

# The Tartan Style Manual — Fall 2005

This is a style guide intended for The Tartan’s writers, proofreaders, and section editors. This is not your only resource; we also have a Tartan layout manual, as well as the dictionary, the thesaurus, and the AP stylebook. And, as always, the copy manager has the last word.

— Arthur O’Dwyer  
October 2004

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## *How to Use This Guide*

- **Examples of a term’s usage** are given in quotes: “Like this.”
- **Main ideas** of items in a list are bolded.
- Entries that appear with no further explanation are there for spelling, italicization, or punctuation reference.
- Acronyms are given with their full names afterward.
- If a cross-listing is within the same section, the reference is in bold: “See **affect**.”
- If a cross-listing is in another section, both the reference and the section’s name are given in bold: “See **pronouns** in the **Punctuation and Grammar** section.”
- If a cross-listing is a section, it will be referred to by name and bolded: “See the **Carnival** section for more information.”

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## *Contents*

General	2
Sports	21
Student Organizations	25
Punctuation and Grammar	27
Technology and the Internet	31

# General

## A

**AB** — Activities Board

**abbreviations** — Follow these rules:

In general, don't abbreviate a word you can spell out. Use "department" instead of "dept." and "October" instead of "Oct."

If a word is commonly spoken aloud as an abbreviation, however, you may abbreviate. Examples are "CMU," "SDC," "NASA," and "DataComm."

**Explain an abbreviation** on first reference unless it is so common as to not require it. For instance, explain what "FoodCom" means, but don't bother to explain "CMU" or "GSIA."

For specific abbreviations used in The Tartan, see specific entries in this manual, as well as the entries for **state abbreviations**, **room numbers**, and **political affiliations**.

**a cappella**

**accents** — English is not French. In general, English words in The Tartan should not contain any diacritical marks or accents. The only exceptions are:

café  
résumé  
El Niño  
Sí Señor, the Dining Services-run food vendor

**Foreign words and phrases** in The Tartan are italicized and should use the typographical conventions of their native tongues. Example: "*raison d'être*." See **foreign phrases**.

To get some common accents on Mac OS X, type the following keystrokes:

option-C	ç
option-E E	é
option-I E	ê
option-N N	ñ
option-U I	ï

See also **spelling**.

**acronyms** — Follow the reference rules for abbreviations for acronyms. Do not use an apostrophe to make the plural form of an acronym. For instance, the plural of "POW" is "POWs," not "POW's."

**A.D.** — Anno Domini. The Tartan does not use this abbreviation. See **BCE**.

**added, adds** — Do not use these words to attribute quotes; use "said" or "says" instead. See **quoting**.

**ad hoc committee**

**administration** — not capitalized. "The Bush administration." See also **president**.

**administrator** — Use this term only when the person being referred to is acting in an administrative and not a faculty role. For instance, the dean of H&SS can be called an "administrator" when he or she works to change the college's curriculum, but not when he or she publishes academic findings.

**advisor**

**affect** — a verb meaning "to influence;" not to be confused with the verb "effect," which means "to bring about" or "to accomplish." Note that this word cannot be used as a noun; see **effect**.

**African-American** — This is the preferred term for Americans of African descent. See **race**.

**AFROTC** — Air Force Reserve Officer Training Corps. See **ROTC**.

**AFS** — Andrew File System. See **Andrew** and the **Technology and the Internet** section.

**ages** — In general, only supply the ages of people who are not members of the campus community. However, you should give the ages of members of the campus community in obituaries.

Put the age, as a numeral, after the person's name; commas go before and after: "Smith, 41, has been working in Oakland all his life," and "Lisa Chan, 6, loves to come to Carnival."

**AI** — Amnesty International, or artificial intelligence.

**Al-Jazeera**

**a.k.a.** — means "also known as"; use sparingly.

**a la** — No grave accent. See **accents**.

**allegedly** — Avoid this term, which provides no legal protection and may actually prove a liability in a libel case. Always attribute to a named source instead. See **quoting**.

**ALLIES** — one of CMU's gay, lesbian, and bisexual support groups, along with **cmuOUT**.

**a lot** — not "alot."

**al Qaeda** — not "al Qaida" or any other variant. See

also **Al-Jazeera**.

**alumni** — Follow these rules:

“**Alumnus**” refers to a single male graduate.

“**Alumna**” refers to a single female graduate.

“**Alumnae**” refers to several female graduates.

“**Alumni**” refers to a group of male graduates, a group of graduates with mixed gender, or a group of graduates when gender is unspecified.

“**Alum**” and “**alums**” may be used informally to refer to any graduate or group of graduates.

To identify an alum, follow the identification standards set forth in the most recent version of the Alumni Directory.

**the Alumni Directory** — The formal title of this publication is “Carnegie Mellon University Alumni Directory,” although the informal form is preferred for most uses. Neither form is italicized or quoted.

**am** — the 12 hours between midnight and noon, not including noon; see **times**. Do not capitalize.

**ambiance**

**Andrew** — Always capitalize when referring to CMU’s intranet. See the **Technology and the Internet** section for more information.

**the AP** — the Associated Press (not italicized).

**Arafat, Yasser**

**Architect’s Leap** — the stairwell. Not to be confused with Andrew’s Leap, the summer program.

**the art store**

**as** — (1) Write “x is as good as, if not better than, y”; *never* “x is as good, if not better, than y.”

(2) “**As**” with most verbs is **superfluous**; write “Bovik was named the chairman,” *not* “Bovik was named as the chairman,” and similarly “consider,” “deem,” “account,” “esteem.” However: “regard as.”

(3) “as well as”: see **both**

**Asian** — never “Oriental.”

**Asian-American** — the preferred way to refer to Americans of Asian descent. See **race**.

**assure, ensure, insure** — Use “assure” to mean “set another’s mind at ease.” Use “ensure” to mean “make certain.” Use “insure” only to mean “provide an insurance policy for.”

**audience** — “Audience” is singular: Use “the audience was ...” instead of “the audience were....” Use

“viewers,” “members of the audience,” or “audience members” for plural. See **collective nouns**.

**avenue** — Spell out the word “avenue,” and capitalize it after the name of a specific avenue, but keep it lower-case when referring to a generic avenue. Note that most streets around campus are actually avenues; see also **street names**.

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## B

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**BA** — bachelor of arts. As a major, Business Administration (what used to be called Industrial Management).

**bachelor’s degree** — See also **masters degree**.

**ballpark**

**Ballroom Dance Club** — Informally, “Ballroom.”

**B.C., BCE** — The Tartan uses the abbreviation “BCE,” “Before Common Era,” to refer to years before the year 1, and the abbreviation “CE,” “Common Era,” to refer to years after and including the year 1. Both abbreviations come after the number they modify. Example: “The Roman vase has been dated to 157 CE.” The space between the number and “BCE” or “CE” should be non-breaking.

**Beaux Arts Ball**

**Bellefield Towers**

**Beta line** — The single line running up Hills 3–5 on the buggy course and used by drivers to steer, so named because it is painted every year by the members of Beta Theta Pi fraternity.

**Bethany College**

**between** — generally not “in between.” See also **forward, toward**.

**BHA** — Bachelor of Humanities and Arts

**bin Laden, Osama**

**bioterrorism**

**black** — not capitalized: “black students.” See **race**.

**Board of Trustees** — informally, “the trustees”; do not use “the Board” or “the Trustees.”

**BOC** — Business Opportunities Conference

**the bookstore** — Officially, it’s part of the University Shoppe.

**booth, Booth** — Names of Spring Carnival booths are quoted: “Pioneers’ booth ‘Dr. Seuss’ took first prize.”

The word “booth” itself is lower-case unless referring to the formal booth competition: “Chi Omega won 1991 Booth,” but “Our house does pretty well in booth every year.” See the **Carnival** section for more information.

**both** — “The school offers courses in *both* literature and history.” “The school offers courses in history, *as well as* in literature.” The two constructions do not mix; to write “both literature as well as history” is a grievous error.

**boy** — A male under the age of 18. Most male college students are *men*.

**Breed Hall** — Margaret Morrison Carnegie Hall 103

**BS** — bachelor of science

**buggy, Buggy** — The formal event is capitalized, while the generic term for the sport or the race vehicle is not: “Friday marks the beginning of 1991’s Buggy competition,” “Frew Street will be closed due to buggy practice,” and “One buggy spun out in the Chute.”

**Proper names of buggies** are italicized: “Spirit’s buggy *Quantum Leap* placed third.”

See the **Carnival** section for more information.

**bulletin board** — refers to a physical bulletin board. Use “electronic bulletin board” or “bboard” for the online type. See the **Technology and the Internet** section.

**The Bylaws of the Student Body of Carnegie Mellon University** — not italicized or quoted. Do not capitalize unless complete title is being given. May be referred to as “student body bylaws” or just “bylaws.” May not be referred to as “Senate bylaws.”

**bylines** — Follow these rules:

**Separate the byline from the story** with a blank line.

**On a story with only one writer**, the byline has two lines. The first line has the word “by” followed by the writer’s name in bold. The second line lists the writer’s position at The Tartan, in italics. If the writer is not an activities fee-paying student, his or her position is given as “Special to The Tartan.” Here’s an example:

by **Kevin Barney**  
*Contributing Editor*

On a story with two writers who have the same title,

use this form:

by **Matt Adler**  
& **Laurie Wilkison**  
*Staffwriters*

On a story with two writers holding two different positions, use this form:

by **A.J. Durassi**  
*Science & Technology Editor*  
& **Randy L. Udavcak**  
*Senior Staff*

**If a name or title is too long to fit on a line**, try to abbreviate it; use “Asst.” and “Ed.” if needed.

A staff member who is not on the editorial board is a **junior staffwriter** if he or she has contributed to four or fewer issues of The Tartan; after that, he or she is a **staffwriter**. Section editors may also appoint **senior staff**.

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## C

### the C-Book

**Cabinet, cabinet** — The first is a group of advisors appointed by the head of state; the second is a piece of furniture.

**café** — See also **accents**.

### the Caffee Room

**Campus Police** — The name of the security departments at Carnegie Mellon and Pitt. The Campus Police field two types of officers: police officers, who carry guns and are authorized by the state to make arrests; and security guards, who do not carry weapons and merely enforce security. The Carnegie Mellon Campus Police can be abbreviated **CMPD** on second reference.

**Campus Security** — Do not use this term to refer to either Carnegie Mellon’s or Pitt’s Campus Police.

### Campus Xpress

### Carleton College

### Carlow University

**the Carnegie** — informal name for the group of museums and the Carnegie Library down Forbes Avenue.

**Carnegie Institute of Technology** (CIT, Carnegie Tech) — The formal name of the University from 1912 to 1967, “Carnegie Institute of Technology” now refers only to the engineering college.

**Carnegie Pipes and Drums** — the formal band of drummers and bagpipers.

**Carnegie Mellon University** (Carnegie Mellon, CMU, the University) — From 1967 to 1986, the University was called “Carnegie-Mellon University,” but since 1986 it has dropped the hyphen in all but the most formal of documents. The Tartan has followed suit; accordingly, use the hyphen only when referring to the formal name of the University between 1967 and 1986.

**Carnegie Tech Amateur Radio Club** (Radio Club) — Do not confuse the name of this student organization with the group’s call letters, which are W3VC, or with the campus radio station **WRCT**.

**Carnegie Technical Schools** — the original name of the University, from 1903 to 1912.

**Carnival** — see the **Carnival** section

**cartoon names** — Italicize the names of cartoons: “*Dilbert* is the most popular strip on campus.”

**ccon** — cluster consultant. See the **Technology and the Internet** section.

**CE** — The Tartan uses this abbreviation in place of “A.D.” See **BCE** for more information.

**Central Property Services (CPS)**

**CERT** — formerly Carnegie Mellon Emergency Response Team, now CERT Coordination Center; they deal with computer viruses and such.

