied [http://oirsacs.jmu.edu/PerfMeasures/YearMeasures.asp?Yearid=2009-10].</p>

Class year	There are three accepted usages when including the year of graduation in text; be sure to use apostrophes in front of abbreviated class years	Jane Smith ('76) Jane Smith who graduated in 1976 Jane Smith (B.B.A. '76)
Colon	Use a colon before the statement above a list.	I purchased the following: <ul style="list-style-type: none"> ▪ Apples ▪ Peaches ▪ Pears
Comma in a series	Use a comma before and in a series only when and occurs in the series. See AP stylebook for more information.	The departments of biology, chemistry and mathematics are part of the College of Science and Mathematics. The departments of biology, chemistry, geology and environmental studies, and mathematics are part of the College of Science and Mathematics.
Commonwealth	Four states - Kentucky, Massachusetts, Pennsylvania and Virginia - are legally commonwealths. The distinction is necessary only in formal uses. Lowercase when not part of a "Commonwealth of" construction.	The Commonwealth of Virginia filed a suit. They filed a suit against the commonwealth.
Computer and Internet Terminology	No uses other than those listed are acceptable	database online e-mail Web page home page Web site
Course work	Two words, with a space between course and work	All course work is assigned...
Courtesy titles	Do not use courtesy titles such as Miss, Mr., Mrs. or Ms. There are certain situations (formal invitations, lists of donors or patrons, or when referring to a husband and wife in text) when it may be unavoidable. Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree.	Dr. and Mrs. Linwood Rose attended the banquet. Mrs. Rose received an award. Pam Jones, Ph.D. Dr. Pam Jones, a chemist
Data	Should be plural	The data are not consistent
Database	Use as one word – no space between data and base	The database contains...
Dates Days	Do not abbreviate days of the week in text	

Months	Abbreviate the month when used with a date.	Aug. 23
Years	Spell out the name when used with a year. When using only a month and a year, do not abbreviate the month or use a comma to separate the month from the year. When using the month, day and year, set off the year with commas.	August 2001 We met in April 1995. The committee will meet again on June 25, 1975, for further debate
Dean	Capitalize only when used as a formal title before a name.	Dean John Jones... John Jones, dean of the college
Department	Capitalize only when using the department's formal name. In general, replace department with "academic unit."	The Department of Marketing presented the program. The marketing department presented the program. Students are accepted by the academic unit on the basis of their academic records.
Division	Capitalize when referring to a specific division Lowercase when referring generally	The Division of Academic Affairs has... Throughout all divisions of JMU
Doctorate in Education	Use capital E, followed by lower case d, followed by a period, followed by a capital D followed by a period with no spaces	Ed.D.
Document Titles	Use the document name only, with no quotation marks, italics or underline	Annual Report of the Division of Continuing Education 1998-99
Documentation	Put sources at the end of sentences within brackets. Separate sources with a semicolon. Put the period outside of the brackets.	...showed that the students were satisfied [http://oirsacs.jmu.edu/PerfMeasures/YearMeasures.asp?Yearid=2009-10].
Dormitories	Do not use. Use residence halls.	
Electronic addresses	Generally all lower case. Do not include http (unless it is essential to the url)	shackekl@jmu.edu www.jmu.edu/catalog/10 https://secureweb.jmu.edu/curric/
e-mail	Use a lowercase e, followed by a single hyphen, followed by lowercase mail	e-mail
Emerita (female), Emeritus (male)	Often added to formal titles to denote that individuals who have retired retain their rank or title by action of the JMU Board of Visitors. Capitalize when used before the person's name;	Professor Emeritus John Jones Jane Jones, dean emerita

