

# COLLEGE STYLE GUIDE

**Graphic and Editorial Standards**

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**Delgado**  
COMMUNITY COLLEGE

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# INTRODUCTION

**T**his Graphic and Editorial Standards Guide serves as a reference for the proper usage of Delgado Community College’s branding elements in any communication, for publication or distribution within and outside our institution.

Often the general public’s first contact with Delgado Community College occurs through printed materials, such as letters, brochures, pamphlets, advertisements, business cards, and even signage. These initial impressions serve as the basis for opinions and attitudes about the College. Delgado’s visual identity should reflect the mission of the College and help create a reputation for excellence.

It is important that there be a standardized use of Delgado’s logo, to be consistent and eliminate any confusion. By following these graphic standards, individualized printed materials or electronic representations will become a part of a system that creates continuity and maintains a coherent approach to both internal and external College communications.

All divisions, departments, offices, etc., recognized as official units of Delgado Community College must adhere to these guidelines pertaining to the use of the logo. Identifying logos and/or marks developed and used by the various units in the past are subject to review. Use of secondary symbols may be permitted in some cases, but such symbols are not intended to replace the logo.

This Guide is produced for all areas of the College by the Office of Communications, Marketing, and Public Relations, which is responsible for overseeing creation of official publications and other communications for Delgado Community College.

# LOGO

The single element that unifies Delgado’s printed and published materials, including electronic representations, is the logo. A logo is a visual representation of an organization. It serves as a symbol of what the organization stands for and can give the public an indication of that organization’s standard of quality.

Delgado’s logo is a unique design created to cause a visual recognition for the College. The basic logo is actually a wordmark, a typographic treatment rather than a symbol, so legibility should always be considered whenever the logo is used. Because the wordmark has a unique proportion, it should be used as an image and not typeset.



In some cases, the Delgado logo includes a College location or tagline. For example, there is a version of the Delgado logo that includes “New Orleans, Louisiana,” which represents the College as a whole. It is primarily used for College-wide materials, such as the *College Catalog*. Other versions include “City Park Campus,” “West Bank Campus,” and the like.

The following examples represent permissible variations of the College logo:



## Applications and Reproductions of the Logo

The Delgado logo is flexible in its range of application. The logo is not to be recreated, re-proportioned or otherwise modified. When reproducing the logo, it is critical that first-generation art is used, available from Communications and Marketing. When used with other typography, the Delgado logo assumes the prominent position. In some cases, however, especially internal communications, the logo can become subordinate to typography. There is no fixed ratio between supporting type and the logo except as noted on specific pieces.

## Acceptable Uses

The following examples represent permissible color treatments of the College logo. Use the logo in black, Delgado green (PMS 336), or white (reversed) on a PMS 336 or black background.



# LOGO

## Unacceptable Uses

Do not use anything other than the specified colors for reproducing the logo.



Do not use different colors for the different elements of the wordmark.



Do not alter the horizontal scale of the logo.



Do not alter the vertical scale of the logo.



Do not attempt to recreate the logo using ordinary fonts.



Do not add words or phrases to the logo.



Do not have any other graphic element or symbol interfere with the logo.



Do not enclose the logo within a border.



# COLLEGE COLORS

**D**elgado's official color is green, PMS 336. The Athletic Department often uses gold, PMS 109, in addition to green PMS 336. The CMKY formula (for four-color process printing) for the Delgado green is 100 percent cyan, 67 percent yellow and 59 percent black. The RGB formula (for use in Web application, on-screen viewing and PowerPoint presentations) for the Delgado green is 55 percent green.



**PMS 336**

C=90 M=36 Y=71 K=24  
R=0 G=104 B=84



**PMS 109**

C=4 M=12 Y=98 K=0  
R=249 G=214 B=22

# COLLEGE NAME

**T**he official name of the College is Delgado Community College. This should be spelled out on first reference in all formal documents and external publications. On the second reference, the name can be shortened to "Delgado" or "the College," if it fits within the context of the document. "DCC" should not be used in any formal written communications, apparel, or promotional items, and its general use is discouraged. The Delgado name is specific to our institution and carries nearly 100 years of history. "DCC," however, is not specific to our institution and the initials could stand for many other entities.

