

## **St. John's College Editorial Style Guide Quick Reference**

In general, the St. John's College editorial style guide follows the *Chicago Manual of Style*. However, there are exceptions, anomalies, and "Johnnie-isms" that are used.

Here are some examples of the more common styles that we use:

### **Preferred spelling**

When referring to St. John's: college, Program  
(*ex. The Program at the college is considered rigorous.*)

a.m. / p.m.

website

e-mail

nonprofit

spring, summer, fall, winter

U.S. or spell out United States

African American

King William Players

Commencement

Convocation

### **Spacing**

Place a single space between sentences.

### **Dates and times**

August 7 at 4 p.m.

### **Phone numbers**

410-626-1234

### **College website**

stjohnscollege.edu or sjc.edu

### **State abbreviations**

Unless a mailing address, spell out state name. If space is limited, use AP style abbreviations (*ex. Ala., Colo., Md., N.M.*).

### **Numbers**

Spell out numbers one through nine. Use numerals for 10 and higher.

### **Academic degrees**

BA, MA, PhD

### **Class years**

Before 1968: Class years are denoted as (Class of 1954).

1968 and later: Class years are denoted as (A74), (SF11), (SFGI07), (EC97), (H89).

**Professional titles**

Titles are capitalized before a name but not after.  
(Ex. Alex Smith, director / Director Alex Smith)

**Department names**

Names of departments are capitalized. (ex. Alex Smith, director of Media Services)

**Titles of works**

Book, newspaper, artwork, and play titles are written in italics.  
Lecture, article, and exhibition titles have quotes around them.

**The Mitchell Gallery** (Annapolis campus)

To be referred to as the Mitchell Gallery at St. John's College.

**Annapolis campus address** (the P.O. Box address is no longer used)

St. John's College  
60 College Avenue  
Annapolis, MD 21401