	lowercase when used after the person's name.	
Ensure	Use ensure to mean guarantee.	Steps were taken to ensure accuracy.
Exhibit	Do not use when referencing sources	
Faculty	Use as a collective noun, meaning the entire university teaching staff. To identify individuals, use professor or faculty member. To identify a group (but not all) of professors, use professors or faculty members	The faculty accepted ... An English faculty member said... Professors feel...
Fax	Acceptable as shortened version of facsimile or facsimile machine. Do not use as a verb; do not use all caps.	Your information may be sent by fax.
Founders Day	Always uppercase; no apostrophe. Name has been changed to James Madison Day	We used to celebrate Founders Day on... We celebrate James Madison Day on...
Fractions	Spell out amounts less than one in text, using hyphens between the words. Use figures for precise amounts larger than one, converting to decimals whenever practical.	two-thirds, four-fifths, seven-sixteenths 1-1/2 , 2-1/4
Full time		She goes to school full time.
Full-time	Hyphenate when used as a compound modifier.	He is a full-time student.
Grade Point Average	Spell out on first reference. Use GPA for successive uses	Honors scholars should have a 3.25 grade point average. Her GPA was 3.25.
Homecoming	Always uppercase.	The Homecoming weekend is...
Hyphenation, automatic	Don't use it	
Internet	Capitalize	The Internet provides...
James Madison University JMU	Use James Madison University on first reference. Use JMU or the university on subsequent mentions	James Madison University was founded... Admission to the university is competitive.
Library	When referring to the entire group of libraries, use JMU libraries. Four libraries compose the JMU libraries: <ul style="list-style-type: none"> ▪ Carrier Library ▪ Music Library ▪ CISAT Library ▪ Educational Technology and Media Center (ETMC) Capitalize when using the proper name. Do not	The Web site for the JMU libraries is ... Carrier Library is located... The library is located...

	capitalize when second use directly follows the named library.	
Money	<p>Spell out and lowercase the word cents, using figures for amounts less than a dollar; use figures for amounts over a dollar; drop the decimal and zeros if there are no cents.</p> <p>Always lowercase dollars. Use figures and the \$ sign in all except casual references or amounts without a figure.</p> <p>Use the \$ sign and numerals up to two decimal place for amounts of more than \$1 million.</p> <p>The following are examples of amounts less than \$1 million.</p>	<p>5 cents, 15 cents, 99 cents, \$1, \$5.01, \$10.50, \$5, \$10</p> <p>The book cost \$4. Dad, please give me a dollar. Dollars are flowing overseas.</p> <p>It is worth \$4.35 million. It is worth exactly \$4,351,242.75. He proposed a \$300 billion budget.</p> <p>\$4; \$50; \$500; \$5,500; \$550,000</p>
Names	<p>Offices When referring to these offices, always use:</p> <p>Other offices' names should be as they are referred to in the university catalogs.</p> <p>People Use a full name on first reference. Use the last name in subsequent references</p>	<p>Registrar's Office Office of Veteran Affairs</p> <p>Dr. Linwood Rose said... Rose continued...</p>
Numbered Lists Punctuation	Do not use terminal punctuation unless the items themselves are sentences	
Numbers in Text	<p>Spell out numbers under 100</p> <p>In four-digit numbers and non-dollar amounts, do not use commas.</p> <p>In five or more digit numbers, use commas</p>	<p>2000, \$4589</p> <p>20,000, \$45,890</p>
On campus On-campus	<p>Hyphenate when used as a compound modifier.</p>	<p>We went to a theater workshop on campus. We went to an on-campus theater workshop.</p>
On-line online	Use as one word only	The online resources...
Page Number	<p>Use p. for one page</p> <p>Use pp. for more than one page</p>	<p>p. 3</p> <p>pp. 22-25</p>