**CFA** — refers to both the college and the college’s building. A reference to the CFA building can leave “building” off the end if the meaning is clear.

**CFP** — Council of Fraternity Presidents

**Chabad House**

**chair** — This word is used in The Tartan as a noun as well as a verb. Thus, the head of a committee is the “chair,” not the “chairman,” “chairwoman,” or “chairperson.”

**Chatham College**

**ChemE** — Chemical Engineering. See **departments & majors**.

**Children’s School** — located in Margaret Morrison Plaza. Not to be confused with the **Cyert Center for Early Learning**.

**Christmas break, Christmas vacation** — The terms “winter break” and “winter vacation” are preferred because not all students celebrate Christmas.

**Chosky Theater** — the Phillip Chosky Theater.

**the Chute** — In buggy, the area of freeroll with the tightest turn; it is also the point where buggies travel their fastest. See the **Carnival** section for more information.

**Circle K**

**CIT** — the Carnegie Institute of Technology, the original name of the University and currently the name of the engineering school.

**CivE** — Civil Engineering. See **departments & majors**.

**the Class of 1987 Room**

**classes** — (1) The classes of current students are lower-case in The Tartan: “sophomore Katie Culbertson,” “first-year orientation.”

(2) Alumni classes are capitalized and referred to by either four- or two-digit year: “Class of 1969,” “Class of ’80.” The word “the” is not capitalized.

(3) Course titles are capitalized; see **course titles** for more information.

**cliche, cliched** — See **accents**. Note that “cliche” is a noun; the adjectival form is “cliched.”

**the Clock**

**club sports** — The names of club sports are capitalized when referring to the organizations and organizational issues, but are lower-case when referring to the sports teams and sports issues. For instance, write “The rugby club lost a close match to Pitt on Saturday,” but “Student Senate approved a \$2000 expenditure for the Rugby Club.”

**CMAP** — Carnegie Mellon Action Project

**CMRI** — Carnegie Mellon Research Institute

**cmuOUT** — one of CMU’s gay, lesbian, and bisexual support groups, along with **ALLIES**. Because of the difficult capitalization of this acronym, avoid using it at the beginning of a sentence.

**coed** — As a noun meaning “female student,” this term is sexist and should be avoided. However, it can be used sparingly to mean “involving people of both genders.”

**co-editor** — When two people share an editorial position at The Tartan, each is a “co-editor.” For instance, we could have two “News co-editors”; the title is never “co-News editors.”

**collective nouns** — when a noun represents a group as



a singular body, use the singular: “the group has two albums out.” When referring to the individuals in the group, use the plural: “The editorial board members have nothing to do after 8 pm on Sundays.” See **audience**, **faculty**, and the **Punctuation and Grammar** section for more information.

**College of Humanities and Social Sciences** — can be referred to as H&SS. Note that the ampersand in “H&SS” is a smaller point size; see **H&SS** for more information.

**co-manager** — Same as “co-editor,” but for managers.

**Comics** — Capitalized when referring to the section of The Tartan, but lower-case otherwise. See also **cartoon names**.

**commander-in-chief** — Used for the supreme commander of armed forces (the President, unless something goes wrong), this title is hyphenated and follows normal rules of capitalization. See **titles**.

**commas** — The Tartan always uses the serial comma: “sex, drugs, and rock ’n’ roll” in place of “sex, drugs and rock ’n’ roll.” See the **Punctuation and Grammar** section for more information.

**commencement** — the formal name for graduation.

**committees** — Names of committees are capitalized only when the name is the full, formal name of the committee: “Student Presidential Search Committee” but “student search committee.”

**company** — Always spell out this term in reference to a theatrical group, but follow the lead of a particular company in deciding whether to abbreviate it or not: “Ford Motor Co.” **For possessives**, append an apostrophe-“s” after the word: “Ford Motor Co.’s profits.”

**computer cluster** — can be first referred to as a “cluster.”

## Computer Services

**Congressman** — To avoid sexism, do not use this term to mean both genders of Congressional representatives, although it may be used to refer to a specific male representative, just as “Congresswoman” can refer to a specific female representative. Use the person’s specific position — Senator or Representative — or say “Congressional representative” or “member of Congress” to refer generally to representatives elected to Congress.

**the Connan Room**

**connoisseur**

## Counseling and Psychological Services (CAPS)

**course titles** — Course titles are capitalized, but are not quoted or italicized: “Discourse and Historical Change is a requirement for all English majors.” When it is necessary to give a course number, put it before the course title: “15-412 Operating Systems is said to be a very hard course.” See **sections of classes** for more information.

**court cases** — Italicize court cases and use the abbreviation “v.”: “*Roe v. Wade*.”

**CPS** — Central Property Services

**the crew team** — University Rowing Club, CMURC

**Crime and Incident Report (C&I)**

**CS** — computer science

**CSW** — Computing Skills Workshop

*cum laude*

**currently** — This term is nearly always redundant in a newspaper, because the mere fact that a story is being reported in the paper implies present action. Accordingly, use “currently” sparingly, and never in a lede. The same advice goes for “presently,” “at the moment,” and other such phrases.

**the Cut** — the grassy area between the UC and the Purcell Center leading up to **the Fence**.

**cutline** — a photo caption.

**Cyert Center for Early Learning** — located in Morewood Gardens. Not to be confused with the **Children’s School**.

## D

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**Dancer’s Symposium**

**the Danforth Lounge**

**dashes & hyphens** — See both **Dashes & Hyphens** and **Hyphens** in the **Punctuation and Grammar** section.

**data** — This term applies only to the plural case. Avoid the stilted “datum.” See the **Technology and the Internet** section for more information.

**DataComm** — Data Communications

**datelines** — As these only appear in The Tartan in AP stories, follow AP style for them.

**dates** — Follow these rules:

**Within one week of the issue date**, use day of the

week alone: “next Wednesday,” “last Friday.” The words “next” and “last” should be eliminated if they are not needed for clarification.

**Outside a week from the issue date**, use the date — and not the day of the week — unless the day of the week is significant for some reason: “The production runs through March 31,” but “The United States bombed Baghdad on January 16, a Wednesday.”

**For a date**, use cardinal numbers and omit the current year: “November 1” (e.g., November 1 this year), but “March 10, 1969.” Although The Tartan’s folios use European style for the date — “22 June 1968” — use the standard form elsewhere: “June 22, 1968.”

**For a month without a date**, give the year if different from the current one; do not separate the two with a comma: “The group has been performing together since May 1989.”

**For a decade**, do not use an apostrophe unless you want the possessive. For instance, this manual was first written in the “1990s” or “ ’90s,” but it is “2004’s manual.”

**Daylight Saving Time** — “Spring forward, fall back.”

**dean’s list**

**decades** — always use numbers, and don’t spell out: ’60s, ’70s, ’80s. Note the direction of the apostrophe and the lack of an apostrophe before the “s.”

**degrees** — Follow these rules in writing academic degrees:

The preferred way to mention an academic degree is to abbreviate it, using no periods: “PhD,” “BS.”

Informally, use only these three terms: “bachelor’s degree,” “masters degree,” “doctorate.”

**Do not use “PhD” as a part of a person’s name**, because so many members of the University community hold doctorates. For example, don’t write “Richard M. Cyert, PhD.”

See also **temperatures**.

**the Democratic Party, Democrat** — Always capitalized; see **political affiliations** for abbreviation rules.

**departments & majors** — In The Tartan, department names are not capitalized; nor are the names of majors: “the drama department,” “a senior drama major.” The only exceptions are language names used as majors: “an English major,” “a French minor.”

Do not write “architect” for “architecture major,” nor “computer scientist” for “CS major.”

**different from** — preferred grammatically over “different than.”

**DineXtra**

**distances** — Use numerals for all distances, and abbreviate names of English measurements as follows:

**inches, feet**: Do not abbreviate the words “inches” or “feet” when they fall alone: “5 inches,” “6 feet.” When a measurement is given in feet and inches, however, you may abbreviate by using **straight hash marks** with no spaces: “All women who are 5'2" tall are attractive.”

**miles**: An acceptable abbreviation for miles is “mi,” with no period: “1.2 mi from campus.” However, the spelled-out “1.2 miles from campus” is preferred.

**doctor of philosophy (PhD)** — informally, “doctorate.” See **titles**.

**dollar** — Abbreviate as “\$”; spell out only if referring to “the dollar” (on the world market, for instance). See **money** for more information.

**Dossier** — The Tartan’s literary supplement. Not italicized or quoted.

**the Dowd Room**

**Downtown** — capitalized when referring to the area of Pittsburgh, but lower-case in the generic sense.

**Dr.** — see **honorifics**

**driver** — can refer to either a buggy driver or an Escort driver; not capitalized in either sense. See the **Carnival** section for more information.

**The Duquesne Duke** — Duquesne University’s student newspaper. Italicized.

**Duquesne University (Duquesne)** — the Dukes.

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## E

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**the E&S Library** — Engineering and Science Library

**Earth** — In all capital letters (EARTH) when referring to CMU’s environmental group; first letter capitalized (Earth) when referring to the planet; and lower-case when referring to the ground, although there are far better terms for the ground than “earth.”

**Easter Break, Easter Vacation** — Avoid these terms, as some students do not celebrate Easter. The name of the week-long vacation in late March is “**spring break**” or “**spring vacation**.”

**Eat ‘n Park** — note the curly backward quote and lower-case “n.”

**ECE** — Electrical and Computer Engineering

**Editor-in-Chief** — note the use of hyphens. This title is capitalized exactly as other titles; see **titles**. The plural is “editors-in-chief.”

**effect** — As a noun, “effect” means “result.” As a verb, “effect” means “to bring about” or “to accomplish”; not to be confused with the verb “affect,” which means “to influence.” See also **affect**, **impact**.

**e.g.** — means “for example”; use sparingly. Not italicized. See also **i.e.**

**EMS** — Emergency Medical Service. Be sure to distinguish between CMU EMS and Pittsburgh’s EMS.

**ensure** — see **assure**

**entitled** — A person is *entitled* to basic dignities. A novel, play, or exhibition, on the other hand, is *titled* with a title. See **titles**.

**Entropy** — capitalized when referring to the store in the UC, lower-case when referring to the phenomenon in physics.

**EPP** — Engineering and Public Policy

**the Escort Service (Escort)**

**ESL** — Educational Software Library, or English as a Second Language.

**euro** — not capitalized when using as currency (think yen, dollar, etc.).

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## F

**F&R** — Student Senate’s Funding and Recognition Committee

**faculty** — “Faculty” is singular: “the faculty has...” instead of “the faculty have....” Use “faculty members” for the plural. See **collective nouns**.

**the Faculty/Staff Directory** — not italicized or quoted.

**Fairfax Apartments**

**federal, Federal** — upper-case when referring to the government of the United States, lower-case when referring to any other government.

**the Fence**

**fiance(e)** — The first version is masculine; the second is feminine. See **accents**.

**Fifth Avenue** — never “5th Avenue.”

**filmmaking@CMU** — CMU’s filmmaking club. Because of the lower-case formatting of the name, avoid

using it to start sentences.

**first-year students, first-years** — use instead of the word “freshmen.” In headlines, capitalize both component words: “First-Year Meal Plans Changed Again.”

**flag** — Often incorrectly called the “masthead,” a flag is a two-inch high heading which usually runs across the top of the entire page. The Tartan has flags on the first pages of the following sections: News (the “front-page flag”), Forum, Sports, Arts and Living, Entertainment, and Calendar.

**Focus** — Carnegie Mellon’s faculty and staff newspaper, published roughly eight times per year. In The Tartan, “*Focus*” is italicized but is not all caps.

**folio** — A folio appears at the top of every page that does not contain a flag or a full-page ad; it displays the issue date (in European style: “27 September 2004”), the name of the newspaper, “Carnegie Mellon,” and the page number. See also **dates**.

