

A Few Elements of Kenyon Style

Abbreviations

U.S.

The abbreviation U.S. for United States (and, likewise, U.N. for United Nations) should be used only as an adjective.

U.S. Department of State

but

There are more than 200 million people in the United States.

no space between P.F. Kluge

Capitalization

Alumni Council; the council

Oden administration

Parents Advisory Council; the council; PAC

Student Council; the council

Classes

References to specific classes should be capitalized.

She is a member of the Class of 1983.

College and university

All references to Kenyon as "the College" should be capitalized.

This does not extend to other institutions.

Smith graduated from Kenyon in 1983. When she was a student at the College . . .

Doe attended Ohio State University. When he was studying at the university . . .

Departments and programs

References to departments by their formal, official names should be capitalized.

He is a member of the Department of Biology.

but

He works in the biology department.

Regional associations

References to regional associations should be capitalized only when using the complete name.

Regional Association of Boston

but

Boston's regional association

Class Numerals

In almost all cases, the first reference to an alumna or alumnus should include her or his class numerals (or other indication of Kenyon affiliation).

When Jane Q. Smith '83 was a student at Kenyon . . .
or

When Jane Q. Smith, a member of the Class of 1983, was a student at Kenyon . . .

John B. Smith P'83 served as regional parent chair . . .
or

John B. Smith, whose daughter Jane Q. Smith is a 1983 Kenyon graduate, served as regional parent chair . . .

Kenyon College

In all materials intended for off-campus readerships, the first reference to the College should be to "Kenyon College," i.e., the complete name. Subsequent references should be to "Kenyon" or "the College."

Names

Maiden names

First references to married alumnae who have taken their spouses' names should always include their maiden names (e.g., Jane Smith Doe '80). Subsequent references should follow the general rule (i.e., last name only).

Numbers

Cardinal

All cardinal numbers under 100 are spelled out.

Ordinal

All ordinal numbers, regardless of size, are spelled out.

Exceptions *first, second, third*

Percentages are always expressed as figures (e.g., 5 percent).

Scores of athletic contests are always expressed as figures
in narrative *OK to use % in charts*
(e.g., 3-0).

In lengthy descriptions of statistical matter, numbers below 100 may be expressed as figures.

Approximate numbers are written out - about fifteen hundred students

1960s - no apostrophe

fundraising - one word

bookstore - one word

off-campus event - hyphenate

Contractions are fine to use...

period outside parentheses but inside " "

Punctuation

Commas

Commas are not used before "Jr.," "Sr.," or numerals following a name.

Commas are used before "and" in a series of more than two items. Also, in cases in which there is no clear logic to the order of items in a series, the items should be listed in alphabetical order.

Titles

When an academic or administrative title directly precedes the person's name, all elements are capitalized (Associate Professor of History John Smith). When the title follows the person's name, it is set off by commas and it is not capitalized (John Smith, associate professor of history).

An exception is the named professorship, which is capitalized regardless of whether it precedes or follows the name (Sidney Doe Professor of Molecular Biology Jane Smith or Jane Smith, Sidney Doe Professor of Molecular Biology).

Note: Always be sure you accord a faculty member the appropriate rank when referring to him or her in print. Do not use the word "professor" as a generic appellation for a faculty member.

Some Kenyon Anomalies

Advisor. In Kenyon usage, "advisor" is the correct spelling, not "adviser."

Peirce. Note that "e" precedes "i" in Peirce Hall, which is named for William Foster Peirce, president of the College from 1896 to 1937.

Procter. Note that "Procter," as in "Procter and Gamble," ends in "er," not "or."

Doug and Susan Givens' house

Doug Givens's house

The Givenses' house

"person" is who
that " if essential info
t can't be pulled out...
is restrictive
which if not essential
+ can be lifted out of
sentence

one space after a colon or semicolon

complete sentence on either side of however requires
semicolon.

never use two exclamation
points.

the whole comprises the parts - (for use of comprise) don't say comprised of