The Sun Style Manual serves as a supplement to the Associated Press stylebook, though there is some repetition. Familiarity with both manuals is imperative.

The rules set forth in this manual may be set aside in rare cases when their application becomes awkward. Such matters should be referred to the managing editor for final judgment.

In cases where this manual contradicts the AP Stylebook, this manual takes precedence.
If a rule is not outlined in either the Sun Style Manual or the AP Stylebook, refer to a dictionary for usage.

Last revised by the 138th editorial board, November 2020.

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Abbreviations

Acronyms should be avoided whenever possible, especially if they are cumbersome.

Addresses

When referring to addresses, abbreviate the street. When referring to a street as a whole, spell out the whole name.

Ex. **Police arrived at 117 South Ave. after receiving an emergency call. South Avenue was closed while police investigated the call.**

Campus Buildings

Do not abbreviate the names of campus buildings on first reference. On second reference, the colloquial name of the building is acceptable.

Ex. Madeline Rosenberg is a resident adviser in Mary Donlon Hall. In Donlon, Rosenberg said she found it difficult to plan events with her residents due to the pandemic.

Cities and States

State names should not be abbreviated when used in the text of a story. They should be abbreviated within datelines, when referencing party affiliations (ex. Tom Reed (R-N.Y.), the full masthead and score boxes.

Note: This contradicts previous versions of Sun Style and reflects changes made by the Associated Press in May 2014.

The following U.S. and Canadian cities need no mention of the state they are in (all other cities in those countries do):

- Atlanta
- Austin
- Baltimore
- Boston
- Charlotte
- Chicago
- Cincinnati
- Cleveland
- Dallas
- Denver
- Detroit
- Honolulu
- Houston
- Indianapolis
- Las Vegas
- Los Angeles
- Miami
- Milwaukee
- Minneapolis
- Montreal
- Nashville
- New Orleans
- New York
- Oklahoma City
- Orlando
- Ottawa
- Philadelphia
- Phoenix
- Pittsburgh
- Quebec City

- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- Seattle
- Toronto
- Vancouver

For Washington (the city), use **Washington, D.C.** On second reference, Washington may be used.

The following cities in New York State need no mention of state:
- Albany
- Binghamton
- Buffalo
- Corning
- Elmira
- Ithaca
- New York
- Syracuse
- Rochester
- Utica

Places in Tompkins County also need no mention of state.

Companies, Corporations and Departments

Except in a list, do not abbreviate "Company" ("Co."), "Corporation" ("Corp.") or "Department" ("Dept."). Never abbreviate "Association," "Commission" or "Committee" in the body of the text. Abbreviations in headlines are acceptable.

Days, Months and Years

Do not use words "yesterday," "today" or "tomorrow" when referring to such days. For example, if reporting an event that happened on Wednesday for Thursday's paper, say "Wednesday," not "yesterday" in articles, headlines, photo captions, social media captions.

CORRECT: **The meeting held Monday was poorly attended, according to students.**
INCORRECT: **Yesterday's meeting was poorly attended, according to students.**

~~Note: "Yesterday," "today" and "tomorrow" may be used in print headlines and captions at the discretion of the editors. Any copy using these must be updated for the web version.~~

Abbreviate months (except March, April, May, June, & July) **when referring to specific dates**.
- Jan.
- Feb.
- March
- April
- May
- June
- July
- Aug.
- Sept.
- Oct.
- Nov.
- Dec.

Ex. **Jan. 1, 2019; March 30, 2019**

When not using a specific date, write out the month.

Ex. **January 2019; March 2019**

Ex. The fall 2020 semester started **Sept. 2**. The semester started in **September**.

When referring to dates, use the year if it is not part of the current academic year. If the article runs on Jan. 1, 2020, refer to March 13, 2011 as **"March 13, 2019"** and Sept. 25, 2019 as **"Sept. 25."**

Degrees

Abbreviate degrees as follows:
Bachelor of Arts (B.A.)
Bachelor of Science (B.S.)
Doctory of Philosophy (Ph.D.)
Bachelor of Fine Arts (BFA)
Master of Fine Arts (MFA)
Master of Business Administration (MBA)
Master of Arts (M.A.)
Master of Science (M.S.)
Master of Engineering (M.Eng.)
Doctor of Divinity (D.D.)
Doctor of Education (Ed.D.)
Doctor of Psychology (Psy.D.)
Juris Doctor [Law Degree] (J.D.)
Medical degree (M.D.)

Whenever possible, avoid obscure degree abbreviations in favor of more direct language describing the degree.

Elected Officials

Use abbreviations for government officials as follows:

U.S. Senator: **Sen. Charles Schumer (D-N.Y.)**
U.S. Representative: **Rep. Tom Reed (R-N.Y.)**
Common Council Members: **Alderperson John Schroeder '74 (D-4th Ward)**

Other acceptable forms for government officials: New York State Sen. Charles Schumer (D), New York Sen. Charles Schumer, a Democrat

Political affiliation for governors is not needed when citing them, unless it is relevant to the story. This is at the editor's discretion.

