



# Foreword

The purpose of this stylebook is to provide clear and simple rules, define exceptions to those rules and to provide uniformity to ensure that our communication is consistent and professional. In establishing these guidelines, we considered that we use terms that can be interpreted differently, especially by individuals with different background in colleges, fraternities, volunteer services or nonprofit organizations. We strive to eliminate inconsistencies and provide a valuable, encompassing tool that will help us reach that goal.

This stylebook should be referenced for correct usage of both typical and widely used terms. Even if a document is not to be officially published, this style should consistently still be used. Occasionally, terms and styles will change or become outdated; this document will remain updated regularly in order to maintain the most current, accepted standards of Delta Upsilon Fraternity. Entry words, in alphabetical order, are in boldface. They represent the accepted word forms unless otherwise indicated. Definitions and rules are outlined thereafter. Examples of correct and incorrect usage are indicated and italicized.

This stylebook is a supplement too to *The Associated Press Stylebook*, but should always take precedent over AP style. Additional standards may be determined as new words, phrases and acronyms are adopted by the organization. If questions arise that are not outlined in this stylebook, please refer to the current edition of *The Associated Press Stylebook*.

# Aa

## **a lot**

## **academic courses and majors**

Lowercase except languages: a *business major*, an *English major*.

## **academic degrees**

Degrees should be lowercase: a bachelor's degree. When abbreviated, academic degrees are capitalized and when used after a name, they are set off by commas: *B.A., Ph.D.; Jack Smith, Ph.D.*

## **academic departments**

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

## **academic titles**

Capitalize and spell out formal titles such as professor, dean, president, chancellor, chairman, etc., only when they precede a name. Lowercase elsewhere. Lowercase modifiers such as: *history Professor Oscar Smith or department Chairman Dave Doe*.

## **accept**

Accept is a verb meaning to receive.

## **active**

This word should not be used as a noun. All Fraternity members are expected to be active members. When referring to initiated men, use the terms members or brothers. Use undergraduates for collegians and alumni for graduated members.

## **activate**

Do not use the word *activate* when referring to Initiation.

## **adverse, averse**

*Adverse* means unfavorable; *averse* means reluctant. *He predicted adverse weather. He is averse to change.*

## **advice, advise**

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

## **addresses**

Spell out and capitalize words like *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 US Postal Service two-letter abbreviation for street addresses and states should only be used on the envelope and the address appearing at the top of a letter.

## **advisor**

Capitalize only when referring to an individual: *Chapter Advisor Jake Smyth*.

## **affect**

*Affect* as a verb means to influence: *This game will affect the standings.* *Affect* as a noun is best avoided. It occasionally is used in psychology.

## **affective/effective**

*Affective* means emotional: *Jerry's affective speech reviewed many effective leadership styles.*

## **alcohol free, alcohol-free**

Hyphenate when used as a compound modifier. *The event will be alcohol free. The chapter is an alcohol-free chapter.*

## **all-men's average**

## **all ready, already**

*All ready* means completely prepared. *Already* means previously: *It was already too late.*

## **all right**

## **all-time, all time**

An all-time high, but the greatest runner of all time

## **alumni, alumnus, alumnae, alumna**

*Alumni* (plural), *alumnus* (singular); applies to men. *Alumnae* (plural), *alumna* (singular); applies to women.

## **alumni chapters, alumni clubs**

Capitalize only when referring to a specific chapter or club: *St. Louis Alumni Club, Nebraska Alumni Chapter*.

## **A.M., AM, a.m., am**

These are all acceptable forms when used consistently.

## **anniversary**

*The Oregon State Chapter celebrated its 80th anniversary.*

## **Assembly, Assembly of Trustees, Alumni Assembly of Trustees**

## **associate member**

Use in place of *pledge* or *new member* when referring to an undergraduate man who has completed the associate member ceremony.

## **associate member educator**

## **Associate Member Ceremony**

Ceremony where associate members recite the pledge to Delta Upsilon.

## **audio-visual, AV**

## **awards**

Capitalize when referring to a formal or specific award

# Bb

**bachelor's degree****backward**

Not *backwards*.

**badge, Badge**

Capitalize only when referring to the DU Badge

**benefit, benefited****biannual**

Means twice a year.

