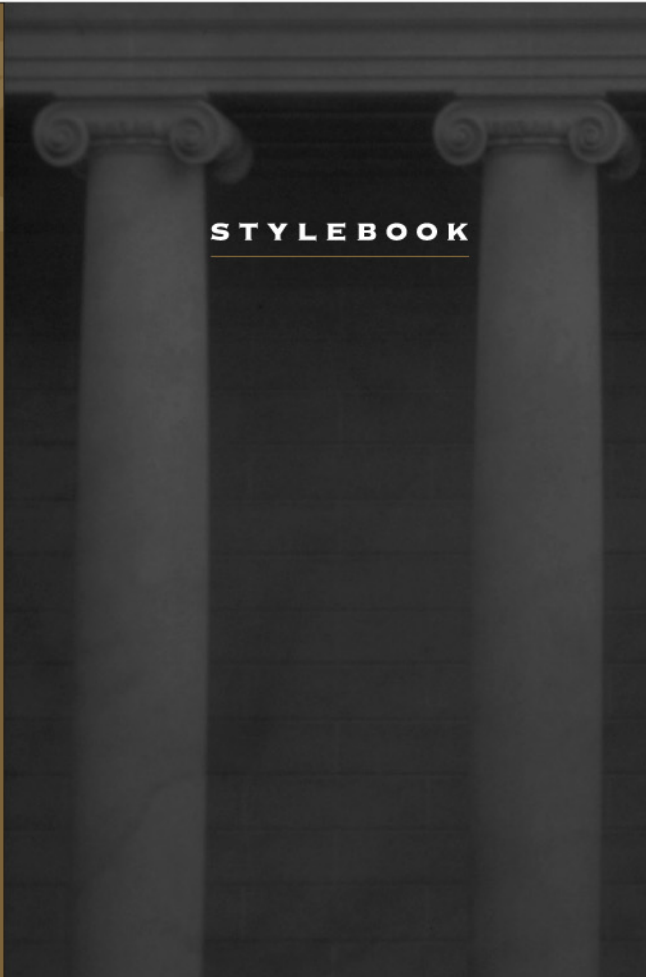


BETA THETA PI

FRATERNITY



STYLE GUIDE

A

a, an Use the article *a* before consonant sounds: a historic event, a one-year term (sounds as if it begins with a *w*) a united stand (sounds like you)

Use the article *an* before vowel sounds: an energy crisis, an honorable man (the *h* is silent), an NBA record (sounds like it begins with the letter *e*) an 1890s celebration.

abbreviations and acronyms In general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize. See also *EC,RD* and *university*.

BEFORE A NAME: Abbreviate the following titles when used before a full name: *Dr.*, *Gov.*, *Lt. Gov.*, *Mr.*, *Miss*, *Ms.*, *Mrs.*, *Rep.*, the *Rev.*, and *Sen.* See also *courtesy titles*.

AFTER A NAME: Abbreviate *junior* or *senior* after an individual's name. Abbreviate *association*, *company*, *corporation*, *incorporated* and *limited* when used after the name of a corporate entity.

ADDRESSES: With a few exceptions, abbreviations should not be used in addresses in running text. See also *addresses*.

AVOID AWKWARD CONSTRUCTIONS: Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it.

CAPS PERIODS: Use capital letters and periods according to the listings in this guide or its references. If an abbreviation is not listed, use capital letters. Omit periods unless the result would spell an unrelated word.

academic courses and majors Lowercase in all uses except languages: a business major, an English class. See also *languages*.

academic degrees If mention of a degree is necessary to establish someone's credentials. The preferred use is a phrase instead of an abbreviation: Scott Allen, who has a bachelor's in math. Degrees should be lowercase: a bachelor's degree, a master's degree.

When abbreviated, academic degrees are capitalized, and when used after a full name, they are set off by commas: B.A., Ph.D.; Donny Jackson, Ph.D., attended the meeting.

academic departments Use lowercase except for words that are proper nouns or adjectives: the department of history, the history department, the department of English, the English department. See also *languages*.

academic titles Capitalize and spell out formal titles such as *professor*, *chairman*, etc., only when they precede a full name. Lowercase in all other uses.

Lowercase modifiers such as *history* in *history Professor John Jones* or *department in department Chairman Bud Otto*. See also *titles of people*.

academic years Terms designating academic years are lowercased: *freshman*, *sophomore*, *junior* and *senior*.

accept, except *Accept* is a verb meaning to receive: Jason will accept the award. *Except* is usually a preposition meaning to omit or exclude. Kevin ate everything except the pickles.

active This term is best avoided, except as an adjective. All Fraternity members are expected to be active. When referring to initiated members, use the terms *members* or *brothers*. Use *undergraduates* for collegians, *alumni* for graduate members. See also *alumnus*, *alumni*, *alumna*, *alumnae*.

addresses Spell out and capitalize words such as *Avenue*, *Boulevard*, *Drive*, *Road*, and *Street* when used in addresses in running text. Abbreviate such words when appearing at the top of a letter or on an envelope.

The U.S. Postal Service's two-letter abbreviations for street addresses and states should only be used on the envelope and the address appearing at the top of a letter. See also *state* and *state names*.

adjective, article See the *Grammar* section.

Administrative Office Capitalize when referring to the Fraternity's administrative staff. Lowercase in general reference.

Refers to the professional staff of Beta Theta Pi Fraternity, located in the Fraternity's International Offices in Oxford, Ohio. See also Beta Theta Pi Fraternity, General Fraternity.

administrative secretary Depending on the audience and importance of the position in context, CEO may be acceptable. See also titles of people.

adverb See the Grammar section.

advice, advise Advice is a noun meaning suggestion, advise a verb meaning to suggest: I advise you to follow Andy's advice.

advisor Not adviser, unless someone's title explicitly states that it is advisor. Capitalize chapter advisor, alumni advisor, or Greek advisor only when the title directly precedes an individual's full name. Lowercase when used in general reference. See also alumni adviser, Alumni Advisory Board, Greek Advisor and Student Advisory Committee.

affect, effect Affect is usually a verb meaning to act or influence: The game will affect the standings. The drug did not affect the disease. Affect, as a noun, is best avoided.

Effect is usually a noun meaning result of action: The effect was overwhelming. The drug had several adverse side effects. Effect, as a verb, means to cause or bring about: He will effect many changes in the chapter. Only the president can effect such a dramatic change.

affective, effective Affective means emotional, effective means impressive or operative: Matt's affective speech reviewed many effective leadership styles.

ages Always use figures. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: A 19-year-old member. The chapter president is 19 years old. The boy, 7, has a sister, 10. Bob, 38, has a two-year-old daughter. The law is eight years old. The race is for 21-year-olds. The chapter adviser is in his 30s. See also numerals.

alcohol abuse Two words, no hyphen.

alcohol free, alcohol-free Means in absence of alcohol. Hyphenate when used as a compound modifier: The event will be alcohol free. This is an alcohol-free chapter. See also hyphen, and nonalcoholic, substance free, substance-free.

all-campus average Lowercase.

all-men's average Lowercase.

all ready, already All ready means completely prepared. Already means previously. Mike was all ready for the concert, but his friends had already left.

all right Always written as two words.

alma mater Lowercase and no hyphen.

a lot, alot As a noun, always written as two words. As a verb: We alot two out of three.

alumnus, alumni, alumna, alumnae Use alumnus (alumni in the plural) when referring to a man who has attended a school or chapter. Use alumna (alumnae in the plural) for similar references to a woman. Use alumni when referring to a group of men and women.

alumni advisor Not alumni adviser. See also adviser.

Alumni Advisory Board Capitalize when referring to the proper name of an alumni advisory board: Purdue's Alumni Advisory Board meets on Mondays. Lowercase when used in general reference: Several alumni advisory board members from each chapter attended the conference. See also Alumni Association and House Corporation.