Ex. **New York Gov. Andrew Cuomo**

Greek Life

Do not abbreviate the names of fraternities and sororities.

CORRECT: **The Kappa Delta sorority held a successful fundraiser for the Girl Scouts of America, according to its chapter president.**
INCORRECT: **The KD sorority held a successful fundraiser for the Girl Scouts of America, according to its chapter president.**

Panhellenic Association may be abbreviated "Panhel" after first reference.
Interfraternity Council may be abbreviated "IFC" after first reference.
Multicultural Greek Letter Council may be abbreviated "MGLC" after first reference.

Never use the word "frat" or "srat." Similarly, never use the word "frosh" when referring to a first-year student.

Group Names

Spell out group names in first reference. Do not refer to them in parentheses afterward to define how the group's name is abbreviated.

CORRECT: **Black Student Union**
INCORRECT: **Black Student Union (BSU)**

Still, after first reference, you can refer to the group as abbreviated.

Ex. **The Student Assembly met Thursday afternoon to discuss the flawed election process. During the session, S.A. members said they were unhappy with ranked voting system.**

Length of Abbreviations

If abbreviations are more than two letters, periods are not necessary between letters. If abbreviations are more than three or more letters, periods are necessary between letters. All other abbreviations require periods between letters. AP (Associated Press), ID (identification), GM (General Motors), TV (television), RA (resident adviser), TA (teaching assistant), and PE (physical education) are the only two-letter abbreviations that do not require periods.

LGBTQ+

LGBTQ+ is the preferred initialism standing for Lesbian, Gay, Bisexual, Transgender, Queer, etc.

Other variants are not preferred; however, their usage is up to the discretion of the editor.

Titles

Abbreviate and capitalize: Prof., Sen., Rep. and Gov. when they come before the first reference of a specific individual. Do not abbreviate titles when used alone.

Ex. **Prof. Jeff Hancock, communication; Gov. Andrew Cuomo (D-N.Y.) professor, governor**

Do not abbreviate Attorney General, District Attorney or Detective.

Attribution

All information that is not obvious should be attributed, whether or not it appears between quotations marks. However, facts that are obvious to our audience, the Cornell and Ithaca community, need not be attributed.

For example, the attribution in the following sentence, need not be necessary.

Ex. **According to the geography professor, Ithaca is located at the southern end of Cayuga Lake.**

Use the word "said" when attributing most information. It is the only word that is brief and carries no extra meaning with it that imputes information about the speaker's motives, feelings or delivery.

"According to"
> Though it should not be used as often as said, "according to" is an acceptable mode of attribution. **It is the preferred method when paraphrasing a source, when attributing information that is received indirectly from a source, like a report, or from a group of sources.**
>
> Ex. **According to the 2019 sustainably report; according to eyewitnesses**

"According to the University"
> When sourcing either a press release or an article published in the Cornell Chronicle, attribute it as being "a University press release." ~~Avoid using this phrase, however, early in a story — instead write "according to the University."~~ Do not attribute to the Cornell Chronicle.

"Alleged"
> The word "alleged" or "allegedly" denotes an allegation or an assertion made without substantial proof. These words are used to show that the allegation or accusation has been made (perhaps by another individual or by police or a grand jury) without mentioning the name of the accusing source. The alleged act has a tone of official accusation and should be avoided when words such as "reportedly," which lacks this tone, can be substituted.
>
> Use "alleged" in connection with criminal acts or non-criminal acts that have not been proven. Even if a million television viewers saw.
>
> The use of "alleged" or similar words with criminal acts is mandatory; its absence can result in a libel suit against the newspaper for prejudicing the defendant.

"Said"

Most attribution is done by use of the word "said." It is not to be avoided because of fear of its repetition — it is the only word that is brief and carries no extra meaning with it that imputes information about the speaker's motives, feelings or delivery.

"Said" implies a source was directly called or spoken to – not emailed. If you *must* report over email, indicate that the source wrote the statement with the phrase "wrote to The Sun" or "said in an email."

Generally avoid use of the inverted "said Smith," unless in first reference, in which case this case this inverted structure is always used.

CORRECT: **"I don't care what the Student Assembly has to say about that," Palmer said.**

INCORRECT: **"I don't care what the Student Assembly has to say about that," said Palmer.**

CORRECT: **"I don't care what the Student Assembly has to say about that," said Jeffrey Palmer '09.**

INCORRECT: **"I don't care what the Student Assembly has to say about that," Jeffrey Palmer '09 said.**

CORRECT: **"I don't care what the Student Assembly has to say about that," said Palmer, who is a sophomore in CALS.**

INCORRECT: **"I don't care what the Student Assembly has to say about that," Palmer said, who is a sophomore in CALS.**

Note in the second set of paragraphs that the source is being identified with his full name because it is the first time he would be referenced in the article.

