Editing Guide

The Bard Publications Office bases its editorial decisions mainly on two standard references—*Chicago Manual of Style*, 17th edition, and the latest edition of *Merriam-Webster's Collegiate Dictionary*—except in our treatment of numbers, which is based on the style used by the Associated Press. The guidelines below cover only selected points and are by no means complete. Campus offices can access *Chicago* at chicagomanualofstyle.org and *Merriam-Webster's* at merriam-webster.com. Consult these references on all matters of spelling, grammar, punctuation, and style not covered by the following guidelines. Feel free to contact us with any questions at publications@bard.edu.

Bard Terminology
Bard has four academic divisions: Division of the Arts; Division of Languages and Literature; Division of Science, Mathematics, and Computing; Division of Social Studies. The faculty member who heads a division is its *chair.*

Belonging to those divisions are the College's academic *programs* (not departments):
Chemistry and Biochemistry Program, Economics Program, Film and Electronic Arts Program, Literature Program. The faculty member heading a program is its *director.* Interdivisional concentrations (if they are not majors) have *coordinators.* (If majors, they too are programs.)

Use the following full and partial designations (no upper-case "The" unless specified):
Bard College; the College
Bard Center for Environmental Policy; Bard CEP
Bard College Conservatory of Music; the conservatory
Bard Graduate Center: Decorative Arts, Design History, Material Culture; Bard Graduate Center
 or BGC
Center for Curatorial Studies and Art in Contemporary Culture; CCS Bard
Gabrielle H. Reem and Herbert J. Kayden Center for Science and Computation;
 the Reem-Kayden Center or RKC
Institute for International Liberal Education; IILE; the institute
Levy Economics Institute of Bard College; the Levy Institute
Master of Arts in Teaching Program at Bard College; Bard MAT Program
Milton Avery Graduate School of the Arts; Bard MFA
The Richard B. Fisher Center for the Performing Arts at Bard College (referring to the building);
 Fisher Center at Bard (referring to programming); the Fisher Center

Terms referring to Bard's curriculum and academic calendar include the following:
Senior Project, Moderation, Major Conference, January intersession; spring/fall semester
(*but* upper case in titles, such as Spring 2022 *Bardian*)

When cited in text, the full title of an academic course is set in roman type, without quotes:
Professor Adams's new course, Mystical Beliefs and Practices, will meet on Monday.
She planned to teach a course on mystical beliefs and practices.

adviser (not advisor)

alumni/ae (always male and female plurals, except when referring to sex-specific circumstances)
(see "Specific Terms")

Bard's mailing address for USPS is:

> Bard College
> PO Box 5000
> Annandale-on-Hudson, NY 12504-5000

> This is also the address that shoud be used as the return address for presort first class and bulk mailings.

Bard's Shipping & Receiving building address for large packages (FedEx, UPS) is:

> Bard College
> 30 Campus Road
> Annandale-on-Hudson, NY 12504-5000

The website is bard.edu (no "www").

Do not enclose telephone area codes within parentheses. The main telephone number at Bard is given as 845-758-6822.

Numbers

Spell out numbers one through nine. Use figures for 10 and above, including whole numbers followed by hundred, thousand, million, and so on:

> two; nine; 36; 120; four thousand; 7,247; 65 million

The rule applies to ordinals (no superscript) as well as cardinal numbers:

> second, 19th, 36th
> 125th, 122nd, 123rd

Use figures for ages and for all specific quantities when a unit of measure is given (whether written out, abbreviated, or represented by a symbol):

> 4 degrees, 2 kilograms, 8 lbs., 20 miles, 9 percent
> 2 years old, 45-year-old person

Dates

19th century, 19th-century architecture
1990s, nineties, or '90s, but *not* 1990's; use same form consistently throughout a work
July 1993 (no comma between month and year), *but* July 3, 1993
from Thursday, January 12 to Friday, January 13 (no comma after day unless a year is included)
200 AD, 300 BC, fourth century BC, 621 BCE (note that era designations are in capital letters; Bard style is BCE and CE, rather than BC and AD, in all texts other than diplomas)

Time

Abbreviations for divisions of the day are in lowercase:

    4:00 pm *or* 4 pm

    11:30 am

    noon (*not* 12:00 pm); midnight (*not* 12:00 am)

Hyphenation

Do not use a hyphen with prefixes such as *ante-*, *anti-*, *bi-*, *counter-*, *extra-*, *infra-*, *inter-*, *mid-*, *multi-*, *non-*, *over-*, *post-*, *pre-*, *under-*, etc., even when two of the same vowels or consonants fall together—unless the second element is capitalized, is a number, or consists of more than one word (pre-1914, un-American, non-interest-bearing) or the word might be misread (re-create, re-cover, un-ionized). Change the hyphen to an en dash (see section below on dashes) if the second element is an open compound (pre–Civil War).