Alumni Association Capitalize when referring to a specific alumni association. Lowercase when used in general reference. See also Alumni Advisory Board and House Corporation.

Alumni Directory The full title is: Beta Theta Pi Alumni Directory. Capitalize and place in italics when referring to the specific publication. Do not place the year in italics: The 1996 edition of the Beta Theta Pi Alumni Directory. See also capitalization, composition titles, italics and titles of publications.

ampersand (&) See the Punctuation section.

a.m., p.m. Lowercase, with periods. Avoid the redundant 10:00 a.m. this morning. Also acceptable is 10:00 o'clock this morning.

annual An event cannot be described as annual until it has been held in at least two successive years. Do not use the term first or second annual. The third year would be the first opportunity to use the phrase. See also bi-, semi- and prefixes.

Annual Fund Always capitalize.

Annual Report Capitalize and place in italics when referring to the Fraternity's publication. Include the year of the report in the title by placing it in italics. 2000-01 Annual Report. See also capitalization, composition titles, italics, titles of publications and years.

anti-Greek Hyphenate.

anyone, any one Anyone, pronoun: Is anyone there?
Any one, adjective: I'd like any one of those desserts.

apostrophe (') See the Punctuation section.

assume, presume Assume means to take as true without evidence. Presume means to take as true for a specific reason. He assumed nobody was home because the lights were off. He presumed nobody was home because he knocked and nobody answered.

attainable, obtainable Synonyms. Attain means to reach, achieve or accomplish. Obtain means to come into possession of, get or acquire. Let your ear be the judge.

awards, honors and prizes Do not capitalize, even when referring to a specific or formal award: The Oxford Cup, John Reily Knox award.

B

baccalaureate Usually held by an educational institution the Sunday before commencement day.

bachelor of arts, bachelor of science A bachelor's degree or bachelor's is acceptable in any reference. See academic degrees for guidelines on acceptable abbreviations.

backward Not backwards.

badge Always lowercase when referring to the Fraternity's membership pin.

because, since Use because to denote a specific cause-effect relationship: He went because he was told.

Since is acceptable in a casual sense when the first event in a sequence led logically to the second but was not its direct cause: They went to the game, since they had been given the tickets.

Beta The nickname for The Beta Theta Pi Fraternity. The plural form does not take an apostrophe: four Betas, not four Beta's

Beta Theta Pi Capitalize and place in italics when referring to the magazine of the Fraternity: The Beta Theta Pi magazine. The is a part of its title, so do capitalize and place in italics. Do not capitalize or italicize magazine.

bi- See the Grammar section.

bimonthly Means occurring every other month, every two months. Semimonthly means twice a month. See also bi-, prefixes and semi-.

biweekly Means every other week, every two weeks. Semiweekly means twice a week. See also bi-, prefixes and semi-.

Board of Trustees Always capitalize Board of Trustees when it refers to the General Fraternity Officers or the Foundation's officers: The Foundation Board of Directors is meeting today. Lowercase when used in general reference. I would like to attend a board of trustees meeting.

Trustees is capitalized when used as an abbreviation: The Board of Trustees met after the General Convention.

bold See the Bold, Capitalization, Italics and Underlining section.

bona fide Not bonified. It means in good faith, without fraud: The house corporation demonstrated its good faiths by making a down payment. The chapter put forth a bona fide effort to recruit more men, but to no avail.

brackets ([]) See the Punctuation section.

brand-new (adj.) Two words, hyphenated.

brother, brothers Refers to only initiated members of the Fraternity. Use lowercase unless appearing directly before an individual's name: The meeting was chaired by Brother Fey. Brian is a brother from our Miami chapter. See also titles of people.

bylaws Not by-laws or bi-laws. Should always be in lowercase.

C

can, may Can implies ability: I can (I am able to) swim. May denotes permission: May I please borrow your dictionary?

Canada The 10 provinces of Canada are Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec and Saskatchewan. The three territories are the Yukon, the Northwest Territories and Nunavut.

cannot Not can not.

capital, Capitol Capital refers to the city where a seat of government is located. Do not capitalize. Oxford is the fraternity capital of Ohio.

When used in a financial sense, capital describes money, equipment or property used in a business by a person or corporation.

Capitalize U.S. Capitol and the Capitol when referring to the building in Washington, DC.

capitalization See the Bold, Capitalization, Italics and Underlining section.

cash bar No hyphen.

Centennial Always capitalized.

cents Spell out the word cents, using numerals for less than a dollar: 5 cents, 12 cents. Use the \$ sign and decimal system for larger amounts: \$1.01, \$2.50.

chairman Capitalize when used as a formal fraternity or occupational title: Recruitment Chairman, Chairman of the Board, the event's chairman.

chapter Capitalize only when used with the full name of a specific chapter: the chapter sponsored a workshop; Gamma Gamma Chapter sponsored a workshop. For concise writing use Gamma Gamma alone, Gamma Gamma at the University of Idaho. The chapter is growing. It now numbers 43 members.

chapter advisor Not adviser.

chapter president Capitalize only when using as a title preceding a name: Chapter President John Bond; the chapter president opened the meeting.

charter Always in lowercase.

charted, chartered Charted means put on a chart or map. Chartered means receiving the document defining the formal organization of a corporate body.

class year Lowercase freshman, sophomore, junior, senior.

coat of arms No hyphens between words, lowercase.

(The) Code Capitalize each and place in italics. Each new member will receive a copy of *The Code*.

collected, raised Collect means to gather or accumulate. Raise means to elevate, increase, or grow. Our chapter collected 10,000 pounds of food.

collective nouns See the Grammar section.

collegian(s), collegiate A collegian is a student in, or graduate of, a college. Collegiate is an adjective meaning of or pertaining to college; a collegiate dictionary.

colon (:) See the Punctuation section.

colony Always in lowercase. See also chapter.

comma (,) See the Punctuation section.

committee Capitalize only when referring to a specific or formal committee or board: The chapter's Involvement Committee planned the retreat. Lowercase when used in general reference.

conclave Capitalize when referring to a specific conclave: The Pacific Northwest Conclave contains fewer than 20 chapters. Lowercase when used in general reference.

conjunction See the Grammar section.

consultant Use education consultant in formal writing. EC may be used as an abbreviation in informal writing or after referring to as education consultant. Do not capitalize unless used directly before a name. See also titles of people and education consultant.

continual, continuous Continual means to happen in steady succession. Continuous means uninterrupted. The alarm's continual beeping was driving me crazy. The chapter teeter-tottered for 24 continuous hours.

contraction See the Grammar section.

convention Capitalize when referring to a particular convention: The 2001 General Convention. Lowercase when referring to convention in general: We hold our convention every year.

cookie A unique identifier stored on your hard drive. Marketeers have seized on cookies as a way of tracking visitors to their web sites.

council, councilor A council is a deliberative body. A councilor is one who is a member of a deliberative body.

counsel, counselor To counsel is to advise. A counselor is one who advises.

courtesy titles In general, do not use the courtesy titles Miss, Mr., Mrs. or Ms. on first and last names of the person: Fred Suggs, Mr. Suggs. They are invariably abbreviated in written references while other titles, such as doctor, representative or senator, may be either written out or abbreviated.

MARRIED WOMEN: The preferred form on first reference is to identify a woman by her own first name and her husband's last name: Mary Tharp. On second reference, use Mrs. unless a woman initially identified by her own first name prefers Ms.: Mrs. Tharp.

UNMARRIED WOMEN: For women who have never been married, use Miss, Ms. or no title on second reference. For divorced women and widows, the normal practice is to use Mrs. or no title on second reference. If unsure of marital status, use the term Ms.

crest Lowercase. (Remember: crest refers only to the dragon, not the entire coat of arms.)

criteria Criteria is the plural of criterion, which means a standard, rule or test on which a judgment or decision can be based. The only criterion for the job is a willingness to work overtime.

