

PRATT INSTITUTE EDITORIAL STYLE GUIDE

The Editorial Style Guide of Pratt Institute outlines the preferred writing style for all of the Institute's communications by identifying specific terminology and answering common spelling, grammar, and punctuation questions. The style guide is updated annually.

Pratt's style guide defaults to [*The Chicago Manual of Style*](#), 18th edition. Members of the Pratt community with a Pratt email address can access *The Chicago Manual of Style* at the following link:

<https://go.openathens.net/redirector/pratt.edu?url=https://www.chicagomanualofstyle.org>.

The Chicago Manual of Style can also be accessed via a search on [Pratt Libraries' database](#).

Pratt's Editorial Style Guide uses [*Merriam-Webster's Collegiate Dictionary*](#), 11th edition (www.m-w.com) for spelling-related queries.

Please refer to the resources mentioned above for grammar and style questions not included here.

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ACCENT MARKS

To type accent marks on a keyboard, use the built-in accent menu by holding down a letter key and selecting the desired accent.

- Press and hold the letter key on your keyboard that you want to add an accent to.
- A small menu of accented characters for that letter will appear.
- Click on the accent you want or press the number corresponding to the character to select it.

ACRONYMS

Avoid acronyms except when accommodating for character limits or when an acronym is how an entity is most universally known, e.g., the NBC television network.

Yes: Industrial Design No: ID

Yes: Communications Design No: ComD

On first reference, spell out the full name followed by its acronym in parentheses. After the first reference, use only the abbreviation.

Graduate Center for Planning and the Environment (GCPE)

Graduate Architecture, Landscape Architecture, and Urban Design
(GA/LA/UD)

New York State Council on the Arts (NYSCA); thereafter, NYSCA, or the Council

Test of English as a Foreign Language (TOEFL)

To pluralize acronyms and abbreviations, add a lowercase 's' without an apostrophe.

ABCs, MFAs, CEOs, PhDs

ADDRESSES

Pratt's official addresses are:

Pratt Institute
200 Willoughby Avenue
Brooklyn, New York 11205

Pratt Institute
144 West 14th Street
New York, New York 10011

Pratt Munson
310 Genesee Street
Utica, New York 13502

An abbreviated address may appear as Pratt Brooklyn Campus or Pratt Manhattan Center.

AMPERSANDS

Use the ampersand symbol (&) only when it is part of an official title. Otherwise, spell out the word "and."

CAPITALIZATION

Board of Trustees:

Capitalize Pratt's "Board of Trustees" and "Board" in running text.

Pratt Institute's Board of Trustees has elected three new members in the last year.

The new Board of Trustees committee will meet four times a year before each Board meeting.

Campus:

Do not capitalize the word "campus" in running text.

Pratt Brooklyn campus and Pratt Manhattan campus

Courses:

Capitalize course titles.

In the fall, the school will offer the Organizational Theory for Nonprofits course.

Departments, Divisions, Offices, and Schools:

Capitalize Pratt's academic departments, schools, divisions, and offices.

Department of Architecture, School of Liberal Arts and Sciences, The Writing Program, Office of the Vice President for Student Affairs

Disciplines:

Do not capitalize academic subjects such as architecture, interior design, photography, etc.

Graduation Classes:

Do not capitalize "class," even when referring to a specific graduation class.

the class of 1989; class of '89; 50th reunion class

Rooms and Floors:

Capitalize "Room" and "Floor" in promotional text only. Do not capitalize "room" or "floor" in running text.

Seasons and Semesters:

Do not capitalize seasons/semesters (the fall semester, spring 2026, summer programs).

CAPTIONS/CREDITS

Works of Art:

Artist's name, *title of work in italics*, date, medium, dimensions in inches.

Collection information. Name of gallery, location of gallery.

Victor Vasarely, *Bi-Supernovae*, 1961, oil on canvas, 76 x 45 inches.
Collection of Michelle Vasarely. Courtesy of Robert Miller Gallery, New York.