"Told The Sun"

Only use "told The Sun" when attributing a quote to a major figure, such as a top administrator or a celebrity that spoke with a Sun reporter. **Use this phrase sparingly.**

Ex. **"I do think that Cornell made the right decision to reopen in the fall," President Martha E. Pollack told The Sun.**

Present Tense

Present tense, such as "Smith says," is almost always unacceptable in hard news copy. The present tense should be used in headlines, deck headlines and captions.

Protecting a Source

Information can be attributed without using a source's name at the discretion of the editors. When the source is confidential and the information he or she is providing is important to

the story, attributions such as "The Sun has learned" or "according to sources in the administration" may be used.

Words such as "reportedly" can be used when the writer desires to qualify a piece of information.

"The Sun Previously Reported"

Using the phrase "The Sun previously reported" can be used to reference previous Sun coverage and **should be used sparingly**. Information that has been widely reported on, such as the retirement of a Cornell president, should not use this phrase and would not need attribution because it is likely a well-known fact. This phrase is useful when describing coverage of something that did not occur in the current school year or an investigation conducted by The Sun.

Words Besides "Said"

Other words can be used only when there is significance to their use.

- Add
  Accurate only for afterthoughts or additional explanation
- Argue
  Use when the speaker is defending one side of a disputed point. A representative of the other side does not have to be arguing with the speaker, however.

  Ex. **"Although you may not recognize it, Your Honor, my client is innocent," he argued.**
- Assert
  To state positively or aggressively, with the implication that the assertion is open to question
- Claim
  The word "claim" denotes an editorial skepticism. Use it sparingly. The statement at issue must be clearly challengeable.

  Ex. **The suspect claimed he did nothing wrong.**
- Comment
  A clear statement of opinion, which is not part of the speaker's central statement.
- Contend
  Less forensic than "argue," but still indicative of a two-sided issue. Use more often in paraphrasing than in quoting.
- Note
  A remark that is verifiably true, but is not part of the central statement.
  Ex. **In declaring his candidacy, Hoover noted that he has never campaigned for elective office and lost.**
- Point Out
  Only obvious truth can be pointed out – opinions cannot be pointed out.
- Shout
  To emphasize delivery, use words like this. Make sure the speaker was literally shouting, not just using a raised voice to make a point.

Ex. **John Smith stood on top of the stump on Ho Plaza, shouting, "Okenshield's has got to go!" through a bullhorn.**

• State

Use when quoting from a report, press release, email or any other written source.

Formatting Quotes

For direct quotes that contain more than one sentence, place the attribution after the first sentence or at a natural breaking point. The reader wants to know immediately who is talking.

INCORRECT: **"We don't have expectations for you to find a hotel in Ithaca. In fact, if you don't have some type of situation that's readily available with family members or some other kind of situation, we'd really just encourage you to stay at your permanent residence until your state is lifted from the New York State travel advisory," Lombardi said.**

CORRECT: "We don't have expectations for you to find a hotel in Ithaca," Lombardi said. "In fact, if you don't have some type of situation that's readily available with family members or some other kind of situation, we'd really just encourage you to stay at your permanent residence until your state is lifted from the New York State travel advisory."

When additional material interrupts a direct quote, you must attribute both quotes. All direct quotes must be attributed.

INCORRECT:

"I have decided not to run for Student Assembly president," Jones said. "There are several reasons why I have made this decision."

The student did not outline these reasons to The Sun.

"I will tell you why I made this decision at a different time."

CORRECT:

"I have decided not to run for Student Assembly president," Jones said. "There are several reasons why I have made this decision."

The student did not outline these reasons to The Sun.

"I will tell you why I made this decision at a different time," Jones said.

Capitalization

Administration

Do not capitalize the word "administration" when referring to a governing group.

Boards, Departments and Authorities

Capitalize "board," "authority" and "department" in full names, but not when standing alone.

Ex. **Board of Trustees, the board; Department of Psychology, psychology department**

City of Ithaca

Capitalize the word "city" as it appears in "City of Ithaca," but not the word "city" when it stands alone in reference to Ithaca.

Do not use the words "town" and "city" interchangeably, especially in the context of Ithaca. The Town of Ithaca and the City of Ithaca are not the same.

Ex. **The City of Ithaca Common Council voted in favor of the measure Tuesday evening.**

The decision made by lawmakers will help minimize the number of parking problems in the city.

Class Years

Capitalize class years (Class of 2014), but not generic classes (sophomore class).