D

data, datum Data is the plural of datum.

database One word.

dates Always use Arabic figures without th, st, and nd: March 22, not March 22nd. No comma between month and year if the day is omitted: November 1999. Include a comma after the year if the full date is given: Nov. 2, 2000, will be the day of the food drive. Abbreviate month when full date is used.

deans list Lowercase in all uses: Brad is on the deans list. Michael is a deans list student. Not dean's list.

department, office Capitalize when used to designate the full name of corporate and organizational units: Office of Advancement, Department of Chapter Operations. Don't capitalize when using generic references. See also academic departments.

directions and regions In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction.

Capitalize these words when they designate regions. The nine regions the ECs travel are the Southwest, Northwest, Southern Central, Northern Central, Northeast, Southeast, Great Lakes and "OTIKI."

dissociate Not diassociate.

District When referring to the regions of the Fraternity, lowercase when referring to district in general, capitalize specific districts. District XXII. Always use Roman numerals for districts in the Fraternity.

district chief Lowercase unless preceding a name. District Chief Doug Grace. Doug Grace, chief of District XL. Tom Smith, a district chief.

dollars Always lowercase. Use figures and the \$ sign in all except casual references or amounts without a figure: The book cost \$4. Dad, please give me a dollar.

For specific amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places. Do not link the numerals and the words by a hyphen: He is worth \$3.25 million. The project cost \$100 million.

The form for amounts less than \$1 million: \$4, \$25, \$500, \$1,000, \$650,000.

dorm Residence hall is preferred.

dry See alcohol-free.

E

each other, one another Two people look at each other. More than two look at one another.

editor See also titles of people.

education consultant Capitalize only when the title directly precedes a full name: Education Consultant David Rae. Ryan King, an education consultant, just arrived. See also titles of people, consultant and EC.

EC May be used as an abbreviated reference to education consultant. Plural form: ECs (no apostrophes). See also titles of people, consultant and education consultant.

e.g. and i.e. Words and phrases derived from Latin are commonly abbreviated in contexts where readers can reasonably be expected to recognize them. They are punctuated, not capitalized, and usually not italicized.

Exempli gratia (e.g.) means for example and id est (i.e.) means that is.

ellipsis (. . .) See the Punctuation section.

email Acceptable for electronic mail. Lowercase and with no hyphen. Email address should always be written lowercase. See also homepage, Internet, online, web site and World Wide Web. Plural: email, email messages.

em dash (—) See the Punctuation section.

emcee Not M.C. or MC. Better to use master of ceremonies.

enclose Not inclose.

enclosure, Enc. Used in formal letters in which you are including additional information.

en dash (–) See the Punctuation section.

ensure, insure Use ensure to mean guarantee: Steps were taken to ensure accuracy. Use insure for references to insurance: The policy insures Pete's life.

entitled Use it to mean a right to do or have something. Do not use it to mean titled. He was entitled to the promotion. The book was titled "Oh! the places you'll go."

essential clauses, nonessential clauses See the Grammar section.

etc. Et cetera (etc.) means and so forth. Avoid ending a list with etc. It is more emphatic to end with an example, and in most contexts readers will understand that the list is not exhaustive.

Event Planning Form Capitalize and no italics. See also forms.

Event Planning Guide Capitalize and place in italics. See also titles of publications.

exclamation point (!) See the Punctuation section.

e-zine This is shorthand for an electronic fanzine (short newsletter for a particular audience, usually fans or members).

F

fax Acceptable as short version of facsimile or facsimile machine.

fewer, less Fewer refers to how many; less refers to how much. I had less than \$50 in my pocket. (An amount.) But: I had fewer than 50 \$1 bills in my pocket. (Individual items.) or Fewer people are living in the house.

501 (c) (3) The Educational Foundation under 501 (c) (3) of the Internal Revenue Service is a public foundation operating exclusively for charitable and educational purposes. See also non-profit.

food drive See also North American Food Drive.

former Always lowercase. But retain capitalization for a formal title used immediately before a name: Introducing former Administrative Secretary Mr. Cottrell. He looks like former President Carter. See also titles of people.

forms All forms should be capitalized and not italicized: Please submit an Event Planning Form by tomorrow.

Foundation Acceptable replacement for the Educational Foundation. Follow the same capitalization rules that apply to Fraternity.

frat. Never use this term, even as an abbreviation.

fraternal Used as an adjective and is not capitalized: His chapter offers a good fraternal experience.

Fratemally Appropriate as an informal complimentary closure in a letter to a member of any fraternity or sorority: Fratemally yours, Jonathan Brant

Fraternity Capitalize when referring to a specific fraternity: Beta Theta Pi Fraternity, Lambda Chi Alpha Fraternity.

The Fraternity is synonymous with Beta Theta Pi Fraternity.

An agency or organization often uses capitalization when referring to itself in print. Capitalize fraternity when referring specifically to Beta Theta Pi: The Fraternity has 134 active chapters and colonies.

Lowercase when used in general reference: fraternity education, fraternity programming.

freshman, freshmen Do not use freshmen as an adjective. It's freshman Democrats, not freshmen Democrats, just as it's sophomore biology majors, not sophomores biology majors.

FTP file transfer protocol. Don't spell out. A method for transferring files between computers over the Internet.

Can also be a verb: You FTP to a site, He FTP'd that last night.

fund raising, fund-raising, fund-raiser Fund raising is a noun: Fund raising is difficult.

Fund-raising is an adjective: They planned a fund-raising event.

Fund-raiser may be an event or a person: The fund-raiser was a success. A fund-raiser was hired.

G

General Fraternity Always capitalized. This is the only way to refer to the Fraternity at large. As Beta Theta Pi is an international fraternity, never use National Fraternity.

General Secretary Always capitalize, whether in reference to a specific individual or to the office. The same rule applies to General Treasurer and President, when referring to the General Fraternity.

get-together Hyphenate when used as a noun.

girl Do not use. Undergraduate females are considered women or young women.

good, well Good is an adjective, well is an adverb. Tom has felt good about his golf game since he played well last Saturday.

grade point average Usually in lowercase and in long form: The chapter's grade point average exceeds the all-men's average.

When directly following a number, it may be abbreviated. Capitalize and omit periods: 2.25 GPA.

graduate Graduate is correctly used in the active voice: He graduated from the university.

It is correct, but unnecessary, to use the passive voice: He was graduated from the university.

Do not, however, drop from: Bob London graduated from Bowling Green State University. Not: Bob London graduated Bowling Green State University.

Greek Capitalized in all references to Greek life.

Greek Advisor Capitalize only if it directly precedes a name. Greek Advisor Lisa Fedler came to the meeting. The Greek advisor visited the chapter house. See also titles of people.

Greek-letter Greek-letter if it precedes a noun, Greek letter if it follows a noun. Beta Theta Pi is a leader in the Greek-letter community. Organizations with Greek letters must work together.

Greek life Two words, no hyphen.

Greek row Two words.

Greek Week Always capitalize.

group Takes singular verbs and pronouns: The group is viewing its position.

H

headquarters Not used in reference to Beta Theta Pi's Foundation and Administrative Office. Our General Fraternity office is located in Oxford, Ohio.

historic Always use the article *a*, not *an*, with the word *historic*.

The History of the Beta Theta Pi Fraternity If a book title, capitalize and place in italics. See also capitalization, composition titles, italics and titles of publications.

homecoming Lowercase.

home page Lowercase, two words and no hyphen. Used correctly, it only refers to the front page of a web site; the page that appears under the site's domain name, and the one from which all other pages on the site can be reached. See also email, Internet, online, web site and World Wide Web.

hometown One word.

house corporation Lowercase unless part of a complete name: Alpha House Corporation.

housemother, housefather One word; no capitalization. May also be referred to as a House Director.

hyphen (-) See the Punctuation section.

