

Durham College editorial style guide

Table of contents

Introduction.....	03
Abbreviations and acronyms	03
Accents.....	03
Address formats and contact information.....	03
Apostrophes.....	04
Athletic terms and abbreviations.....	05
Bold	05
Brackets/slashes	05
Buildings and facilities.....	05
Campuses/locations.....	06
Capitalization	06
Academic schools and programs	07
Departments, offices and services	07
Proper names	09
Titles.....	09
Awards and honours	10
Commas.....	10
Dates.....	10
Degrees	11
Grant agencies	13
Hyphenation.....	13
Inclusive language.....	13
Italics.....	13
Letter salutations	14
Letter spacing.....	14
Lists (bullets and numbering)	14
Money.....	14
Names.....	14
Numbers	15
Participles	16
Provinces and territories.....	16
Plurals.....	16
Preferred language.....	16
Quotation marks.....	16
Semicolons.....	17
Spelling	17
Symbols	17
Telephone and fax numbers.....	17
Time	17
Underlining.....	17
Commonly misused words.....	18
Commonly misspelled words	18
Plain language options.....	19
Durham College web style guide	20

Introduction

The Durham College Editorial Style Guide was developed to ensure a consistent identity, along with clarity of message and purpose, in the delivery of internal and external communications and documents pertaining to the college. It follows Canadian Press style (CP Stylebook) and the Canadian Oxford Dictionary, except where specified herein. Common instances where the guide should be referenced and followed include the writing of academic calendars, campus-wide emails, flyers, media advisories and releases, viewbooks, content copy for Information Centre for Employees (ICE), digital signage, media and other documents for public distribution.

Specific guidelines have been developed for the web; please refer to them on page 20.

This document is maintained by the Communications and Marketing department and is reviewed and updated on a bi-annual basis.

Abbreviations and acronyms

Never use periods in acronyms unless the abbreviation is geographical or refers to a person. An abbreviation is a shortened or contracted form of a word or phrase, used to represent the full word (e.g. Doctor and Dr.)

Example: E.P. Taylor is well known at Durham College for his contribution to education. In addition, he is recognized in the horse-racing community where he was the long-time president of the Ontario Jockey Club (OJC). His legacy can also be found throughout much of the U.S.

In the first reference to any name or title to be abbreviated, always spell out the full name followed by the acronym in brackets. The acronym should be used in all subsequent references.

An acronym is a word formed from the initial letters or groups of letters or words in a set phrase or series of words (e.g. Student Academic Learning Services (SALS))

Note: periods are not used in acronyms but should follow an abbreviation.

Example: Durham College (DC) shares its campus with the University of Ontario Institute of Technology (UOIT) in Oshawa, Ont. DC is home to more than 10,000 full-time post-secondary and apprenticeship students and more than 9,000 students attend UOIT.

Accents

Follow the Canadian Oxford Dictionary. Some common words requiring accents are entrée, resumé, café and cliché.

Address formats and contact information

The following is an example of correct address protocol. Durham College does not put brackets around phone numbers or area codes and uses periods rather than dashes between number groupings. If you are including your cell or fax number, this is to be referenced at the beginning with a colon. Please see the example below.

Example:

T: 905.721.3000

C: 289.555.5555

F: 905.721.3113

Mailing/website addresses:

The correct mailing address for Durham College's Oshawa campus, including Campus Corners, is:

2000 Simcoe St. N.
Oshawa, ON
L1H 7K4
Canada

The correct mailing address for Durham College's Whitby campus, including the Centre for Food, is:

1610 Champlain Ave.
Whitby, ON
L1N 6A7
Canada

The correct mailing address for Durham College's Pickering Learning Site is:

1340 Pickering Pky., Unit 102
Pickering, ON
L1V 0C4
Canada

When using a post office box, format the address as follows:

John Jones
1425 James St.
PO Box 4001 STN A
Victoria, BC
V8X VX4
Canada

In numbered addresses such as the above, write as follows:

- Ave.
- Blvd.
- Cir.
- Cres.
- Dr.
- Hwy.
- Pky.
- Rd.
- Rte.
- Sq.
- St.
- Ter.

Spell out general locations.

Example: King Street.

When using a full mailing address, like those listed above, show the province as ON. When showing a general location, show the province as follows: Durham College is located in Oshawa, Ont. In all instances, if the location is within Ontario, there is no need to specify the province in internal communications. If outside Ontario, then follow CP Style for format.

Example: Edmonton, Alta.

Always follow CP Style for location in all external communications.

The correct website address for Durham College is www.durhamcollege.ca.

Apostrophes

Use an apostrophe before an s to indicate the possessive or ownership.

Example: Durham College's 40th anniversary celebration took place on September 18, 2007.

