MIAMI DADE COLLEGE
OFFICIAL EDITORIAL GUIDELINES

This guide contains rules on style and grammar for those writing anything for and about Miami Dade College. Please consult the Associated Press Stylebook. Refer to Merriam-Webster’s Collegiate Dictionary and The Gregg Reference Manual for situations not covered in this guide or in the Associated Press Stylebook. If you have further questions about editorial style, please contact the editorial division in the College’s Marketing Communications Department.

D-1330 - Update: Aug. 15, 2016
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CAMPUS AND CENTERS

There are eight campuses and an outreach center (Carrie P. Meek Entrepreneurial Education Center). Capitalize the names of campuses. Do not use “the” before the name of a campus. When used together, do not separate the name of a campus from the college name with a comma; instead, show possession: MDC’s North Campus was host to... Addresses for MDC campuses and centers are:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami Dade College</td>
<td>6300 N.W. Seventh Ave.</td>
<td>Miami</td>
<td>33150-4322</td>
</tr>
<tr>
<td>Carrie P. Meek Entrepreneurial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami Dade College</td>
<td>950 N.W. 20th St.</td>
<td>Miami</td>
<td>33127-4622</td>
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<tr>
<td>Kendall Campus</td>
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<tr>
<td>Miami Dade College</td>
<td>11380 N.W. 27th Ave.</td>
<td>Homestead</td>
<td>33060-6009</td>
</tr>
<tr>
<td>InterAmerican Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami Dade College</td>
<td>3800 N.W. 115th Ave.</td>
<td>Doral</td>
<td>33178-4856</td>
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<tr>
<td>North Campus</td>
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<tr>
<td>Miami Dade College</td>
<td>11011 S.W. 104th St.</td>
<td>Miami</td>
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</tr>
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<td>Miami Dade College</td>
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<td>Homestead</td>
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<td>West Campus</td>
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<td></td>
</tr>
<tr>
<td>Miami Dade College</td>
<td>300 N.E. Second Ave.</td>
<td>Miami</td>
<td>33132-2296</td>
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<td>Wolfson Campus</td>
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<td>Miami Dade College</td>
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</table>

POSTAGE PERMIT NUMBERS FOR CAMPUSES ARE:
COLLEGEWIDE SCHOOLS
- School of Architecture and Interior Design
- School of Aviation
- School of Business
- School of Continuing Education & Professional Development
- School of Education
- School of Engineering and Technology
- School of Entertainment & Design Technology
- School of Health Sciences
- School of Justice (the Fire Science Program is a program within the school)
- School of Mortuary Science
- School of Nursing
- School of Sciences

CENTERS, INSTITUTES, SPECIAL ACADEMIC PROGRAMS
- Carrie P. Meek Entrepreneurial Education Center
  6300 N.W. Seventh Ave.
  Miami, FL 33150-4322
- Center for Economic Education
- Center for Electronic Emphasis and Electronic Specialization
- Center for Excellence in High Technology/Electronics
- Center for Financial Training
- Computer Institute
- Environmental Center
- Earth Ethics Institute
- Honors College, The
- The Institute for Civic Engagement and Democracy [on second reference, call it the Institute. Avoid the acronym iCED, which confuses some readers since the “i” is correctly in lowercase] [formerly the Center for Community Involvement]
- Miami Book Fair
- Miami International Film Festival
- Model for Enhanced Employment Development Program
  - OK to use MEED program on first reference, with explanation of the acronym later
- New World School of the Arts
- Prometeo Theatre
- Televisa Centre for Film and Television Production
- Virtual College
SECTION 1: THE COLLEGE

DEGREES

Miami Dade College has the following degrees (due not use the word “program”):

Baccalaureate degree programs (NOTE: “of” – not “in”)
- Bachelor of Applied Science in Public Safety Management
- Bachelor of Applied Science in Supervision and Management
- Bachelor of Science in Biological Sciences
- Bachelor of Science in Education
- Bachelor of Science in Electronics Engineering Technology
- Bachelor of Science in Film, Television & Digital Production (NOTE: yes, do use the ampersand)
- Bachelor of Science in Health Science with Option in Physician Assistant Studies
- Bachelor of Science in Nursing

Associate degree (NOTE: “in” – not “of” – EXCEPT for Applied Science)
- Associate in Arts (there is ONLY one, with many “pathways to a major in” different subjects, such as an Associate in Arts degree with a pathway to a major in Accounting). Do NOT use the word program. It is NOT a degree program. And there are NO majors, just pathways.
- There are MULTIPLE A.S. and A.A.S. degrees with various programs and majors. It is Associate of Applied Science but Associate in Science (NOTE in/of differences)

TRUSTEES

The official name of the body governing the College is the District Board of Trustees. Members are appointed by the governor. Degrees, awards and titles (i.e., Dr. or Esq.) are never used on the District Board of Trustees list. An up-to-date list of the District Board of Trustees is available through the Marketing Communications Department.