**big brother, little brother**

The terms *big brother* and *little brother* should be used instead of *pledge father*, *pledge dad* or *pledge son*. The terms should only be capitalized when in reference to a specific program or ceremony.

**bimonthly**

Means every other month

**biweekly**

Means every other week.

**black ball, blackball**

Do not use the term blackball, refer to depledge instead

**Board of Directors, Board****Brother, brother**

Capitalize only when preceding a name: *Brother Craig Sowell*. *He is a brother*.

**brotherhood****Building Better Men**

Italicize when used in a paragraph or sentence, but not when alone or used graphically.

**By-laws, Bylaws**

The word bylaws is typically not hyphenated, however use a hyphen when referring to Delta Upsilon's *By-laws*.

# Cc

## **can**

*Can* denotes ability.

## **Canada**

Delta Upsilon has been an International Fraternity since 1989 with its first Canadian chapter, McGill. Although they are no longer a chapter today Delta Upsilon still has chapters at the following colleges: Toronto, Guelph, Western Ontario, Manitoba, and Alberta.

## **cannot**

Not *can not*.

## **Centennial**

100-year anniversary, capitalize.

## **cents**

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

## **chairman**

Not *chair* or *chairperson* when referring to Delta Upsilon officers. Capitalize when used as a formal Fraternity title: *Scholarship Committee Chairman Linus Pauling; the event's chairman*.

## **chapter**

Capitalize when referring to a specific chapter. Our chapter had a meeting. *The Williams Chapter was recognized at the banquet*.

## **chapter advisor**

## **Chapter Excellence Plan, CEP**

## **chapter house**

## **chapter officers**

Always lowercase unless when using a title preceding a name. *Chapter President Bill Stevens; Bill Stevens, chapter president; the chapter president opened the weekly meeting*.

## **Charge**

Capitalize when referring to DU's initiation speech.

## **charter, chartered**

## **charter members**

Those who were initiated when the chapter was chartered.

## **class year**

Lowercase freshman, sophomore, junior, senior.

## **coat of arms**

## **colony**

A group of unaffiliated men recruited to build a new group to be installed as a Delta Upsilon chapter. Capitalize

only when referring to a specific colony. *Our colony had a meeting. The Harvard Colony was recognized at the banquet*.

## **collegian(s)**

A noun, meaning student.

## **collegiate**

An adjective, meaning relating to college students.

## **comma (see punctuation)**

## **committee**

Capitalize when part of a formal name: *the Heritage Committee*.

## **consultant**

The consultant was effective.

## **Convention, Undergraduate Convention**

## **Cornerstone**

## **co-sponsor**

Always hyphenated.

## **crest**

The crest should not be confused with the coat of arms.

## **criteria/criterion**

*Criteria* is plural; *criterion* is singular.

## **crossing over**

Do not use instead of *initiate* or *initiation*

## **cum laude**

Graduation honor equivalent to "with distinction."

# Dd

## database

## dates

Use the Arabic figure without “th,” “st” and “nd.” *November 4, not November 4th.* No comma between month and year: *March 2000.* Place a comma after the year in complete dates within a sentence: The finances were illustrated in the *June 30, 2001*, report.

## deactivate

Do not use; a man leaving the membership has either resigned or has been expelled, there is no “deactivation” status.

## dean’s list

Lowercase and with an apostrophe.

## decades

Use figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding an “s” such as: *the 1890s, the ‘90s, the 1920s, the mid-1930s.*

## deferred recruitment

Recruitment schedule that is mandated by a college or university that requires fraternities to delay extending bids for another time. Depending on the campus, the period could be weeks or a semester, but normally applies to first-year students.

## Delta U

### Delta Upsilon Education Foundation

Or *DUEF* on second reference.

### Delta Upsilon Emerging Leaders

Or *DUEL* on second reference.

### Delta Upsilon International Fraternity

Or *DUIF* on second reference.

### Delta Upsilon International Headquarters

Or *IHQ* on second reference.

## director, Director

Capitalize only when referring to a member of the *Board of Directors*, or *Director Bill Bittner*.