When a noun ends with an s, use a single apostrophe after the s.

Example: The School of Health & Community Services' professors are qualified professionals with years of real-world experience.

For singular common nouns and singular proper names that end in s, use an apostrophe and an s at the end of the word.

Example: The campus's Student Services building.

Example: Agnes's dress.

However, if the name ends with an eez sound, use an apostrophe alone to form the possessive.

Example: Ramses' wife.

A word ending with an s sound and followed by a word beginning with an s is treated like other regular nouns.

Example: For appearance's sake.

Use an apostrophe in genitives to indicate the relationship of one noun to another.

Example: A teachers' union.

Plurals of decades have no apostrophe.

Example: The use of technology exploded in the 1990s.

Do not use an apostrophe with the possessive pronoun its.

Example: The Program Advisory Committee had its first meeting of the year.

Use an apostrophe for the contraction meaning it is. It is becomes it's.

Example: It's cold today.

Use an apostrophe when referring to: dotting the i's and crossing the t's.

Use an apostrophe when referring to letters in the plural form.

Example: There are four s's in Mississippi or there are four a's in Alabama.

Athletic terms and abbreviations

The official name for Durham College's varsity athletic team(s) is the Durham Lords. The Lords' mascot is named Lord Durham. Refer to the team as the Durham Lords in the first reference. In subsequent references refer to it as Durham College or the Lords.

Ontario Colleges Athletic Association (OCAA): Durham College is a member of the OCAA, the provincial governing body for intercollegiate sports with member colleges across Ontario. Refer to the organization by its full name in the first reference and then OCAA in all subsequent references.

Canadian Collegiate Athletic Association (CCAA): CCAA is Canada's governing body for men's and women's college sport and is comprised of 100 members from five athletic associations. Refer to the organization by its full name in the first reference and then CCAA in all subsequent references.

Bold

Avoid using bold in content. If emphasis is required use bold text sparingly in the designed document.

Brackets/slashes

Use brackets sparingly to indicate a separate, but related thought within a sentence, or to introduce an acronym that will be repeated within the copy. Do not use when referring to dates.

Slashes should be used sparingly and with no spaces between them.

Example: and/or, manager/director or on/off.

Buildings, facilities and labs

Do not capitalize the word building when referencing campus buildings.

Example: The lecture took place in the Gordon Willey building.

Durham College capitalizes the word campus only when referring to a proper name, such as the Campus Library otherwise it should be lowercase.

Example: Students were spread out across the Oshawa campus.

Durham College's buildings and facilities:

- Centre for Food (CFF)
- Gordon Willey building
- Integrated Manufacturing Centre (IMC)
- Pickering Learning Site (PLS)
- Skills Training Centre
- Simcoe building
- Student Services building (SSB)

Buildings/facilities shared with UOIT:

- Campus Bookstore
- Campus Corners
- Campus Library
- Campus Ice Centre
- Campus Recreation and Wellness Centre (CRWC)
- Campus Tennis Centre
- Health Centre
- Interprofessional Centre of Excellence in Simulation
- Simcoe Village residence
- South Village residence
- Student Centre
- West Village residence

UOIT buildings:

- Automotive Centre of Excellence (ACE)
- Business and IT building (UB)
- Energy Systems and Nuclear Science Research Centre (ERC)
- Ontario Power Generation Engineering building
- Science building (UA)

Parking lots:

- Campus Corners
- Champions
- Founders 1
- Founders 2/3
- Founders 6
- Founders 7
- Simcoe Village residence
- Commencement 1/2

Campuses/locations

Durham College offers programs and courses at campuses in Oshawa and Whitby and at the Pickering Learning Site (PLS).

The Oshawa campus features the Campus Recreation and Wellness Centre, Campus Library, Student Centre, Interprofessional Centre of Excellence in Simulation and residence buildings among other facilities and services. In addition, a state-of-the-art Student Services building opened in January 2011.

The Whitby campus features the Skills Training Centre and offers market-driven certificate, diploma and apprenticeship programs in the fields of skilled trades and energy. A three-phase expansion of the college's Whitby campus was recently completed when the 36,000-square-foot Centre for Food opened on the northwest corner of campus. Accommodating approximately 900 additional students studying in culinary, hospitality, tourism, agricultural and horticultural programs, it also features Bistro '67, a new, 70-seat, full-service, green-certified teaching and learning restaurant and Pantry, a new retail store featuring fresh-baked items, meals-to-go, preserved foods and ready-to-cook meals created by students in the college's culinary programs.

The PLS, offered in partnership with Centennial College, offers a unique, collaborative learning centre designed to meet the needs of students looking to further their credentials in an environment focused on mature, professional learners. Providing innovative curricula delivery, the site offers four graduate certificate programs from each college in addition to continuing education courses on evenings and weekends.