College Names

Capitalize full names of colleges, schools, centers and divisions within the University and use full name in first reference:

Ex. **College of Engineering, engineering college.** For departments, capitalize the official name:

Ex. **Department of Psychology, but psychology department (remember to always capitalize proper nouns such as "English" and "Africana").**

Committee Names

Capitalize the names of standing committees when using their full names. (This applies to legislative bodies, including the Student Assembly, and all other committees.) Second and later references, which do not require the full name, need not be capitalized:

Ex. **Committee on Campus Life, campus life committee, the committee.**

Course Titles

Capitalize course titles. For readability, it is preferred to use the course title in quotes without the department name and number. Only use the department name and number if it is relevant to the story.

Ex. ~~Communication 2048:~~ **The course titled "Media Communication" teaches students how to communicate effectively.**

Ex. HADM 2400: Introduction to Wines; PSYCH 1101: Introduction to Psychology

Fields of study, on the other hand, should not be capitalized unless you would capitalize it otherwise (English, for example, should always be capitalized).

Designations

Do not capitalize designations such as "room 173" and "page 495."numbers

Room numbers in Daybook should appear before the name of its building.

Ex. **132 Goldwin Smith Hall**

Magazine and Newspaper Titles

Capitalize "The" if it is a part of the publication's name. Never italicize magazine or newspaper titles.

CORRECT: **The Cornell Daily Sun, The New York Times, The Ithaca Journal**
INCORRECT: **the Cornell Daily Sun, the New York Times, the Ithaca Journal**

Use full names of publications on the first reference and shortened names in the second reference. "The Sun" may be as a first reference.

Other Composition Titles

Books, albums, TV shows, movies and Supreme Court cases are italicized; song titles should be in quotes.

CORRECT: *Pride and Prejudice, Pet Sounds, The Office, Marbury v. Madison*
INCORRECT: "Pride and Prejudice," "Pet Sounds," "The Office,"
Marbury v. Madison

CORRECT: The Beatles song "Back in the U.S.S.R." is featured on *The White Album.*
INCORRECT: The Beatles song Back in the U.S.S.R. is featured on *The White Album.*

Time

Refer to "a.m.," "p.m." and "m.p.h." in lowercase with periods between each letter.

Do not capitalize the word "century" in "the 21st century."

Uppercase abbreviated time zones, such as "EST" and "EDT."

Titles

Capitalize titles ONLY WHEN they appear BEFORE the name of the title holder, and NOT when they stand alone.

Ex. **Provost Kent Fuchs; the provost**

If a professor has a special title or endowed professorship, capitalize it. Only refer to the endowed professorship when it's relevant.

Ex. **Prof. Theodor J. Lowi, the J.L. Senor Professor of American studies**

Ex. **Vice President for Student and Campus Life Ryan Lombardi** *or* **Ryan Lombardi, vice president for student and campus life.**

Titles that are three words or fewer should appear before the name. All other titles go after the name, lowercased, with a comma between the name and the title.

Long titles may be shortened and paraphrased.

Ex. **President David Skorton; Gary Ferguson, executive director of the Downtown Ithaca Alliance**

Many titles placed before the name of the title holder should NOT be capitalized, usually in cases where the title is generic or within an organization besides The Sun, the University or the federal government. Use judgment here.

Ex. **building services manager Jake Bradford; Doctors Without Borders president Jane Campbell; former New York Times managing editor Howell Raines**

Former titles, in general, are in lowercase unless dealing with a prominent government position.

Ex. **former Sun managing editor Girisha Arora '20; former President Ronald Regan**

United States Constitution

Capitalize amendments to the United States Constitution.

Ex. **the Fifth Amendment**

Capitalize the word "Constitution" when referring to the American document, but do not capitalize constitutional.

The University

Capitalize "University" when it is in reference to Cornell. Do not capitalize "university" when referring to other universities and colleges.

Ex. **The University will ban all parking on campus next month, President David Skorton announced Friday.**

Do not capitalize the word "university" when using it generically.

Ex. **President David Skorton said he thinks Cornell is a "super cool and awesome" university.**

Datelines

Datelines are only used when all of the following are true:
- The story involves occurrences in the given location.
- The story was written from that location with quotes from people in the area.

Therefore a reporter writing a local Cornell story from another state does not use a dateline. In addition, a reporter writing a story about a Cornell campus in New York City would not use a dateline unless he or she was present in New York City.

Associated Press and U-Wire stories already come with datelines if they are necessary. They should be edited to look like this if they do not already.

WASHINGTON, D.C. (AP) —
STATE COLLEGE, Pa. (U-WIRE) —

Ivy-Wire stories should include datelines as follows.

Brown University: **PROVIDENCE, R.I. —**
Columbia University: **NEW YORK —**
Dartmouth College: **HANOVER, N.H. —**
Harvard University: **CAMBRIDGE, Mass. —**
Princeton University: **PRINCETON, N.J. —**
University of Pennsylvania: **PHILADELPHIA —**
Yale University: **NEW HAVEN, Conn. —**

Except for cities in Tompkins County, which take no datelines, use state abbreviations with city or town names, unless they have a large enough population.

Ex. **GREENVILLE, S.C. — vs. LOS ANGELES —**

For a list of proper state abbreviations, consult a current AP stylebook.