## directions

Lowercase directions but capitalize regions: *Drive south to the interstate. The South is humid during the summer.*

## dollars

For specific amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places. *She is worth \$3.25 million.* If US currency, place “(US\$)” following the amount: *The registration fee is \$50 (US\$).*

## DU

## DUs, DU’s

The plural does not take an apostrophe: *four DUs*, not *four DU’s*. The possessive form has an apostrophe: *DU’s Four Founding Principles.*

# Ee

**e.g.**

*Exempli gratia* (e.g.) means for *example* (e.g., sugar, candy, cookies, etc.).

**email****Educational Foundation****effect**

*Effect*, as a verb, means to cause: He will effect many changes in the office. *Effect*, as a noun, means results: *The effect was overwhelming. He miscalculated the effect of his actions.*

**Effective**

*Effective* means impressive or operative: *Jerry's affective speech reviewed many effective leadership styles.*

**Emcee, M.C., MC**

Preferred is *Master of Ceremonies*.

**enclose**

Not *inclose*.

**Endowment, Endowment Trustee****ensure**

Use *ensure* to mean guarantee.

**etc.**

*Et cetera* means and so forth.

**Except**

*Except* is a preposition meaning to omit or exclude.

# Ff

## Facebook

Appropriate as an informal complimentary close.

## fax

Acceptable as short version of *facsimile* or *facsimile machine*.

## formal recruitment

A designated time when bids are allowed to be extended

## fewer, less

*Fewer* generally refers to individual items, and used when determining how many; *less* refers bulk quantities and in determining how much.

## fundraising, fundraising, fundraiser

## first come, first served

Use comma, no hyphen.

## forms

Titles of forms should be capitalized and not italicized.

## 501(c)(3), 501(c)(7)

Internal Revenue Service classification. DU is a 501(c)(7) corporation while DUEF is a 501(c)(3) corporation

## Four Founding Principles

When referring to all four, use Friendship, Character, Culture, Justice. They may be capitalized for emphasis.

## Foundation

Acceptable replacement for *Educational Foundation*. Same capitalization rules that apply to Fraternity.

## Founder(s)

Capitalize when referring to one or all of our Fraternity Founders.

## Founders Day

No apostrophe, November 4.

## founding father, founding fathers

Should only be capitalized in reference to a specific person group of individuals who have are associated with a chapter. *He was curious about becoming a founding father.*  
*Webster's Founding Fathers will all be attending the conference this year.*

## fractions

Spell out amounts less than one in articles, using hyphens between the words: *two-thirds*, *four-fifths*. Use figures for precise amounts larger than one, converting to decimals whenever practical.

## frat, fraternity/Fraternity

Do not use frat. Capitalize in reference to Delta Upsilon International Fraternity or any specific fraternity: *Sigma Chi Fraternity*. Or when the word *Fraternity* stands alone to mean Delta Upsilon. Lowercase to refer to *fraternities* in general: *Our Fraternity's purpose; not just another fraternity on campus.*

## Fraternally



# Gg

**general fraternity, General Fraternity**

Capitalize only when referring to Delta Upsilon.

**get-together**

Hyphenate when used as a noun.

**girl**

Do not use when referring to a college female. Use *woman*, *young woman* or *sorority woman*.

**grade point average, GPA**

Abbreviated as GPA after first reference.

**graduation year with chapter**

*Tyson Vaughn, Miami '98, is the director of chapter services.*

Chapter and year should be italicized when text is plain.

**Greek, Greeks**

Always capitalized.

**Greek advisor****Greek-letter, Greek letter**

Hyphenate if it precedes a noun; no hyphen if it follows a noun.

**Greek life, Greek row****Greek organizations**

Always capitalize organizations, nicknames are suggested against.

**Greek Week**

# Hh

**handbook, manual**

Capitalize only when in reference to a specific manual

**Headquarters**

Capitalize when in reference to International Headquarters.

**homecoming**

Lowercase.

**home page**

Lowercase, two words.

**hometown**

One word.

**house**

Lowercase. The physical plant or building - not to be used to refer to the chapter or the brothers within the chapter.

**house corporation**

Capitalize only when a part of a formal name: *Kansas House Corporation*.

**housemother**

One word, no capitalization.

**hyphen**

When two adjectives are used in combination, hyphenate them: *a three-year-old girl, a first-place finish, an environmentally-sound idea*.

# Ii

## **i.e.**

*id est* (i.e.) means that is.