Durham College also offers Community Employment Services (CES) in Oshawa, Bomanville, Uxbridge and Port Hope. From its Oshawa campus, to the Bomanville CES, through to the Port Hope CES, Durham College covers a large geographical area of Durham Region.

Capitalization

When referring to Durham College as the college, do not capitalize the word college.

Academic schools and programs

Capitalize academic schools and programs.

Example: The School of Media, Art & Design offers Advertising and Marketing Communications and Public Relations programs.

Durham College's academic schools are as follows:

- Centre for Food
- School of Business, IT & Management
- School of Continuing Education
- School of Health & Community Services
- School of Interdisciplinary Studies & Employment Services
- School of Justice & Emergency Services
- School of Media, Art & Design
- School of Science & Engineering Technology
- School of Skilled Trades, Apprenticeship & Renewable Technology

When referring to a single school, capitalize the word school.

Example: The School of Business, IT & Management incorporates the use of technology into its teachings.

When referring to multiple schools, do not capitalize the word schools.

Example: The schools of Media, Art & Design and Health & Community Services both held job fairs last week.

The word school should also not be capitalized when it is being used in a general sense.

Example: The school has become a leader in the delivery of new culinary programs.

Please note: school names are an exception in using the ampersand symbol for the word and.

Generally do not capitalize the first letter of a sentence that follows a colon but a capital may be used if emphasis is desirable.

Example: Please note: students can pick up their passes beginning tomorrow.

Departments, offices and services

Aboriginal Student Centre (ASC)

Accounting department

Alumni office

Athletics department*

Campus Bookstore*

Campus Conference Services*

Campus Health Centre*

Campus Ice Centre*

Campus ID office*

Campus Library*

Campus Recreation and Wellness Centre (CRWC)*

Career Services

Campus Tennis Centre*

Centre for Academic and Faculty Enrichment (CAFE)

Centre for Students with Disabilities (CSD)*

Communications and Marketing department

Community Employment Services (CES)

Continuing Education office

Corporate Training Services
Dental Clinic
Distance Education
Diversity office*
Durham College Retiree Association
Facilities and Ancillary Services*
Financial Aid and Awards office
Finance department
Food services – Aramark*
Human Resources department
Information Technology Services (ITS)*
ITS Application Development
ITS Enterprise Systems
ITS ICT Infrastructure
ITS LMS Systems
ITS Media Services
ITS User Support Services
International office
Learning Commons*
Learning Commons, Whitby campus
Mailroom*
Main switchboard*
Office of Campus Safety*
Office of Development
Office of Research Services and Innovation (ORSI)
Office of the President
Office of the Vice-President, Academic
Ontario Public Service Employees Union (OPSEU)
Parking Services*
Pickering Learning Site
Police Education and Innovation Centre (PEIC)
Print Shop*
Shipping and Receiving *
Shipping and Receiving, Whitby campus
Strategic Enrolment Services department
Strategic Enrolment Services department, Whitby
Student Academic Learning Services (SALS)
Student Affairs
Student Association (SA)*
Student Housing office*
Student Life office
Student Recruitment and Admission Services
Test Centre
Tuck Shop*
Varsity Athletic Therapy*
Women’s Centre*

*shared service with UOIT

The word department should be capitalized when it is part of a formal name.

Example: The Department of Athletics is located in the Campus Recreation and Wellness Centre.

The word department should not be capitalized when it is being used in a general sense or when following a service.

Example: The chief role of the department is to ensure that a strong, positive image of Durham College is communicated proactively to all internal and external audiences.

Example: The Athletics department is located in the Campus Recreation and Wellness Centre.

Do not use a plus sign (+) or ampersand (&) when writing about departments. Use the word and in these instances.

Example: The Communications and Marketing department provides the college community with event planning and writing services.

The word office should be lowercase when following a service or department.

Example: The President's office is located in Room A140.

The word office should be capitalized when it is part of a formal name.

Example: The Office of the Registrar is located in Room A160.

Titles

Job titles should always appear in lowercase and are not capitalized unless they appear at the beginning of a sentence or come immediately before a name.

Example: President John Smith captivated the crowd with his announcement.

Durham College President Don Lovisa announced today that ...

If there are more than four words in a title, the title should come after the name.

Example: Jane Smith, professor and Advertising and Marketing Communications program co-ordinator, teaches advertising and marketing.

Proper names, awards and honours

Proper names

For corporate and promotional names, capitalize only the first letters of words. Capitalizing the entire name suggests it is an acronym, which can lead to confusion.

Example: Visa not VISA. Note: for names with other internal capitalization, follow the organization's capitalization unless it hampers readability.