I

infer, imply To infer is to deduce or conclude from the evidence at hand. To imply is to hint or suggest.

initials Use periods and no space when an individual uses initials instead of a first name: E.B. Wilson, B. Hume Morris.

initiation Capitalize as a noun. Lowercase otherwise: December's Initiation, the initiation of 13 brothers.

Interfraternity Council Always capitalize. Not Interfraternity Council. Abbreviated IFC.

interjection See the Grammar section.

Internal Revenue Service IRS is acceptable on second reference.

internet Don't capitalize. Avoid using the Net or Internet Super Highway in formal writing. See also email, home page, online, web site and World Wide Web.

in, into In indicates location or condition; into indicates movement or a change in condition. They found the lost letters in a box after moving into the house.

intramural Always lowercase. Not intemural.

italics See the Bold, Capitalization, Italics, and Underlining section.

its, it's It's is a contraction for it is or it has: It's up to you. It's been a long time.

Its is the possessive form of the neuter pronoun: The Fraternity won its first award.

J

junior, senior Abbreviate as Jr. and Sr. only with full names of persons. Do precede and follow with a comma, although it is accepted by most style guides to omit: Fred Suggs, Jr., talks like his dad.

The Roman numerals I, II, III, IV, V may be used if an individual prefers. Do not precede or follow their notation with a comma: John Paul III is a holy man.

If necessary to distinguish between father and son in second reference, use the elder Smith or the younger Smith.

L

languages Capitalize the proper names of languages and dialects: Greek, English and Spanish.

lay, lie The action word is *lay*. It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie, lied* and *lying*.

Some examples:

PRESENT OR FUTURE TENSES:

Right: I will lay the report on your desk.
The senior tried to lay the blame on the freshman.

Wrong: He lays on the beach all day. I will lay down.

Right: He lies on the beach all day. I will lie down.

IN THE PAST TENSE:

Right: I laid the report on your desk. The senior has laid the blame on the freshman.

Right: He lay on the beach all day. He has lain on the beach all day. I lay down. I have lain down.

WITH THE PRESENT PARTICIPLE:

Right: I am laying the report on your desk. The senior is laying the blame on the freshman.

Right: He is lying on the beach. I am lying down.

lead, led *Lead*, as a present tense verb, means to be a leader, to go first: He leads his chapter with the highest grade point average.

Lead, as a noun, is a heavy metal.

Led, as a past tense verb, means went first: John led the chapter to victory in the relay race.

legacy Always lowercase.

lifelong One word, no hyphen.

lifestyle One word, no hyphen.

lifetime One word, no hyphen.

like, as Use *like* as a preposition to compare nouns and pronouns. It requires an object: Donavan plays soccer like a pro.

The conjunction *as* is the correct word to introduce clauses: Mike guards the goal as he should.

long term, long-term Hyphenate when used as a compound modifier: We will win in the long term. He has a long-term assignment. See also hyphen.

long time, longtime They have known each other a long time. They are longtime partners. See also hyphen.

log on, logon The verb must stay detached from the preposition. The noun *logon* is collapsed into one word. It refers to the procedure to gain access to a network. When you are finished you execute a logoff.

M

manual Capitalize and place in italics when directly following the name of the manual: *Beta Theta Pi President's Manual*. Lowercase when appearing alone: Bring your manual to every meeting. See also capitalization, composition titles, italics and titles of publications.

marathons Most marathon-type events are spelled without hyphens: bikeathon, walkathon, telethon.

maybe, may be *Maybe* is an adverb meaning possibly. *May be* is a verb phrase. *Maybe* the sun will shine tomorrow. Tomorrow may be a brighter day.

media, medium *Media* is the plural of *medium*: Of all the media that cover the Olympics, television is the medium that best captures the spectacle of the events.

member Refers to initiated members of the Fraternity.

Men of Principle Refers to the Fraternity's educational initiative. *Men of Principle* is always italicized. Can be referred to as *The Initiative* or *MPI*. Never refer to it as a program, *MP*, *MOP* or *M of P*.

months Capitalize the names of months in all uses. When a phrase lists only a month and a year, do not separate the year with commas: November 2000. When a phrase refers to a month, day and year, set off the year with commas: Nov. 7, 2000, is when we held the food drive.

mottoes The plural of *motto* is *mottoes*, although *mottos* is also correct.

Mr., Mrs. The plural of Mr. is Messrs.; the plural of Mrs. is Meses. These abbreviated spellings apply in all uses, including direct quotations. See also courtesy titles.

Ms. This is the spelling and punctuation for all uses of the courtesy title, including direct quotations. There is no plural. See also courtesy titles.

N

national Do not use in reference to Beta Theta Pi. The office in Oxford, Ohio, is the General Fraternity Foundation and Administrative Office, or General Office or Administrative Office. See also Beta Theta Pi Fraternity.

North-American Interfraternity Conference Always capitalize. Abbreviated: NIC.

North-American Interfraternity Foundation Always capitalize. Abbreviated: NIF.

National Panhellenic Conference Always capitalize. Abbreviated: NPC. See also sorority.

National Pan-Hellenic Council, Inc. Always capitalize. Abbreviated: NPHC. Refer to its members as historically African-American: Kappa Alpha Psi, a historically African-American fraternity, will be showing a slide show.

non- See the Grammar section.

nonalcoholic One word, no hyphen. Use only as a description of a beverage that does not contain alcohol. See also alcohol free, alcohol-free.

nonfraternal, nonfraternity One word, no hyphen.

non-Greek Hyphenate.

nonprofit One word, no hyphen. See also 501 (c) (3).

noun See the Grammar section.

numerals Spell out whole numbers below 10, or when beginning a sentence. Use figures for 10 and above: nine, 10. For numbers higher than 999, use commas; 1,234. Place a hyphen between the numeral and the year when designating the length of membership: 50-year member.

Plural numbers do not get an apostrophe: The tradition began in the 1920s.

Write a member's year of graduation after the school year and with an apostrophe facing left: Tom Olver, Central Michigan '98, is a staff member. Write a span of years with an en dash (-hyphen) and no apostrophe: Tom attended college from 1994-98.

LARGE NUMBERS: When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word: twenty-one; one hundred twenty-two.

For very large, round numbers exceeding 999,999, use a figure followed by million, billion or trillion. We collected 1.2 million pounds of food this year.

TELEPHONE NUMBERS: The preferred format is: 513-523-7591, ext. 228.

Exception 1: Use numerals for dates, addresses, and sports scores.

Exception 2: A year is the only number that may begin a sentence as a numeric figure. 1996 was a good year.

O

ongoing Not on-going. Means continuing without termination or interruption.

OK, O.K., okay All three spellings are acceptable, but avoid in formal writing.

online, offline Do not hyphenate the adjective form for the computer connection term. Two words in all other cases. See also email, home page, Internet, web site and World Wide Web.

only Only should appear as close as possible to the word or phrase it modifies.

over, more than Over generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals: He is over 50. But more than is usually better with quantity amounts: The chapter collected more than 2,000 pounds of food.

P

Palmtop A device that fits in one hand and is slightly smaller than a handheld. A smaller version of the laptop computer.

Panhellenic Always capitalize.

parentheses () See the Punctuation section.

Parents Weekend Capitalize. No possessive. Not: Parent's Weekend or Parents' Weekend.

party Social event is preferred: The chapter is planning a social event with a sorority.

people, person Use person when speaking of an individual: One person got out of line. The word people is preferred to persons in all plural uses: Hundreds of people attended the Convention. There were 17 people at the workshop.

percent One word; do not use % unless it appears in a graph or listing. Percent takes the singular verb standing alone or when singular words follow an of construction: The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there.

It takes the plural verb when a plural word follows an of construction: He said 50 percent of the members were there.

periodical titles Use italics or underlines to identify newspaper, magazine or periodical names. Use quotation marks to identify article names. "Hazing Lies" was printed in the fall issue of The Beta Theta Pi.

periods (.) See the Punctuation section.

pixel The shortened form of "picture element," for dots that make up an image or character on a computer or TV screen. The more pixels, the better the resolution.

pledge A young man who has accepted an invitation to join Beta Theta Pi, but not yet formally initiated.