Hyphenate words beginning with *self-* and *all-*.

Hyphenate compounds used as adjectives before a noun to avoid confusion.

Do not hyphenate following a noun:

    community-based organization; the organization was community based

Do not hyphenate permanent compounds used as adjectives:

    community development banks, civil rights movement

Do not hyphenate compounds formed with adverbs ending in *–ly*:

    highly developed, fully illustrated, poorly seen

Hyphenate adjectival compounds formed with other than *-ly*
adverbs when the compound precedes the noun:

    ever-increasing speed (the speed was ever increasing)

    much-maligned person (he was much maligned)

Hyphenate adjectival compounds with *well*, *ill*, *better*, *best*, *little*, *lesser* when the compound precedes the noun; do not hyphenate when it follows the noun, unless the word is hyphenated in *Merriam-Webster's*:

    a well-known scholar (the scholar is well known); *but* she is well-informed

Names of Organizations

Full, formal names of governmental bodies, political and economic organizations and alliances, institutions, companies, and formal divisions of such organizations are capitalized. Adjectives derived from them and incomplete designations are not capitalized. The article preceding a name is lowercased in text, even when part of the official title:

    Committee of Foreign Affairs, Foreign Affairs Committee; the committee

    the University of Chicago; the university

    the Department of History; the department

    the Division of Chemical Research; the division

    the Yenching Institute; the institute

Other Names; Titles

Personal Names

When a person's given name consists of initials, insert a space between them:

F. W. Olin, J. C. P. Wilson

Do not insert a comma before a suffix such as *Jr., Sr., II,* or *III:*

Charles Emerson Winchester III, Robert Downey Jr.

Names of Academic Degrees and Honors

The general names of academic degrees and honors are lowercased:

bachelor's degree, bachelor of arts, bachelor's degrees; master's degree, master of science; doctorate *or* doctoral degree

Degrees, abbreviated, do not take periods (BA, MFA); the same is the case if referring to a program, such as the Bard MAT Program (see Bard Terminology, above).

Official Titles

Civil, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name, as part of the name:

President Barack Obama, General Eisenhower, Cardinal O'Connor, Prince Charles, Professor Mary Warren, Professor Warren

The president of the United States
Barack Obama, president of the United States
the president, the pope, the emperor

"Dr." is only used for medical doctors and only on first reference.

In text, titles following a personal name or used in place of a name are, with few exceptions, lowercased, and second reference is last name only:

Maria Stella, professor of music; Stella / the chair of the division; Frank Whitehead, chair of the division (*but* chair of the Division of the Arts)

Among academic titles, named professorships are an exception to the above rule:

Alice Stark, Waterston Professor of Literature

Titles of Works

Titles and subtitles of published books, newspapers, magazines, journals, and other periodicals are italicized, as are the titles of long poems and plays. Titles of short works are set in roman type and quotation marks:

Disease, Pain, and Sacrifice: Toward a Psychology of Suffering
Marilynne Robinson's *Housekeeping*
New York Times (lowercase "the" in the middle of a sentence)*,* the *Washington Post*
Time, Newsweek, Sports Illustrated
New England Journal of Medicine
Paradise Lost
"The Love Song of J. Alfred Prufrock," from *Prufrock and Other Observations*
Shaw's play *Arms and the Man*

Titles of articles and features in periodicals, journals, and newspapers; chapter titles and part titles; and titles of short stories, essays, and individual selections in books are set in roman type and enclosed in quotation marks:

"A Defense of Shelley's Poetry," by Kathleen Raine in the *Southern Review*

"Talk of the Town" in last week's *New Yorker*

"Maternal Behavior and Attitudes," chapter 14 of *Human Development*

Titles of long musical compositions are italicized, but titles of songs and short compositions are set in roman type and quotation marks:

Don Giovanni	"Jesu Joy of Man's Desiring"
Death and Transfiguration	"Strange Fruit"

Musical compositions that have no distinctive titles and are identified by their musical form or movement, often including a number or key designation, are set in roman type and punctuated as follows:

Symphony in B Major, Op. 3	Sonata in E-flat
Fantasy in C Minor	Adagio from the Fifth Symphony

However, use lower case in running text (C minor) and in second reference (the symphony).