When listing trustees in College publications, use the following order:

Name of College: Miami Dade College
Name of Board: District Board of Trustees
Chair: Armando J. Bucelo Jr., Chair
Vice Chair: Armando J. Olivera, Vice Chair
Additional members in alphabetical order:
- Helen Aguirre Ferré
- Marili Cancio
- Daniel Diaz Leyva (NOTE: he does NOT use accent on Diaz)
- Benjamín León III
- Bernie Navarro

At end of list, put Eduardo J. Padrón, President, Miami Dade College (no Dr. on this one)
A, an

Use the article a before consonant sounds, an before vowel sounds.
Examples: a historic event, an honorable man, an 1890s celebration

Abbreviations and acronyms

BEFORE A NAME: Abbreviate titles when used before a full name: Dr., Gov., Rep., Sen., Capt., Pvt.

AFTER A NAME: Abbreviate junior or senior after an individual’s name. Abbreviate company, corporation, incorporated and limited when used after the name of a corporate entity.

MONTHS WHEN THEY APPEAR WITH A DATE: Nov. 13, Jan. 12

CAPS, PERIODS: Generally, omit periods in acronyms unless the result would spell an unrelated word. But use periods in two-letter abbreviations: U.S., U.N., U.K., B.A., B.C. (AP, a trademark, is an exception; also, no periods in GI and EU.)

Use only an initial cap and then lowercase for acronyms of more than six letters, unless listed otherwise in the AP Stylebook or Webster’s Collegiate Dictionary.

Do not use acronyms or abbreviations alone if they are not readily recognizable.

NO commas before Jr., Sr. or Inc.

Exception to AP Stylebook: On first reference, follow full name with an abbreviation or acronym in parenthesis. For example, the Earth Ethics Institute (EEI)

Academic Degrees (see pg 6 “Degrees” for list of MDC bachelor’s degrees and details on the A.A.)

If mention of degrees is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: John Jones, who has a doctorate in psychology. Use an apostrophe in bachelor’s degree, a master’s, etc., but there is no possessive in Bachelor of Arts or Master of Science.

Also: associate degree (no possessive), (Bachelor of Arts but Associate in Science, in/of)

HOWEVER: Associate OF Applied Science (note the in/of differences)
Academic Degrees (continued)
(See Page 6 “Degrees” entry for more details on the A.A.)

Use such abbreviations as B.A., M.A. and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name – never after just a last name. The word degree is not used with abbreviations. When referencing more than one degree: bachelor’s and master’s degrees. Capitalize discipline only if part of the official degree name: Bachelor of Science in Communication but bachelor’s degree in communication.

Academic Departments

Use lowercase except for words that are proper nouns or adjectives: the department of history, the history department, the department of English, the English department. Capitalize when the department is part of the official and formal name: University of Miami Miller School of Medicine.

Examples:
The musical theater department of New World School of the Arts at MDC Wolfson Campus’ department of English and communication presented …

Note: For external magazines, press releases, newsletters and similar publications, follow AP style for department and office names, e.g. student life department, cultural affairs. For internal publications, follow client convention, e.g. Student Life Department.

Accreditation (USE THIS EXACT WORDING IN REFERENCING MDC’s ACCREDITATION)

Miami Dade College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miami Dade College.

Advisor

Not adviser. Exception to AP Stylebook.

African-American, black

The preferred term is black as not all black people are African-American (i.e., those born outside of the United States). Let a subject’s preference determine which term is used.
Apostrophe (’): (same as AP; for more, see Section 3: Punctuation, p. 15)

SINGULAR COMMON NOUNS ENDING IN S: Do NOT add ‘s. Add only an apostrophe (’) THIS RULE DIFFERS FROM AP.
SINGULAR PROPER NOUNS ENDING IN S: add only an apostrophe (’)

Best-seller, best-selling

Hyphenate in all uses

Campuses, at Miami Dade College

MDC’s North Campus. More than 250 people attended the event at North Campus

Capitalization

Capitalize an official name, but not part of a name: Faculty Senate or the senate

Use capitalization for official course names when used with course number or when it is a proper noun. Do not capitalize general course subjects.

