Style Guide Quick Reference

This is a downloadable and printable quick reference guide. To review the full guide, please visit the Saint Mary's University Style Guide (smu.ca/styleguide) web pages.

Departments/Programs

Capitalize when referring to departments as stand-alone words: **e.g., Chemistry, French, Women's Studies**

However, departments are lowercase when used in a sentence. Examples: She works in the chemistry department. He is a professor in the geology department. Ashley is a philosophy student.

Job Titles

Capitalize an individual's title before or after their name e.g., **Saint Mary's President Robert Summerby-Murray**, **Professor Rohini Bannerjee**, **Erin Sargeant Greenwood, Vice-President (Advancement).** Lowercase a title when it appears on its own and separated from the individual's name e.g. After the summit, the dean expects research to be completed in July 2020. The instructor is teaching 200 students.

NOTE: As per the Canadian Press Style Guide and Canadian Oxford Dictionary, a hyphen must be used in the title of ***Vice-President and Vice-Chancellor.*** However, do not use a hyphen in the title of Associate Dean and Adjunct Professor.

Abbreviations

Use periods after abbreviations, except units of measurement**: e.g., Co., Mr., etc.**

The current trend is not to use social titles and honorifics after the first reference. When using social titles and professional degrees, use periods with no spaces between letters.

Months and Days

All months of the year can be abbreviated, except for May. When abbreviating months of the year and days of the week, be consistent **e.g., Jan. Feb. Mar. Apr. May. Jun. Jul. Aug. Sept. Oct. Nov. Dec. Mon. Tues. Wed. Thurs. Fri. Sat. Sun.**

Time

Below are the basics of how to write time:

9 a.m. **not** 9 am **or** 9:00 a.m.
1 hour 20 minutes **not** one hour twenty minutes or 1 hour and 20 minutes Avoid
using 12:00 with a.m. or p.m. Indicate **midnight or noon**.

Times of day in even, half, and quarter hours can be spelled out in text when the time is not meant to be exact.

Example: The meeting will begin at half past one.

Daylight Savings Time

Daylight Savings Time is from the 2nd Sunday in March to the 1st Sunday in November, so during these time frames, use **ADT**.

Standard Time is from the 1st Sunday in November to the 2nd Sunday in March so during these time frames, use **AST**.

Contractions

We do not recommend using contractions (can't, won't, etc.), except in quotes or titles where contractions are used as well as informal communications such as casual, conservational style emails, social media and student communications.

References to the University

The University should always be called Saint Mary's University or Saint Mary's when being referred to as a noun. In following references, capitalize university if it retains specificity to Saint Mary's. SMU is acceptable only in informal contexts not tied to academics.

Acronyms

Unless it is very well known to the audience (RCMP, CBC), spell acronyms out in full on the first occurrence. "Students in Free Enterprise (SIFE) run a variety of educational projects throughout the academic year."

Do not use periods in geographical initialisms (for example, BC, NS, PEI, US). Spell out the names of provinces (and states) when they stand alone (for example, "The team will be attending a conference in New Brunswick."). The name of a province may be abbreviated when it follows a place name (for example, Ottawa, ON).

Punctuation

Only use a single space in between the punctuation at the end and beginning of the next sentence.

Digital

Use bold to emphasize text online. Do not emphasize text using underlining (looks like a link), italics (difficult to read) or headline formatting, as these approaches impact accessibility.

Bulleted lists should be added with an HTHL editor, not typed dashes. Items should not finish with semicolons.

Spelling: web page, home page, website, link (not hyperlink), smu.ca (no https or www), livestream.

Alumni Affiliations

It is incumbent on those individuals that work on behalf of the university to understand how to refer to alumni and adhere to a consistent standard. The basic rule is if a person is referenced as alumni, identify them with their degree and their year. For more alumni affiliation references, please visit the *Degree and Programs page* in the Style Guide. If you have questions or require further clarification, please contact the Alumni Office.

Most common examples of degree formats		
Degree	Abbreviation	Degree & Year
Bachelor of Arts	BA	BA'86
Bachelor of Commerce	BComm	BComm'86
Bachelor of Science	BSc	BSc'87
Bachelor of Education	BEd	BEd'87
Master of Business Administration	MBA	MBA'87
Executive Master of Business Administration	EMBA	EMBA'88
Master of Arts	MA	MA'89
Master of Science	MSc	MSc'89
Master of Education	MEd	MEd'98
Master of Finance	MFin	MFin'98
Certificate in Human Resources	CertHRM	CertHRM'98
Diploma in Engineering	DipENG	DipENG'05
Doctor of Laws	LLD	LLD'98
Doctor of Commerce	DComm	DComm'98
Doctor of Letters	DLitt	DLitt'98
Doctor of Humane Letters	LHD	LHD'98
Doctor of Philosophy	PhD or PHD	PHD'98