**foot, feet** — see **distances**

**foreign phrases** — Italicize foreign phrases: “*ad infinitum*,” “*raison d’être*,” “*cause célèbre*,” “*glasnost*,” “*i-Pheriannath*.” Use accepted romanizations whenever they exist. Do not italicize foreign words that have made it into English, nor the abbreviations “e.g.” and “i.e.” See also **accents**.

**Forum** — capitalize only when referring to the section of The Tartan or when part of an event’s name.

**forward** — never “forwards.” See also **toward, off of**.

**FOX** — the television network.

**fractions** — Follow these rules:

**Spell out fractions less than one**, using hyphens: “one-third,” “two-fifths.”

**Use decimals for values greater than one**, if possible. Do not use decimals for numbers less than one.

**Use numerals and slashes** if you must use a fraction greater than one: “2 1/2,” “3 5/16.” Avoid this construction like the plague, however, since it’s extremely ugly and hard to read.

**The Frame** — formerly “Forbes Gallery”; the art gallery on the corner of Margaret Morrison and Forbes.

**freshman, freshmen** — see **first-year students**

**fundraiser**

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## G



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**gender** — use instead of “sex” to refer to a person’s chromosomal makeup. See **sexism**.

**girl** — A female under the age of 18. Most female college students (including those on sports teams) are **women**.

**God** — All pronouns referring to God should be capitalized (e.g. “God, in His magnificent glory ...”)

**government officials** — Whenever an official representative of the Federal legislature is mentioned, indicate his affiliation and state as follows: “Senator Strom Thurmond (R–S.C.).” See **political affiliations**.

**Grab ’N Go**

**grade point average (GPA)** — see **quality point average**.

**grades** — Report letter grades as capital letters: “I got an A,” “she earned a B.” **The plural of “A” is “As,”** with no apostrophe. The grades “Incomplete” and “Withdrawal” should be capitalized and spelled out: “I got an Incomplete from my English professor.” See **quality point average** for information on QPAs.

**graduation** — informal term meaning “commencement.”

**Grammy, Grammys**

**grassroots**

**gray** — not “grey.”

**Greek Council**

**Greek, Greeks** — any member of a fraternity, sorority, or honor society identified by Greek letters. Also refers to people from Greece.

**Greentree** — an area of Pittsburgh located in the South Hills.

**Gregg Hall** — Porter Hall 100.

**GSIA** — Graduate School of Industrial Administration

**g-string** — See also **T-shirt**.

**Guns N’ Roses** — and lead singer Axl Rose.

**gymnasiums** — Wiegand Gymnasium in the UC is the “new” gym; Skibo Gym is the “old” gym.

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**H&SS** — the College of Humanities and Social Sciences. The ampersand in “H&SS” ought to be formatted one or two point sizes smaller than the surrounding text, for balance. When the surrounding text is 9pt (as it is in most of The Tartan), the ampersand should be 8pt. When the surrounding text is 12pt, the ampersand should be 10pt.

**Hamerschlag Hall** — the academic building. Note the single “m.”

**Hamerschlag House (’Schlag)** — the dorm; see also **towers**.

**Hanukkah**

**headlines** — The rules for headlines are essentially the same as those for body text, with the following notable exceptions:

**Abbreviate** the following:

percentages	“Tuition up 10% in 2005”
million, billion	“Expansion to cost \$300M”
“number”	“Swim team at #2”

**Use a colon for the word “says”:** “Mehrabian: ‘No tuition hikes foreseen.’”

**Use single quotes** wherever double ones would normally appear, and vice versa.

**Never use any form of the verb “to be”** in a headline. Always use an active verb where possible. Try to make a complete sentence: “Nation underestimates vile alien threat.” Capitalize only the first word in the headline.

**health care, healthcare** — Use the two-word compound noun whenever possible: “health care reform,” “health care professionals.”

**Health Services** — not “Student Health Services” or “Student Health.”

**Heinz** — H. John Heinz III School of Public Policy and Management; the Heinz School.

**Hewlett Gallery** — gallery on the main floor of CFA.

**hike** — Following AP style, do not use “hike” as a verb meaning “to increase.”

**hill** — (1) A buggy term; see the **Carnival** section.

(2) A set of campus dormitories formally defined by the Housing Office but running roughly from Hamerschlag House to Donner Hall: “the Hill.”

**hip-hop**

**hippie** — “Hippy” is a different kind of insult.

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## H

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**holiday** — Avoid in referring to days without classes. Use “break” or “vacation” instead: “mid-semester break,” “spring vacation.”

## Homecoming

**home page** — use “website” instead. See the **Technology and the Internet** section.

**homophobia** — means “fear of gays and lesbians.” Do not use to mean “prejudice against gays and lesbians;” write out the phrase instead.

**honorifics** — Avoid honorifics like “Mr.” or “Mrs.” except on second reference in a story dealing with a husband and wife or parent and child. Also avoid the honorifics “Dr.,” “Professor,” and “Coach.” See also **titles**.

## housefellow

## The HUB

**HUB abbreviations** — see **room numbers**

**hyphens** — See the **Punctuation and Grammar** section.

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# I

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**IDS** — Information and Decision Systems. This is a field of study in the Heinz School. See **IS**.

**i.e.** — means “that is”; use sparingly. This is different from **e.g.**, which means “for example.” Neither abbreviation is italicized.

**IEEE** — Institute of Electrical and Electronic Engineers

**IFC** — Interfraternity Council

**impact** — Not a synonym of either “**affect**” or “**effect**”: “The new policy will affect the campus community.” “The total effect of the new policy will not be apparent for several months.”

**index** — see **inside box**

## indie rock

**inside box** — the index on the front page of the Tartan; not capitalized, quoted, or italicized.

**insure** — see **assure**

**International Festival** — This is the name to use for the fall festival that focuses on the culture of one continent.

**the Internet** — See the **Technology and the Internet** section.

**interstate** — when referring to a specific interstate,

capitalize on first reference but abbreviate thereafter: “Interstate 70,” “I-70.” In the generic sense, this word is lower-case: “The interstate stretched on for miles.”

## Intramural Office (IM Office)

**IS** — Information Systems, an undergraduate interdisciplinary program in H&SS.

**italics** — Italicize the following:

names of buggies

Spring Carnival themes

court cases (see **court cases**)

foreign words and phrases

names of television series and radio shows

names of newspapers and magazines other than The

Tartan and the Associated Press

titles of books, plays, and movies

major (epic) poems (“the *Iliad*”)

symphonies, operas, and dances

titles of music albums

titles of art shows

names of video games

See **headlines** for use of italics in headlines.

**ITC** — Information Technology Center

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# J–L

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**JFC** — the Joint Funding Committee, formed between Student Senate and the Graduate Student Assembly to determine student organization funding and such.

**junior, senior** — lower-case when referring to a student’s year in school. Architecture students are not juniors or seniors; write “a fourth-year architecture major,” for example. See **names** for information on using the designations “Jr.” and “Sr.”

**kicker** — A kicker is an underlined and italicized heading which can be found in exactly one place in The Tartan: above feature photos.

Kickers should be short and attention-grabbing. Unless they end with an exclamation point or a question mark, they should end with no punctuation (in particular, no period).

**kids’ meal** — See also **visitors center**.

**Koran** — The preferred Tartan spelling is **Qur’an**.

**lacrosse** — There are two distinct lacrosse clubs and Carnegie Mellon: Men’s Lacrosse Club and Women’s Lacrosse Club. Both may be called the “Lacrosse Club” when the context makes clear which is

which; however, do not use “Lacrosse Club” as a synonym for “Men’s Lacrosse Club.” See **club sports** for capitalization rules.

**Letters to the Editor** — Capitalized when referring to the feature in the paper, but lower-case when referring to individual letters: “Our Letters to the Editor deadline is 5 pm Friday,” but “In a letter to the editor which appeared last week, President Cohon wrote....”

All letters to the editor should be edited to conform to Tartan style guidelines.

In identifying the authors of letters to the editor, include all information pertinent to the subject of the letter, including the writer’s class and major and the writer’s position or affiliation with any relevant Greek house, student organization, or University department.

**Capitalize titles, classes, and majors** when identifying the authors of letters to the editor.

Put the name and date of any article to which the letter refers in brackets. See **brackets** in the **Punctuation and Grammar** section.

**lyrics** — no space after “/” used for line break. “Happy birthday to you/You live in a zoo/You look like a monkey/And you smell like one too.”

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## M

**MA** — Master of Arts; see also **masters degree**.

*magna cum laude*

**majors** — see **departments & majors**

**Malcolm X** — Use “Malcolm X” on every reference.

**the Mall** — the open area bordered by Doherty, Wean, Hamerschlag, Porter, and Baker Halls.

**man** — a male who has passed his 18th birthday. Do not refer to such people as “boys.”

**Margaret Morrison Apartments**

**Margaret Morrison Carnegie College (MMCC)** — One of the original colleges of the University. In 1970, this college’s programs were merged with those of H&SS.

**Marybelle Apartments**

**Mass** — Capitalized, a Roman Catholic religious

service. Lower-case, a characteristic of matter.

**masters degree, masters student** — The apostrophe is optional in common usage; Tartan style is to omit the apostrophe.

**masthead** — Informally called the “staff box,” the masthead appears in the Forum section. Between fall 1990 and spring 2004, it listed The Tartan’s entire staff; now it lists only staff members without individual credits in the paper. It also contains important legalese about the newspaper, including the copyright notice.

**MBA** — Master of Business Administration

**McConomy Auditorium (McConomy)** — never “the McConomy Auditorium” or “McConomy auditorium.”

**the McKenna Room** — along with the Peter Room and the Wright Room, one of three rooms in the UC that can be used singly or jointly with its immediate neighbors. When two or more of the rooms are used jointly, join their names with slashes: “McKenna/Peter/Wright.”

**MCS** — Mellon College of Science

**measurements** — see **distances**

**MechE** — Mechanical Engineering. See **departments & majors**.

**member at large** — non-voting member of Student Senate; formally, Senator at Large. Plural: “members at large.”

**Merson Courtyard** — the courtyard outside the UC facing the tennis courts.

**MFA** — Master of Fine Arts; see also **masters degree**.

**middle initials** — see **names**

**midnight** — Use instead of “12 am.” Avoid “12 midnight,” which is redundant.

**mid-semester, mid-semester break**

**Midway** — not “the Midway.”

**mile, miles** — see **distances**

**military titles** — see **titles**

**Miss, Mr., Mrs., and Ms.** — Avoid these terms; see **honorifics**.

**money** — Use the following conventions for amounts

of money:

**Eliminate the “.00”** when a dollar amount is a round number: Use “\$9” instead of “\$9.00.”

Do not spell out the word “dollar” unless specifically referring to “the dollar” (on the world market, for instance): Use “\$300” instead of “300 dollars,” but use “The dollar is less valuable than it used to be.”

**Spell out** “million,” “billion,” and “trillion” whenever possible: “\$2.8 million” instead of “\$2.8 M” or “\$2,800,000.” **Never** write “\$2.8 million dollars.”

**For ranges of money**, do not use any kind of dash. Instead, use the word “to”: \$4 to \$5.

**Spell out** the word “cents” instead of using such forms as “\$.50” and “0.50” to indicate amounts less than one dollar. Example: “50 cents.”

## Mr. Small’s Theatre & Funhouse

**MS** — Master of Science; see also **masters degree**.

**MSIA** — Master of Science in Industrial Administration. GSIA awards this rather than an MBA.

## Murray Avenue

# N–O

**names** — As a rule of thumb, people should be called what they wish. In particular, when first referring to a person, use the form of the name that he or she prefers. For instance, “Bill Elliott,” “William Elliott,” and “William F. Elliott” are all acceptable from The Tartan’s point of view; the form used should reflect what Elliott himself desires.