Parents Weekend	Always uppercase; no apostrophe.	During Parents Weekend...
Percent	One word – no spaces or symbols	50-percent off
Percentages	Use figures. Use decimals, not fractions. For amounts less than 1 percent, precede the decimal with a zero. Repeat percent with each individual figure; do not use the percent symbol (%) in text.	1 percent 2.5 percent 0.6 percent 10 percent to 30 percent
p.m. a.m.	Use lowercase letters and periods. Use words for noon and midnight	6:30 a.m., 10 p.m. At midnight, the bells ring.
Pre-	Use pre-dental, pre-dentistry, pre-game, prehistory, pre-law, premedical, pre-medicine, pre-pharmacy, pre-physical therapy, pre-professional, pre-theology, pre-veterinary,	
President	Use with full name on first reference Do not capitalize when referring to the president of JMU by title only.	President Linwood Rose ... The president agreed...
Professor	Never abbreviate. Do not use in second reference unless it is part of a quotation. Capitalize when used as a formal title before a name.	Professor Jacobs said... Jacobs continued...
Quad Quadrangle	Always capitalize.	The buildings on the Quad...
Re-entry	Use re, followed by a single hyphen, followed by entry	There is no re-entry option....
Resident adviser	Lowercase both words. Use RA on second reference.	The resident adviser was called... The RA said...
Residence halls	Not dorms or dormitories	
Room numbers	Use figures and capitalize room when used with a figure.	The class is in Room A12.
SACS	When used for the first time, use: In additional mentions, use:	Commission on Colleges of the Southern Association of Colleges and Schools SACS
School	Capitalize only when using the school's formal name.	The School of Art and Art History presented the program. The art and art history school presented the program.
Season	Do not capitalize seasons when they refer to a particular semester. Do not capitalize when seasons refer to a time of year.	In fall 2000, we anticipate... Leaves change each fall.

See	Do not use see when referencing material in this report	See Documentation
Semester	Always lowercase.	During the fall semester...
Semiannual	Twice a year	
Self	Always hyphenate.	self-esteem, self-examination, self-inflicted
Spaces between Sentences	Use one space at the end of a typed line.	This is one sentence. This is the second.
Spell Check	Use it. Use it again.	
States	Spell out the names of the 50 U.S. states when they stand alone in textual material. Abbreviate when used with the name of a city, county, town, village or military base in text. Place one comma between the city and the state name, and another comma after the state name unless ending a sentence. Eight state names are never abbreviated.	JMU is located in Virginia. Harrisonburg, Va., is the home of James Madison University. Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah
State-wide	State, followed by a single hyphen, followed by wide. Not statewide	Our state-wide search...
Suggestions	If there is more than one suggestion for a single must statement, number them.	Suggestions 1. Raise staff salaries 2. Lower staff workload
Table/Figure numbering	Should be numbered according to statement number, followed by a hyphen, followed by a their numerical listing in order	Table 3.2.3-1 Table 3.3.3-2 Figure 3.2.3-1 Figure 3.2.3-2
Theater	Use this spelling unless the proper name is Theatre.	We went to a theater workshop. School of Theatre and Dance Grafton-Stovall Theatre
Time	Use figures except for noon and midnight. Use a colon to separate hours from minutes.	The program will begin at 11 a.m. The game will begin at 7:30 a.m. The dance will end at midnight.
Toward	Not towards	
University	Do not capitalize when referring to JMU unless it as part of the formal name.	The university campus...
University Recreation Center	Use full name on first reference.	The University Recreation Center (UREC) is located...

	UREC is acceptable on second reference.	All of the activities at UREC are...
University-wide	Should to two words divided by a hyphen, not universitywide	The same idea is felt university-wide...
Vice President, Senior	Use Vice President for (Not of) Capitalize when used with full title before a full name. Do not capitalize and use in when used after a name.	Senior Vice President for Student Affairs and University Planning Dr. Mark Warner... Dr. Mark Warner, senior vice president in Student Affairs and University Planning...
versus	Abbreviate as vs. in all uses.	
Weights	Use figures in all cases.	The baby weighed 9 pounds, 7 ounces.
Years	Use figures without commas; use an "s" without an apostrophe to indicate spans of decades or centuries. Years are the lone exception to the general rule that a figure is not used to start a sentence.	1975; the 1920s 1976 was a very good year.