Stories appearing on a New York State briefs page do not need "N.Y." in the dateline.

Gender

Avoid gender in writing. Use the plural version when the gender is unclear.

>   Ex. **Students can learn a lot from their professors.**

Avoid gender in titles.
> • CORRECT: "chair"
> INCORRECT: "chairman / chairwoman"
> • CORRECT: "mail carrier"
> INCORRECT: "mailman / mailwoman"
> • CORRECT: "firefighter"
> INCORRECT: "fireman / fire woman"
> • CORRECT: "police officer"
> INCORRECT: "policeman / policewoman"
> • CORRECT: "representative"
> INCORRECT: "congressman / congresswoman"
> • CORRECT: "council member"
> INCORRECT: "councilman / councilwoman"

Also avoid using "man" to mean "human." Use "humanity" instead of "mankind," "synthetic" instead of "manmade."

This rule applies to most words that end in "man" or "woman." Modify the word unless the use of the rule renders the sentence confusing.

When in doubt, refer to a person by their last name (after first introduction), rather than their gender pronoun. In the following example, Svante Myrick's '09 last name is used on second reference rather than his gender pronoun, he.

>   Ex. **Mayor Svante Myrick '09 echoed his support for the sidewalk legislation. Myrick has supported similar bills in the past, according to Prof. Dan Theman, applied economics and management.**

Headlines

Attribution

Although it may be difficult to fit a headline into a given space, it is important to attribute information that is not a fact to a source.

For example, a headline that says "Cornell Student Arrested for Burglary" would be libelous because we are implying that the student is guilty. Instead, the headline should say one of the following:

Police: Cornell Student Arrested for Burglary
Cornell Student Arrested for Burglary, Police Say
Cornell Student Charged With Burglary

Capitalization

In headlines, capitalize all words except articles ("a," "an," "the"), conjunctions and prepositions fewer than four letters.

All words of four or more letters are capitalized.

All verbs are capitalized.

CAPITALIZE: **Am, Be, Been, Can, Go, Get, How, Had, Is, It, May, Now, No, Not, Off, Out, So, Too, Was, Were, Why.**

DON'T CAPITALIZE: **a, and, as, at, an, but, by, for, if, in, nor, of, off, on, or, the, to, up, yet.**

Always capitalize the first word of each deck of a headline, even when the first word should not be capitalized according to the rules of this section.

EXCEPTION: **Words that are capitalized in the print because they are the first word of a deck should only be capitalized in the online version of the headline if they would be capitalized otherwise.**

Capitalization of Two-Word Verbs

When lowercase prepositions (such as "to," "off," "on," and "up") are integral components of two-word verbs, then they are capitalized. The rule of thumb is that the second word in these compound verbs must change the verb's meaning. For instance, "to turn" has a different meaning than "to turn on;" "to piss" has a different meaning than "to piss off;" and "to give" has a different meaning than "to give up." The "to" in infinitives is not capitalized however.

Ex. **Lehman to Turn on Lewis vs. Lehman to Turn On Lewis**

Identification

Full names should be used in all first references. Second reference should be only the last name.

If a person is first named in a quote, put their class year in brackets.

Ex. **"I like Paul Wolfowitz ['65]," Smith said.**

Although it's awkward, place a person's class year after a possessive.

Ex. **President Jeffrey Lehman's '77 office is awesome, according to some random student.**

Didn't Graduate? Graduate Early? Graduate Late?

The name of everyone who has spent time at Cornell as an undergraduate should be listed with the original class year. If in doubt, use the date an undergraduate student would have graduated in four years, but otherwise, if a student's graduation is either earlier or delayed, use the updated graduation year instead.

If a person never graduated from Cornell, list their year as though they had graduated.

Ex. **Kurt Vonnegut '44**

"Dr."

The abbreviation "Dr." is used only for M.D.s or veterinarians. It should not be used for recipients of doctoral degrees.

Emeritus Professor

An emeritus professor is identified as: **Prof. Emeritus Chandler Morse, economics.**

An emeritus professor with an endowed chair is identified as: **Frederick Marcham Ph.D. '26, the Goldwin Smith Professor of English History, Emeritus.**

Endowed Professorships

If the professor holds an endowed professorship, use the title only when it's relevant to the story. If the endowed professorship is related to the story, delete "Prof." and give the title after the name.

Ex. **Walter LaFeber, the Marie Underhill Noll Professor of American History**

Faculty Members

Faculty members' departments should be identified the first time they are mentioned in a story. If the faculty member is mentioned in the lede, the department may be mentioned on second reference so as not to clutter the first paragraph.

Prefix the name with "Prof.," regardless of professional rank and follow the name by a comma and the department name in lowercase.

Ex. **Prof. Clifford Scherer, communication**

Graduate Students and Professional Students

Graduate students (master's and Ph.D. students) can either be cited as "graduate student" or the degree they are working toward if it is relevant to the story.