**The designations “Jr.,” “Sr.,” and “III,”** if included, should not be preceded by a comma: “F. Howard Pierce III,” “Martin Luther King Jr.”

The space after a first initial, before a middle initial, or before a designation such as “Jr.” or “Sr.” should be non-breaking.

**On second reference**, use last name alone: “Elliott.” See **honorifics** for more information.

**Identify alumni of Carnegie Mellon** if relevant to the story. See **alumni** for more information.

**The Natrat** — The Tartan’s annual parody issue; like “The Tartan,” it is not italicized.

**News** — capitalized when referring to the section of The Tartan; lower-case in the generic sense.

**newspapers** — Italicize the names of all newspapers except The Tartan. Also be careful to note whether the word “the” is a part of a newspaper’s name; see specific names of newspapers in this guide.

*The New York Times* — italicized.

**Nippon** — Japan’s name for itself, and the name of the Japanese cultural organization on campus.

**noon** — Use instead of “12 pm.” Avoid the redundant “12 noon.”

## the North Side

## N\*SYNC

**number sign (#)** — Do not use the symbol “#” in body text. In headlines, however, “#” is preferred over the word “number.”

**numbers** — Follow these rules:

**Always use numerals** for ages, distances, dates, sums of money, percentages, sports scores, and page numbers: “Sally Jones, 5, loved the Carnival rides,” “For in-depth Tartan coverage of the Warner Hall disaster, see page 17.”

**Spell out** numbers from one to nine: “one duck,” “two squealing pigs.”

**Use numerals** for numbers greater than nine: “10 corpulent oysters,” “100 bottles of beer on the wall.”

**Do not use commas** in numbers less than 10,000: “5635 bottles of beer on the wall,” “12,768 bottles of beer on the wall.”

**Use the words “million,” “billion,” etc.,** for numbers greater than 999,999: “2.3 million bottles of beer on the wall.”

**For ordinal numbers**, spell out “first” through “ninth,” but switch to numerals for ordinals above “ninth”: “third base,” “19th place in the race.” Exception: All **amendments** to the United States Constitution are spelled out and capitalized: “the Twenty-second Amendment,” “First Amendment rights.”

**Avoid starting a sentence with a number** if possible, but spell the number out if it can’t be avoided.

See **fractions** for more information.

**the ‘O’** — The Original Hot Dog Shop. Note the single quotes.

## the Oakland Review

**OC, OCs** — Orientation Counselor

**off-campus, off campus** — When the term “off-campus” modifies a word, hyphenate it; otherwise,



do not. “He made an off-campus telephone call,” but “The party was held off campus.”

**off of** — Colloquial; do not use this construction. “Get off your high horse!” “The Tartans scored two goals off the goalposts.” Likewise, do not use the unnecessary “of” after the words “inside” or “outside.” See also **as**.

**oftentimes** — Do not use this colloquialism. Write “often” or “frequently” instead.

**The Ohio State University (OSU)** — the Buckeyes.

**okay** — write out. Never “OK.”

**the Old Student Center**

**on-campus, on campus** — “On campus” follows the same hyphenation rule as **off campus**.

**Oriental** — This term may be used to refer to carpeting or food, but not to people; use “Asian” instead.

**Orientation** — Capitalized when referring to the official CMU event for first-year students; lower-case otherwise.

**overworked phrases to avoid** — Avoid these overworked phrases.

**additionally** (“in addition”)

**both ... and** (“We have been through both good times and bad”: “We have been through good times and bad”)

**however**

**initially** (“at first”)

**speak of** (“Their music speaks of loneliness and pain”: “Loneliness and pain are themes in their music”)

**various** (“Various student groups attended the meeting”: “Several student groups attended the meeting”)

## P

**PAAR** — Pittsburgh Action Against Rape

**PAC** — Presidents’ Athletic Conference

**the Pake Room**

**Panhel** — Panhellenic Council

**party affiliations** — see **political affiliations**.

**PC** — personal computer; politically correct. See the **Technology and the Internet** section for more information.

**Penn** — refers to the University of Pennsylvania, not Pennsylvania State University (Penn State).

**percent** — Spell this word in body text, but use the symbol “%” in headlines.

**Person’s Opinion** — The Tartan’s weekly “person in the street” feature; not italicized or quoted. Students interviewed in Person’s Opinion are identified following the rules for identifying authors of Letters to the Editor; see that entry for specifics.

**the Peter Room** — see **McKenna Room**

**PGSS** — Pennsylvania Governor’s School for the Sciences, a summer science program for high school students from Pennsylvania.

**PhD** — see **doctor of philosophy, titles**

**phone numbers** — Phone numbers follow the following rules:

**On-campus extensions** have a lower-case “x” plus five digits, hyphenated: “x8-2111.”

**Local and long-distance numbers** have an area code in parentheses, followed by a space and a seven-digit local number: “(216) 650-0973.”

**In Pillbox**, numbers have dots instead of parentheses and hyphens: “216.650.0973.”

**Pitt** — University of Pittsburgh. Write out on first use. “UPitt” is acceptable in headlines, but not encouraged.

**The Pitt News** — italicized. Pitt’s main student newspaper.

**the Pittsburgh Post-Gazette**

**the Pittsburgh Tribune-Review**

**pm** — the 12 hours between noon and midnight, not including midnight; see **times**.

**police** — see **Campus Police**

**political affiliations** — On the first reference to a politician in a story, identify the politician’s party and the area he or she represents in parentheses after the name, separating the abbreviations with an en dash: “Senator Jesse Helms (R–N.C.),” “Senator Arlen Specter (R–Pa.).” See **state abbreviations** for more information.

**political parties** — In general, capitalize the names of political parties and affiliations, but do not capitalize philosophical designations: “Ron Paul, the Libertarian Party’s candidate for President in 1988, spoke on campus,” but “Ron Paul, the conservative, had dinner at Gullifty’s.”

**the Port Authority** — the Port Authority of Allegheny



County

## Posner Hall

**PPT** — Pittsburgh Public Theater

**president** — When it refers to the President of the United States, this word is always capitalized. When it refers to any other president, it behaves as any other title in The Tartan — see **titles** for more information. Also: “Presidential election,” “Vice President,” “Vice-Presidential candidate.”

**presidents of Carnegie Mellon** —

Arthur Hamerschlag (1903–1922)

Thomas Stockham Baker (1922–1936)

Robert Doherty (1936–1950)

J.C. (John) Warner (1950–1965)

H. Guyford Stever (1965–1972)

Richard Cyert (1972–1990)

Robert Mehrabian (1990–1997)

Jared L. Cohon (July 1997—)

**profanity** — spell out as normal if quoting. Swearing is acceptable (if frowned upon) in Comics and Dossier, and should be avoided elsewhere.

**professor** — always lower-case, even when used as a title: “professor Kathy McCormick.”

**PSAC** — President’s Student Advisory Council

**PSC** — Pittsburgh Supercomputing Center

**PTC** — Pittsburgh Technology Center

**Public Relations (PR)** — Public Relations is a department in the University Relations division of the University.

**Photos** from the PR Department should be credited with the line “courtesy University Relations.”

**Pugwash** — Use “Student Pugwash” if referring to the student group on campus.

**punch** — “Punch” is the quality that makes a sentence or a paragraph punchy and vibrant, instead of mopey and passive. The passive voice kills punch. So does the progressive tense. So do overworked phrases and a reliance on the thesaurus in news articles. See **overworked phrases to avoid** and **passive voice** and **progressive tense** in the **Punctuation and Grammar** section.

**Purnell Center (for the Arts)**

## Q–R

**the Quad** — the fraternity quadrangle

**quality point average (QPA)** — When referring to grades at Carnegie Mellon, use “quality point average” rather than “grade point average,” although “GPA” may be used in an informal sense.

When reporting a QPA, use two digits after the decimal place: “2.53,” “4.00.”

**quotation marks** — See the **Punctuation and Grammar** section for information on quotation marks.

**quoting** — When quoting someone in an article, use these rules:

**Affiliations:** Give the person’s name, year, and major: “Harry Bovik, a junior computer science major.” “Laura Li, a first-year student majoring in French.” When quoting administrators or other non-student CMU personnel, give the person’s position and department. When quoting outsiders, give age (if the quoted person is a child) or occupation. If the person’s residency is relevant to the article, give that too: “Reena Patel, a Squirrel Hill resident.”

**Try to keep quotes in paragraphs of their own.**

**Always use “said,”** never “mentioned,” “added,” etc. “Said” is expected by readers and will not be interpreted as repetitive. Other words may be distracting and may cause the article to seem biased. Pillbox is allowed more leeway with this rule, especially in interviews.

“Stated” may be used when quoting from a written source, such as a letter or an e-mail, but avoid it.

**Use a comma before “he said,”** but do not use a comma if the quote ends and you’re not commenting on the quote: “ ‘I like cherry Coke better than classic Coke,’ he said. ‘It gets me much more hyper.’ Bovik is a regular at the CS department’s Coke machine.”

**When omitting or changing information** in a quote, use a three-dot ellipse to indicate an omission within a sentence: “The Cut ... looks really weird.” Use a four-dot ellipse to indicate that you’re cutting off the end of a sentence and starting a new sentence: “I think it was really worthwhile.... People really enjoyed it.” Use brackets when changing actual words within the quote: “[The comedian] was very entertaining.” Three-dot ellipses have a space both before and after; four-dot ellipses only have a space after.

Remember that people get very angry when they are **misquoted**. Be very cautious about changing the content or context of the quote. Quotes are generally not edited for grammar unless the mistake could be

confusing for readers or embarrassing for the person being quoted. Check with the section editor or the editor-in-chief if you're not sure what to do.

See **Articles** in the **Punctuation and Grammar** section for more information.

### **Qur'an**

**RA** — resident assistant. Do not capitalize this title, even before a name.

**race** — Avoid mentioning a person's racial or ethnic background unless it has bearing on the story. As with names, people should be called whatever name for their ethnicity they like. However, if you need to mention it and cannot get the person's preference, follow these conventions:

*African-American* or *black*

*Asian* (for non-citizens)

*Asian-American*

*Latino, Latina*

*Native American*

*white* or *Caucasian*

**Radio Club** — Short name for the group whose call letters are W3VC. See **Carnegie Tech Amateur Radio Club**.

**Rangos Hall** — but "Rangos 1," "Rangos 2," etc.

**Red Cross** — may refer to either the American Red Cross or the International Red Cross

**religions** — Capitalize the names of all religions: "Methodist," "Catholic," "a Jewish student." Like race, don't mention it unless it's relevant to the article.

**representative** — Capitalized, this word means a member of the House of Representatives; lower-case, it can mean any elected representative, including Student Senators and student organizational officers. Use "**member of Congress**" to refer to members of both houses of Congress, or refer to them as Senator or Representative. (Student Senators are called just that; see **Student Senator**.) See **government officials** for more information.

**the Republican Party, Republican** — always capitalized; see **political affiliations** for abbreviation rules.

**Resnik** — not "Resnick."

**résumé** — See **accents**.

**RI** — the Robotics Institute

**room numbers** — Follow these rules:

**Avoid the word "room."** Use "Scaife 220" or "SH 220" instead of "Scaife room 220."

On-campus buildings may be abbreviated using The HUB's abbreviations (below) if followed by room numbers: "DH 2210," but "Doherty Hall burned to the ground." (Two buildings may be abbreviated without room numbers: the CFA building and the GSIA building.)

**When using The HUB's abbreviation**, make sure to leave a space between the building abbreviation and the room number.

The HUB's abbreviations are:

Alumni Concert Hall	ACH
Baker Hall	BH
College of Fine Arts	CFA
Doherty Hall	DH
Smith Hall	SH
GSIA Building	GSIA
Hamburg Hall	HBH
Hamerschlag Hall	HH
Hunt Library	HL
Industrial Administration	IA
Margaret Morrison	MM
Margaret Morrison Plaza	MMP
Mellon Institute	MI
Porter Hall	PH
Purnell Center	PCA
Scaife Hall	SH
Skibo Gym	Gym
Software Engineering Institute	SEI
Student Center	OSC
University Center	UC
Warner Hall	WH
Wean Hall	WEH

### **Roselawn Terrace**

**ROTC** — Reserve Officer Training Corps. It can be important to specify which division of the armed forces a ROTC student trains for.