YoHA with Matthew Fuller, *Endless War*, 2013, 3-channel video installation, N-gram analyses of the WikiLeaks Afghan War Diary.

Photo Captions:

If the caption information reads as a sentence, treat it as a sentence by placing a period at the end of the caption. If it does not, no period is needed.

L to R: Anita Cooney, BArch '91, has been named dean of the School of Design; Maira Seara has been named dean of the School of Continuing and Professional Studies (SCPS).

John Woodrow Kelley in his studio

Photo Credits:

A brief description followed by the photographer's information. Do not place a period at the end of a photo credit unless it includes a sentence.

Scholar and administrator Kirk E. Pillow has been appointed Pratt's new provost. Photo by CJ Harker

Installation view of *The pure products of America go crazy* exhibition at the Photography Gallery, ARC Building (photo by Andy Todd)

Kay Frank, Fashion Show 2014, photo: Clint Spaulding/Patrick McMullen Company

Adapted Material (i.e., AI-created images):

If the image was created by or with the help of artificial intelligence (AI), that fact should be noted in the credit.

Fig. 3. Image generated by DALL·E 2, April 7, 2023, from the prompt "An ornate bookshelf with a portal into another dimension."

COMMAS

Use a serial comma (a final comma before the word "and" or "or" in a series) to avoid ambiguity and confusion.

Pratt news articles feature faculty, alumni, and student news.

DANGLING PARTICIPLES

A dangling participle (or modifier) is a descriptive phrase, often at the beginning of a sentence, that does not clearly or logically refer to the intended subject. This can lead to illogical, ambiguous, or even incoherent meanings.

To fix a dangling participle, you must ensure that the subject being modified is stated and is positioned directly next to the descriptive phrase.

No: Walking down the street, the trees looked especially beautiful.

Yes: Walking down the street, we noticed the trees looked especially beautiful.

DASHES

Em Dash:

Use an em dash (made by typing option/shift/hyphen on a Mac, or on a PC by typing control/alt/minus) to indicate an abrupt break in thought, to set off parenthetical statements, or to join two clauses. Do not insert a space on either side of an em dash.

The administration—usually resistant to change—welcomed our suggestions.

The student got lost—no one noticed he was gone.

En Dash:

Use an en dash (made by typing option/hyphen on a Mac, or on a PC by typing control/minus) to indicate a span of time or numbers. Do not insert a space on either side of an en dash.

9 AM–5 PM, Tuesday–Friday, June 10–13

DATES

Spell out the month, followed by the day as a number without superscript (11, not 11th), a comma, and the year.

On Tuesday, November 11, 2025, students gathered in Pratt's Rose Garden.

DEGREES (ALUMNI, STUDENTS)

Degrees appear without periods. Include the major when known. Refer to current students by the year in which they expect to graduate. Use a semicolon between multiple Pratt degrees.

Joan Smith, MFA Fine Arts '89

Jack Doe, BFA History of Art and Design '22

John Doe, BFA Communications Design '02; MFA Communications Design '07

Certificate Earners:

Ian Smith, Certified Archivist '05

Ian Smith, who holds a certificate in library science, will present a lecture in May.

Non-Degree Recipients:

Use a description such as “former student,” “exchange student,” or “attended” followed by years attended.

EXCLAMATION POINTS

Exclamation points indicate strong emotions. They are not considered standard punctuation and, due to overuse, should be used sparingly to be effective. To get your point across using exclamation points, limit to one.

Yes: Pratt Print Club holiday sale is going on now!

No: Pratt Print Club holiday sale going on now!!!!

HYPERLINKS

Use underline for hyperlinks only. Best practices for hyperlinking text include the following:

- Linked text should be brief but descriptive.
- The text should make sense without the link.
- Punctuation at the beginning or end of the linked text is not usually included. An exception may be made for a question mark or exclamation point at the end of a title or quotation.
- An initial *a*, *an*, or *the* may be included as part of a linked phrase. But if the link is to a proper name, include the article only if it is part of the name (or if it is part of a larger phrase that includes the name).
- Avoid using a URL as the basis of linked text except as part of a source citation.
- An image used as a link should include alt text that describes the function of the link or that names its target.