Ex. **graduate student Joe Schmoe; Ph. D. candidate in history Roger Chillingsworth**

Professional students (law, business, medical and veterinary students) can be cited by their current year.

Ex. **third-year law student Meghna Maharishi; second-year MBA student Ben Smith third-year medical student Allie Shepard; second-year veterinary student Anil Oza**

After a person has graduated from a Cornell graduate or professional school, the degree and year should be used instead.

Ex. **Kelly Conors Ph.D. '59**

Lecturers and Assistant Professors

Assistant professors are identified just as any other professor would be.

Lecturers should be identified by their actual title as well as their department or school.

Ex. American studies lecturer Corey Ryan Earle '07, Dyson School lecturer Terry Alexander

More Than One Cornell Degree

List out Cornell degrees in order of when the person earned them.

Ex. **Joe Schmoe '95 M.S. '99**

Non-Cornell Professors

A non-Cornell professors is identified as: **University of Michigan professor Robert Smith**

More than one non-Cornell professor should be identified as: **Columbia University professors Robert Smith and Angela Brown**

Same Last Name

In the case of a story with two people who both have the same last name, if they are different genders, use their first names on second reference.

Ex. **Bob Appels '54 and Helen Appels '55; Bob, Helen**

Titles

Titles longer than four words should appear after the name of the individual. Titles of three

words or fewer can appear either before or after the name. Titles are only capitalized when they appear before the name, except when the words in the title must be capitalized.

Ex. **Provost Kent Fuchs, Gretchen Ritter '83, dean of the College of Arts and Sciences, Mayor Svante Myrick '09**

Do not capitalize titles when standing alone.

Many titles placed before the name of the title holder should not be capitalized, usually in cases where the title is generic or within an organization besides The Sun, the University or the government. Use judgment here.

Ex. **… said building services manager Jake Bradford,
former New York Times managing editor Howell Raines**

Undergraduates

An undergraduate student should always be identified with full name and class year, except in sports.

Ex. **Eric Lum '03**

Note that the apostrophe opens to the left. Type two apostrophes and then delete the first one to get this or **use shift + option + bracket on a Mac.**

Important: **Remember to verify all class years with the student since they are not listed in the Cornell directory.**

Class years from 1931 to present day are abbreviated. 1930 and earlier are not.

Ex. **John Future '16, Johnny Past 1916**

Cornell students are referred to as "men" and "women," not as "boy," "girl," or "co-ed."

Numbers

Ages

Unlike numbers that stand alone, don't spell out all ages below 10 (4-year-old), but use numerals when styling a phrase like:

Ex. **Cam Ra, 8, saved her cat yesterday after calling 911.**

Commas in Numerals

Use commas in numbers greater than 999.

CORRECT: **It snowed 1,089 feet in Ithaca last winter.**
INCORRECT: **It snowed 1089 feet in Ithaca last winter.**

Fractions

Spell out fractions in the body of an article and in headlines.

Ex. **three-eighths**

Decimals

Use figures for all decimals, instead of spelling them out. Precede amounts that are less than one with a zero.

CORRECT: **0.7**
INCORRECT: **.7**

Ex. **The apartment's rent increased by 0.4 percent. The students ran 1.5 miles.**

Money

Use figures with the dollar sign for amounts more than a dollar but less than $1 million.

Ex. **The bill was $20.**

Spell out amounts under one dollar.

CORRECT: **75 cents**
INCORRECT: **$0.75**

In dollar amounts of more than $1 million (except where precise amounts are needed), us the numbers before the first comma and abbreviate the rest to two decimal places at most, using numbers before the first comma. The only exception to this rule is when precise amounts are essential to the story.

Ex. **$2.35 billion, $532.6 million, There are 100 million stars in our galaxy.**

Use lowercase and spell out dollar amounts when there is no figure and when making casual

references to money.

Ex. She asked her dad if she could borrow a few dollars.

Ordinal Numbers

Spell out all ordinals below 10th (first, second, third, etc.). Then use 13th, 30th, etc. The same rule applies to school grades and centuries.

Ex. Ninth grade; 10th grade, 15th century; he was second in line.

Time, Date, Place

In describing time, use the order of time, day and place.

Ex. **7:30 p.m. Friday in Bailey Hall**

Always include "a.m." or "p.m." unless the time is expressly written as "noon" or "midnight."

Usage of "noon" and "midnight" are preferred over 12 p.m. and 12 a.m.