**rush** — "rush" is a verb; "**Rush**" is a noun referring to the Greek event at the beginning of a semester.

## **S**

**SAC** — student advisory committee, or student advisory council.

**SAE** — Sigma Alpha Epsilon, or the Society of Automotive Engineers

**SafeWalk** — One word. The student walking escort.

**said, says** — For most stories, these are the only two words to use to attribute quotations. See **quoting** for more information.

**SARC** — Student-Alumni Relations Council  
**Scaife Hall**

**Schatz Dining Room**

**Schedule of Classes** — the official schedule issued each semester by The HUB; not italicized or quoted.

**Schenley Park**

**'Schlag** — Abbreviation for the dorm Hamerschlag House. Note the direction of the apostrophe.

**Science & Technology** — the section of The Tartan. Note the ampersand. The editor of this section is the **Science & Technology Editor**. The section is informally known as "SciTech." Use the full name in the "In This Issue" box.

**Scotch 'n' Soda (S'N'S)**

**SCS** — School of Computer Science

**SDC** — Student Dormitory Council

**SDS** — Social & Decision Sciences

**seasons** — Seasons are lower-case in The Tartan: "last summer," "spring semester."

**sections of classes** — The word "section" is always lower-case, although the section letter itself is capitalized. Set off the section with commas: "15-411 Compiler Design, section A." See also **course titles**.

**sections of The Tartan** — The name of any section is capitalized, but the word "section" is not: "the Forum section."

**SEI** — Software Engineering Institute

**semesters** — There are only four semesters at the University: "fall," "spring," "summer 1," "summer 2."

**Senator** — This term is always capitalized, regardless of whether or not it precedes a name. See also **Student Senator** and **government officials**.

**senior citizen** — never "senior."

**sexism** — The Tartan avoids sexist language. Do not use the generic "he." Use "he or she" in the generic sense; never "he/she" or "(s)he." Avoid the singular "they." When at all possible, try to rewrite the sentence so that the pronoun is plural or eliminated entirely. See the **pronouns** entry in the **Punctuation and Grammar** section for more information.

**Refer to people by last name alone** on second refer-

ence. Thus, although it is "Jared Cohon" and "Elizabeth Bailey," they are "Cohon" and "Bailey," respectively, on second reference.

See the entries for **coed**, **chair**, **spokesperson**, **Lady Tartans**, and **Congressman** for more information.

**Shadyside**

**Shiite**

**Shirley Apartments**

**shuttle** — Carnegie Mellon's shuttles are run by the Escort Service.

**Sí Señor** — A campus food vendor. See also **accents**.

**Skibo** — building that existed prior to the construction of the University Center. Also the name of Skibo Café in the UC and Skibo Gym, as well as Andrew Carnegie's ancestral castle in Scotland.

**Skibo Gym (gymnasium, gym)** — "Skibo Gym" is both the formal name of the gymnasium building and the name of the larger gym inside the building.

**Slippery Rock University (SRU)**

**the South Side**

**spelling** — The Tartan uses **American spelling** for all words. Whenever a word can take either a single or a double letter, use the single letter: "traveling," "worshiped," "buses." Use **"-er"** instead of **"-re"** in words like **center** and **theater**, but see these individual entries. See also **accents**.

**splash** — an entire page in the newspaper devoted to a single topic.

**spokesman, spokeswoman, spokesperson** — Follow these rules:

**In the case of a named spokesperson**, use the gender-specific term as title, but do not capitalize it: "Selective Service spokesman Larry Waltman."

**In the generic sense**, or when dealing with an unnamed source, use "spokesperson," but again, never capitalize it: "according to a University spokesperson."

**The plural of "spokesperson"** is "spokespersons," but avoid it like the plague.

**sports teams** — see **teams** in the **Sports** section

**spring break, spring vacation**

**Spring Carnival (Carnival)** — Follow these conventions for Carnival terminology. Carnival themes are italicized: "*From Cover to Cover*." Carnival slogans are quoted and capitalized as if they were ti-

titles: “ ‘When You Just Can’t Get the Real Thing.’ ”  
Buggy names are italicized. See the **Carnival** section for more information.

**staff box** — see **masthead**

**staffwriter** — capitalized as any other title.

**state abbreviations** — When the name of a state stands alone or is a part of a formal name, do not abbreviate it. Use these abbreviations in an address, after a city name, or in identifying a political affiliation:

Alabama	Ala.
Alaska	no abbr.
Arizona	Ariz.
Arkansas	Ark.
California	Calif.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
Florida	Fla.
Georgia	Ga.
Hawaii	no abbr.
Idaho	no abbr.
Illinois	Ill.
Indiana	Ind.
Iowa	no abbr.
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	no abbr.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New York	N.Y.
North Carolina	N.C.
North Dakota	N.D.
Ohio	no abbr.
Oklahoma	Okla.
Oregon	Ore.
Pennsylvania	Pa.
Rhode Island	R.I.
South Carolina	S.C.

South Dakota	S.D.
Tennessee	Tenn.
Texas	no abbr.
Utah	no abbr.
Vermont	Vt.
Virginia	Va.
Washington	Wash.
West Virginia	W.Va.
Wisconsin	Wis.
Wyoming	Wyo.

**statement of assurance** — The legalese found on all official University documents (“Carnegie Mellon University does not discriminate on the basis of...”). Always written lower-case, and never quoted or italicized.

**street** — Spell out the entire word — never “St.” — and capitalize after the name of a street but not by itself: “Beeler Street,” but “down the street.”

**street names** — Most streets near campus are actually avenues.

<i>Streets</i>	<i>Avenues</i>
Beeler	Beacon
Frew	Centre
Tech	Ellsworth
	Fifth
	Forbes
	Morewood
	Murray
	Wightman
	Wilkins

The exception is *Bigelow Boulevard*.

**the Strip District** — informally, “the Strip.”

**student activities fee**

**the student body**

**student body president** — not “student government president” or “Student Senate president”; capitalized according to rules for titles.

**the student government** — This is not a proper noun.

**Student Senate** — Any committees formed by Senate should be capitalized: “the Constitution Committee.”

**Student Senator** — Like the word “Senator,” this title is always capitalized, even when it does not precede the name. The word “student” should be omitted if context allows.

**The Student Union** — Carnegie Mellon’s “alterna-



tive newsjournal,” founded in 1986 and disbanded shortly thereafter.

## Studio Theatre

### *summa cum laude*

**Sweepstakes** — the formal name of the buggy competition held during Spring Carnival. See the **Carnival** section for more information.

## T

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**TA** — teaching assistant. The plural of “TA” is “TAs.”

**Tangent** — The Tartan’s Orientation magazine.

**The Tartan** — The title of our newspaper has two words, so be sure to capitalize both. “The Tartan” is never italicized.

**TartanTrak** — the Career Center’s Jobtrak service.

**temperatures** — The Tartan writes temperatures with a degrees symbol and either “C” (Celsius) or “F” (Fahrenheit), with no intervening space: “70°F.” To get the degrees symbol in Mac OS X, type option-K. Temperatures given in kelvins do not have a degrees symbol: “373 K.”

**theater** — Use the American spelling unless referring to **Kresge Theatre**, **Mr. Small’s Theatre**, or **Studio Theatre**.

**Thistle Gym** — Skibo Gym, the “old gym.”

### *The Thistle*

**Thistles and Thorns** — The annual year-end editorial in which The Tartan recognizes good initiatives (by awarding Thistles) and bad ones (by awarding Thorns). In this context, the words “Thistle” and “Thorn” are capitalized.

**time out** — plural: “time outs.” As a computer term, the noun is “timeout.”

**times** — The correct form for am and pm is just that: lower-case, no periods. Set off the time with a space: “8:30 am.” If the time is on the hour, omit the colon and zeros: “8 pm” instead of “8:00 pm.” The space between the number and “am” or “pm” should be a non-breaking space.

Use “**midnight**” and “**noon**” in place of “12 am” and “12 pm,” respectively.

**Never spell out a time**; avoid “two o’clock in the morning.”

Use an **en dash** to denote a range of times: “7–9 pm.” The dash means “from ... to”; it is a grievous error to

write “from 7–9 pm.”

**titles** — Identify a person by his or her title on first reference; thereafter, use last name alone. See **names** for more information.

**Do not abbreviate titles**, including military titles: Use “Sergeant Jim Smith” instead of “Sgt. Jim Smith” and use “President Hyun Shin” instead of “Pres. Hyun Shin.”

**Capitalize a title** only if it falls right before the person’s name: “Carnegie Mellon President Jared Cohon,” but “Jared Cohon, president of Carnegie Mellon.” See also **Articles** in the **Punctuation and Grammar** section.

**Occupations are never capitalized.** Thus: “Carnegie Mellon professor Helmut Vogel,” “Morewood A Tower resident assistant Harry Q. Bovik.”

**A few titles are always capitalized**, regardless of whether they precede a name or not. They are “President” (when it refers to the President or Vice-President of the United States), “Senator,” and “Student Senator.” See those entries for more information.

**Italicize the titles of published media.** This includes titles of novels, plays, periodicals, movies, cartoons, albums, etc.

**Do not italicize** titles of songs, poems, or short stories; use quotation marks instead. “‘Another Postcard’ is a song from the album *Everything to Everyone*.” See **quotation marks** in the **Punctuation and Grammar** section for more information on when to use quotation marks.

**TOC** — Technical Opportunities Conference

**toward** — never “towards.” See also **between**, **off of**.

**towers** — When referring to towers in dormitories, capitalize the tower’s letter and the word “Tower,” and separate the two with a non-breaking space, no hyphen: “Morewood Gardens E Tower,” “’Schlag B Tower.”

**trustees** — informal for “Board of Trustees.”

**T-shirt** — See also **g-string**.

**TV** — television

## U–Z

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**UCP** — University Choice Program

**unique** — means “one of a kind,” not “rare.” Never use



“almost unique” or “totally unique.”

**United Nations (UN)** — See also **United States**.

**United States (U.S.)** — See also **United Nations**.

**University** — Capitalize this term in the names of specific universities, including CMU, but make it lowercase in the generic sense. CMU alone may be referred to as “the University.”

**University Relations** — The division of the University that includes the Public Relations Department and Campus Printing and Publishing, among others. It employs about 50 people.

**the University Shoppe** — includes the bookstore and the souvenir store.

**UPMC** — University of Pittsburgh Medical Center

*USA Today*

**utilize** — Never use this overworked and punchless word. Write “use” instead, or if absolutely necessary, “employ.” See **punch**.

**Vermillion** — the anime (Japanese animation) club. Not the same as “vermilion,” the color.

**versus (vs.)** — Do not use the abbreviation “v.” except when referring to federal court cases.

**very** — Apply this overused term sparingly.

**Vice-President**

**visitors center**

*The Wall Street Journal* — italicized.

**Warner Hall (WH)** — not to be confused with Wean Hall (WEH).

**Washington, D.C.** — Do not abbreviate as “D.C.,” although “Washington” is acceptable if the context makes clear that you’re not referring to the state or to Washington, Pa.

**the Washington Post**

**the Waterfront** — use when referring to the shopping area.

**Wean Hall (WEH)** — not to be confused with Warner Hall (WH).

**webcast**

**website** — preferred over “home page.” Refers to a page or group of pages on the World Wide Web located at the same domain and dealing with the same subject. **Italicize website addresses.** See the **Technology and the Internet** section.