Example: MyCampus, DC Connect, etc.

Follow the corporation's use of capitals in proper names.

Example: adidas, eBay, Facebook.

Awards and honours

Capitalize the names of awards and honours.

Some common examples:

- Durham College In-Course Scholarship
- The Durham Regional Police Service Board Bursary Fund Award
- The General Motors of Canada Limited Bursary
- The Harold Pat Dooley Bursary
- The Region of Durham Chairman's Scholarship
- The UA Local 463 Award

Note: when referring to more than one award or scholarship, the word award or scholarship becomes lowercase.

Example: Students should strive to receive one of the Durham College In-Course, Region of Durham Chairman's, UA Local 463 or Durham Regional Police Service Board Bursary Fund scholarships or awards.

Publications

Capitalize the names of publications, lectures, presentations, etc.

For example: Gary Gannon, professor and program co-ordinator of the Human Resources program in the School of Business, IT & Management, defended his dissertation titled Human Resources Programming and its Impact on Leadership within Governing Boards of Ontario Community Colleges from the Department of Leadership, Higher and Adult Education at the University of Toronto.

Note: headlines and website titles are not capitalized.

Commas

Commas generally reflect pauses in speech. In a series, place commas after each item but not before the final and.

Example: Students waited in line to buy their textbooks, notebooks, pencils and pens.

For direct quotes, place commas and periods inside the quotation marks.

Example: "This spectacular evening is one of Durham College's biggest fundraising events and we look forward to an evening with both our individual and corporate donor partners that will help make the post-secondary dreams of our students a reality," said John Smith, president, Durham College.

Commas are used to separate words or expressions that interrupt the normal progression of a sentence.

Example: Jane Smith, president of Durham College, recently led a team-building exercise.

When writing a specific date that includes a day of the week, place a comma between the day and the month.

Example: Orientation for first-year students is on Tuesday, September 4.

Dates

Spell out the full name of the month followed by the numeral of the day.

Example: Durham College's fall convocation will take place on Friday, November 1.

The following rule applies to all communications with the exception of evites and invitations. Always include the year in evites and invitations. Include the year if the date is more than 12 months from the time the copy will be published or released.

Example: Durham College's Oshawa campus Spring Open House will be held on Saturday, March 22, 2014.

Days of the week are only used when writing copy if the date has not already passed.

Example: Durham College students will return to school on Wednesday, September 4.

Summer classes for Durham College students began on July 2.

Exception: Durham College Orientation Week will take place the week of September 4 to 8.

When writing the month and year together, do not insert a comma.

Example: The new program will be launching in September 2014.

When referring to an academic year, for example, use a hyphen and always write the names of the year in full. Do not use slashes.

Example: Durham College will be adding several new programs for the 2014-2015 academic year.

When referring to a season, do not capitalize it.

Example: Durham College is boasting high enrolment numbers for fall 2014.

Degrees

A number of Durham College faculty and staff have university degrees. When referencing someone's education spell out the name of the degree, the institution that granted the degree and the institution's location if it is outside Ontario in the first instance.

If someone has more than one degree from the same institution, it's not necessary to provide its location after the first reference. The year the degree was granted is not required. If the institution is within Ontario there is no need to provide its location in internal communications. Always follow CP Style for external communications.

Durham College follows the standard set by the Association of Commonwealth Universities when referencing credentials, including for the ordering of business cards.

Where space is tight and the full degree name can't be accommodated, use the following:

- BAHSc – Bachelor of Allied Health Sciences
- BASc – Bachelor of Applied Science (Honours)
- BA – Bachelor of Arts (Honours)
- BComm (Hons) – Bachelor of Commerce (Honours)
- BEd – Bachelor of Education
- BIT – Bachelor of Information Technology
- BEng (Hons) – Bachelor of Engineering (Honours)
- BEng & Mgt (Hons) – Bachelor of Engineering and Management (Honours)
- BHSc (Hons) – Bachelor of Health Science (Honours)
- BSc (Hons) – Bachelor of Science (Honours)
- BSc & Mgt (Hons) – Bachelor of Science and Management (Honours)
- BScN (Hons) – Bachelor of Science in Nursing (Honours)
- MA – Master of Arts
- MASc – Master of Applied Science
- MBA – Master of Business Administration
- MEng – Master of Engineering
- MHSc – Master of Health Science
- MSc – Master of Science
- PhD – Doctor of Philosophy

Common credentials recognized by Durham College include:

- ART: advanced registered technologist
- AATO: Association of Architectural Technologists of Ontario
- ARIDO: Association of the Registered Interior Designers of Ontario
- CA: chartered accountant
- C. Psych.: certified psychologist
- CIM: Certified in Management
- C.Mgr.: chartered manager
- C.Psych. Assoc.: certified psychological associate
- CK: certified kinesiologist
- CNS: clinical nurse specialist
- CSEP-CEP: Canadian Society for Exercise Physiology – certified exercise physiologist