# COLLEGE SEAL

**T**he official Delgado Community College seal is used with the approval of the chancellor or the chancellor's designee only on documents of a formal or official nature, such as diplomas, certificates, transcripts, and contracts. The seal may not be used as a logo. Use of the seal as a design element on brochures and other printed or digital communications pieces is not allowed.



# PHOTOGRAPHIC STANDARDS

**P**hotography used to represent Delgado Community College should be high quality and professional. Photography, especially used for print, should be sharp, clear, high-resolution – either 300 dpi or at least 1 MB in size – and in JPG file format.

If you are in need of professional photography for a publication or other project, please contact Communications, Marketing, and Public Relations for assistance. Cell phone photos are acceptable only for social media.

Students, faculty, and staff on any Delgado Community College location are in public and therefore subject to appear in photography taken by Delgado Communications, Marketing, and Public Relations for use in advertising and promotional items for the College. Model release forms with parental or legal guardian's signature are required for photography of minors.

## SPECIAL ARTWORK

**I**n some special instances, a unique image, icon, symbol, or other type of artwork may be developed for collateral materials to promote a campaign, a milestone anniversary, program, department, or unit that has a distinct, strong identity within the College and/or the community. Communications and Marketing will develop such artwork to reflect the Delgado brand as closely as possible. Please contact Communications, Marketing, and Public Relations for assistance.

## TAGLINES AND ADVERTISING CAMPAIGNS

**C**ommunications, Marketing, and Public Relations works with the College's advertising and media buying agent of record to develop taglines for the College, which are often tied to Delgado's advertising campaigns. Please contact Communications, Marketing, and Public Relations for information about current tagline(s) and usage guidelines to ensure consistent messaging across the College and to the public.

# LOCATION NAMES

The official names and addresses of all Delgado Community College locations and auxiliary locations at which Delgado provides instruction should be consistently used and formatted as shown below.

The following locations provide for-credit instruction. The official location names, as approved through Delgado's accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), are as follows:

**City Park Campus**

615 City Park Avenue  
New Orleans, LA 70119

**Delgado River City Site**

709 Churchill Parkway  
Avondale, LA 70094

**Delgado Sidney Collier Site**

3727 Louisa Street  
New Orleans, LA 70126

**West Bank Campus**

2600 General Meyer Avenue  
New Orleans, LA 70114

Delgado's Maritime location provides workforce and industry based training.

**Maritime and Industrial Training Center**

13200 Old Gentilly Road  
New Orleans, LA 70129

# BUSINESS CARDS & STATIONERY

**A**s the College stationery is one of the most frequently viewed forms of Delgado's image, it is imperative that it is produced in a manner that is consistent with these graphic standards. The following layouts are the only ones approved for use by employees of the College. No other designs are acceptable. Business cards, letterhead, and catalog envelopes (10"X13" and 9"X12" sizes) should be ordered through the publications coordinator and the currently designated print vendor. Commercial envelopes (#9 and #10 sizes) should be ordered via state contract through the Purchasing Office.

## Business Cards

Administrators, faculty, and select staff members employed full time can obtain business cards with their supervisor's approval. The College does not provide business cards to administrative assistants, adjunct/part-time faculty and staff, or contracted/temporarily employed individuals. In very rare cases, exceptions may be made with supervisory approval if cards are essential for the nature of employee's position and duties. Business cards are the only stationery item where an individual's name and title can be used. Self-produced cards are not allowed.

All business cards should follow the layout described below. The wordmark logo is used on cards and stationery. The position of the logo, name, title, and address information is always consistent. There is to be no additional information added on the front or on the back of the business card.

### Business card specifications:

**Size:** 3.5" x 2"

**Ink color:** black for text, PMS 336 for logo and line

### Typography:

**Name:** Acumin Pro Condensed, bold, uppercase, 12 pt.

**Title:** Acumin Pro, Light Italic, 7 pt.

**Address/phone numbers/email:**

Acumin Pro SemiCondensed, light, 7 pt. and Acumin Pro Semibold, italic, 7 pt.

**Website:** Acumin Pro Condensed, semibold, 7 pt., uppercase

**Paper:** 80# cover, white, smooth finish



## Letterhead

All general letterhead should follow the layout described below. The position of the logo and the address information is always consistent. Departments may order letterhead specifically for their office, using department telephone and fax numbers. No individual names or titles can be used. Self-produced versions of the letterhead are not allowed.