**Welch Hall** — not “Welsh Hall.”

**Wiegand Gymnasium**

**winter break, winter vacation** — not “Christmas vacation,” as not all students are Christian.

**woman** — A female who has passed her 18th birthday is a “woman” rather than a “girl.” Alternate spellings of “woman” or “women” are not allowed outside of quotes or Letters to the Editor. See **sexism** for more information.

**the Women’s Center**

**Woodlawn Apartments**

*The Word*

**WRCT** — 88.3 FM. Not the **Radio Club**.

**the Wright Room** — see **McKenna Room**

**Wright-Rogal Chapel**

**X-ray, X-rays**

**yinz, yinzers**

# Carnival

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**booth, Booth** — do not capitalize “booth” unless referring to the formal booth competition. Names of Carnival booths are in quotes.

**buggy, Buggy** — do not capitalize “buggy” unless referring to the formal event. Names of specific buggies are in italics. Buggy is also known as **Sweepstakes**.

**cape test** — Informal term for “capability test,” a test of a buggy’s brakes and the driver’s ability to see. This is mandatory and must be done in the buggy that the driver is using on race day.

**Carnival** — While it may seem obvious, the word “Carnival” should always be capitalized when referring to Spring Carnival.

**Carnival Committee** — formally, “Spring Carnival Committee.”

**the Chute** — In buggy, the area of freeroll with the tightest turn; it is also the point where buggies travel their fastest.

**Compubookie** — an anonymous entity who publishes predictions about which groups will win Sweepstakes.

**driver** — refers to both those who steer buggies and to Escort drivers.

**drop test** — The test performed after each heat on race day on the sidewalk in front of the Gym; it tests the buggy’s brakes.

**exchange** — (1) The act of passing a buggy from one pusher to the next. (2) One of three zones in which buggies are exchanged; specifically, between Hills 1 and 2, Hills 3 and 4, and Hills 4 and 5.

**flagger** — (1) A member of a buggy organization who helps restrict traffic during Sweepstakes races, freerolls, and push practices. (2) A member of a buggy organization who stands on the course to signal the drivers and help them navigate the course.

**freeroll** — (1) The part of a buggy’s run during which it is not being pushed. (2) The downhill section of the buggy course between Hills 2 and 3, where freeroll occurs.

**freerolls** — The early morning training periods during the year when drivers practice driving buggies on the course and organizations test and improve the designs of their buggies.

**Frew Street** — the street that runs along the back

of campus behind Hunt, CFA, Posner, and Baker. Sweepstakes is held there.

**Hill** — capitalized when referring to a specific hill on the buggy course and followed by a number, but not when speaking of a generic hill: “the buggy went up the hill;” “the buggy went up Hill 3.”

**Midway** — the area where the bulk of Carnival is located. Not “the Midway.”

**mobot, Mobot** — mobile robot. The name of the event is “Mobot.”

**pass test** — a test that requires a driver to pass another buggy safely during a freeroll practice.

**the Plug** — a buggy landmark, the Plug is the fire hydrant on Frew Street immediately beyond the ninth and last window of Porter Hall.

**push practice** — The training periods during which buggy pushers get in shape to push and practice pushing and exchanging buggies.

**push team** — The group of five pushers who push a single buggy around the course.

**race day** — the day buggy races occur during Carnival. Two words.

**roll-out** — the uphill portion of the freeroll where a buggy loses its momentum and is picked up by the Hill 3 pusher.

**spin-out** — when a buggy slides sideways while traveling through the Chute; when a buggy is in a spin-out, the driver has lost control.

**sweepers** — people who clear debris off the buggy course before freerolls and races.

**Sweepstakes** — the formal name of the buggy competition held during Spring Carnival.

**Tech Street** — the street running between Posner and the Thistle Gym, facing Margaret Morrison.

**themes** — themes are quoted: “Children’s books.” Carnival slogans are italicized: *Where your childhood dreams come alive.*

## Truck Weekend

**windows** — Unit of measure of a buggy’s performance during freeroll. The more windows along Porter Hall that a buggy can pass before being picked up by its Hill 3 pusher, the better its performance.

# Sports

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**All-America** — a football or basketball team is an All-America team; a single player is an All-American player. “All-American player Michael Jordan said...” “The Tarheels are an All-America team.”

## All-Star Break

### ball carrier

**Bucs** — the Pittsburgh Pirates, the city’s major-league baseball team.

**coach** — Follow these rules:

**When used as a title**, “coach” is always lower-case, even when it precedes a name: “Swim team coach Gerri Q. Bovik said...”

**When used as an honorific** — a use which should be applied sparingly — “coach” is capitalized: “Coach Smith told the guys to run 10 laps.” See **honorifics**.

**When used as a nickname** or term of endearment, “coach” is also capitalized: “Coach said we did great out there today.”

**conference** — a group of colleges and universities that play each other in any sport for a title. Usually grouped by region.

**coxswain (cox)** — The member of a crew team who sits in the head of the boat, shouting encouragement to the rowers.

**cross country** — CMU has a women’s as well as a men’s team. See **times**.

**head coach** — Always lower-case, even when used as a title.

**IM** — intramural

**indoor sport** — not “indoors sport.”

**the Lady Tartans** — This term is considered sexist, so do not use it.

**leagues** — On first reference, give the entire name of the league and regional division, such as “American League West.” After that, refer in any clear manner you like, making sure to distinguish it from any other leagues or divisions mentioned subsequently. The exception to this is when the league being referred to is relatively unrivaled, e.g., the NFL.

**NCAA** — National Collegiate Athletic Association

**number** — Do not abbreviate as “no.” when listing team ranks (or ever). Use “#” in headlines.

**other schools** — A reference list of those who play the Tartans or inhabit our fair city:

Bethany College

Brandeis University — the Judges

Carleton College

Carlow University

Case Western Reserve University (CWRU) — the Spartans

Duquesne University — the Dukes

Johns Hopkins University — the Blue Jays

New York University (NYU) — the Violets

Pennsylvania State University (Penn State, PSU)

The University of Chicago — the Maroons

The University of Pennsylvania (Penn) — not to be confused with Penn State

The University of Pittsburgh (Pitt) — the Panthers

The University of Rochester — the Yellowjackets

Thiel College (pronounced “teal”) — the Tomcats

Washington & Jefferson — the Presidents

Washington & Lee

Washington University (Wash. U.) — the Bears

**NCAA** — National Collegiate Athletic Association

**Pens** — the Penguins, Pittsburgh’s NHL hockey team.

**playoff** — This is a noun and an adjective. The verb form of the word is “play off.”

**possessives** — Always form the possessive of a team by adding a single apostrophe after the “s” at the end of the team’s name, as in “the Tartans’ best game.”

**postseason, preseason**

**racquet** — not “racket.”

**rain-out** — “The game was rained out. It was a rain-out.”

**rowing** — also known as crew. Score in minutes, seconds, and tenths of a second. See **coxswain**, **times**.

**scores** — the visiting team’s score is always given first, then the home team’s. They are separated with an **en dash** (option-dash on a Macintosh). So a game in which CMU plays Case Western in Gesling Stadium and loses by two points would be written “6–4.” Scores should not be broken across lines.

**skiing** — two “i”s.

**stadium, stadiums** — capitalize only when part of a proper name, such as Three Rivers Stadium (replaced by Heinz Field).

**the Steelers** — Pittsburgh’s NFL football team.

## **the Super Bowl**

**swimming** — Most events are measured in metric units.

Be sure to distinguish between men’s and women’s events if necessary. See **times**.

**Tartans** — members of CMU athletic teams.

**teams** — Do not capitalize names: “basketball team,” “men’s cross country team.”

**tennis** — Scores are in points, sets, and matches. A game goes to a player or team winning two of three sets or three of five sets. See the Sports section of the AP stylebook for more detailed information on tennis scoring.

**times** — For timed sporting events such as swimming and cross-country, times should be given thus: minutes:seconds:tenths of seconds:hundredths of seconds where available. Write out the time on first reference: “He ran it in three minutes, 26.1 seconds.” If times are only in seconds, write the seconds out as a decimal: “It took 9.45 seconds for Barney to finish.”

**track** — Includes field events such as javelin throwing. Scoring is in distance or time, depending on the event. See **times**.

**UAA** — University Athletic Association. CMU is in Division III.

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## ***Baseball***

Baseball has one top league, Major League Baseball (MLB), divided into the American League (AL) and the National League (NL), which are subdivided into regional divisions. It also has several minor leagues.

Frequently used words and phrases:

backstop  
ballclub  
ballplayer  
baseline  
batter’s box  
bullpen  
bunt  
center field, center fielder  
designated hitter (DH)  
doubleheader  
double play  
ERA — earned run average  
fair ball  
fastball

first baseman

foul line

foul tip

ground-rule double

home plate

home run

left-hander

line drive

lineup

on deck circle — the area where the upcoming batter warms up

outfielder

passed ball

pinch hit (verb), pinch-hit (noun, adjective), pinch hitter

pitchout

RBI — runs batted in. No difference between the singular and the plural of this term.

rundown

sacrifice, sacrifice fly, sacrifice hit

shoestring catch

shortstop (between second and third bases)

shut out (verb), shutout (noun)

slugger

southpaw — a left-handed pitcher

squeeze play

strike, strike zone

major league, major leaguer (noun), major-league (adjective)

triple play

wild pitch

World Series

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## ***Basketball***

Basketball has two major leagues, the National Basketball Association (NBA) and the Women’s National Basketball Association (WNBA).

Frequently used words and phrases:

assist — a pass made right before a field goal is made  
backboard  
backcourt  
baseline  
double-double — reaching double digits in two statistical categories in the same game (e.g., 15 points and 12 rebounds)  
field goal  
flagrant foul  
foul line

foul shot  
 free throw, free-throw line  
 frontcourt  
 full-court press  
 goaltending  
 guard  
 halftime  
 hook shot  
 jump ball  
 jump shot  
 layup  
 man-to-man  
 midcourt  
 pivotman  
 point guard  
 slam dunk  
 technical foul  
 triple-double  
 zone defense

**Final Four** — The semifinals and finals of the college basketball playoffs.

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## ***Football***

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Football has one major league, the National Football League (NFL). Note that “football” means “soccer” in countries other than the United States.

**When referring to yard lines**, use a hyphen and a number: “He scored from the 7-yard line.”

Frequently used words:

ball carrier  
 ballclub  
 blitz (noun and verb)  
 end line  
 end zone  
 fair catch  
 field goal  
 fourth-and-one (adjective)  
 fullback  
 game plan  
 Gesling Stadium  
 goal line  
 goal-line stand  
 halfback  
 halftime  
 handoff  
 kick off (verb), kickoff (noun)  
 left guard  
 linebacker

lineman  
 line of scrimmage  
 out of bounds  
 pitchout  
 place kick, place-kicker  
 quarterback  
 runback  
 running back  
 split end  
 tailback  
 tight end  
 touchback  
 touchdown (TD)  
 wide receiver

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## ***Hockey***

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Hockey has one league, the National Hockey League (NHL). It has subdivisions; see **leagues** for more information on how to refer to them. Note that the NHL contains both American and Canadian teams.

Frequently used words:

assist — A pass made right before a goal is made.  
 Up to two assists are given for each goal scored in the NHL  
 blue line  
 crease  
 face off (verb)  
 faceoff (noun, adjective)  
 goalie  
 goal line  
 goal post  
 goaltender  
 hat trick — when a player scores three goals in one game. Use sparingly.  
 netminder — goaltender  
 odd man break, odd man rush  
 penalty box  
 power play  
 power-play goal  
 red line  
 short-handed  
 slap shot  
 two-on-one break

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## ***Soccer***

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Soccer in the United States has several leagues. There are two outdoor leagues: the American Professional Soccer League (APSL) and Major League Soccer



(MLS). There is one indoor league, the National Professional Soccer League (NPSL). There is also one outdoor women's league, the Women's United Soccer Association (WUSA). Note that the rest of the world calls soccer "football" and refers to the game that the NFL plays as "American football."