A pledge is also a solemn promise or agreement to support something: Matt pledged \$100 to the Beta Theta Pi Foundation.

plurals See the Grammar section.

post- See the Grammar section.

pre- See the Grammar section.

prefixes See the Grammar section.

preinitiation No hyphen.

preposition See the Grammar section.

principal, principle Principal is a noun and adjective meaning someone or something first in rank, authority, importance or degree: He is the school principal. He was the principal player in the trade.

Principle is a noun that means a fundamental truth, law, doctrine or motivating force: The rules exist to protect the principles and integrity of the Fraternity.

pro- See the Grammar section.

probation No hyphen.

professor Never abbreviate. Capitalize when used as a formal title before a full name. Do not continue in second reference unless part of a quotation. See also titles of people.

programs, areas of programming General educational programs of the Fraternity are not capitalized: fraternity education, alumni affairs, risk management.

pro-Greek Hyphenate.

pronoun See the Grammar section.

province The 10 provinces (states) of Canada are Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec and Saskatchewan. The three territories are the Yukon, Northwest and Nunivut Territories.

Names of provinces are set off from community names by commas, just as the names of the U.S. states are set off from city names: They went to Toronto, Ontario, on their vacation. Do not capitalize province: They visited the province of Nova Scotia.

punctuation See the Punctuation section.

pupil, student Use pupil for children in kindergarten through eighth grade.

Student or pupil is acceptable for grades nine through 12.

Use student for college and beyond.

Q

question mark (?) See the Punctuation section.

quotation marks (" ") See the Punctuation section.

R

raised, reared Animals and plants are raised, people are reared. See also collected and raised

re- See the Grammar section.

recolonize, recharter Not re-colonize or re-charter. Only previously existing chapters or colonies are recolonized and rechartered. Previously existing colonies are not rechartered.

recruitment Always lowercase. The usage of recruitment is preferred rather than rush. Member recruitment, not membership recruitment.

Recruitment Through Scholarship Capitalize and italicize.

recur, recurred, recurring Not reoccur.

re-elect, re-election, re-elected With hyphen.

regional director Capitalize only when the title directly precedes the full name: Regional Director Paul Puckett. Tom Bedsole, a regional director, just arrived. See also titles of people.

regions See also directions and regions.

resume, résumé Resume is a verb meaning to continue, résumé is a noun.

ritual Capitalize when referring to a particular fraternity's ritual: Beta's Ritual. Do not capitalize when referring to the other rituals of the Fraternity: The ritual books were sent to the colony. Our values can be found in our ritual.

R D May be used as an abbreviated reference to regional director. Plural form: RDs (no apostrophes). See also regional director.

roommate One word, no hyphen.

rush Always lowercase. Recruitment is preferred to rush.

S

seal Always lowercase when referring to the Fraternity's official seal.

seasons All seasons are lowercase: spring, summer, fall, winter and derivatives such as springtime unless part of a formal name: Summer Olympics.

semesterly Never use.

semi- See the Grammar section.

semiannual Twice a year, a synonym for biannual. Do not confuse it with biennial, which means every two years. See also bi-, prefixes and semi.

semicolon (;) See the Punctuation section.

semimonthly Every half month or twice a month. See also bi-, prefixes and semi-.

semiweekly Twice a week. See also bi-, prefixes and semi-.

semiyearly Semiannual, twice a year, is preferred. See also bi-, prefixes and semi-.

shall, will Use shall to express determination: We shall win Greek Week. Either shall or will may be used in first-person constructions that do not emphasize determination: We shall hold a meeting. We will hold a meeting. For second- and third-person constructions, use will unless determination is stressed: You will like it. He will not be pleased.

social fraternity Do not refer to Beta Theta Pi or any other fraternity as a social fraternity. Use the terms General Fraternity or Greek-letter Fraternity.

sorority Less than half of the 26 NPC members use sorority in their official name; most use fraternity. Refer to the Interfraternity Directory or the Fraternity Executives' Fraternity/Sorority Directory to properly reference all NPC members. If in doubt, refer to all NPC members as a women's fraternity.

Staff Capitalize in reference to Beta Theta Pi only when directly following Administrative, Foundation, Fraternity or Support. Lowercase when used in other forms. See also Administrative Office.

state Lowercase in all state of constructions: the state of Maine. Do not capitalize state when used simply as an adjective to specify a level of jurisdiction: the state Transportation Department, state funds. See also state names.

state names Follow these guidelines:

STANDING ALONE: Spell out the names of the 50 U.S. states and Canadian providences (states) when they stand alone. Never use postal abbreviations in textual material. See also addresses.

EIGHT NOT ABBREVIATED: The names of eight states are never abbreviated in text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

ABBREVIATIONS REQUIRED: Never use postal abbreviations in textual material. Abbreviations should appear as follows:

| | | |
|--------|-------|-------|
| Ala. | Md. | N.D. |
| Ariz. | Mass. | Okl. |
| Ark. | Mich. | Ore. |
| Calif. | Minn. | Pa. |
| Colo. | Miss. | R.I. |
| Conn. | Mo. | S.C. |
| Del. | Mont. | S.D. |
| Fla. | Neb. | Tenn. |
| Ga. | Nev. | Vt. |
| Ill. | N.H. | Va. |
| Ind. | N.J. | Wash. |
| Kan. | N.M. | W.Va. |
| Ky. | N.Y. | Wis. |
| La. | N.C. | Wyo. |

The 10 Canadian provinces (states) are abbreviated to fit typographical requirements, they should appear as follows:

| | | | |
|-------|-------|--------|-------|
| Alta. | N.B. | Ont. | Sask. |
| B.C. | N.S. | P.E.I. | |
| Man. | Nfld. | Que. | |

PUNCTUATION: Place one comma between the city and the state name, and another comma after the state name: Oxford, Ohio, is where Beta Theta Pi Fraternity was founded. Steve Becker hails from Toronto, Ont. The obscure ones should be spelled out in story: Trudy visited Prince Edward Island.

Student Advisory Committee Capitalize. Abbreviation: SAC.

student body Lowercase.

subject-verb agreement See the Grammar section.

substance free, substance-free Means in absence of alcohol, drugs and tobacco. See also alcohol-free and hyphen.

syllabus, syllabuses Not syllabi.

T

teammate One word, no hyphen.

teamwork One word, no hyphen.

teeter-totter-a-thon With hyphens.

telephone numbers Use figures. The forms: 800-800-2382. If extension numbers are given: 513-523-7591, ext. 240, is Scott Allen's phone number.

The numeral "1" is assumed when actually placing a call and need not be written.

The period (.) is used only on Fraternity letterhead and business cards: 513.523.7591. See also numerals.

than, then Than is a conjunction used in comparisons; then is an adverb denoting time. That pizza is more than I can eat. Paul laughed, and then we recognized him.

that (conjunction) Use the conjunction that to introduce a dependent clause if the sentence sounds or looks awkward without it. That may be omitted when a dependent clause immediately follows a form of the verb to say: The president said he had signed the bill.

That should be used when a time element intervenes between the verb and the dependent clause: The president said Monday that he had signed the bill. When in doubt, include that. Omission can hurt. Inclusion never does.

that, which (pronouns) Use that and which in referring to inanimate objects and to animals without a name: It was a dog that bit him. The report, which was well documented, was reviewed by the board.

That has long been regarded as introducing a restrictive clause, which a nonrestrictive clause.

See also who, whom (pronouns) and essential clauses, nonessential clauses.

their, there, they're Their is a possessive pronoun: They went to their house.

There is an adverb indicating direction: We went there for dinner. There also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: There is no food on the table.