## **inactive membership**

Do not use; Delta Upsilon does not have an *inactive* status.

## **in depth**

## **indemnification**

Noun meaning the action or condition of being indemnified.

## **indemnify**

Verb tense meaning to secure against hurt, loss or damage.

## **indemnity**

Noun meaning security against hurt, loss or damage.

## **infer, imply**

*Infer* is to deduce; *imply* is to hint or suggest.

## **initials**

Use periods and no space when an individual uses initials instead of a first name: *W.E.B. Griffin's latest book has just been released.*

## **initiate, Initiation**

Capitalize as a noun when in reference to the ceremony. Lowercase when using a verb tense of the word. Your Initiation will be a special event. *When you initiate into Delta Upsilon, your family may attend. When you are initiated on Friday, be sure to dress appropriately.*

## **Initiation Ceremony**

## **installation, installed**

Should not be used in referring to the action of an individual member but instead a chapter. Brothers are *initiated*, chapters are *installed*. *The installation of the Bradley Chapter was held on December 8, 1951.*

## **Installation Ceremony**

## **Insure**

Use insure for references to insurance.

## **Interfraternity Council**

Abbreviated as IFC.

## **International Headquarters**

Abbreviated as IHQ after first reference. The terms *Internationals* and *Nationals* should not be used.

## **Internet**

The term *the Net* can be used on second reference. *World Wide Web* is not an acceptable alternative.

## **intramural**

## **its, it's**

Use *its* for singular possessive, use *it's* as a contraction of it is.

# L1

**Leadership Institute**

**leadership consultant**

Do not capitalize unless precedes a name.

**legacy**

**lifelong, lifestyle, lifetime**

**little brother (see big brother)**

**log on, logon**

The verb must stay detached from the preposition; the noun form is collapsed into one word.

**long term, long-term**

Hyphenate only when used as a compound modified: a *long-term assignment*.

**long time, longtime**

*They are longtime friends.*

**longstanding**

# Mm

**manual** (see handbook)

**magna cum laude**

Graduation honor equivalent to “with high distinction.”

**marathon, marathons**

Most marathon-type events are spelled without hyphens.

Hyphens may be used the reading is easier: *bike-a-thon*,  
*walk-a-thon*, *telethon*.

**master’s degree**

**may**

*May* denotes permission.

**maybe, may be**

*Maybe* is an adverb meaning possibility; *may be* is a verb phrase: *Maybe there will be good attendance. The event may be well-attended.*

**media, medium**

*Media* is the plural form of *medium*. *Television is a medium. The media covers the campaigns.*

**membership**

Avoid when referring to individual members or the organization as a whole.

**Midwest**

**“mocktail”**

Include in quotation marks so the reader doesn’t think it’s a typo for cocktail.

**Mr., Mrs., Ms., Miss**

Use *Miss* if never married, use *Mrs.* if married, widowed, or divorced. *Ms.* Is appropriate for all of the above situations.

# Nn

## **names**

Identify members with full name including middle initial.  
Follow with initiating chapter and graduation year in italics  
in this format: *David T. Sharp, Cornell '62, attended the  
conference*. Use last name upon second reference in articles:  
*Brother Sharp*.

## **national, nationals, internationals**

Do not use in reference to Delta Upsilon.

## **National Association of Latino Fraternal Organizations**

Abbreviated as NALFO.

## **National Panhellenic Conference**

Abbreviated as NPC.

## **National Pan-Hellenic Council**

Abbreviated as NPHC. This is the umbrella organization  
for the historically African-American fraternities and  
sororities.

## **neophyte**

Should not be used in reference to an associate member

## **nicknames**

Put within quotation marks: Alvan "Ed" Porter.

## **nonalcoholic**

## **non-Greek**

## **non-secret**

## **nonprofit, not-for-profit**

## **North-American Interfraternity Conference**

Abbreviated as NIC

## **North-American Interfraternity Foundation**

Abbreviated as NIF



**Oath, Oath of Initiation**

**Officer Installation Ceremony**

**ongoing**

**online, offline**

**open continuous bidding**

**over, more than**

In reference to quantities, use “more than” not “over.” *They raised more than \$100*

# Pp

## party

The term *social event* is preferred.