Frequently-used words:

assist

back

back header

banana kick

beat

bicycle kick, scissors kick

breakaway

chip pass, chip shot

corner kick

crossbar

drop ball

FIFA — Federation Internationale de Football Association, the official governing body of international soccer

goalmouth

hand ball

hat trick

head (verb), header (noun)

kick off (verb), kickoff (noun)

lead pass

outlet pass

professional foul

push pass

shoulder charge

square pass

stopper, striker, sweeper, winger

touchline

turn over (verb), turnover (noun)

World Cup

# Student Organizations

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AB — Activities Board	East End Tutoring Program
Advocads	Electronic Media Organization
Agapé Christian Ministry	ESG — Eclectic Studies Group
AIAS — American Institute of Architecture Students	Explorers Club
AICHE — American Institute of Chemical Engineers	Fencing Club
AID — Association for India's Development	Field Hockey Club
Aikido	Fiesta de Primavera committee
AIME — Association for Industrial Management and Economics	filmmaking@CMU
ALLIES — gay and lesbian organization	Friends of the Board — skateboarding club
All-University Orchestra	Fringe
Amnesty International	Gaming Club
ARCC — Awareness of Roots in Chinese Culture	Greek Council
ASA — Asian Student Association	GSA — Graduate Student Assembly
Asian Christian Fellowship	Hawaiian Club
ASME — American Society of Mechanical Engineers	Hellenic Students Association
Ballroom Dance Club	Hillel — Jewish student organization
Baseball Club	Hindu Students Council
BGSO — Black Graduate Students Organization	HKSA — Hong Kong Students Organization
BMES — Biomedical Engineering Society	Ice Hockey
Brother to Brother	IRO — International Relations Organization
BUDAYA — a Malaysian cultural organization	ISU — International Students Union
Camarilla — <i>Vampire: the Masquerade</i> live-action role-playing organization	IVCF — Inter-Varsity Christian Fellowship
Carnegie Debate Society	Joyful Noise — Christian a cappella group
Carnegie Steel — a steel-drum band	Juggling Club
CGSO — Chinese Graduate Students Organization	Kapatirang Pilipino — Filipino student organization
Christians on Campus	KGB
CIA — Carnegie Involvement Association	Kiltie Band
Circle K — service society	KSA — Korean Student Association
CMU Aiki Ju Jitsu club	Lacrosse Club
CMU Astronomy Club	The Master's Voice
CMUG — CMU Mac User Group	Mayur — Indian cultural organization
cmuOUT — gay and lesbian organization	Mock Trial
cmuRight	Mortarboard
College Bowl	Nippon — Japanese cultural organization
College Libertarians	NSBE — National Society of Black Engineers
College Republicans	NSCS — National Society of Collegiate Scholars
Computer Club	Oakland Review
Cycling Club	Objectivist Club
Dancer's Symposium	OM
Doctors of Carnegie — DOCs, the pre-med club	Order of Omega
E-SITE @ CMU	Origami Club
Earth — campus environmental group	Originals — men's a cappella group
	Orthodox Christian Fellowship
	Paintball
	Persian Students Organization
	Pioneers
	Pittsburgh Culture Club

Pre-Law Society  
 Radio Club — see “W3VC”  
 Research Projects Group  
 Rugby Club  
 Russian House  
 SAE — Society of Automotive Engineers  
 SALSA — Spanish and Latin Students Association  
 SARC — Student-Alumni Relations Council  
 SCA — Society for Creative Anachronism  
 Scotch ‘n’ Soda (S’N’S)  
 SCUBA  
 Shotokan Karate Club  
 SHPE — Society of Hispanic Professional Engineers  
 Singaporean Students’ Association  
 Soundbytes — coed a cappella group  
 SPIC-MACAY — Society for Promotion of Indian Classical Music and Culture Amongst Youth  
 SPIRIT  
 Spirit of Skibo  
 Spring Carnival Committee  
 Student Pugwash  
 SWE — Society of Women Engineers  
 Sweepstakes (Buggy)  
 TSA — Taiwanese Student Association  
 Thai Student Association (Siam)  
 The Tartan  
 The Thistle  
 Tzu Chi Student Organization  
 Ultimate Frisbee Club (Yuk)  
 University Entrepreneurial Association  
 University Rowing Club  
 Varsity Club  
 Vermillion — Japanese animation club  
 Voices United Gospel Choir  
 Volleyball Club  
 W3VC — Carnegie Tech Amateur Radio Club  
 Women’s Center  
 WRCT-FM  
 Yan Xin Qi Gong  
 Zi  
 Zugzwang

### **Greek Organizations**

IFC — Interfraternity Council  
 Panhel — Panhellenic Council

### **Fraternities**

AEPi — Alpha Epsilon Pi  
 Beta — Beta Theta Pi  
 DTD — Delta Tau Delta

DU — Delta Upsilon  
 KDR — Kappa Delta Rho  
 Kap Sig — Kappa Sigma  
 L Phi E — Lambda Phi Epsilon  
 Phi Kap — Phi Kappa Theta  
 PDPsi — Pi Delta Psi  
 PiKA — Pi Kappa Alpha  
 SAE — Sigma Alpha Epsilon  
 Sig Ep — Sigma Phi Epsilon  
 Sigma Nu  
 Sig Tau — Sigma Tau Gamma  
 Theta Xi

### **Sororities**

Tridelt — Delta Delta Delta (sisters are “tridelts,” lower-case)  
 DG — Delta Gamma  
 Theta — Kappa Alpha Theta  
 Kappa — Kappa Kappa Gamma  
 Zeta — Zeta Psi Sigma

### **Academic honor and/or service fraternities** (generally coed)

APhiO — Alpha Phi Omega, a service fraternity  
 Lambda Sigma — sophomore honor and service fraternity  
 Phi Beta Kappa — humanities honors fraternity  
 Tau Beta Pi — engineering honors fraternity

# Punctuation and Grammar

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## Apostrophes

Apostrophes have two functions: to make contractions, such as “she’s” (for “she is”), and to indicate possession, as in “Kevin’s mom.” No other uses are acceptable.

When the word is plural and ends in “s,” put the apostrophe on the outside: “the cats’ bowls.” When a singular word which is not a proper name ends in an “s,” add the “’s” anyway: “the bus’s tires.” See **possessives** in this section for more information.

**When there is joint possession**, only the second possessor should get the apostrophe: “despite his mother and father’s care.” However, if multiple people have **individual possession**, put the apostrophe on both: “despite his brother’s and teacher’s efforts.”

When a **letter, symbol, or number** is being referred to, do not use an apostrophe. Put the character in quotation marks, or capitalize it and leave it naked if possible: “I got two As this semester.” “He spelled ‘bizarre’ with two ‘z’s.”

## Articles

“CMU student Harry Q. Bovik said...”

“Harry Q. Bovik, a CMU student, said...”

“Math Club president Harry Q. Bovik said...”

“The president of Math Club, Harry Q. Bovik, said...”

“Harry Q. Bovik, the president of Math Club, said...”

“Harry Q. Bovik, president of Math Club, said...”

These are the only acceptable ways of attaching a title or occupational description to a person’s name. Notice the placement of the commas and the use of articles (“the” or “a”).

## Brackets

Use square brackets for three purposes in The Tartan:

**To provide elliptical information** inside direct quotations: “ ‘And that’s really a credit to Keith [Moore] and the job he did here,’ Hale said.”

**To paraphrase within direct quotations.** In this case, replace the words being paraphrased with the paraphrase itself surrounded in brackets. In this example, the word “they” has been paraphrased: “ ‘[APhiO] did a really good job of running the elections,’ he said.”

**To refer to an article that appeared in The Tartan.**

In this case, provide the article’s headline (exactly as it appeared in the paper) in double quotes, followed by a comma and the date of the issue in which the article appeared. Mention the year only if it is different from the current one, like this: [“How Things Work: Heart Transplants,” 9/27]

**collective nouns** — When a noun represents a group as a singular body, use the singular: “The group has two albums for sale.” When referring to the individuals in the group, use the plural: “The editorial board members have nothing to do after 8 pm on Sundays.”

## Colons and Semicolons

Colons introduce subordinate phrases: they indicate that the words following will explain or amplify the original words.

**Capitalize the first word after a colon** if what follows is a complete sentence; otherwise, leave the first word lower-case. For instance, write “Murphy’s message was clear: He should leave the University immediately,” but “There are three things to watch out for: ice, wind, and snow.”

**A colon is also an abbreviation** for the word “said” in a headline: “Bush: ‘No new taxes’” (Notice the use of single quotes as well.)

**A colon should be used only after a main clause;** do not use it after a verb or preposition. In particular, *never* write “He said: ‘Hello.’” Use a comma, or no punctuation at all.

**Semicolons** join two phrases of equal importance without using a coordinating conjunction. Semicolons also list things. Follow these rules for semicolons:

Use the serial semicolon: “Bill Gates, the CEO of Microsoft; Michael Eisner, the head of Disney; and Peter Griffin.” Avoid the semicolon-separated list whenever possible.

**Do not capitalize** the word after a semicolon: “He was a senior; therefore, he was always right.”

## Commas

Commas require some degree of caution, as they can affect a sentence’s entire meaning. “Teacher Strikes, Idle Kids” isn’t the same headline as “Teacher Strikes Idle Kids”! Commas do the following things:

**Separate main clauses** linked by coordinating

conjunctions: “I stayed up all night, but I finally finished my paper.”

**Set off introductory phrases.** These phrases link their sentences with the last sentences or introduce the information: “Explaining the similarity, some scientists pointed to alien abduction.”

**Set off parenthetical information.** Without such information, the sentence would still make sense: “Tran Nguyen, who recently emigrated from Vietnam, lives in Shadyside.” Em dashes or parentheses can also be used for this purpose; which you use depends on how important you wish to make the information.

In the same vein, commas are used to set off a phrase that modifies the whole main clause (“Many businesses, their profits already decreasing, refuse to recycle.”) or to set off a contrasting phrase (“The color, not the size, is important.”).

**List things.** The Tartan always uses the serial comma: “sex, drugs, and rock ’n’ roll” in place of “sex, drugs and rock ’n’ roll.”

## Dashes & Hyphens

There are three types of horizontal lines in The Tartan:

An **em dash** is used in a dateline or to indicate a pause in a sentence — like this! It offsets extra information — information that the sentence could stand without — and indicates a sudden change in tone or thought or an especially dramatic aside: “The film — if one can call it that — seems to have been written by a sixteen-year-old boy.”

**An em dash is always surrounded by spaces.** The space following the em dash should be a non-breaking space.

**To indicate an em dash,** type shift-option-hyphen on a Macintosh, or use three consecutive hyphens in plain text. You can abbreviate it on proofs by writing “1/m.”

An **en dash** is used to separate two numerals (such as sports scores), but never in phone numbers. It has no spaces on either side (except in the Horoscopes section), and looks like this: “March 19–April 21.” An en dash is also used in **party affiliations**: “John McCain (R–Ariz.).” The en dash itself should be non-breaking.

**To indicate an en dash,** type option-hyphen on a Mac, or use two consecutive hyphens in plain text. You can indicate it on paper by writing “1/n.”

A **hyphen** is used in phone numbers and within words. For example, the word “cross-examine” contains a hyphen. See **Hyphens** in this section for hyphenation rules.

## Ellipses

There are three types of ellipses:

Use the **three-dot ellipsis** to indicate missing material in the middle of a quoted sentence: “ ‘It’s important for everyone to note ... what a hard job this is,’ he said.” A three-dot ellipsis consists of a space followed by three periods followed by a space. **Do not use the Macintosh “option-;” character.** The space after a three-dot ellipsis should be non-breaking.