INCLUSIVE LANGUAGE

Pratt is represented by people of various races, ethnicities, religions, gender expressions, sexualities, geographic backgrounds, cultures, ages, abilities, and socioeconomic groups. As we aspire to be diverse and inclusive, please be sensitive and aware when referring to members of Pratt's community. The following guidelines can help. For a list of the most common identities, including the capitalization of races, ethnicities, and national origins, see the Pratt Institute Libraries' and the Office of Diversity, Equity and Inclusion's collaborative [Inclusive Language](#) guide.

Refer to a person's identity (e.g., gender, sexual orientation, religion, racial group, ability, etc.) only when it is relevant to the content.

Use mental health language (e.g., schizophrenic, psychotic, OCD, Bipolar, PTSD, ADD, etc.) only when referring to an official diagnosis.

Use gender-neutral language wherever possible. For a full list of gender-neutral terms, see the [Inclusive Language Guide](#).

Yes: chair	No: chairman
Yes: manufactured	No: man-made
Yes: first-year student	No: freshman
Yes: they/their	No: he/his or she/her

For clarification about inclusive language, please contact Pratt's Office of Diversity, Equity and Inclusion at diversity@pratt.edu.

NUMBERS

Spell out numbers zero through nine (and first through ninth). Use numerals for 10 or higher (10th, etc.). Use numerals unless the word begins a sentence. Write out numbers that begin a sentence.

The scholarship will provide support for 20 incoming students.

Twenty incoming students will receive support from the scholarship.

Do not use superscript after numbers.

Yes: 19th century

No: 19th century

With adjacent numbers, use a numeral for one of them to avoid confusion.

Four 6-credit courses

Phone Numbers:

(domestic) 718.399.4206

(international) 1.718.399.4206

PERSONAL PRONOUNS

They and its forms have emerged as the most common alternatives to *he* and *she* for referring to people who do not identify with gender-specific pronouns. If an individual is known to use *they* and its forms as their personal pronouns rather than the gendered *he* or *she*, this usage should be respected.

It is permissible and grammatically correct to use a form of *they* as a singular pronoun if you cannot rephrase your sentence to be plural rather than singular.

For a list of personal pronouns, see the [DEI Inclusive Language Resource Guide](#).

Yes: Authors were chosen based on their research.

No: Each author was chosen based on his or her research.

Yes: Every individual is unique. They are a combination of strengths and weaknesses.

No: Every individual is unique. She or he is a combination of strengths and weaknesses.

RACE, ETHNICITY, AND NATIONAL ORIGIN

In accordance with *The Chicago Manual of Style*, we at Pratt write Black with a capital B when it refers to racial and ethnic identity. At the same time, we acknowledge that, as a matter of editorial consistency, Indigenous and Brown may also be capitalized when used in this sense. On the other hand, white is not capitalized. We recognize that individual preferences will vary and acknowledge

that usage may depend on context. For a list of the most common racial and ethnic identities, see the [DEI Inclusive Language Resource Guide](#).

SPACES BETWEEN SENTENCES

The Chicago Manual of Style advises leaving a single character space, not two, between sentences and after colons used within a sentence.

The practice of using two spaces is a holdover from the typewriter era and is not supported by modern style guides that recommend a single space for efficiency and to avoid the creation of “rivers” of white space on the page.

TIME

Capitalize AM and PM, don't use periods with AM and PM, don't repeat AM or PM for spans of time, and don't use :00.

Yes: 10:30 AM 10 AM–10:30 PM

No: 8:00am 8 P.M. 8 am–11 am

TITLES (FACULTY, TRUSTEES)

Capitalize a professional title when it immediately precedes a person's name. In running text, titles are lowercased when following a name or used in place of a name. *In promotional or ceremonial contexts, such as a displayed list of donors or event speakers, titles are capitalized when following a person's name.