### Letterhead Specifications:

**Size:** 8.5" x 11"

**Color:** black and PMS 336

### Typography:

**School/department/office:** Acumin Pro Condensed, bold, uppercase, 12 pt.



# BUSINESS CARDS & STATIONERY

**Address/phone numbers:** Acumin Pro SemiCondensed, light, 9 pt. and Acumin Pro Semibold, italic, 9 pt.

**Website:** Acumin Pro Condensed, semibold, 9 pt., uppercase

**LCTCS statement:** Times New Roman PS – Italic MT 9 pt.

**EOE statement:** Arial MT 6 pt.

**Paper:** 70# text, white, smooth finish

## Envelopes

All envelopes follow the layout described below. The position of the logo and the address information is always consistent. Departments may order envelopes specifically for their office, using their departmental addresses. No individual names or titles can be used. Self-produced versions of the envelopes are not permitted.

### **Envelope (letter) specifications:**

**Size:** #10 commercial, 9.5" x 4.125"

**Ink Color:** black

**Logo size:** 2.1808" x 0.7387"

### **Typography:**

**School/department/office:** Acumin Pro Condensed, bold, uppercase, 12 pt.

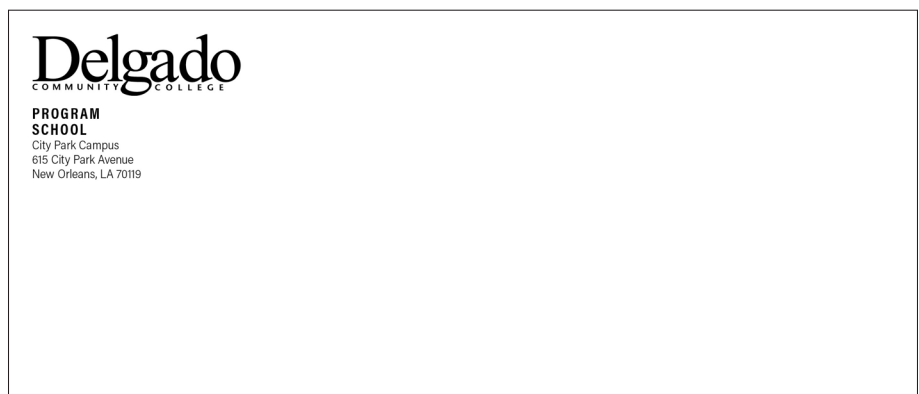
**Return address:** Acumin Pro SemiCondensed, light, 9 pt.

**Paper:** white wove



Additional envelopes sizes may be ordered, such as #9 commercial, 9" x 12" or 10" x 13" catalog envelopes in white or kraft.

Contact Communications,  
Marketing, and Public Relations  
to place orders.



# LCTCS TAGLINE

**D**elgado Community College is a member of the Louisiana Community and Technical College System (LCTCS). It is a requirement to use this tagline on printed materials including general communications, informational, and brand marketing pieces, such as stationery, brochures, annual reports, and catalogs. The member tagline is encouraged but not required on advertisements, business cards, note cards, invitations, and envelopes.

## **Type, Color, and Placement of Tagline**

The tagline must appear on letterhead at a minimum of 3/4" from the bottom of the page, centered, no smaller than nine point font, in Times New Roman Italic. The tagline is not required on second/subsequent sheets.

On reports, brochures, newsletters, catalogs, and any other materials, the point size and location are flexible, based on design. The tagline is often added to the non-discrimination statement.

# NON-DISCRIMINATION

**A**s part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus. To remain in compliance with Title IX, we place the following statement on the majority of communications, marketing, and other promotional collateral:

*Delgado Community College does not discriminate on the basis of race, color, national origin, sex, disability, religious or political affiliation, gender identity, sexual orientation, citizenship, age, disability, marital or veteran's status, pregnancy, childbirth and related medical conditions, and the sickle cell trait in the admission, participation, or employment in the programs and activities of this College. Title IX Coordinator can be reached at 615 City Park Ave., O'Keefe Administration Bldg., New Orleans, La. 70119, (504) 762-3004 and 504/ADA Coordinator can be reached at 615 City Park Ave., Bldg. 2, Room 102, New Orleans, La. 70119, (504) 671-5161.*

# PRINTING, DESIGN & GRAPHICS TERMINOLOGY

**Branding** - to create a consistent, emotional connection with people, and to distinguish a product and/or company from competitors.