- CSEP-CPT: Canadian Society for Exercise Physiology – certified personal trainer
- CASN: Canadian Association of Schools of Nursing
- CDA II: Certified Level II dental assistant
- CNO: College of Nurses of Ontario
- CC: Companion of the Order of Canada
- CCHIM: Canadian College of Health Information Management
- CDE: Canadian diabetes educator
- CEng: chartered engineer
- CHIM: Certified Health Information Management
- CNCC(C): Certified nurse in Critical Care (Canada)
- DA: dental assistant
- DC: doctor of chiropractic
- DDS: Doctor of Dental Surgery – dentist
- FASME: fellow of the American Society of Mechanical Engineers
- FCA (Cdn): fellow of the Canadian Institute of Mechanical Engineers
- FCAE: fellow of the Canadian Academy of Engineering
- FCSME: fellow of the Canadian Society of Mechanical Engineers
- FDC: fellow of Dieticians of Canada
- FEIC: fellow of the Engineering Institute of Canada
- FIEEE: fellow of the Institute of Electrical and Electronics Engineers
- FIEF: fellow of the International Energy Foundation
- FIMechE: fellow of the Institution of Mechanical Engineers
- FRSC: fellow of the Royal Society of Canada
- GNC (C): Gerontological Nurse Certification (Canada)
- IDC: Interior Designers of Canada
- MC: member of the Order of Canada
- MD: Doctor of Medicine
- MLT: medical laboratory technologist
- MRAIC: member of the Royal Architectural Institute of Canada
- NP: nurse practitioner
- OC: officer of the Order of Canada
- OIQ: Ordre des ingénieurs du Québec
- OOnt: member of the Order of Ontario
- OT: occupational therapist
- OAA: member of the Ontario Association of Architects
- OACYC: Ontario Association of Child and Youth Counsellors
- P.Mgr: professional manager
- PT: physiotherapist
- PEng: professional engineer
- PMP: project manager professional
- RD: registered dietician
- RDH: registered dental hygienist
- RN (EC): registered nurse – extended class
- RN: registered nurse
- RP: registered psychotherapist
- RPN: registered practical nurse
- RDH: registered dental hygienist
- RECE: registered early childhood educator
- RRDH: registered restorative dental hygienist
- RGD: Association of Register Graphic Designers
- RMHT: registered mental health therapist
- RSSW: registered social services worker

- RSW: registered social worker
- S-LP: speech-language pathologist
- SMIEEE: senior member of the Institute of Electrical and Electronics Engineers

Common college credentials:

- Apprenticeship
- Ontario college certificate
- Ontario college diploma
- Ontario college advanced diploma
- Ontario graduate certificate

Grant agencies

Durham College receives funding from or partners with several government agencies. Names should be spelled out in first reference followed by the acronym. The acronym should be used in all other references.

Some common examples:

- Ministry of Education (ministry)
- Ministry of Research and Innovation (MRI)
- Ministry of Training, Colleges and Universities (MTCU)
- Ontario Trust for Student Support (OTSS)

Hyphenation

Two or more words are hyphenated when they are used as an adjective and clarity is needed for the reader.

Example: She has a full-time job.

Durham College offers state-of-the-art facilities.

John Smith, a first-year Music Business Management student, chose Durham College because of its high graduate employment rate.

Hyphens are not required after a word ending in *ly*.

Example: Durham College's professors are professionally experienced.

Follow the Canadian Oxford Dictionary for two-thought compounds: *seriocomic*, *socioeconomic*. Use no hyphen in compounds denoting dual heritage: *Chinese American*. Close up prefixes and suffixes with root words. For suffixes, use a hyphen when the consonant is doubled and when a compound would be hard to read: *shell-like*, *daffodil-like*, *hippopotamus-like*. Please refer to CP Style for clarity if the use of a hyphen is still in question.

Inclusive language

Capitalize the following terms:

- Aboriginal
- Aboriginal Peoples
- First Nations
- First Peoples
- Indigenous
- Inuit
- Metis

Italics

Never use italics in written copy, with the exception of the web. Please refer to the web style guide on page 24.

Letter salutations

Use a colon after a formal salutation.

Example:

Dear President:
John Smith:
To Mr. John Smith:

Use a comma after an informal salutation.

Example:

Dear John,
Hi Steven,

Do not use capitals in letter salutations unless it is a proper name.

Example: Dear sir:

Dear Durham College alumni:

Letter spacing

There should always be only one space between words and sentences.

Example: President Smith is meeting with the college board of governors today. Following that, he has a luncheon with members of the Durham Strategic Energy Alliance.