Titles of paintings, drawings, statues, plays, and other works of art are italicized:

Grant Wood's *American Gothic*

'night, Mother by Marsha Norman

Rembrandt's etching *The Strolling Musicians*

Titles of films and of television and radio programs are italicized, but single episodes are treated as "chapters":

the movie *Moonlight*

PBS's *Masterpiece Theater*

the following episode of *West Wing*, "Opposition Research," . . .

National Public Radio's *All Things Considered*

Titles of exhibitions are italicized; series (of anything) are set in roman type with no quotation marks; titles of events such as lectures or conferences are set in roman and quoted:

the Baltimore Museum of Art's exhibition *American Prints, 1870–1950*

The Art for Art's Sake lecture series overstated the obvious.

His lecture, "Wildflowers of the Desert," was received enthusiastically.

The association's June conference, "Assessing the New Software," took place in Miami.

Blog and video-game titles are italicized; website names are in roman with initial capitals; individual posts or pages are in roman with quotation marks. URLs need not have "http" or "www" prefixes if the website opens without them.

Spelling

Use American rather than British spelling:

> color, *not* colour
>
> industrialization, *not* industrialisation
>
> toward, *not* towards
>
> center, *not* centre
>
> labeled, *not* labelled

Usage

comprise, constitute:

> comprise—to contain, to be composed of, to consist of
>
> constitute—to compose, to form
>
> A body comprises those things of which it is constituted. A whole comprises the parts; the parts constitute the whole.
>
> Use *comprise* to mean all of the constituent parts ("the play comprises three acts"). Use *include* when only some of the parts are enumerated.
>
> Use *comprise* only in the active voice. It is never *comprised of.*

that or *which* as a relative pronoun to introduce a qualifying clause:

> Use *that* to introduce a defining (restrictive) clause.
>
> The report that the committee submitted was well documented.
>
> Use *which* to introduce a descriptive (nonrestrictive) clause.
>
> The report, which was well documented, was clandestine.

e.g., i.e.:

> The abbreviation e.g. means "for example"; i.e. means "that is." They are not interchangeable.
>
> A comma always follows each abbreviation. They are discouraged in running text.

names of states:

> In running text, spell out the names of states: Alabama, Maryland, Washington.
>
> When abbreviating the names of states, as in lists or notes, use the form cited in *Chicago* (section 10.27) that includes periods (Ala., Md., N.Y., Pa., Wash.). *Do not use* the two-capital-letter form (AL, MD, NY, PA, WA), which is specifically for use with zip codes, unless it is used in a mailing address. United States is spelled out except in adjectival usage ("US-China relations").

Specific Terms

African American, Italian American, etc

alumni/ae or alums informally (only use "alumnx" if user specifies)

artist (or scholar, writer, etc.) in residence (no hyphens)

Black (n., adj.)

catalogue (v., n.)

coartistic director

communist, except capitalized when referring to the party or a member of the party

coursework

Eastern Hemisphere

email (cap. Email when starting a sentence)

fiber optics (n.), fiber-optic (adj.)

fundraiser; fundraising

Indigenous

internet

Mid-Hudson Valley

online

political affiliation: R–Mich. (no period after "R" or "D," en-dash, standard abbr.)

postgraduate, postdoctoral

socioeconomic

they (as a singular noun) (see *Chicago* section 5.48)

website (*but* web page)

workforce, workplace, workstation

Lists

In lists and elsewhere in text, do not substitute an ampersand (&) for the word *and*:

John Harris and Joan Merrill, *not* John Harris & Joan Merrill

Mr. and Mrs. Anthony Temple, *not* Mr. & Mrs. Anthony Temple

To arrange a series of words in alphabetical order, use the letter-by-letter system described in *Chicago* (section 16.59), whereby one first considers the initial letter of the word, then the second letter, the third letter, and so on:

aardvark

Aaron

Ab

aba

abaca

The above rule applies to alphabetizing names, including those beginning with *Mac, Mc,* or *O'*.