**Camera-Ready** - a term describing artwork that is ready to be photographed or reproduced in the printing process. This includes elements such as logo slicks or final electronic files that are supplied to the printer.

**CMYK** - four-color process printing in which four individual printing plates (cyan, magenta, yellow, and black) are combined to achieve a full color image, such as a photograph.

**Duotone** - A black and white photographic image that has been given a color tint.

**EPS (Encapsulated PostScript)** - A self-contained file that contains vector image data. An EPS graphic file has the advantage that it can be enlarged to any size, without loss of quality.

**GIF (Graphics Interface Format)** - A file format that is used extensively on websites. They can be compressed to a very small file size and are better for use in flat colored graphics, such as logos or buttons, rather than photographic images.

**Halftone** - The reproduction of continuous-tone images, through a screening process, which converts the image into dots, such as the printing of a black and white photograph.

**High-Res Image (High Resolution)** - An image that has sufficient sharpness (as measured by the number of pixels per inch) to make it suitable for print reproductions. Images that are going to be printed must usually be scanned to a resolution approximately 1.5 to 2.5 times the intended line screen of the output format.

**Identity** - the result of a planned effort to project an impression of an organization through the consistent use of such elements as a logo, trademark, signage, letterhead, packaging, uniform use of color, publication layout and design, and other visual materials.

**JPEG (Joint Photographic Experts Group)** - A file format used to compress the size of images. There is some loss of quality in a JPEG format.

**Logo** - logotype, unique design, symbol, or other special representation of a company name or organization that is used as a trademark.

**Offset Lithography** - Traditional printing method using plates whose image areas attract ink and whose non-image areas repel ink. The ink is transferred to a blanket cylinder and then onto paper.

**PDF (Portable Document Format)** - A file format created by Adobe that allows users to view and print documents independent of the applications used to create the files.

**Perfect Binding** - A method of binding, which uses adhesives to hold signatures or pages together, as in bookbinding.

# PRINTING, DESIGN & GRAPHICS TERMINOLOGY

**PMS Color** - acronym for Pantone Matching System of colors. This a universally accepted method which the printing industry uses to specify various shades of ink, all created by printing specific proportions and densities of primary colors of ink on paper. (See also Spot Color.)

**Reverse** - the technique of printing text or a graphic element in white or light-colored ink on a black or dark-colored background, or vice versa, depending upon the original designer's format.

**RGB** - The primary colors (red, green, and blue) used on electronic display devices and scanners, commonly used as the images shown on a computer or video monitor.

**Saddle Stitching** - In binding, to fasten a booklet by wiring it through the middle fold of the sheets (as a staple).

**Spot Color** - Printing inks of special colors, in which the ink is mixed before going on press.

**TIFF (Tagged Image File Format)** - A cross-platform file format that does not contain vector information. This format can bitmap and look jagged when enlarged.

**Trademark** - an identification mark, as defined by the Lanham Trademark Act of 1946. It is not just a logo but "names, symbols, titles, designations, slogans, character names, and distinctive features emphasized in advertising." A trademark is used by a manufacturer, advertiser, or merchant to communicate a promise about a product or service and to distinguish it from a competitive product or service.

**Typography** - the art of selecting and spacing typefaces in order to produce a legible and aesthetically appealing printed piece. Considerations include the content of the material, the target audience of the finished piece, the distribution method, and the ink and paper used.

**Web Printing** - printing method in which the press prints on a continuous roll of paper.

# FUNCTIONS & STAFF

**T**he Office of Communications, Marketing, and Public Relations coordinates all official College communications, public relations, and marketing activities, including media relations, advertising, publications, the College's website, social media, and promotion of special events. Communications, Marketing, and Public Relations also maintains the integrity of the College's brand, including the official College logo. Communications, Marketing, and Public Relations facilitates communication between the College and its key constituencies, and also provides communications support for the chancellor and all senior administrators. Team members work with college-wide constituents to ensure accuracy and inclusiveness.

The publications / creative services coordinator ensures the provision of high-quality editorial and graphic design services for digital and printed content, and timely, accurate publication of official College documents, including stationery, business cards, brochures, posters, recruitment materials, the *College Catalog* and *Student Handbook*, and other materials.