Lists (bullets and numbering)

For bulleted or numbered lists, if one or more elements is/are a complete sentence(s), capitalize the first word of every list element and use ending punctuation after each element. Do not use ending punctuation after sentence fragments. Bulleted lists should be written in alphabetical order using the format below:

1. Laughter is good for the soul.
2. Visit us online at www.durhamcollege.ca.

- Fax a void cheque
- Include a void cheque

If there is a mix of complete sentences and sentence fragments, use either method but make them consistent.

Money

If a dollar figure is rounded to the nearest dollar, it should be written without cents.

Example: She borrowed \$20 from me.

If there is change, include cents.

Example: The cashier gave me \$20.35 back.

When the type of currency is specified, use the format US\$100, CAN\$100, AU\$100, or NZ\$100 (without a space). Note: this is the only instance where United States is abbreviated without periods. For Euros, insert the code for the symbol without a space (for example, €50), or write EUR150.

Names

Company names

Company names should be spelled out in full for the first reference, including the words company or corporation, whenever possible. Inc. or Ltd. should be removed.

The name can be shortened in later references.

Example: Lovell Drugs (Lovell) serves as the Health Centre's pharmacy. Lovell has been a family-owned business for more than 100 years.

Personal names

Write out a person's full name in the first reference. Later refer to the person by his or her last name. Exception: when writing for ICE, use the first and last name in the first reference and then use the individual's first name in all other references.

Avoid the use of courtesy titles (Mr., Mrs., and Ms, Dr. etc.).

Example: Jane Smith of the Communications and Marketing department handles media relations for Durham College. Smith also handles all editorial requests.

Use both first and last names together in all references to distinguish between people with the same last name. Exception: when writing for ICE use first and last names in the first reference and then use first names in all other references.

Example: Susan Smith and Jason Smith are both employed by Durham College. Susan works in the Communications and Marketing department and Jason works in the Human Resources department.

Numbers

Spell out zero through nine. Use the numerals for numbers greater than nine.

Example: Durham College will welcome nine new full-time faculty members this September and 25 part-time professors.

When one million is reached, numbers should read one million, two million, etc., not 1,000,000. Also, round off seven-digit or greater numbers wherever possible. If the number requires a decimal point, the numeral should be used in place of the word.

Example: The Greater Toronto Area (GTA) is home to 6.2 million people (not 6,200,500, 6.25 million or six-point-two million).

Exception: When writing about money, use the numeral.

Example: In 2013, Durham College received more than \$46,000 in funding from the Sim-one Ontario Simulation Network to purchase simulation equipment for use by students in the college's Personal Support Worker program during their practicum rotations to further enhance their training.

Spell out any number that begins a sentence.

Example: Forty-three Durham College students took part in the fundraising walk.

Use commas with all numbers above 999.

Example: There were 1,000 students at the event.

Reference the first, second, third, etc. up to the ninth, except in the case of dates. Over 10 should be written as 10th, 11th, 12th, etc. The use of 'th' should be in the same font size, not the miniature version.

Use numerals when referencing grades, days, room numbers and years and capitalize the word.

Example: Many Grade 12 students will begin applying to college this fall.

However, when talking about more than one grade, day, etc., it should read grades 4 to 12 and days 1 to 3.

Day 1

Year 1

Level 1

Room L230

Exception: Lowercase page 4, line 5 as per CP Style.

When writing about large or small numbers use more than or less than instead of over or under.

Example: The college will welcome more than 10,000 students to campus this September or less than 10 students were impacted by the stormy weather.

Participles

A participial phrase at the beginning of a sentence must refer to the grammatical subject.

Example: Walking slowly across campus, he (the subject) saw a professor accompanied by two students.

The word walking refers to the subject of the sentence, not to the professor. To make it refer to the professor, the writer must recast the sentence.

Example: He saw a professor, accompanied by two students, walking slowly across campus.

Provinces and territories

Use the following abbreviations when listing a Canadian province or territory after the name of a community:

- Alberta: Alta.
- British Columbia: B.C.
- Manitoba: Man.
- New Brunswick: N.B.
- Newfoundland: N.L.
- Northwest Territories: N.W.T.
- Nova Scotia: N.S.
- Nunavut
- Ontario: Ont.
- Prince Edward Island: P.E.I.
- Quebec: Que.
- Saskatchewan: Sask.
- Yukon

Example: The winning student was from Toronto, Ont. while the runner-up hailed from Saint John, N.B.

Note: after the name of a community and when standing alone, use Yukon.

Provinces and territories should be spelled out in full when standing alone or used adjectivally.

Example: Tourism in British Columbia is at an all-time high or the Ontario cabinet met on Tuesday.

