Single major:

Joe Green '17 (history) is a teacher.
- Bold name and class year
- Put major in parentheses, *not* bolded, lowercase (unless it is a language)
- Do not use bold for Ph.D., SSJ, etc.

Double major uses slash:

Joe Green '17 (history/art) is a curator.
- Same as above, but use the / between the majors

Dual alum uses comma between, but not after – For undergraduate major and graduate program OR two graduate degrees:

Joe Green '17, '18G (art/psychology, art therapy) is an art therapist at a nursing home.
Joe Green '10G, '14G (human resource mgmt., mgmt.) is the director of human resources.
- Same as above, but use comma (instead of /) between the separate degree programs
- Use one comma between multiple graduation years and none after: **Juan Gonzalez '18, '20G** is now president of XYZ Co.

Graduation year(s) go first, before any academic title.

Monica Weis '64, Ph.D., SSJ,
Jane Smith '10, '12G, DPT,
Susan E. Nowak '77, Ph.D., SSJ, continues to teach at Nazareth University.

> **Per A.P. Style: For longer abbreviations** (three letters or more) when the individual letters are pronounced, use all caps, but no periods: BFA, MSW, LCSW, SSJ. (Ph.D. is an exception.)

OK to abbreviate names of majors and grad programs:
- ed. = education
- mgmt. = management
- admin. = administration
- TESOL = Teachers of English as a second language

Writing out degrees in the actual class note:

Joe Green '17 (art) received a Master of Arts from Columbia University.
Joe Green '17 (art) received his master's in painting from Columbia University.

Dates:
- Do not abbreviate months alone or with a year (**February 2017**).

- With a specific date, abbreviate the months from August-February (**Feb. 1, 2017**). Spell out the short months (**May 11, 2024**).

Bold (re. punctuation):

- Bold any internal comma (between a person's multiple graduation years), but not a comma or a semicolon after a person's final graduation year: **Juan Padilla '17, '18G**; **Tim Jones '17**; and **Courtney Green '17, '18G** gathered for a mini-reunion.

HOW TO SORT CLASS NOTES:
- 1st sort by class year in every section (e.g. '80, '81, 82, etc.)
- 2nd alphabetical by last name (the "last last" name, meaning the married name rather than the maiden name)
- 3rd alphabetical by first name

For all general class notes, include name, class year(s), and major(s):
John Doe '00, '05G (sociology, art therapy) spent the fall in England doing research.

For weddings, include name and class year but not major:
- Alum comes first. If both are alums, alphabetical by first name. Also include the date of the wedding (abbreviate long months).
Jane Doe '94 to Adam Smith, Jan. 4, 2013.

For births: name the alum with year (no major), a son/daughter, first and middle, and DOB:
- The person submitting the notes comes first, and the other parent's name is only included if they are also an alum.
Ann Smyth '98, a daughter, Maria Grace, Jan. 6, 2012.

In Memoriam

- Include name and class year but not major. (abbreviate long months)

- Organize first by class year, then by last name, then by first name.
Mary Smith '54, on Dec. 1, 2012. Include anything that the family mentions that may stand out.

- Include deaths from the past 2 years (not earlier).

State names

- Class notes and photo captions abbreviate state names as listed below. Use periods for two-word states, such as N.Y. and R.I.

- Exception, per A.P.: The names of eight states are never abbreviated in datelines or text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. (Memory aid: Spell out the names of the two states that are not part of the contiguous United States and of the continental states that are five letters or fewer.)

Here are the **state abbreviations** (A.P. follows them by the two-letter **postal code**, but says postal code is used **only** with full addresses that include a ZIP code):

Ala. (AL)	Md. (MD)	N.D. (ND)
Ariz. (AZ)	Mass. (MA)	Okla. (OK)
Ark. (AR)	Mich. (MI)	Ore. (OR)
Calif. (CA)	Minn. (MN)	Pa. (PA)
Colo. (CO)	Miss. (MS)	R.I. (RI)
Conn. (CT)	Mo. (MO)	S.C. (SC)
Del. (DE)	Mont. (MT)	S.D. (SD)
Fla. (FL)	Neb. (NE)	Tenn. (TN)
Ga. (GA)	Nev. (NV)	Vt. (VT)
Ill. (IL)	N.H. (NH)	Va. (VA)
Ind. (IN)	N.J. (NJ)	Wash. (WA)
Kan. (KS)	N.M. (NM)	W.Va. (WV)
Ky. (KY)	N.Y. (NY)	Wis. (WI)
La. (LA)	N.C. (NC)	Wyo. (WY)

Second reference

Use last name (not first).

Designer notes

In Interstate font, here's how to "bold" alumni names when designing the pages:

1. For **black text** on white background

body text = Use Interstate "light"

alumni names and grad year(s) = "regular"

[nothing is "bold"]

URLs = "black" (bumped up two from "regular")

2. For **white text** on a dark background, for better readability, everything is bumped up by 1:

body text = regular (bumped up by 1)

alumni names and grad year(s) = bold

URLs = black