Words vs. Digits

Spell out all numbers of one digit. Use numerals for number 10 and above and:
- o All Addresses: **221B Baker St.**
- o Dates: **On Nov. 3, Obama laughed at a Republican's claim about him.**
- o Dimensions: **3x14**
- o Units of measurement: **6 feet**
- o Odds: **"I'd say it's about 50 to 1."**
- o Percentages: **9 percent, 12-percent rise**
- o Scores: **Cornell trounced Yale, 14-1**
- o Sums of Money: **"I told her, 'Bitch, you owe me 8 dollars and 50 cents,' she said.**
- o Temperatures: **Temperatures dipped below 2 degrees last night.**
- o Times: **The rally, held at 12:30 p.m. on Ho Plaza, will be "awesome," the protester said.**
- o Vote Tallies: **The resolution failed to pass, 21-1.**

Other exceptions

Spell out all numbers when they begin a sentence, with the exception of years.

Ex. **Eighteen to 20 people were involved in the incident. 1931 was a difficult year for the United States.**

Punctuation

Apostrophes

Use apostrophes to denote missing figures.

Ex. **The woman said she remembered a similar incident in the early '90s.**

Do not use apostrophes in plurals of uppercase abbreviations or numbers.

CORRECT: **He is in his early 20s. The POWs were set free after the war's conclusion.**
INCORRECT: **He is in his early 20's. The POW's were set free.**

Commas

Do use commas:
• After dates or places: **"The Ithaca, New York, native said…"**
"The Aug. 13, 1992, date is set in stone."

• Only when both parts of a sentence are independent clauses:
Ex. **I slept through class, and then we went to The Sun until 3 a.m.**

Do not use commas:
• Between a name and "Jr., "Sr.," "III," etc.
• Between students' names and class years.
• Before the last item in a series (Do not use the Oxford Comma)
• Before "Inc." or "Ltd."

Ex. **Carl Jacobs Jr.** (no comma before "Jr.") **went to the store with Anita Knapp '15** (no comma before the class year) **and bought apples, oranges and turnips** (no Oxford Comma) **at Google Inc.** (No comma before "Inc.")

Exceptions for Oxford Commas

An Oxford comma is only acceptable to use when a list has multiple clauses that an Oxford comma could clarify, otherwise it should not be used.

Dashes

Dashes should have spaces on both sides and can be used to make a sentence more readable than commas or parentheses can.

Ex. **The President's statement — delivered with a sly look on his face — lasted more than 90 minutes last night.**

Em dashes can be typed on a Mac by typing Option + Shift + - all at once. On a Windows computer, they can be typed by holding Alt and pressing 0 + 1 + 5 + 1 on a number pad.

Hyphens

Use a hyphen with fractions.

Ex. **seven-eighths**

Use a hyphen with ages only as an adjective or noun.

Ex. **the nine-year-old building, the nine-year-old, he is nine years old**

Use a hyphen with compound adjectives. Do not use a hyphen when using an adverb.

Ex. **well-known person, five-year plan, recently formed committee**

Parentheses
Use brackets, not parentheses, to enclose words added to a quotation.

Ex. **"When I went to pick up [my car], I saw it exploded," she said.**

Periods and Ellipses
When indicating deleted words in a sentence, use three periods (ellipsis); at the end of a sentence, use four. There should be a space before and after the ellipsis.

Ex. **"The time has come … for us to reason together. ... Let's go do this," he said.**

Quotation Marks
Use brackets, not parentheses, to enclose words added to a quotation.

Ex. **"When I went to pick up [my car], I saw it exploded," she said.**

Ampersands
In general, do not use an ampersand in place of "and" in the body of an article, unless it is part of a widely used acronym (Q&A) or company (Ben & Jerry's). Do not use an ampersand in a byline, photo caption or credit line.

For bylines:
INCORRECT: **By Sarah Skinner & Maryam Zafar**
CORRECT: **By Sarah Skinner and Maryam Zafar**
FOR PRINT: **SARAH SKINNER and MARYAM ZAFAR ("and" is lowercase)**

Exclamation Points
Avoid using exclamation points — in the body of articles, headlines, captions and in editor's notes. In general, just don't use them. **This applies to all objective sections**, but there is some leeway with subjective. In cases for the subjective side, it is at the editor's discretion.

Spelling
The following words and phrase are spelled according to Sun Style:

A

- adrenaline
- adviser (Note: This is a shift from previous Sun Style to align with AP)
- agent (note lowercase for sports)
- airmail
- all right
- all time (for time period, two words; adj. is hyphenated)
- All-America (refers to a team), All-American (refers to an individual)
- alma mater
- al-Qaida
- also-ran
- alumna (singular, female), alumnae (plural, female), alumni (plural, male or both male and female), alumnus (singular, male) **(DO NOT USE "alum" in the headline or the text of an article, unless the gender of the subject is ambiguous)**
- antiwar
- ax

B

- backboard, backcourt, backfield, backstroke
- backup (two words as a verb)
- backward (NEVER "backwards")
- backyard (two words as a noun, one as an adj.)
- ballclub, ballgame, ballpark, ballplayer, ball carrier
- battlefield
- beside (at the side of) vs. besides (in addition to)
- birdie, birdies
- blue line
- bogey, bogeys, bogeyed
- brand-new
- broadcast (also "broadcast" in past tense)
- bullpen
- buses, busing