To arrange alphabetically a couple with different surnames, use the initial surname:

Gene Haley

John Harris and Joan Merrill

LeRoy Lassiter

Suzanne Masters and Chris Blake

Thomas Mattingly

Organizations are alphabetized by first name:

Rebecca and Nathan Miller Foundation

Millie and Robert Wise (personal names)

The Wood Family Foundation

Punctuation

Colon

Use a colon to introduce a formal statement or quote or a list or series that is not an object or part of the introductory statement:

It included three subjects: a, b, c (or "The three subjects it included were a, b, and c").

The areas are as follows: a, b, and c (or "It included (1) a, (2) b, and (3) c").

It included:

a

b

c

Capitalize full sentences following a colon only if more than one sentence follows (see *Chicago* section 6.61) or if there is a (rare) rhetorical need.

Comma

Use a comma before the conjunction in a series of words, phrases, and clauses:

The flag is red, white, and blue.

Dashes

There are several dashes, differing in length. Each kind of dash has its own uses. Two kinds, the *en* dash and the *em* dash, are most commonly used.

En dash

The en dash is half the length of an em dash and longer than a hyphen. To create an en dash on a Macintosh computer, use the keyboard command Option + Hyphen; on a PC the command is Control + Minus.

Use an en dash in place of a hyphen in a compound when one element consists of two words or a hyphenated word:

New York–London flight

Pulitzer Prize–winning writer

quasi-public–quasi-judicial body (en dash between two hyphenated phrases)

but: non-English-speaking country (hyphens)

Use an en dash to indicate inclusive numbers (dates, times, pages) in lists, charts, tables, and the like and to indicate periods extending over two calendar years, but do not use an en dash in place of words in text:

May–June (*but* from May to June)

9:00–11:00 (*but* from 9:00 to 11:00)

pp. 234–55

fiscal year 1968–69 (*but* from 1968 to 1969)

a multivolume work (1960–)

The spacing on either side of an en dash depends on whether the dash separates two numbers (pp. 234–55, fiscal year 1968–69), in which case there is no space before or after the dash; or a letter and a number (11:15 am – 2:30 pm), in which case there is a space before and after the dash.

Em dash

The em dash is twice the length of an en dash. To create an em dash on a Macintosh computer, use the keyboard command Shift + Option + Hyphen; on a PC the command is Control + A + Minus.

Use an em dash to denote a sudden break in thought that causes an abrupt change in sentence structure:

"Will he—can he—obtain the necessary signatures?" Mills asked pointedly.

Consensus—that was the goal she doggedly pursued.

The chancellor—she had been awake half the night—was in an angry mood.

There is no space before or after an em dash.

Ellipses

An ellipsis, or elision—the omission of a word, phrase, line, paragraph, or more from a quoted passage— must be indicated by ellipsis points. (See *Chicago* for a full discussion of ellipses.)

Omission within a sentence

Three dots, with a space before and after each dot, indicate an omission within a quoted sentence or fragment of a sentence. Thus an omission in the sentence

The porcupine, which is common in this region, is characterized by stiff bristles.

could be shortened to

The porcupine . . . is characterized by stiff bristles.

Omission between sentences

When the last part of a quoted sentence is omitted and what remains is still grammatically complete, four dots—a period followed by three ellipsis dots—are used to indicate the omission. There is no space between the period and the preceding word, even if that word does not end the original sentence. *Chicago* condones changes in punctuation and capitalization to fit the context:

The spirit of their conservatism is thoughtless and shortsighted. . . . The liberal faction . . . is more idealistic.

Italics

Isolated words or phrases in a foreign language may be set in italics if they are likely to be unfamiliar to readers, but foreign words and phrases that are found in *Merriam-Webster's* should be treated as English (set in roman type):

The *grève du zèle* is not a true strike but a nitpicking obeying of work rules.

They formed an ad hoc committee to examine the issue.

When studied in vivo, the compound appeared to be just as effective.

As noted, these guidelines cover only selected points. Please contact publications@bard.edu with any questions.