They're is a contraction for they are.

third party vendor No hyphens.

thrice-yearly Occurs three times a year, tri-annual.

times Use figures except for noon (12:00 p.m.) and midnight (12:00 a.m.). Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m. Avoid redundancies: 10 a.m. this morning. See also numerals.

titles of people In general, confine capitalization to formal titles used directly before an individual's full name: House Corporation Treasurer Dick Persinger submitted the budget. Brother Stephenson received top grades last term.

Lowercase and spell out titles when they are not used with an individual's name: The president gave an excellent speech.

Lowercase and spell out titles in constructions that set them off from a name by commas: Steve Becker, administrative secretary, gave the speech. The education consultant, Patrick Carr, painted the new shutters.

Corporate, professional and governmental titles are capitalized only when they immediately precede a person's full name. President Marty Smith likes race cars. Administrative Secretary Steve Becker gave the speech. Regional Directors Jim Strilesky and Kirk Little.

EXCEPTION 1: In formal usage, such as acknowledgments and lists of contributors, titles following a personal name are usually capitalized. Ladies and gentlemen, the President of the United States.

EXCEPTION 2: Titles used in place of names in direct address are capitalized: The ship can't take it anymore, Captain!

EXCEPTION 3: Titles of person and events may be capitalized when in a list or as a heading: Men of Principle Initiative.

titles of publications Titles of books, magazines, newspapers, manuals, movies and videos are capitalized and italicized or underlined only if italics is not available. All Fraternity publications are capitalized and italicized.

The initial article that is part of a title may be omitted if it would be awkward in context. When it is included it is capitalized and italicized. Kip read *The Beta Theta Pi*.

Use quotation marks, not italics, to identify articles: "Chapter Achievements" and Tom Helmbrock's "Insights" were well written.

Separate entries of the Fraternity's publications are listed in this guide for further clarification. See also capitalization, composition titles, forms, italics and quotation marks.

to, too, two To is a preposition; too is an adverb meaning also or a lot; two is a number.

toward Not towards.

T-shirt Capitalize the t.

U

underlining See the Bold, Capitalization, Italics and Underlining section.

United States Spell out when used as a noun. Use U.S. (no space) only as an adjective.

university Capitalize only when used with the actual school name: DePauw University, the university swim team. When abbreviating university or college names, do not use periods: UCLA, not U.C.L.A. University names are usually abbreviated after they have been spelled out on their first occurrence in a text, unless the abbreviation is expected to be instantly recognizable.

userid A personal password, usually consisting of a person's name: Ann Haas' userid is 'ahaas.'

V

verb See the Grammar section.

vice president Use two words; no hyphen. See also titles of people.

VIP, VIPs Acceptable in all references for very important person(s).

voicemail Recordings collected by an electronic messaging system or answering machine. Unlike messages left on an answering machine, voicemail can be forwarded, replied to or stored.

W

weather, whether Weather means the physical elements such as snow and rain. Whether is used to introduce the first of two or more alternatives.

Y

web site The collection of electronic pages on the World Wide Web that all originate from a single domain name and home page. Web site addresses should always be written in lowercase and italics. It is permissible to omit `http://` when citing an address in most instances. See also *email, home page, internet, online and World Wide Web*.

who, whom (pronouns) Use *who* and *whom* in referring to persons and to animals with a name: Mike Kokkinen is the consultant who helped me.

Who is the word when someone is the subject of a sentence, clause, or phrase: The member who made the highest grade. Who is there?

Whom is the word when someone is the object of a verb or preposition: The member to whom the room was rented left the window open. Whom do you wish to see? See also *that, which (pronouns) and essential clauses, non-essential clauses*.

who's, whose *Who's* is a contraction for *who is*: Find out who's out there. *Whose* is the possessive case of *who*: I don't care whose it is.

will Lowercase when meaning shall or referring to a financial legal document.

within Avoid *within* as a substitute for *in*: There is good morale in the Fraternity.

worldwide No hyphen.

World Wide Web Always capitalize. It is preferred to use *WWW* or *web*. See also *email, home page, internet, online and web site*.

www.BetaThetaPi.org It is not necessary to precede with `http://`.

year-end Always hyphenate.

yearlong One word, no hyphen.

year-round Always hyphenate.

years Use figures, without commas: 1975. Use an *s* without an apostrophe to indicate spans of decades or centuries: the 1970s, the 1800s. Use an apostrophe for omitted numbers: The house burned in '56. But no apostrophe if the remaining numbers are preceded by an em dash: The 1999-2000 fiscal year. See also *dates and numerals*.

your, you're *Your* is the possessive case of *you*: Your fraternity education program is improving.

You're is the contraction for *you are*: You're right on time for the officer meeting.

How to write a Beta's name

Because it will seem unwieldy to start writing out full years after our youngest brother's names and schools, here is the accepted style now being used by Beta Theta Pi:

For class years in the 19th century . . . and through 1919 . . . use the full year.

Why did we choose that number? Was it arbitrary? Not at all. There are few living Betas who graduated prior to 1920, but there are still a substantial number who graduated as early as the 1920s.

So . . . for your reference, please observe the following rules of style:

Example: John Smith, Brown 1893
Edward Jones, St. Lawrence 1916

For class years in the 20th century from 1920 to the present . . . use the apostrophe followed by the last two digits of the year:

Example: Lewis Johnson, Oregon '43
Robert Brown, Central Michigan
'98

For class years in the 21st century . . . use the apostrophe followed by the last two digits of the year.

Example: James Black, Mississippi '01
Thomas Green, Kansas '04

Use regular font for a member's name, followed by a comma, then italic for his college or university, followed by the graduation or class year. Ralph N. Fey, Miami '40.

For class years in the 19th century and up through 1919, use the full year, eg., 1896, nt '96, 1900, nt '00 and 1918, nt '18. For undergraduates, with graduation dates of 2000 or later, use '00, '01, '02, etc.

For pledges, write: Pledge John J. Jones or John J. Jones. Do not use the college and class after a pledge's name, as it is for members only.

PUNCTUATION

ampersand (&) Use the ampersand when it is part of a publication or company's formal name. It should not otherwise be used in place of and.

apostrophe (') Follow these guidelines:

POSSESSIVE PLURAL NOUNS NOT ENDING IN S: Add 's: the alumni's contributions, men's rights.

POSSESSIVE PLURAL NOUNS ENDING IN S: Add only an apostrophe: the brothers' needs, the VIPs' entrance.

PRONOUNS: Pronouns have separate forms for the possessive. None involves an apostrophe: mine, ours, your, yours, his, hers, its, theirs, whose.

Caution: Always double-check to be sure that the meaning calls for a contraction when using an apostrophe with a pronoun: you're, it's, there's, who's.

COMPOUND WORDS: Add an apostrophe or 's to the word closest to the object possessed: the regional leadership director's decision.

JOINT POSSESSION: Use a possessive form after only the last word if ownership is joint: Tom and Lance's house.

OMITTED FIGURES: The class of '72. The roaring '20s.

brackets ([]) Brackets work like parentheses to set off inserted material, but usually function within quoted material: "Sometimes he [Scott] will do voice impersonations."

colon (:) The colon is used after the salutation of a business letter, in bibliographies, to separate titles from subtitles and hours from minutes, and as a mark of introduction.

If used as a mark of introduction, a complete sentence, question, or quotation must always precede the colon. The supply order included the following items: pencils, pens and paper clips. The supply order included pencils, pens, and paper clips.

comma (,) The following guidelines treat some of the most frequent questions. Consult the AP Stylebook or Webster's New Universal Unabridged Dictionary for complete usage.

IN A SERIES: Use commas to separate elements in a series. Do not use the comma between the last two items in a series if they are joined by a conjunction. **Correct:** The bowl contained apples, pears and oranges. **Incorrect:** The bowl contained apples, pears, and oranges.

INTRODUCING DIRECT QUOTES: Use a comma to introduce a complete one-sentence quotation within a paragraph: Murray said, "Does it look like I'm laughing?"