Frances Bronet, president of Pratt Institute, was in attendance.

The president of Pratt Institute, Frances Bronet, gave a timely speech.

In 2018, Chair of Fine Arts Jane South was elected as a member of the National Academy of Design.

He held the role of acting department chair during the 2018–19 academic year.

*Tony Stark, Trustee

On second and subsequent references, drop title and first name. Use last name only.

TITLES (OF WORKS)

Use italics to indicate the official titles of major, freestanding works of art, such as the following:

- Animations
- Blogs
- Books
- Comics
- Comic strips
- Dissertations (published dissertations only)
- Drawings
- Exhibitions
- Fashion collections
- Films
- Installations
- Journals
- Magazines
- Movies
- Movie series
- Musical compositions
- Newspapers
- Paintings
- Periodicals
- Photographs
- Plays (regardless of the length of the play)
- Podcast program
- Podcast series
- Radio program
- Radio series
- Sculptures
- Statues
- Television program
- Television series
- Videos

Use quotation marks for the titles of smaller or part-of-larger works, such as the following:

- A single episode in a television, radio, or podcast series
- Poems published within a larger collection

Do not italicize or use quotation marks with the following types of titles:

- Academic programs
- Channels

Course titles
Event titles
Network names
Streaming services
Website names
Website titles

Use underline for hyperlinks only. (See Hyperlinks above)

PRATT SCHOOLS, DEPARTMENTS, AND DEGREES

SCHOOL OF ARCHITECTURE

Department of Architecture – UG/Grad

BArch

BArch (Morphology)

MArch

Department of Facilities Management and Real Estate Practice – UG/Grad

Construction Management – UG

BPS Construction Management

Facilities Management – Grad

MS Facilities Management

Real Estate Practice – Grad

MS Real Estate Practice

Department of Graduate Architecture, Landscape Architecture, and Urban
Design – Grad

Master of Architecture (MArch)

Master of Landscape Architecture (MLA)

MS Architecture (MS Arch)

MS Urban Design (MSUD)

Graduate Center for Planning and the Environment – Grad

Advanced Certificate Community Planning

Department of Historic Preservation – Grad

Advanced Certificate Historic Preservation

MS Historic Preservation

Department of Sustainable and Environmental Systems – Grad

Advanced Certificate Sustainable Environmental Systems

MS Sustainable Environmental Systems

Department of Urban and Community Planning – Grad

MS Urban and Community Planning

Department of Urban Placemaking and Management – Grad

Advanced Certificate Urban Placemaking

MS Urban Placemaking and Management

SCHOOL OF ART

Department of Art and Design Education – UG/Grad
 Advanced Certificate Art and Design Education
 Advanced Certificate Teaching and Learning
 BFA Art and Design Education
 BFA/MA Art and Design Education
 MA Art and Design Education

Department of Associate Degree Programs – UG
 AAS Graphic Design/Illustration
 AAS Painting/Drawing
 AOS Game Design and Interactive Media
 AOS Graphic Design
 AOS Illustration

Department of Art and Design Education – UG/Grad
 BFA Art and Design Education
 BFA/MA Art and Design Education
 Advanced Certificate Art and Design Education
 MA Art and Design Education

Department of Creative Arts Therapy – Grad
 MPS Art Therapy and Creativity Development
 MS Dance/Movement Therapy

Department of Creative Enterprise Leadership – Grad
 MPS Arts and Cultural Management
 MPS Design Management

Department of Digital Arts and Animation – UG/Grad
 BFA Digital Arts (2-D Animation)
 BFA Digital Arts (3-D Animation and Motion Arts)
 BFA Digital Arts (Art and Technology)
 BFA Game Arts
 MFA Digital Arts (3-D Animation and Motion Arts)
 MFA Digital Arts (Interactive Arts)