C

- caddie
- call up (verb; noun and adj. are one word)
- canceled, canceling, cancellation
- center field, center fielder
- change-up (noun and adj. are hyphenated; verb is two words)
- citywide (NEVER city-wide)
- cleanup (verb is two words)
- coach (note lowercase for sports)
- co-captain
- COVID-19 (COVID is acceptable to use in headlines and as an adjective in the body of an article)
- cross country

D

- dark horse
- descendant

- doubleheader
- doughnut
- drive-thru

E
- email, internet
- empty-handed
- end zone
- enforce
- en route
- ensure ("insure" refers to insurance)

F
- faceoff (verb is two words)
- fair ball
- foul ball, foul line
- for all intents and purposes
- forgo
- forward (NEVER "forwards")
- free throw (adj. is hyphenated)
- first-year, first-years, first-year students
- freshman (singular), freshmen (plural) (only preferred for sports and when using the word as an adjective to avoid any ambiguity; otherwise first-year is the preferred term)
- front-runner

G
- game plan
- goalie, goalkeeper (in soccer and lacrosse), goaltender (in hockey)
- goal line, goal post
- gray

H
- hand-washing
- Hanukkah
- halfback, halftime
- handoff
- hat trick
- health care (NEVER healthcare)
- the Hill (when referring to Cornell)
- hit-and-run (not hyphenated as a verb)
- hole in one
- home run

I
- indoor (adjective), indoors (adverb)

J
- judgment

K
- kidnapping, kidnapped, kidnapper
- kick off

L

- layup
- leadoff
- leafleting
- left field, left fielder
- left hand
- lineup (two words as a verb)

M

- marijuana
- matchup (noun; verb is two words)
- midfield, midfielder, midseason
- minuscule

N

- New York State
- nonessential

O

- OK, OK'd, OK'ing, OKs
- *off campus (adv.), off-campus (adj.)*
- offseason
- offside
- on campus (adv.), on-campus (adj.)
- outfield, outfielder, outhit, outshot, outblocked
- out of bounds (adverb; hyphenated as an adjective)
- outward (NEVER "outwards")

P

- pandemic (NEVER "global pandemic")
- percent, percentage
- pinch hit
- pingpong (Ping-Pong is trademarked)
- placekick, place-kicker
- postseason
- power play (noun; adjective is hyphenated)
- preseason
- protester

Q

- Q&A
- quarterfinal

R

- racket
- RBI (singular), RBIs (plural)
- Red (NEVER use "Big Red," only "the Red" to refer to a Cornell team)
- recruiting class
- red line
- right field, right fielder
- right hand
- rock and roll
- runback
- runner-up, runners-up

- running back

- semifinal
- short-handed
- shutout (noun; verb is two words)
- slap shot
- Super Bowl

- tailback
- takeout (n. and adj.), take out (v.)
- toward (NEVER "towards")
- travel, traveled, traveling

- upperclass (noun, juniors and seniors)
- upper class (noun, socioeconomic; adj. is hyphenated)
- upstate (ALWAYS lowercase)

- volley, volleys

- web, website
- whether or not (use "or not" as often as possible)
- Wi-Fi
- World Series

- yard line
- yeah

The University

Colleges and Schools

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In first reference, use the full name of a college or school of the University, as listed below. Words in parentheses do not need to be included in any reference but are part of the official name. In the following references, each may be abbreviated as indicated.

- (New York State) College of Agriculture and Life Science, CALS
- College of Architecture, Art and Planning, AAP
- College of Arts and Sciences, arts and sciences
- College of Engineering, engineering college
- (New York State) College of Human Ecology, human ecology
- Cornell Tech (graduate school), tech campus (in New York City)

Note: Previous versions of Sun Style referred to the tech campus as "Cornell NYC Tech." This is incorrect. In addition, the "tech" in Cornell Tech stands for "technology" and not the Technion-Israel Institute of Technology, Cornell's partner institution at the campus.

- Graduate School
- Cornell S.C. Johnson College of Business, S.C. Johnson College*
- Law School
- School of Continuing Education and Summer Sessions, summer school
- School of Hotel Administration, hotel school
- (New York State) School of Industrial and Labor Relations, ILR, ILR School
- Technion-Israel Institute of Technology, the Technion

Note: The Technion-Israel Institute is not a college or school of the University, but is instead Cornell's partner at Cornell Tech in New York City.

- (New York State) College of Veterinary Medicine, veterinary college
- Weill Cornell Medical College in Qatar, Weill Cornell Medicine - Qatar
- (Joan and Sanford I.) Weill Cornell Medicine, Weill Cornell

* There are three schools within the Cornell S.C. Johnson College of Business:

- S.C. Johnson Graduate School of Management, Johnson

- Dyson School of Applied Economics, Dyson School

- School of Hotel Administration, hotel school