Do not use a comma at the start of an indirect or partial quotation: Bob said that he "loves M&Ms and their hard candy shell."

BEFORE ATTRIBUTION: Use a comma at the end of a quote that is followed by attribution: "I lost my computer," confessed Mayberry.

WITH CHAPTER AND YEAR OF GRADUATION: Use a comma to set off an individual's chapter and year of graduation: Jonathan Brant, Miami '75, is the Foundation director.

NAMES OF STATES USED WITH CITY NAMES: Place a comma after the state name: Every Beta knows that the Fraternity was founded in Oxford, Ohio, in 1839.

COMPLETE DATES: Place a comma after the year in complete dates within a sentence: Clark illustrated the finances in the May 30, 2000, report.

PLACEMENT WITH QUOTES: Commas always go inside quotation marks.

ellipsis (. . .) Treat an ellipsis as a three-letter word, constructed with three periods and two spaces. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents.

em dash (-) Used to mark a sudden break or abrupt change in thought: Kip offered a plan - it was unprecedented - to abolish alcohol abuse.

ATTRIBUTION: It is also used to precede a credit line or a run-in credit signature: "But the greatest of these is love." - I Corinthians 13:13.

SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use em dashes: Andy listed the qualities - intelligence, humor, independence - that he liked in a consultant.

WITHOUT SPACES: There should be no space on either side of an em dash when used in a sentence.

KEYBOARD: On the IBM, you may make an em dash by pressing ALT-CTRL-and the minus sign on the number keypad. Or you can insert it from the menu Insert-Symbol-Special Character.

en dash (-) Use in combination of figures, capital letters, figures and capital letters and in the absence of the word to when denoting a period of time: 1955-62, Monday-Friday.

KEYBOARD: On the IBM, you may make an en dash by pressing CTRL-and the minus sign on the number keypad. Or you can insert it from the menu Insert-Symbol-Special Character.

exclamation point (!) Sparingly use the mark in business writing. It is used to express a high degree of surprise, incredulity or other strong emotion.

PLACEMENT WITH QUOTES: Place the mark inside quotation marks when it is part of the quoted material and outside when it is not part of the quoted material: "How ya doing!" Davis yelled. I loved reading this "Style Guide"!

Do not use a comma or period after the exclamation mark.

hyphen (-) Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

AVOID AMBIGUITY: The president will speak to small-business men. (Business men normally is one word. But the president will speak to small businessmen is unclear.) **Others:** He recovered his health. He re-covered the leaky roof.

COMPOUND MODIFIERS: When a compound modifier-two or more words that express a single concept-precedes a noun, use hyphens to link all the words in the compound except the adverb very and all adverbs that end in -ly: a full-time job, a know-it-all attitude.

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: Year-round recruitment is important for the chapter. The chapter relies on recruiting year round.

parentheses () Used to set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

periods (.) **PLACEMENT WITH QUOTATION MARKS:** Periods always go inside quotation marks.

question mark (?) PLACEMENT WITH QUOTATION MARKS: Inside or outside, depending on the meaning: Who wrote the article "Good Financial Decisions of 1998"? He asked, "How long will it take?"

quotation marks (" ") Use open-quote marks (") and close-quote marks (")

RUNNING QUOTATIONS: If a full paragraph of quoted material, or a paragraph that does not start with quotation marks but ends with a quotation, is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph, using close-quote marks only at the end of the quoted material. Be sure to use the smart quote setting when you're using Microsoft Word. It can be found under the "Tools" menu, in the "Auto Correct" feature, under the "Autoformat as you type" tab.

COMPOSITION TITLES: Use to enclose articles in periodicals, captions, chapters of books, dissertations, editorials, essays, headings, headlines, lectures, novellas that are published in a collection, papers, radio and television programs, short poems, short stories and songs. See also capitalization, composition titles and italics.

QUOTES WITHIN QUOTES: Alternate between double quotation marks (" or ") and single marks (` or '). If two quoted elements end at the same time, put the period before the single mark (') and the double mark (") Peyser said, "Mason told me it means 'Naught without labor.'"

PLACEMENT WITH OTHER PUNCTUATION: The period and the comma always go within the quotation marks. The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence: "It's an excellent fraternity education program." Was their float theme "Beat the Wolverines"?

INCH AND FOOT MARKS: Never use inch (') and foot (") marks instead of quotes or possessives. Luke is 6'7". Not: Luke is 6'7". Change the preference setting for typographer's quotes in your software. (In PageMaker, it is in the Preferences>More dialogue box.) When this option is enabled, the inch and foot mark key will produce typographer's quotes. Then, when you actually do need inch and foot marks, use the keyboard command for them. (Check your software documentation for the correct keyboard command.) NOTE: When importing text from another software program, inch and foot marks may not convert properly to typographer's quotes. Use Find and Replace to get the marks you desire.) Type the keyboard command to get typographer's quotes. The keyboard commands on the PC may vary depending on the software program used. USE: Alt 0146 and Alt 0145 for foot and Alt 0147 and Alt 0148 for inch marks. If you're looking to produce a professional-looking, typographically correct document, use typographer's quotes where they are called for, not measurement marks!

semicolon (;) Use to separate clauses containing commas and statements that are too closely related in meaning to be written as separate sentences. In general, it indicates a greater separation of thought and information than a comma but less than a period.

PUNCTUATION'S IMPORTANCE

The following two letters are composed of the exact same words but different punctuation. Notice the difference.

Dear Bill,

You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're apart. I can be forever happy - will you let me be yours?

Marie

Dear Bill,

You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we're apart, I can be forever happy. Will you let me be?

Yours,
Marie

BOLD, ETC.

bold Use bold type only when it aids in indexing and cross-referencing, and when emphasizing a deadline date. The deadline for The Institute registration is April 1, 2002.

capitalization In general, avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here.

Many words and phrases are listed in this guide. If there is no relevant listing in this guide, consult its references that are listed in the "Forward."

PROPER NOUNS: Capitalize nouns that constitute the unique identification for a specific person, place or thing.

PROPER NAMES: Capitalize common nouns such as award, fraternity, party, river, street and west when they are an integral part of the full name for a person, place or thing: The Oxford Cup, Beta Theta Pi Fraternity, Democratic Party, Auglize River, Bonham Road, West Virginia.

Lowercase the common noun elements of names in all plural uses: Sisson awards, Beta Theta Pi and Lambda Chi Alpha fraternities, Democratic and Republican parties, lakes Erie and Ontario.

COMPOSITIONS: Apply the guidelines listed here to book titles, movie titles, song titles, television program titles and the titles of lectures, speeches and works of art.

Capitalize the principal words, including prepositions and conjunctions of four or more letters.

Capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title.

See also italics, titles of publications and quotation marks.

TITLES: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas.

Use lowercase at all times for terms that are job descriptions rather than formal titles. See also titles of people.

italics Titles of books, magazines, movies, newspapers, novellas that are separately published and works of art such as paintings and sculptures are placed in italics. Also italicize all Fraternity publications and programs. See also capitalization, composition titles, titles of publications, quotation marks and separate entries for the Fraternity's publications.

Use italics to emphasize a word or achieve a special meaning, but use very sparingly.

Use italics to isolate words and phrases in a foreign language, or to separate special terminology.

underlining Use to indicate italics when an italic font is not available.

GRAMMAR

adjective, article An adjective is a word used to modify, or describe, a noun or pronoun. An adjective usually answers one of these questions: Which one? What kind of? How Many? Adjectives usually precede the words they modify. They may also follow linking verbs, in which case they describe the subject.

