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The Office Marketing & Communications and others in the University producing written materials should adhere to the guidelines outlined in this style guide, which are based, in part, on *The Associated Press Stylebook* (2020) but also use guidelines unique to the needs of Yeshiva University.

The *Webster's New World College Dictionary (5th Edition)* is the preferred reference for English spelling and punctuation. It can be searched online at <https://www.yourdictionary.com/about/websters-new-world-college-dictionary.html>

- 1) Bachelor's degree, master's degree, associate degree [no 's with associate degree]
  - a) She received a bachelor's degree in history. He received a master's degree in philosophy. He has an associate degree in management.
- 2) Bachelor of Arts, Master of Science [no 's when using initial capitals]
  - a) She received a Bachelor of Arts in Modern History. He received a Master of Science in Mathematics.
- 3) B.A., J.D., Ph.D., LL.M. [use periods; if a person has more than two, set apart by commas]. However, MBA does not use periods.
  - a) Joan Marcus, B.A., Ph.D., spoke last week...
- 4) Do not

- 2) The second reference and continuing references throughout the article will use the title and last name: Dr. Falluja
  - a) Dr. Oriana Falluja, professor of biology at Stern College for Women, has published a new article on genetics. The research that Dr. Falluja has pursued includes ...
  
- 1) Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave.
  - a) Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue.
  - b) Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.
- 2) All similar words (alley, drive, road, terrace, etc.) always are spelled out.
- 3) Always use figures for an address number: 9 Morningside Circle.
- 4) Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above.
  - a) 7 Fifth Ave.
  - b) 100 121st St.
- 5) Compass Points/Quadrants of a city
  - a) He lived at 222 E. 42nd St.,      He lived on East 42nd Street.
  - b) She resided at 600 K St. NW,      She lost her phone in the vicinity of K Street Northwest.
  - c) No periods in compass points: NW,      N.W.
- 6) Highway Designations
  - a) Use these forms, as appropriate in the context, for highways identified by number: U.S. Highway 1, U.S. Route 1, U.S. 1, state Route 34, Route 34, Interstate Highway 495, Interstate 495. On second reference only for Interstate: I-495.
  - b) When a letter is appended to a number, capitalize it but do not use a hyphen: Route 1A.
- 7) Post Office Boxes
  - a) Use periods: P.O. Box 7000,      PO Box.
- 8) For envelope invitations, use New York, NY, not Manhattan.

Adviser, not advisor

- 1) All composition titles should use uppercase for primary words.
- 2) Books and periodicals (magazines, newspapers) are in italics and without quotes: *War and Peace*, *The New York Times*
- 3) Articles in journals or magazines are in quotes and don't use italics: "The Style of Stylishness" in *Tablet*.
- 4) Poems are in quotes and don't use italics. (The title of a book of poetry is treated like any other book.)  
 b) *The Red Wheel*

1) Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major





In general, use *fewer* for individual items (number) and *less* for indefinite amounts (volume).

- 1) Less money, fewer dollars
  - 2) More machines, fewer workers, less effort
  - 3) Fewer donuts, less sugar
- 
- 1) Spell out numbers one to nine and use figures for 10 and up.
    - a) Eight, nine, 10, 11
  - 2) Ages always use figures and are hyphenated when expressed as adjectives before a noun or as a substitute for a noun, but no hyphen is used when dollar figures appear as an adjective.
    - a) She had a 5-year-old boy      The boy is 5 years old.
    - b) The boy, 7, has a sister, 10.
    - c) The woman, 21, has a daughter 2 months old.
    - d) The law is 8 years old.
    - e) The race is for 3-year-olds.
    - f)





- d) A full-time job ( He works full time)
  - e) A know-it-all attitude
- 2) Use hyphens to link all the words in the compound except the adverb *very*, all adverbs that end in *-ly* and when expressing a range.
- a) He had a very devil-may-







The graduation year is always listed first followed by the school abbreviation with no space in between. School and year come directly after the name and are NOT preceded by a comma.

Rabbi Herbert C. Dobrinsky '50YUHS, '54YC, '57R, '80F, vice president for institutional advancement, was honored today at...

- 1) Hebrew terms used in YU publications are spelled





conforms to the Jewish dietary regulations

M



tzitzit  
garment worn by Jewish males

yahrzeit  
anniversary of a person's death

yarmulke  
male head covering – see