He studies history and English.

He enrolled in Honors Geometry and Acting II.

Chair, chairman, chairwoman

Chair is preferred. Avoid chairman or chairwoman. Do not capitalize unless at the start of a sentence or when referring to the District Board of Trustees or MDC Foundation

Company, companies: (same as AP)

Use Co. or Cos. when a business uses either word at the end of its proper name: Ford Motor Co., American Broadcasting Cos.

Composition titles

Italicize the titles of major works – such as books, movies, plays, albums, TV show titles.
Colon

Capitalize the first word following a colon if it begins a complete sentence.

Colons go outside quotation marks or parentheses unless they are part of the quote.

Use quotation marks around the titles that represent only part of a complete published work – for example, the titles of chapters, lessons, topics, sections within a book.

Use quotation marks around the titles of songs and other short musical compositions and around titles of individual segments or programs that are part of a larger television or radio series.

Example: She’d read Edward P. Jones’ novel *The Known World* and didn’t enjoy it. But after reading “Old Boys, Old Girls,” a story in his new collection, *All Aunt Hagar’s Children*, she decided he was her favorite writer.

**Exception to AP Stylebook:** Italicize newspaper and magazine names.

**TITLE CASE:** Capitalize the principal words, including verbs along with prepositions and conjunctions of four or more letters.

Example: *Life Is a Dream, Creature From the Black Lagoon*

**COREQUISITE**

Course names

Capitalize course names and lowercase general subjects

Dash (–)

Put a space on both sides of a dash.

ABRUPT CHANGE: Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: We will fly to Paris in June – if I get a raise. Smith offered a plan – it was unprecedented – to raise revenues.
SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: *He listed the qualities – intelligence, humor, conservatism, independence – that he liked in an executive.*

ATTRIBUTION: Use a dash before an author’s or composer’s name at the end of a quotation: “Who steals my purse steals trash.” – Shakespeare.

**Dual Language Program**

The Honors College Dual Language Program is the official title of the program. Use dual-language as modifier, e.g. MDC offers many additional dual-language programs outside of the classroom.

**Equal Opportunity/Nondiscriminatory Statement**

Miami Dade College is an equal access/equal opportunity institution and does not discriminate on the basis of gender, race, color, marital status, age, religion, national origin, disability, veteran’s status, sexual orientation or genetic information. Contact the Office of Director, Equal Opportunity Programs/ADA Coordinator, at 305-237-2577 for assistance.

**ESL not ESOL**

ESL is MDC term/acronym; ESOL is used in Miami-Dade Public Schools

**EXTRACURRICULAR**

**Faculty**

Singular noun. All teachers of a school, college or profession. When writing of College or department faculty en masse, *faculty* may stand alone. When writing of individuals, *faculty members.* See the entry for Staff

Example: “The faculty is to be commended,” says Dr. Rolando Montoya, MDC provost.

**Foreign**

It is “world languages,” *not* foreign languages. In text, when terms from other languages are used, they go in italics, not quotation marks.
**Freedom Tower**

Freedom Tower is a nationally designated historical landmark at Miami Dade College. Reference the College on first mention: The exhibition was at the National Historic Landmark Freedom Tower at Miami Dade College … (Avoid the shortened version of MDC’s Freedom Tower unless necessary for a tight headline)

**FUNDRAISING, FUNDRAISER**

**Headlines**

Use title case for all headlines (i.e., capitalize all words, except for articles and prepositions that are less than four letters). *Exception to the AP Stylebook.*

**Health care**

Always two words. This rule is consistent with Webster’s.

**Honors College, The**

Proper name is The Honors College (avoid the acronym THC)
Do not refer to as the College

**Incorporated** (same as AP)

Abbreviate and capitalize as Inc. when used as part of a corporate name. It usually is not needed, but when it is used, do not set off with commas: *J.C. Penney Co. Inc. announced …*

**INTERDISCIPLINARY**

**Magazine names**

Put in italics. Lowercase magazine unless it is part of the publication’s formal title: *Harper’s Magazine, Newsweek magazine, Time magazine.* Check the masthead if there is doubt. *Exception to the AP Stylebook*
Miami Book Fair

Not The Miami Book Fair International (no The and no International)

Miami Dade College

OK as the College or MDC on second reference

Miami Dade College Foundation Inc.