Plurals

See the Apostrophes section.

Preferred language

Durham College follows the Canadian Oxford Dictionary and CP Style, except where specified.

Quotation marks

Double quotation marks should only be used when directly quoting someone.

Example: “Durham College is committed to actively planning for the future education of our personal support worker (PSW) students with regard to aging Ontarians,” said Judy Robinson, vice-president, Academic. “As the PSW role evolves and fluctuates to meet the challenges of providing support to the aging population, we are dedicated to improving the lived-experience focus of our curriculum.”

Use single quotation marks only when quoting within a quote or to indicate a nickname or preferred name.

Example: Harold ‘Pat’ Dooley has donated extensively to bursaries at Durham College, creating many new opportunities for students.

Semicolons

Use semicolons to separate statements too closely related to stand alone.

Example: Durham College features campuses in Oshawa and Whitby; more than 100 programs are available to students at both campuses.

Use a semicolon to separate phrases that contain commas.

Example: John Smith, athletic director; Jane Smith, sports information and marketing officer; Sue Smith, athletic officer; and Steve Smith, athletic officer, all work for the Department of Athletics.

Spelling

For the correct spelling of words, consult *The Canadian Press Caps and Spelling* book first, followed by the *Canadian Oxford Dictionary*.

Symbols

Do not use symbols in written text. Spell out the word instead.

Example: Durham College uses the word *and* instead of an ampersand (&), uses the word *per cent* instead of %, uses the word *number* instead of # and uses the word *at* instead of @ (except when referencing an email address) with the exception of the web. Please see the web style guide, page 20.

Exception: Durham College school names use ampersands.

Example: School of Business, IT & Management

Telephone and fax numbers

Use periods instead of dashes or brackets to separate numbers. The format for telephone and fax numbers is as follows:

T: 905.721.2000

F: 905.721.3113

Telephone extensions are written as follows:

T: 905.721.2000 ext. 2513.

Time

Follow this format when writing the time for events:

7 to 9 a.m.

7:30 a.m. to 9 p.m.

9 a.m. to noon

10 p.m. to midnight

12 a.m. should always be written as midnight

12 p.m. should always be written as noon

Use shortened versions of time zone abbreviations: PT rather than PST or PDT.

Underlining

Never use underlining unless it denotes a website link.

Commonly misused words

Appraise: set a value on

Apprise: inform

Continual: over and over

Continuous: without interruption

Farther: refers to physical distance

Further: used figuratively to refer to extent or degree

Fewer: of numbers

Less: of quantity

Its: possessive pronoun

It's: contraction of it is

Principal: most important (his principal demand), a leading person or chief (school principal)

Principle: a basic belief or truth

That: heads a restrictive clause Which: heads a descriptive clause Their: shows possession.

For example: It is their dog.

There: shows position.

For example: The door is right over there.

They're: is a contraction of they are.

For example: They're happy to be here.

Commonly misspelled words

Acknowledgment

Advisor (Although dictionary and CP Style use adviser)

Alumnus – singular masculine

Alumna – singular feminine

Alumni – plural masculine

Alumnae – plural feminine

Note: alumni should also be used when referring to a co-ed group of alumni. Use alumnae for an all-female group only.

3D

African American

Antivirus

Antiwar

Asian American

Barbecue

Biannual(ly)

Bimonthly

Busing – to transport on a bus

Bussing – to kiss

Bylaw

Campus-wide

Cancelled

CD CDs (plural)

CD-ROM CD-ROMs (plural)

Cell phone

Chair, chairperson

Checkbox

Citywide, provincewide, countrywide with the exception of college-wide

Clickthrough (n., adj.)

Click through (v.)

Co-chair

Coed

Colour

Co-worker

Co-operate

Co-ordinate

Co-ordinator

Curriculum (singular), curricula (plural)

Data – singular noun

Datum (singular), data (plural)

Database

Decision maker

Dialogue

DVD DVDs (plural)

DVD-ROM DVD-ROMs (plural)

Email

Emeritus (singular noun)

Emeriti (plural noun)

Enrol, enrolment, but enrolling, enrolled

Farmers' market

Filmmaking

Follow up (verb)

Followup (noun, adjective)

Fulfil, fulfillment, fulfilled

Fundraise, fundraising, fundraiser

Grader

Groundbreaking

Ground Zero (9/11 site)

Health care: two words when standing alone

Health-care: hyphenated when used as an adjective

High-tech

Homepage

Honour, honours, honourable, but honorary and honorific

Hotspot

ID

IM

Interdisciplinary

Internet (always capitalize)

Intranet (always lowercase)