## Parents' Day, Parents' Weekend

## percent

In articles don't use the symbol: %. Percent takes a 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 a plural verb when a plural word follows an "of" construction: He said 50 percent of the members were there.

## percentages

Use figures over 10 or when expressing decimal places below 10: one percent, 3.5 percent, 14 percent. For amounts less than one percent, precede the decimal with a zero: The cost of living rose 0.7 percent.

## periods

There may be one or two spaces following a period. In typesetting only one space is correct.

## periodical titles

Use italics to identify newspaper, magazine or periodical names. Use quotation marks to identify article names. For example: The Quarterly featured the article, "Finding Life After the Darkness."

## phone numbers

Use periods, not dashes: 317.875.8900

## play off, playoff(s)

As a verb, two words; as a noun one word.

## pledge

Appropriate in verb form but should not be used as a noun describing an associate member. *He pledged last fall.*

## pledge father, pledge son

Do not use. (See *big brothers*)

## pledge trainor

Do not use. (see *associate member educator*)

## P.M., PM, p.m., pm

These are all acceptable forms when used consistently.

## potential new member, PNM

The term *rushee* should not be used.

## prefixes

Generally do not hyphenate when using a prefix with a word starting with a consonant. 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.

Use a hyphen if the word that follows is capitalized. Use a hyphen to join doubled prefixes.

## pre-Initiation

## Presidents Academy

## principle, principal

A principle is a guiding rule. Principal is either a person; a primary, first or dominant thing; or a monetary reference. *I live by my Fraternity's principles. The principal of the school addressed his students. I presented the principal finding. I received \$40 in principal interest.*

## print out, printout

Two words as a verb: He is going to print out the document. As a noun, one word: He took the financial printout to the meeting.

## province, Province

Capitalize only when identifying a specific province and is directly followed by that province. He will visit Province 3. He visited all the chapters in the province.

## publication names

Use italics to identify books and publications: *The Cornerstone*, *the Presidents Manual*, *the Quarterly*.



# Qq

## **Quarterly**

As with all publication titles, DU's magazine name is italicized.

## **quotation marks**

The period and the comma always go within the quotation marks. The dash, semicolon, question mark and exclamation point go within the quotation marks only when they apply to the quoted matter. They go outside when they apply to the whole sentence: "*It's an excellent fund-raising activity,*" he said. "Was their float theme 'Delta Upsilon Forever'?"

# Rr

**re-colonize, recharter**

**recruitment, rush**

The word *rush* is not an appropriate term for recruitment.

**Recruitment Symposium**

**Regional Leadership Seminar**

Or RLS on second reference.

**re-instatement**

**Re-instatement Ceremony**

**resume, résumé**

Resume is a verb meaning to continue; résumé is a noun.

**ritual**

Capitalize when referring to a specific fraternity's ritual:

*The Initiation Ritual of Delta Upsilon is non-secret. General references are not capitalized: The fraternity ritual services of most Greek organizations are secret.*

**Roll Book**

**roommate**

**RSVP, rsvp**

No periods.

# Ss

## Seal

Capitalize when referring to the Great Seal of the Fraternity.

## seasons

All seasons are lowercase: spring, summer, fall, winter.

## semester

## semiannual

Twice a year. Synonym for biannual.

## semiformal

## semimonthly

Twice a month.

## semiweekly

Twice a week.

## series listing

A simple series should not include a comma before the last conjunction, however user a comma also before the concluding conjunction in a complex series of phrases: *The collegiate chapter representatives, alumni chapter representatives, Board of Directors, UGAB representatives and fun-loving alumni attend Leadership Institute. I had orange juice, toast, and ham and eggs for breakfast.*

## set up (verb), setup (noun/adj.)

*The staff will set up the room for the meeting. The room setup is a conference configuration.*

## shall, will

Use *shall* to express determination. Use *will* when not stressing determination. *The Jaguars shall win. We will have a staff meeting.*

## social fraternity

Do not use this term. Instead use *general fraternity* or *Greek-letter fraternity*.

## sorority

Less than half of the NPC members use sorority in their official name; many use fraternity. Refer to the NIC Interfraternity Directory, FEA Directory, or the individual organizations website to properly reference all NPC member organizations.

## staff

Use in reference to IHQ staff, senior staff; no capitalization.