MULTICULTURAL

Newspaper names

Put in italics. Exception to the AP Stylebook

New World School of the Arts

Abbreviate as NWSA, never “New World.” Make it NWSA at MDC (not MDC’s NWSA).

NWSA offers a bachelor’s degree in “music theater” not “musical theater”

Numbers

The general rule is spell out numbers one through nine, and use numerals for numbers 10 and above.

Exceptions: Always use digits when referring to: size, measurements, calendar years (1978, 32 C.E., etc), percent values, and the ages of both people and animals

Always spell out numbers at the start of a sentence

Percent

Use numerals for percent expressions and spell out percent

Play programs

For Deborah Mello’s programs, do NOT use accents on Spanish names
**PREREQUISITE**

**Program titles**

Capitalize “program” only if it is part of the official title.

**Room numbers**

Use figures and capitalize “room” when used with a figure: Room 2, Room 211.

**Seasons**

Use lowercase even if linked with a title: spring semester, fall 1987.

**Service-learning**

Hyphenate as both a noun and adjective, per Josh Young.

**Staff**

Staff when the group en masse, staff members for part of the group. See Faculty entry.

**Suite number**

Use figures and capitalize “suite” when used with a figure: Suite 2, Suite 211.

**Telephone numbers**

Do not set off area code with parentheses; use hyphens.

**Terms**

The fall and spring terms are “major terms.” Summer term consists of one 12-week and two six-week sessions.

**Time**

Do not use zeros if there are no minutes. However, if even a single time in a listing has minutes, all the others should also. For example 8:00 a.m. - 12:30 p.m. Also a.m. and p.m. always have periods. Use “noon” instead of 12 p.m. For time ranges, use hyphen with spaces before and after; only use a.m. or p.m. once in the range: 11:00 a.m. - 2:30 p.m., 6:00 - 9:45 p.m.
WORLD LANGUAGES

Titles

Confine capitalization to unique formal titles used directly before an individual’s name. Use lowercase and enclose in commas when following a name or for long titles. Examples: Miami Dade College President Dr. Eduardo J. Padrón, Dr. Norma Martín Goonen, the College’s provost for academic and student affairs ...

Use courtesy titles — Mr., Ms. — only in direct quotes. Use Dr. only on first reference.

MEMBERS OF THE U.S. HOUSE OF REPRESENTATIVES: Congressman or Congresswoman is OK on first reference. Exception to AP Stylebook

What follows are a few of the basics. See the Associated Press Stylebook for full style guidelines

Apostrophe (‘)

SINGULAR COMMON NOUNS ENDING IN S: Do NOT add ‘s. Add only an apostrophe (‘) THIS RULE DIFFERS FROM AP.

SINGULAR PROPER NAMES ENDING IN S: Use only an apostrophe: Achilles’ heel, Agnes’ book, Descartes’ theories, Dickens’ novels, Jesus’ life

NOUNS PLURAL IN FORM, SINGULAR IN MEANING: Add only an apostrophe: mathematics’ rules, measles’ effects, General Motors’ profits, the United States’ wealth.

NOUNS THE SAME IN SINGULAR AND PLURAL: Treat them the same as plurals, even if the meaning is singular: one corps’ location, the two deer’s tracks

PLURALS OF A SINGLE LETTER: Mind your p’s and q’s. He learned the three R’s and brought home a report card with four A’s and two B’s. The Oakland A’s won the pennant.

DO NOT USE: For plurals of numerals or multiple-letter combinations.
Capitalization

Capitalize an official name, but not part of a name: Faculty Senate or the senate
Use capitalization for official course names when used with course number or when it is a proper noun. Do not capitalize general course subjects.
He studies history and English
He enrolled in Honors Geometry and Acting II

Colon

Capitalize the first word following a colon if it begins a complete sentence
Colons go outside quotation marks or parenthesis unless they are part of the quote

Dash (–)

Put a space on both sides of a dash.

ABRUPT CHANGE: Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: We will fly to Paris in June – if I get a raise. Smith offered a plan – it was unprecedented – to raise revenues.

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