The web content specialist is responsible for creating and maintaining the official College website, [www.dcc.edu](http://www.dcc.edu), including content management, navigation, design, and incorporating technological advances to benefit users.

For more information or questions, please contact our staff members:

**Barbara Waiters**

*Chief Communications, Advancement, and Strategic Initiatives Officer*  
(504) 762-3023 | [bwaite@dcc.edu](mailto:bwaite@dcc.edu)

**Hilton Guidry**

*Web Content Specialist*  
(504) 671-5562 | [hguidr@dcc.edu](mailto:hguidr@dcc.edu)

**Leslie Salinero**

*Publications / Creative Services Coordinator*  
(504) 671-5473 | [lsalin@dcc.edu](mailto:lsalin@dcc.edu)

**Todd Taylor**

*Videographer / Photographer / Media Coordinator*  
(504) 671-6518 | [ttaylo@dcc.edu](mailto:ttaylo@dcc.edu)

# EDITORIAL STYLE GUIDE

## **FOREWORD**

To maintain our reputation as a quality institution for higher learning and to continue to prepare our College community for active participation in the contemporary workplace, all administrators, faculty, and students should become aware of the most widely-accepted practices for written communication. When preparing documents, reports, or any other written items on behalf of Delgado, please adhere to the style guidelines presented below. In doing so, you will help ensure the College achieves consistency, clarity, and professionalism in all publications. When in doubt about items not included in this guide or other special circumstances, consult the Merriam-Webster Dictionary ([www.merriam-webster.com](http://www.merriam-webster.com)) for spelling and usage, or contact the Office of Communications, Marketing, and Public Relations.

## **ACADEMIC DEGREES**

**Abbreviations** - using periods as follows is preferred. Here are just a few examples:

- A.A., A.A.S., A.S. for associate degrees
- B.A., B.S., B.S.N. for bachelor's degrees
- C.T.S. for certificate of technical studies
- J.D. for juris doctor degree
- LL.M. for master of laws degree
- M.A., M.S. for master's degrees
- M.B.A. for master of business administration
- M.Ed. for master of education
- Ph.D., Ed.D. for doctorates
- T.D. for technical diploma

*Further usage guidelines and exceptions* - use of periods in credentials is optional in tables, charts, and on business cards when space is limited, or the individual holds a less common certification that does not require periods, or in special cases where omitting periods is more appropriate graphically or stylistically.

### **Apostrophe/possessive usage** -

- Do not use 's with "associate degree": *Delgado offers many associate degree programs.*
- However, use 's with the following nonspecific references to these degrees: bachelor's / master's degree: *John earned a bachelor's degree.*
- Do not use 's with the following types of constructions: *bachelor of arts, master of science.*
- The word "doctorate" is a noun, does not take 's and does not require the word "degree" to follow: *Bill began teaching at Delgado after earning his doctorate.* "Doctoral" is an adjective and can be used like so: *Bill began teaching at Delgado after earning his doctoral degree.*

**Capitalization vs. lowercase usage** - use lowercase with nonspecific references and uppercase with specific degree names. Do not follow specific degree names with the word "degree."

- *Delgado awarded nearly 800 graduates with associate degrees.*
- *Jane has a Master of Arts in Teaching.*
- *Delgado offers many associate of science degrees.*
- *Deputy Smith has an Associate of Arts in Criminal Justice.*

# EDITORIAL STYLE GUIDE

## ACADEMIC TERMS

- Fall and Spring (16-week terms) are Semesters.
- Summer (8-week term) is a Session.
- Shorter terms are named and formatted as follows:
  - 8-Week Session 1 (formerly Minimester A)
  - 8-Week Session 2 (formerly Minimester B)
  - 4-Week Session 1 (formerly Minisession 1)
  - 4-Week Session 2 (formerly Minisession 2)
  - May Session (formerly Maymester)
  - Winter Session

**ADDRESSES** For all Delgado locations and auxiliary locations, names and addresses should be presented in the following format. Use the full name as shown in the list below. Please also note that the City Park Campus and West Bank Campus are the only ones referred to as campuses. The rest are sites or locations. See page 10 for more information.