## state names and abbreviations

Use the two-letter postal abbreviations only in addresses. In any other situation, spell out the name of the state; in publications, use the abbreviation where provided.

ALABAMA (AL)	Ala.
ALASKA (AK)	Alaska
ARIZONA (AZ)	Ariz.
ARKANSAS (AR)	Ark.
CALIFORNIA (CA)	Calif.
COLORADO (CO)	Colo.
CONNECTICUT (CT)	Conn.
DELAWARE (DE)	Del.
DISTRICT OF COLUMBIA (DC)	DC
FLORIDA (FL)	Fla.
GEORGIA (GA)	Ga.
HAWAII (HI)	Hawaii
IDAHO (ID)	Idaho
ILLINOIS (IL)	Ill.
INDIANA (IN)	Ind.
IOWA (IA)	Iowa
KANSAS (KS)	Kan.
KENTUCKY (KY)	Ky.
LOUISIANA (LA)	La.
MAINE (ME)	Maine
MARYLAND (MD)	Md.
MASSACHUSETTS (MA)	Mass.
MICHIGAN (MI)	Mich.
MINNESOTA (MN)	Minn.
MISSISSIPPI (MS)	Miss.
MISSOURI (MO)	Mo.
MONTANA (MT)	Mont.
NEBRASKA (NB)	Neb.
NEVADA (NV)	Nev.
NEW HAMPSHIRE (NH)	N.H.
NEW JERSEY (NJ)	N.J.
NEW MEXICO (NM)	N.M
NEW YORK (NY)	N.Y.
NORTH CAROLINA (NC)	N.C.
NORTH DAKOTA (ND)	N.D.
OHIO (OH)	Ohio
OKLAHOMA (OK)	Okla.
OREGON (OR)	Ore.
PENNSYLVANIA (PA)	Pa.
RHODE ISLAND (RI)	R.I.
SOUTH CAROLINA (SC)	S.C.
SOUTH DAKOTA (SD)	S.D.
TENNESSEE (TN)	Tenn.
TEXAS (TX)	Texas
UTAH (UT)	Utah
VERMONT (VT)	Vt.
VIRGINIA (VA)	Va.
WASHINGTON (WA)	Wash.
WEST VIRGINIA WV)	W. Va.
WISCONSIN (WI)	Wisc.
WYOMING (WY)	Wyo.

# Tt

## teamwork

## team-building

## telephone numbers

Use figures: 317.875.8900. The “1” is assumed.

## television shows

Put the names of television shows between quotation marks: “The Today Show.”

## than, then

Than is a conjunction used in comparisons; then is an adverb denoting time.

## that, which

Generally, if you can drop the clause and not lose the meaning of the sentence, use *which*, otherwise use *that*. Use *that* for inanimate objects or animals without a name, or for clauses that are essential to the sentence. Use *which* upon second reference when the word *that* has already been used in the sentence as a conjunction. For non-essential clauses using *which*, surround the clause with commas.

## 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, third-party vendor

When using the term *third party* as a modifier, the two should be hyphenated, but if referring to the group as a *third party*, then no hyphen would be necessary: *There was a third party involved. We’re looking to include more third-party vendors.*

## times

Use figures except for noon and *midnight*. 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.*

## titles of people

Confine capitalization to formal titles used directly before an individual’s full name: *Alumni Chapter President Ron Dowhaniuk reviewed the budget. Brother Jones attended the banquet.* Lowercase and spell out titles when used without an individual’s name: *The president gave an excellent speech.*  
Lowercase and spell out titles.

## titles of publications

Titles of books, magazines, newspapers, manuals, movies and videos are capitalized and italicized (or underlined

only if italics 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: *He read The Cornerstone.* Use quotation marks, not italics, to identify articles.

## to, too, two

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

## toward

Not towards.

## traveling, traveled

## T-shirt

## turnout

As a noun, one word, no hyphen.

## TV

Spelling out *television* is preferable.

# Uu

**Undergraduate Advisory Board**

UGAB on second reference.

**Undergraduate Convention****Undergraduate Convention crest**

Not a substitute for the coat of arms, the crest is the monogrammed letters delta and upsilon placed upon a knight's helmet with a raised visor.

**United States, US**

Spell out as a noun; Use US only as an adjective.