Use the **four-dot ellipsis** to indicate missing text at the end of a sentence, or missing material that spans several sentences, in which the text before the ellipsis stands as a complete sentence: “ ‘I think there are a myriad of arguments.... It’s not a simple case,’ he said.” A four-dot ellipsis consists of four periods followed by a space; there is no space before it.

Use the **three-dot ellipsis with no leading space** to represent a pause or trailing-off in colloquial writing, such as in Pillbox reviews. Use sparingly, and never in news articles. “I really liked this movie... so why does everyone say it’s awful?”

**effect** — As a noun, “effect” means “result.” As a verb, “effect” means “to bring about” or “to accomplish”; it is not to be confused with the verb “affect,” which means “to influence.”

**exclamation point** — Use it sparingly!

## Hyphenation Rules

Each hyphenated word should have at least **two letters before** the break and **three after**. The letter sequence after the break should contain at least one vowel that is not a silent “e”; thus, “comfortable” is not a correct break. The letter sequence before the break should indicate its sound; thus, “acidic” is not a correct break. **Some prefixes should never be hyphenated after**, including “ac-,” “is-,” “se-,” “us-,” and any consonant followed by “a.”

**Avoid hyphenating a compound word** at internal hyphenation points. For example, in the word “non-breaking,” the word “breaking” itself should actually be non-breaking. Otherwise we get “non-breaking,” which is just ugly.

**URLs** should never be hyphenated; they should be broken after a slash or period when-



ever possible, and in the middle of an alphabetic word as a last resort. Example: “*www.the tartan.org*.” The same rules apply to board names and e-mail addresses.

## Hyphens

Generally, if you’re confused about whether a hyphen is needed to join two words, check to see if the joined words are being used as an **adjective** (“off-campus housing” vs. “she lives off campus.”). If not, omit the hyphen.

**When someone coins an adjective** (“she gave him a classic come-and-get-it smile”), its component words must be joined with hyphens.

**Use hyphens within compound adjectives** that precede the word they modify: “Culbertson is out-of-state talent.” However, such adjectives lose their hyphens when used after their subject: “The manual is out of date.”

**Do not use a hyphen after the word “very”** or after an adverb ending in the suffix “-ly”: “This is an easily remembered rule.”

**Use a hyphen after some prefixes**, especially when without the hyphen an “e” would be doubled: “pre-empt,” “re-elect.” However: “cooperate.”

**Use hyphens in fractions** and in numbers from twenty-one to ninety-nine: “two-thirds,” “eighty-seven.”

**Use a hyphen to clear up confusion** that might result from reading the words separately: “Mike Doonesbury is a comic-strip character” would save the reader from having to guess whether Doonesbury is a comic character who strips or a character in a comic strip. Similarly, “re-creation” is not the same as “recreation.”

**In a series of hyphenated compound words**, put hyphens at the end of all of the first words in the compound word: “They had eight- or nine-fingered hands.”

**its, it’s** — “Its” is a possessive and should not be given an apostrophe. “It’s” is a contraction for “it is” and should be given an apostrophe.

## Parentheses

Parentheses indicate unnecessary information in a sentence. Parentheses are favored over other methods of offsetting extra information (such as commas, em dashes, or a semicolon), because they are the least intrusive. Use parentheses sparingly, as they have the

side effect of breaking the flow of a sentence. When you do use them, follow these punctuation rules:

If the text inside parentheses is a **complete sentence or sentences**, place all punctuation inside the parentheses. In this case, the parenthetical unit should not fall within another sentence, so that sentence’s closing punctuation should come before the open parenthesis. For instance: “Bill was a real cool guy. (Of course, he did have an unresolved Oedipal complex, but hell, who’s perfect?)”

If the text inside parentheses is **not a complete sentence**, the parenthetical unit should fall in the middle of a sentence and all punctuation should come right after the closing parenthesis: “Bill was a really cool guy (she thought), but he did have that unresolved Oedipal complex to worry about.”

**passive voice** — stating actions without directly attributing the actors: “The passive voice is being used by me.” Use of the passive voice is not a sin, and can be helpful, but use it sparingly, as it is bulky and often awkward.

**possessives** — Follow these rules:

**For plurals and proper names ending in “s,”** use a single apostrophe with no additional “s”: “Bill Gates’ money,” “Tartan staffers’ insomnia.”

**For acronyms and singular words,** use apostrophe-s: “SCS’s prominence in the field,” “the ass’s mouth.”

**progressive tense** — Avoid the unnecessary progressive tense: “The Pentagon is planning on releasing documents.” Not only is this colloquial grammar, it lacks punch. Write instead: “The Pentagon plans to release documents.”

## Pronouns

A pronoun stands in for a noun: “he,” “them,” “it.” Make sure that pronouns have clear antecedents; if a pronoun’s reference is ambiguous, the meaning of the sentence can change. Generally (and there are exceptions), a pronoun refers to the last applicable noun or the same thing that the last pronoun referred to. Be sure that the antecedent is clear and not implied.

Place your pronoun close to its noun.

**Never use the same pronoun to refer to different things in the same sentence:** “It is true that the Constitution sets limits, but it is also flexible.” “Luke didn’t like Vader, but then he found out that he was his father.”

Use **“he or she”** to refer to a generic person or someone of unknown gender. Avoid “they” as a singular pronoun. Whenever possible, rewrite the sentence so that the pronoun can be plural, or so that pronouns can be eliminated entirely.

### Quotation marks — Follow these rules:

Always use curly quotes.

Use **double quotes** except in headlines and nested quotes.

Use **single quotes** in place of double quotes in headlines.

**Nest single quotes within double quotes**, and vice versa: “ ‘Now that we’re a “coalition,” everybody can get involved,’ he said.”

**Separate side-by-side quotes** with a non-breaking space (option-apple-X in InDesign): “ ‘90s” and “ ‘Gee,’ he said, ‘I could have had a V-8!’ ”

**Omit the closing quotes** on all but the last paragraph when the same speaker is speaking for more than one paragraph.

**When using other punctuation**, put the following punctuation marks outside the closing quote: colon, semicolon, and em dash. A question mark goes inside the closing quote if the quote itself is a question; otherwise it goes outside the closing quote. All other punctuation (in particular, commas and periods) goes inside the quotes, even if only one word is quoted.

Put the following in quotation marks:

- Spring Carnival slogans
- titles of articles and essays
- names of individual TV-series episodes (but names of TV shows should go in italics)
- titles of debates and speeches
- titles of poems, short stories, and songs
- classical pieces that aren’t symphonies or operas

**Never use quotes for emphasis**; it may look as if the writer is questioning the veracity of his or her own statement: “ ‘Fresh’ apples for sale!” Are they fresh?

### Sentences

Generally, if you have to read a sentence more than once to understand it, it needs to be rewritten. Following are ways to correct some common sentence problems:

**Sentence fragments** need a subject or a verb, or are subordinate clauses which need to be attached to

main clauses.

**Run-on sentences** are complete thoughts attached to other complete thoughts without any punctuation. Look for main clauses and separate them into two difference sentences, or else add a coordinating conjunction or an appropriate punctuation mark.

**Comma splices** are complete thoughts joined without any signal that the first complete thought is over: “He is very committed to his studies, he spends almost all his time on homework.” Make a comma splice into two separate sentences; join the thoughts with a coordinating conjunction such as “and” or “but”; or add a punctuation mark that separates the thoughts (a semicolon or em dash).

The sentence’s subject and its verb should be close enough to each other that the sentence is not confusing. **Subordinate clauses** should always be after the subject and the verb, or at least set off with commas, parentheses or em dashes: “Subjects and verbs — the meat of a sentence — should always be clear.”

**tense** — Articles should be written in a tense appropriate to what is being covered. For a preview article in the magazine, this could mean the future tense; for News, it is generally the past tense, unless the story deals with an ongoing issue. Whatever you use, keep it **consistent** throughout the article — if someone “says” something, someone else shouldn’t “said” something later on.

**their, there, they’re** — The possessive form of “they,” the opposite of “here,” and a contraction of “they are,” respectively.

**which, that** — When in doubt, use “that” instead of “which”; the latter is generally more formal. In particular, **use “which” to introduce parenthetical information** about a specific object, and “that” to introduce information that clarifies the identity of the object: “The barbecue, which was held in Donner Ditch, was a great success” versus “The barbecue that was held in Donner Ditch was a great success; the one held on the Cut was not.”

**who, whom** — “Who” is a subject: “Who wrote the splash article?” “Whom” is an object: “To whom do I address my complaint?” Beware the grammatical monstrosities introduced by **reporting verbs**: “The President, who pundits said led the country into an unnecessary war...” is correct, but reads terribly.

**your, you’re** — The possessive form of “you” and a contraction of “you are,” respectively.

# Technology and the Internet

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**Andrew** — Always capitalize when referring to CMU's intranet.

**AFS** — Andrew File System

**bboards** — electronic bulletin boards. "Bulletin boards" refers to the physical boards on walls around campus. Names of bboards should be slanted 12 degrees: "*cmu.misc.market*." Note that only CMU internal bboards are called "bboards"; Usenet in general is composed of **newsgroups**.

**byte**

**ccon** — cluster consultant

**cluster** — acceptable way to first refer to a computer cluster.

## Computing Services

**CS** — computer science

**CSW** — Computing Skills Workshop

**Cyrus** — the current mail system, which supports Pine and Mulberry; the standard system for mailing throughout the Internet.

**data** — Plural. Avoid the stilted "datum."

**DataComm** — Data Communications

**data storage** — Use the following conventions when discussing amounts of computer memory: Use e.g. "256 bytes" for amounts of memory up to one kilobyte.

Use "256K" (no space between the number and the "K") for amounts of memory between 1K and 1 megabyte.

Use "256 megabytes" or "256 gigabytes" for amounts of memory above one megabyte, except when referring to computer systems ("a Pentium III with 256 MB RAM").

**d-list**

**e-commerce**

**e-mail** — E-mail addresses are slanted 12°, which is not the same as italics; compare "*abc*" and "*abc*". Addresses ending in *andrew.cmu.edu* may omit the domain name in informal writing in The Tartan; thus, "*advisor@andrew.cmu.edu*" could be written as "*advisor@.*" E-mail addresses within italic text are unslanted, thus: "*Harry Q. Bovik (bovik@) is an imaginary CMU student. He welcomes all responsible replies.*"

**home page** — use "web page" (for a single page) or "website" (preferred) instead.

**the Internet**

**an intranet**

**kilobyte (K)**

**Mac** — a Macintosh, a personal computer made by Apple. See **PC**.

**megabyte (MB)**

**online** — not "on-line," unless referring to a proper system, such as "Student Information On-Line."

**OS** — operating system. Write out.

**PC** — personal computer, especially an IBM clone. Avoid this term, as it can be ambiguous.

**punctuation** — Try to avoid using bboard names, e-mail addresses, or URLs right before or after punctuation that could be interpreted as part of the bboard, e-mail address, or URL. For the same reason, avoid hyphenating e-mail addresses and URLs.

**RAM** — Random Access Memory

**ROM** — Read-Only Memory

**URLs** — Universal Resource Locators (web addresses). These should be slanted: "*www.andrew.cmu.edu*."

**Do not include** the protocol "http://"; do include any other protocols (e.g., "https://"). If a URL spans two or more lines, it should **break after a slash or period** if possible, and otherwise should break in the middle of a sequence of letters. Breaks before or after numbers or punctuation are bad. A hyphen should never be added at a break; what is "*www.the-tartan.org*"? A correct break would be "*www.the tartan.org*." See **Hyphenation Rules** in the **Punctuation and Grammar** section for more information.

**userid**

**the Web** — the World Wide Web. The word "Web" is always capitalized in this context.

**web page, website** — preferred over "homepage" or "home page." Note that "web page" — a page on the Web — is two words, while "website" is one word.

**zone** — For computer network zones, capitalize the name of the zone (e.g. Mudge zone) only if it is a proper name.