### City Park Campus

615 City Park Avenue  
New Orleans, LA 70119

### Delgado River City Site

709 Churchill Parkway  
Avondale, LA 70094

### Delgado Sidney Collier Site

3727 Louisa Street  
New Orleans, LA 70126

### West Bank Campus

2600 General Meyer Avenue  
New Orleans, LA 70114

### Maritime and Industrial Training Center

13200 Old Gentilly Road  
New Orleans, LA 70129

**ADVISOR** “Advisor” is used at Delgado as per employees’ official titles and references to advising services.

**AMPERSAND** An ampersand is the symbol & that stands for the word *and*. Spelling out *and* is preferred, especially in running text, but using the ampersand is acceptable if space is limited or if it is more appropriate graphically or stylistically.

# EDITORIAL STYLE GUIDE

## **APOSTROPHES - POSSESSION VS. PLURAL**

- Add 's to singular nouns, even if they already end in s – *the teacher's desk, Delgado's programs, James's room.*
- Add ' only to plural nouns ending in s – *the students' grades.*
- Omit ' with numbers, decades, and abbreviations – *1940s, figure 8s, VIPs.*
- Do not use an 's to make a word plural.
- Note family names: *the Kennedys, the Salineros* (plural); *the Kennedys' house, the Salineros' house* (plural possessive).
- Note possession of plural nouns that do not end in s: *the children's playroom; the women's bathroom.*

**ASSOCIATE vs. ASSOCIATE'S DEGREE** Do not use 's: *associate degree.*

## **BUILDINGS**

- Capitalizing and spelling out the word "building" and using the figure as follows is the preferred format: Building 1, Building 10.
- Abbreviation is acceptable if space is limited: Bldg. 22.
- In any case, keep the format consistent throughout a document – spell out or abbreviate throughout.
- If a building is named after a person, you may use the name. Use the full name upon first reference in a document and the last name in subsequent references (example: *Isaac Delgado Hall was built in 1921. Since then, Delgado Hall has housed many programs and classes over the decades.*) In most cases, however, where space is limited and consistency is key, such as on business cards and stationery, simply use the word "Building" and the numeric figure, unless the building does not have an assigned number.
- Here is a guide for Delgado locations that comprise multiple buildings:



# EDITORIAL STYLE GUIDE

NAME	NUMBER/LETTER	LOCATION
Isaac Delgado Hall	Building 1	City Park
Student Services Center	Building 2	City Park
Bookstore	Building 3	City Park
Seymour Weiss Rehabilitation Center / Allied Health Building	Building 4	City Park
H. Giles Martin Hall	Building 6	City Park
Marvin E. Thames, Sr. Learning Resources Center	Building 7	City Park
Workforce Development	Building 8	City Park
Workforce Development and Education Center	Building 9	City Park
Francis E. Cook Building	Building 10	City Park
Michael L. Williamson Complex	Building 11	City Park
Central Utilities Building	Building 12	City Park
unnamed	Building 22	City Park
Student Life Center	Building 23	City Park
O'Keefe Administration Building	Building 37	City Park
<b>Henry S. Braden, Sr. Vocational Technical Complex</b>		City Park
Harry J. Batt, Sr. Carpentry Lab	Building 38	
Bernard J. Bagert, Sr. Welding Lab	Building 39 A	
Charles D. Lancaster, Sr. Machine Shop Lab	Building 39 B	
Adam R. Haydel, Sr. Automotive Lab	Building 40	
General Motors Technology Lab	Building 41	
Joey Georgusis Center for Children	Building 5	City Park
Ochsner Center for Nursing and Allied Health	Building 14	City Park
Building 1	Building 1	West Bank
Building 2	Building 2	West Bank
Larocca Hall	Building 3	West Bank
Building 4	Building 4	West Bank
Advanced Technology Center		West Bank
Student Life Center		West Bank
Wings are commonly referred to as Building 1, Building 2, Building 3		Sidney Collier

# EDITORIAL STYLE GUIDE

## COLLEGE

- **the College** - capitalize the word “college” when used as a substitute for Delgado or Delgado Community College. Example: *Delgado Community College has reached record enrollment. The College took in 10 percent more students this semester.*
- **College stakeholders** - capitalize college in this instance in direct references to Delgado stakeholders.
- **college-wide** - hyphenate. Does not need to be capitalized unless starting a sentence.