**university, college**

Capitalize only when used with the actual school name: *North Dakota State University, the university swim team, the college administration*. When abbreviating university or college names; Do not use periods: *UCLA, UT*

# Ww

**website**

Website URLs should always be presented in lowercase format unless in the title of an article or section where formatted in all capital letters: *www.google.com*

**well-being****who, whom**

Use who and whom in referring to persons and animals with a name. *Who* is the subject; *whom* is the object of the preposition. *Who said that? Whom did we say was going?*

**who's, whose**

*Who's* is a contraction of who is. *Whose* is the possessive: *Find out who's there. Whose car is that?*

**Winter Educational Conference, WEC**

Use when referring to the entire conference, including Presidents' Academy, Recruitment Symposium and Advisors' Academy.

**within**

Do not use as a substitute for *in*.

**work force****workout**

A noun, one word.

**worldwide****World Wide Web**

Capitalized, three words.

**[www.deltatau.org](http://www.deltatau.org)****[www.joindeltatau.org](http://www.joindeltatau.org)**

# Yy

**year-end**

Always hyphenate.

**years**

Use figures to indicate years. Use an apostrophe to indicate numerals that are left out; show plural by adding an "s" such as: *the 1890s, the '90s, the 1920s, the mid-1930s*. No apostrophe if remaining numbers are preceded by an em dash: *1999-2000 fiscal year*.

**your, you're**

*Your* is a possessive case of you. *You're* is the contraction for you are.

# 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. *Burr, Patterson & Auld.*

## apostrophe (')

Possessive plural nouns not ending in *s* add *'s*: *men's rights*. Possessive plural nouns ending in *s*: add only the apostrophe: *the brothers' needs*. Pronouns: no apostrophe for: *mine, ours, your, yours, his, hers, its, theirs, whose*. Always check to be certain the meaning calls for a contraction when using an apostrophe: *you're, it's, there's, who's*.

## brackets ([ ])

Brackets work like parentheses to set off inserted material, but usually function within quoted material: "Sometimes he [Tyson] will make the presentation in Power Point format."

## 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.*

## comma (,)

Use commas to separate elements in a series. Do not put a comma before the conjunction in a simple series: *John, Paul, George and Ringo*. Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: *I had orange juice, toast, and ham and eggs for breakfast*. Use a comma also before the concluding conjunction in a complex series of phrases. Use a comma to set off a person's hometown and age: *Jane Doe, Framingham, was absent. Joe Blow, 34, was arrested yesterday*. Use a comma when introducing a direct quote and at the end of a quote that is followed by attribution. Do not use a comma at the start of an indirect or partial quotation.

## ellipsis (...)

Treat an ellipsis as a three-letter word consisting of three periods between two spaces. Use 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: *He offered a resolution—it was unforeseen—to modify the rules*. It is also used to precede a credit line or attribution. When a phrase that otherwise would be set off by

commas contains a series of words that must be separated by commas, use the em dash: *He listed the qualities—intelligence, humor, independence—that he respected*. There should be no space on either side when used in a sentence.

## 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*.

## exclamation point (!)

Use sparingly in business writing. It is used to express a high degree of surprise, incredulity, or other strong emotion: Place within the quotation marks only if part of quoted material: "Go Team!" I hated "Faerie Queene"!

## hyphens (-)

Hyphens are joiners. Use them to avoid ambiguity or form a single idea from two or more words: *They were seeking a small-business loan*.

## parentheses ( )

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

## period (.)

Periods always go inside quotation marks.

## question mark (?)

Place inside or outside quotation marks depending on the meaning: *Who wrote "Gone With the Wind"? He asked, "How long will it take?"*

## quotation marks (" ")

If a paragraph continued a quotation that began in the previous paragraph, do not put ending quotes at the end of the first paragraph, but do put beginning quotes at the start of the continuing paragraph. Use to enclose articles in periodicals, captions, chapters of books, dissertations, editorials, essays, headlines, television programs, etc. When using quotes within quotes, alternate the double and single marks. The period and comma go within the quotation marks. The dash, semicolon, question mark, and exclamation point go within the quotation marks only when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

## semicolon (;)

Use to separate clauses containing commas and statements that are too closely related in meaning to be written as separate sentences. Generally, it indicates a greater separation of thought and information than a comma, but less than a period. Place semicolons outside quotation marks.