Department of Film/Video – UG
 BFA Film

Department of Fine Arts – UG/Grad
 BFA Fine Arts (Drawing)
 BFA Fine Arts (Jewelry)
 BFA Fine Arts (Painting)
 BFA Fine Arts (Printmaking)
 BFA Fine Arts (Sculpture and Integrated Practices)

MFA Fine Arts (Integrated Practices)
 MFA Fine Arts (Painting and Drawing)
 MFA Fine Arts (Printmaking)
 MFA Fine Arts (Sculpture)

Department of Photography – UG/Grad
 BFA Photography
 MFA Photography

SCHOOL OF DESIGN

Department of Communications Design – UG/Grad
 BFA Communications Design (Graphic Design)
 BFA Communications Design (Illustration)
 MFA Communications Design
 MS Packaging, Identities, and Systems Design

Department of Fashion – UG/Grad
 BFA Fashion Design
 MFA Fashion Collection + Communication

Department of Industrial Design – UG/Grad
 BID
 MID

Department of Interior Design – UG/Grad
 BFA Interior Design
 MFA Interior Design

SCHOOL OF LIBERAL ARTS AND SCIENCES

Department of History of Art and Design – UG/Grad
 Advanced Certificate Design History
 Advanced Certificate Museum Studies
 BA History of Art and Design
 BFA History of Art and Design
 MA History of Art and Design
 MA/MS History of Art and Design/Library and Information Science

Department of Media Studies – Grad
 Advanced Certificate Media Studies
 MA Media Studies

Department of Mathematics and Science

Department of Social Science and Cultural Studies – UG

BA Critical and Visual Studies

The Writing Program – UG/Grad

BFA Writing

MFA Writing

SCHOOL OF INFORMATION

Advanced Certificate Archives

Advanced Certificate Children's and Young Adult Library Services

Advanced Certificate Conservation and Digital Curation

Advanced Certificate Digital Humanities

Advanced Certificate Museum Libraries

Advanced Certificate Spatial Analysis and Design

Advanced Certificate User Experience

MS Data Analytics and Visualization

MS Information Experience Design (MSIXD)

MS Library and Information Science (MSLIS)

MS/MA Library and Information Science/History of Art and Design
(MSLIS/MA)

MS Museums and Digital Culture

PRATT BUILDINGS AND SPACES

BUILDINGS AND SPACES ON THE BROOKLYN CAMPUS

Activities Resource Center Building (ARC Building)

Cannoneer Court

Caroline Ladd Pratt House

Chemistry Building

DeKalb Hall

East Building

Emerson Place Residence

Engineering Building

Engineering Quadrangle

Esther Lloyd-Jones (ELJ) Hall

Film/Video Building

Grand Avenue Residence

Higgins Hall (North, Center, South)

ISC Building

Juliana Curran Terian Design Center*

Leo J. Kuhn Lobby

Leo J. Pantas Hall

Machinery Building

Main Building
Main Gate
Memorial Hall
Myrtle Hall
Newman Mall
North Hall
Pratt Library
Pratt Studios
South Hall, Vincent A. Stabile Hall
Steuben Hall
Student Union
Thrift Hall
Willoughby Hall

BROOKLYN CAMPUS GALLERIES

DeKalb Gallery; East Hall Gallery; Hazel and Robert H. Siegel Gallery;
Photography Gallery; President's Office Gallery; The Rubelle and Norman
Schafler Gallery; Steuben Gallery; The Gallery, Juliana Curran Terian Design
Center*

PRATT MANHATTAN GALLERIES

Continuing and Professional Studies Gallery; Pratt Manhattan Gallery

*The Juliana Curran Terian Design Center should never be referred to as the Design Center. It can be referred to as the Terian Center only on the second reference. It is acceptable to make an exception and call it the Terian Center on first reference when there are space limitations, but every effort should be made to use its full name on first reference whenever possible.

PRATT MUNSON COLLEGE OF ART AND DESIGN