## COMMAS

- **In a series** - include a comma before a conjunction (and, or) in items in a series. Example: *Bring a notebook, textbook, and pencil on your first day of class.* (Some exceptions exist, where the comma is omitted before the conjunction, as in writing for media or technical purposes.)
- **Before suffix in a person’s name** - do not include a comma after Jr., Sr., or roman numeral suffixes in names of persons. Examples: *James Williams Jr., George Jones IV*  
Exception: Include the comma in official names of buildings, as indicated in building signage. Example: *Henry S. Braden, Sr. Vocational Technical Complex.*
- **Before an academic degree (abbreviated credential) in a person’s name** - always include a comma. Example: *John Smith, M.B.A.*

**CO-REQUISITE** Hyphenate.

**COURSE NAMES** Capitalize when referring to a foreign language (English, French, Spanish, etc.) and when using the official title of a course. Example: *All freshmen are required to take Introductory Algebra I.* Use lowercase for nonspecific references to coursework in a discipline. Example: *Delgado will offer several accounting classes this fall.*

**CROSS-ENROLLMENT** Hyphenate.

**COURSEWORK** Coursework is one word.

**DAYS** Spell out days of the week. Only abbreviate if necessary (usually in tabular format) and always include a period (Mon., Tue., Wed., Thu., Fri., Sat., Sun.).

**DATES** Spell out months. Abbreviate only if necessary. Always include a period and proper spacing, as follows:

January 9, 2023 (preferred)

Jan. 9, 2023 (abbreviation)

**DASHES** If you need a dash to set off an emphatic phrase or clause, type two hyphens. Usually Microsoft Word will auto-correct them into one longer dash: The College will close early today—unless the chancellor says otherwise.

**DCC** Do not use this abbreviation anywhere; this includes written communications, promotional items, and branded apparel. Always spell out Delgado Community College, or simply use “Delgado.”

**DEPARTMENTS** Capitalize when referring to a specific unit, group, or entity within the College’s organization. Example: *The English Department will hold a faculty meeting next week.*

**DISCIPLINES** Do not capitalize in generic references. Example: *I have a degree in chemistry.*

# EDITORIAL STYLE GUIDE

**DOCTORATE / DOCTORAL DEGREES** The word “doctorate” is a noun, does not take ‘s and does not require the word “degree” to follow: *Bill began teaching at Delgado after earning his doctorate.* “Doctoral” is an adjective and can be used like so: *Bill began teaching at Delgado after earning his doctoral degree.* In formal means of identifying someone’s credentials, such as on a business card, the credential should be listed after the name, and “Dr.” should not be used before the name (example: *John Smith, Ph.D.*) In other forms of address, salutation, or record, it is acceptable to use “Dr.” before the person’s name and omit the credential after the name (example: *Dr. Mary Williams is participating in the leadership conference.*)

**DUAL ENROLLMENT** Do not hyphenate.

**EAST BANK** See geographical locations.

**EMAIL** Do not hyphenate.

**FACULTY** This is a collective noun and usually takes single verbs and pronouns. To ensure correctness, it is easier to add “members” and make verbs and pronouns plural: *The faculty members will submit their grade books today.*

**FLYER** Flyer, instead of flier, is the preferred and most common spelling.

**FRESHMAN/ FRESHMEN** Freshman is singular; freshmen is plural.

**FULL TIME / FULL-TIME** Hyphenate when used as an adjective. Example: *Jennifer is a full-time student.* Do not hyphenate when used as an adverb or noun. Example: *I’m going to enroll full time this semester.*

**GEOGRAPHICAL LOCATIONS** For the following specific geographical locations in the New Orleans/Southeastern Louisiana area, write as follows and note capitalization, one-word and two-word formatting: Northshore, Southshore, East Bank, West Bank.

**HYPHEN** Use a hyphen in instances to preserve clarity, such as words in which the prefix ends in a vowel and the word begins in a vowel (examples: *re-evaluate, re-admit.*) Some exceptions exist (example: *coordinate.*) When in doubt, or to find the most current, common format, spelling and usage of a word, consult Merriam-Webster dictionary online at [www.merriam-webster.com](http://www.merriam-webster.com).