Judgment	Ringtone
Kickoff (noun and adjective)	RSVP
Kick off (verb)	Screensaver
L.A.	Screenshot
Lifelong	Semiautomatic
Long-range	Short-term
Long-term	Slideshow
Longtime	Smartphone
Modelling	Standalone
Multicultural	Sync, synching
Multimedia	Touchscreen
Multi-year	Trailblazer
Neighbour	Trainwreck
OK	Travelling
On campus/off campus: when used to explain areas related to the college	T-shirt
On-campus/off-campus: hyphenated when used as adjectives	U-Pass
Ongoing	Upper-left, upper-right
Online (always lowercase e.g. online)	U.S.
Onscreen	Voicemail
On site: two separate words when standing alone	Webcam
On-site: hyphenated when used as an adjective	Website
Per cent	Webmaster
Post-secondary	Web browser
Practice (noun); practise (verb)	Web page
Preventive, not preventative	Web server
Resumé	Word-processing (adjective)
	URLs

Plain language options

Instead of...	Try		
Advanced planning	Planning	Owing to the fact that	Because
Aforementioned	These	Past experience	Experience
At this point in time	Now	Provided that	If
Brand new	New	Subsequent to	After
By means of	By	Until such time as	When
First ever	First	With regard to	About
For the purpose of	To		
Furthermore	Also		
In as much as	Because		
In conjunction with	With		
In order to	To		
In the event that	If		
In the near future	Soon		
Moreover	Also		
New initiative	Initiative		

Durham College web style guide

When publishing content to the web, follow the Durham College style guide, with the following exceptions:

Abbreviations

Avoid abbreviating days of the week. If abbreviations are unavoidable, use the first three letters of the day, with a period: Sun., Mon., Tue., etc. Exception: In tables or where space is very tight, periods may be omitted and abbreviations may be trimmed: M, Tu, W, Th, F, Sa, Su. Avoid abbreviating months: November 3, 2010. If abbreviations are unavoidable, use the following: Jan., Feb., Aug., Sept., Oct., Nov., and Dec.

Hyphen

Use a hyphen for a range of numbers and for a compound adjective that includes a proper noun of more than one word: 8-10 people, pre-Civil War.

Dates

If it's necessary to use numerals for full dates, separate the parts with slashes rather than hyphens or other marks. To avoid confusion of day and month, use the following example: 3/Jan/2011.

That versus which

Use that to introduce a restrictive clause: The top floor of the house that burned down was their neighbour's flat.

Temperature

It is acceptable to use °C for degrees Celsius and °F for degrees Fahrenheit.

Telephone numbers (international)

To list international phone numbers, use a plus sign and the country code, then the area or city code and the local phone number.

Examples: +1-415-555-6546 (a San Francisco number), +81-3-2347-9856 (a Tokyo number).

Do not use periods to separate numbers. Extension numbers are not separated by a comma: 905-768-3528 ext. 34.

Titles of works

Use italics for the titles of reference material.

Headings

Headings should be upper case. Keep headings 65 characters or shorter for search engine optimization.

URLs

Embed links into the text. Avoid including a domain-name URL in copy.

Per cent

Use the percent sign (%) in text, as long as the use is consistent.

Numbers

Follow the general rule to spell out numbers below 10. Exception: If space is tight or you want to call attention to a figure, digits can be used for cardinal and ordinal numbers below 10.

If a passage (a single sentence or paragraph) contains two or more numbers and one is 10 or higher, use numerals for all numbers.

Example: The delegation included 3 women and 11 men.

Use numerals with units in technical contexts.

Examples: Please enter a 5-digit ZIP code. Enter a 6-character password.

Ranges of numbers (such as times, dates, game scores, and pages) can be separated by a hyphen.

Example: Join us at the Open House July 6-7. Hours: 10 a.m. - 5 p.m.

Fractions

Numerical fractions are acceptable. For one and a half: 1½

Centuries

Use numerals for the ordinal: the 2nd century.

Distance

Use numerals when referring to distance. Example: She walked 3 miles.

Dimensions

For English units of measurement (inches, feet, yards, etc.) use the full word. Abbreviate a unit of measure without a period in tight spaces – just be consistent. When describing two or more dimensions of an object, repeat the word for each figure. Separate the dimensions with the word by.

Example: He is the 7-foot-3-inch centre. Order 4 inch by 6 inch or 8 inch by 10 inch prints.

Where possible, also include metric conversions.

Metric conversions:

Inches to centimeters

1 inch = 2.54 cm *this would make 7-foot-3-inch centre 221 cm

Feet to metres

1 foot = 0.3048 m *this would make the 7-foot-3-inch centre 2.2098 m

Yards to metres

1 yard = 0.9144 m

Miles to kilometres

1 mile = 1.6 km



Success Matters

WWW.DURHAMCOLLEGE.CA | 905.721.2000