Articles, sometimes classified as adjectives, are used to mark nouns. There are only three: the definite article *the*, and the indefinite articles *a* and *an*.

adverb An adverb is a word used to modify a verb, an adjective or another adverb. It usually answers one of these questions: When? Where? How? Why? Under what conditions? To what degree? Many contain the prefix *-ly*. He ran quickly to the finish line during the Watermelon Fest race. The chapter left solemnly after receiving its suspension. The negators *not* and *never* are classified as adverbs.

bi- From the Latin meaning twice or two. Used in the formation of compound words. See *biannual*, *bimonthly*, *biweekly* and prefixes, and *semi-*.

chapter A singular noun. It takes a singular verb and the singular pronoun *it*: The Alpha Chapter held its weekly meeting Sunday evening.

collective nouns A collective noun is a group noun. It is singular in form but names a group of individuals or things: *team*, *committee*, *staff*.

Use a singular verb with a collective noun subject when the group acts as one unit: The staff agrees that action is necessary.

Use a plural verb when members of the group act separately: The staff are submitting individual reports.

If the plural form of the verb sounds awkward, rephrase the sentence making the subject plural: The staff members are submitting individual reports. See also *noun*.

conjunction Conjunctions join words, phrases or clauses, and they indicate the relation between the elements joined. Examples of conjunctions: *and*, *as well as*, *but*, *or*, *but also*, *because*, *rather than*, *unless*.

contractions Contractions reflect informal speech and writing.

Avoid excessive use of contractions. Contractions listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.

In quoted material, contractions should be written as the person speaks, giving the reader the perception of listening to the speakers actual words.

essential clauses, nonessential clauses An essential clause cannot be eliminated without changing the meaning of the sentence, while a nonessential clause can be eliminated without changing the basic meaning of the sentence.

An essential clause must not be set off from the rest of a sentence by commas. A nonessential clause must be set off by commas. Consultants who do not read the Style Guide should not criticize the editor. **Not:** Consultants, who do not read the Style Guide, should not criticize the editor.

That is the preferred pronoun to introduce clauses that refer to an inanimate object or an animal without a name. The pronoun which occasionally may be substituted for that in the introduction of an essential clause that refers to an inanimate object or an animal without a name.

In general, this use of *which* should appear only when *that* is used as a conjunction to introduce another clause in the same sentence: He said Monday that the part of the army which suffered severe casualties needs reinforcement. See also *that*, *which* (pronouns) and *who*, *whom* (pronouns).

interjection Interjections are words used to express surprise or emotion: *Oh!* *Hey!* *Wow!*

non- The rules of prefixes apply, but in general no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations.

noun A noun is the name of a person, place, thing or idea. They are often but not always signaled by an article (*a*, *an*, *the*). Examples of nouns: *Tom*, *Oxford*, *of five*, *truth*.

plurals Follow these guidelines in forming and using plural words:

MOST WORDS: Add *s*: *boys*, *girls*, *ships*, *villages*.

WORDS ENDING IN CH, S, SH, SS, X and Z: Add *es*: *churches*, *lenses*, *parishes*, *glasses*, *boxes*.

WORDS ENDING IN IS: Change *is* to *es*: parentheses, theses.

WORDS ENDING IN Y: If *y* is preceded by a consonant or *qu*, change *y* to *i* and add *es*: armies, cities. Otherwise add *s*: donkeys, monkeys.

WORDS ENDING IN O: If *o* is preceded by a consonant, most plurals require *es*: buffaloes, dominoes, echoes, potatoes. But there are exceptions: pianos.

WORDS ENDING IN F: In general, change *f* to *v* and add *es*: leaves, selves.

LATIN ENDINGS: Latin-root words ending in *us* change *us* to *i*: alumnus, alumni. Most ending in *a* change to *ae*: alumna, alumnae. Most ending in *um* add *s*: memorandums, stadiums.

FORM CHANGE: man, men; foot, feet; mouse, mice.

WORDS THE SAME IN SINGULAR AND PLURAL: corps, deer, sheep.

WORDS PLURAL IN FORM, SINGULAR IN MEANING: Some take singular verbs: measles, news. Others take plural verbs: grits, scissors.

COMPOUND WORDS: Those written solid add *s* as the end. For those that involve separate words or words linked by a hyphen, make the most significant word plural: hand-fuls, attorneys general, assistant attorneys general, assistant attorneys.

WORDS AS WORDS: Do not use *'s*: His speech had too many "ifs," "ands" and "buts."

PROPER NAMES: Most ending in *es* or *z* add the apostrophe: Lopez', Haas'. Most ending in *y* add *s* even if preceded by a consonant: the Duffys, the Kennedys. For others, add *s*: the Reiboldts, the Fohls.

TITLES OF PEOPLE: The plural takes no apostrophe: Betas. Use apostrophe only for the possessive: That was the Alpha Beta's idea. See also titles of people.

FIGURES: Add *s*: The custom began in the 1920s. The airline has two 727s. Temperatures will be in the low 20s.

SINGLE LETTERS: Use *'s*: Mind your p's and q's.

MULTIPLE LETTERS: Add *s*: He knows his ABCs. Four VIPs were there.

post- The rules in prefixes apply. Follow Webster's New Universal Unabridged Dictionary, hyphenating if not listed there. Some examples:

postdate postelection
postdoctoral postgraduate

pre- The rules in prefixes apply. The following examples of exceptions to first-listed spellings in Webster's New Universal Unabridged Dictionary are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

pre-election pre-establish
pre-eminent pre-exist
pre-empt

Otherwise, follow Webster's New Universal Unabridged Dictionary, hyphenating if not listed there. Some examples:

prearrange preflight
precondition preheat
predispose prejudice

Some hyphenated coinage, not listed in the dictionary:

pre-convention pre-dawn

prefixes See separate listings for commonly used prefixes.

Generally, compounds formed from a prefix and a word are usually styled solid and without a hyphen:

interagency precondition
misshapen refurnish
overhand suborder
postwar unhelpful

Three rules are constant, although they yield some exceptions to first-listed spellings in Webster's New Universal Unabridged Dictionary:

1. Except for cooperate and coordinate, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.

anti-inflation de-emphasize
co-owner

2. Use a hyphen if the word that follows is capitalized.

anti-Greek post-Victorian

3. Use a hyphen to join doubled prefixes.
sub-subparagraph

preposition A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence. The prepositional phrase nearly always functions as an adjective or as an adverb. Examples of prepositions: about, across, as, at, before, but, by, except, into, like, on, regarding, than, upon, without.

pro- The rules in prefixes apply. Use a hyphen when coining words that denote support for something. Some examples:

pro-business pro-Greek

No hyphen when pro is used in other senses: probation, profile, etc.

pronoun A pronoun is a word used in place of a noun. Usually the pronoun substitutes for a specific noun, known as its antecedent. Examples of pronouns: I, me, you, she, he, we, us, they, yours, his, its, ours, himself, themselves, whose, these.

re- The rules in prefixes apply. The following examples of exceptions to first-listed spellings in Webster's New Universal Unabridged Dictionary are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

| | |
|-------------|--------------|
| re-elect | re-enlist |
| re-election | re-enter |
| re-emerge | re-entry |
| re-employ | re-equip |
| re-enact | re-establish |
| re-engage | re-examine |

For many other words, the sense is the governing factor:

| | |
|------------------|------------------------|
| recover (regain) | re-cover (cover again) |
| reform (improve) | re-form (form again) |
| resign (quit) | re-sign (sign again) |

Otherwise, follow Webster's New Universal Unabridged Dictionary. Use a hyphen for words not listed there unless the hyphen would distort the sense.

semi- An element borrowed from Latin, meaning half. See also bi-, semiannual, prefixes, semi-monthly, semiweekly and semiyearly.

subject-verb agreement A subject and verb must always match in number and gender. This is especially tricky when a collective noun is being used. The Student Advisory Committee meets monthly. The members of the Student Advisory Committee meet monthly.

verb The verb of a sentence usually expresses action (jump, think) or being (is, become). It is composed of a main verb possibly preceded by one or more helping verbs.

Based on materials provided by the College Fraternity Editor's Association, the Associated Press Stylebook, Lambda Chi Alpha Fraternity, Phi Mu Fraternity and the Beta Theta Pi Communication Department.

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