**LEARNING-CENTERED** Hyphenate.

**LOCATION NAMES** See addresses.

**LOG IN / LOG ON / LOG OUT (VERBS)** Log in, log on, and log out are spelled as two words when used as verbs: *Remember to log out before leaving your desk.*

**LOG-IN / LOG-ON** When used as nouns, the log-in and log-on require hyphens: *Keep your log-in secure.*

**MAJORS** See academic degrees and academic programs.

**MONTHS** See dates.

**NORTHSHORE** See geographical locations.

# EDITORIAL STYLE GUIDE

**NUMERALS** Spell out zero through nine and use figures for 10 and up. Use commas to denote thousands. Example: *Delgado enrolls more than 20,000 students per semester.*

**OFFICES** Capitalize when referring to a specific unit, group, or entity within the College's organization. Note that "Office of" and the possessive format are acceptable. Some units drop the word "office" altogether. Examples: *Office of the Chancellor, Bursar's Office, Communications and Marketing, Enrollment Services, Office of the Registrar.*

**ONLINE** Online is one word.

**PART TIME / PART-TIME** Hyphenate when used as an adjective. Example: *Sam is a part-time student.* Do not hyphenate when used as an adverb or noun. Example: *I'm going to enroll only part time this semester.*

**PERCENT** Within prose, use a figure then write out the word percent: *100 percent.* In a graphic or visual, such as a table, or if space is limited, use a figure and the symbol: *100%.*

**PERIODS** Usage in credentials – see academic degrees.

**PHONE NUMBERS** In running text, the following format is preferred: (504) 555-1234

**PRE-REQUISITE** Hyphenate.

**PROGRAMS** Capitalize when referring to the specific, official programs that Delgado provides. Example: *The Culinary Arts Program at Delgado offers hands-on training at the City Park Campus and internships at local restaurants.*

**RE-ADMIT** Hyphenate.

**ROOM NUMBERS** Use figures for all: Building 1, Building 10, etc.

**SCHOOLS** Delgado's academic offerings are organized under the following schools. Always capitalize school names.

- School of Business
- School of Liberal Arts, Social Sciences, and Education
- School of Science, Technology, Engineering, and Mathematics
- School of Construction Arts and Technical Studies
- School of Health Sciences - School of Allied Health
- School of Health Sciences - Charity School of Nursing

**SEASONS** Winter, spring, summer, and fall are common nouns/adjectives and are not capitalized except when used in reference a specific academic term. Example: *Fall 2022 Semester.*

**SEMESTER** Capitalize as follows when referring to a specific academic term. Example: *In the Fall 2012 Semester, our registration process will change, but for Spring 2013, no more changes will be implemented. By Summer 2013 Session, all students should be used to the new process.* Use lowercase in non-specific references. Example: *The Radiologic Technology Program admits a new cohort each fall semester.*

# EDITORIAL STYLE GUIDE

**SESSION** The following are sessions, not semesters: Summer Session, May Session, Winter Session, 8-Week Session, and 4-Week Session.

**SOUTHSHORE** See geographical locations.

**SPACES BETWEEN SENTENCES** Typing one character space between each sentence in a paragraph is the acceptable standard. Be sure spacing is consistent throughout every document.

**STAFF** This is a collective noun and usually takes single verbs and pronouns. To ensure correctness, it is easier to add "members" and make verbs and pronouns plural: *The staff members attend their convocation every October.*

**STATE OF LOUISIANA** Use uppercase when referring to the official government. Example: *We work for the State [of Louisiana.]* Use lowercase when referring to the geographical location. Example: *New policies are being enforced across the state of Louisiana.* Whenever possible, however, do not use the phrase "state of Louisiana" to avoid redundancy, and just say "the state" or "Louisiana."

**THEATRE** When referring to Delgado's theater arts, curriculum, coursework and/or instruction, spell the word as follows: *theatre*.

**TIME** For times on the hour, omit :00. Use lowercase, periods and proper spacing, as in the following examples:

- 8 a.m.
- 8 p.m.
- 8:30 a.m.
- 8:15 p.m.

Note that 12 p.m. is noon and 12 a.m. is midnight; also note lowercase.

**TITLES, PROFESSIONAL** Capitalize when preceding a person's name; use lowercase when used after a person's name, as in an appositive phrase. Examples:

*Susan Smith, director of purchasing, will approve all requisitions.*

*Director of Purchasing Susan Smith will approve all requisitions.*

**WEBSITE** Spell as one word, as well as the following related terms: webpage, webmaster, webcam, webcast, webfeed.

**WEST BANK** See geographical locations.