

Alpha Gamma Delta Style Guide

About this *Style Guide*:

A style guide is a reference that ensures accuracy, clarity and consistency in written communications. This *Alpha Gamma Delta Style Guide* should be consulted for all Fraternity publications and documents, whether for external or internal use.

Examples of correct and incorrect usage appear in *italics*. Some entries simply give the correct spelling, hyphenation and/or capitalization, while others include a more detailed description. For further guidelines and for instruction on words not included in this *Style Guide*, refer to *The Associated Press Stylebook*. The *Alpha Gamma Delta Style Guide* should always be consulted first, however, as some Alpha Gamma Delta styles do differ from Associated Press styles.

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Style Guide

A

a, an Use the article a before consonant sounds: *a Fraternity event*. Use the article an before vowel sounds: *an early start*.

abbreviations Abbreviations may be used in both formal and informal writing, as long as the first reference is spelled out: *She joined the Volunteer Service Team (VST). She was an excellent addition to the VST.*

academic courses/degrees/majors Always lowercased except for languages: *English major, business major*.

If academic degrees are spelled out, they should be lowercased: *a bachelor's degree, a master's degree*. There is no possessive used in *bachelor of arts* or *master of science*.

When academic degrees are abbreviated, they are capitalized.

When academic degrees are used after a name, separate by commas: *B.A., Ph.D.; Susan Smith, Ph.D., attended Convention*.

academic departments Lowercase unless the word is a proper noun: *English department, math department*.

academic titles Capitalize and spell out formal titles such as *professor, dean, president, chancellor, chairman*, etc., when they precede a name; lowercase elsewhere. Lowercase modifiers such as *history Professor Oscar Smith* or *department Chairman Betty Doe*.

accept, except *Accept* is a verb meaning to receive: *Sue will accept the award for her chapter*. *Except* is usually a preposition meaning to omit or exclude: *Sally wanted to ride all of the amusement park rides except the largest roller coaster*.

actives Do not use when referring to Alpha Gamma Delta members. Refer to members as *members, collegiate members, alumnae members* or *sisters*.

addresses Spell out and capitalize words like *Avenue, Drive, Road, Boulevard* and *Street* when used in addresses in running text. Abbreviate such words when they appear at the top of a letter or on an envelope.

Adopt-A-Chapter Capitalize and hyphenate.

advisor The other spelling, *adviser*, is also technically acceptable but *advisor* is to be used when referring to Fraternity advisor positions. The National Panhellenic Conference also uses the *advisor* spelling in all instances. Capitalize only when referring to a specific title: *Chapter Advisor*.

affect, effect *Affect* is usually a verb meaning to act or influence: *The weather will not affect our indoor event*. *Affect* as a noun is best avoided.

Effect as a noun means result of action: *The effect of the storm was overwhelming*. *Effect* as a verb means to cause or bring about: *The collegians' hard work will effect their chapter grade point average*.

afterward *Not afterwards*.

AGD, AGDs Spell out *Alpha Gamma Delta(s)* or use the official nickname, *Alpha Gam(s)*. Do not use AGD or AGDs. It is always appropriate to use Greek letters, AGD.

age Always use figures. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: *A 5-year-old boy, The boy is 5 years old*.

alcohol free, alcohol-free Means in the absence of alcohol. Hyphenate when used as a compound modifier: *This is an alcohol-free event. The event will be alcohol free*. See also *nonalcoholic*.

Alert See also *Probation* and *suspended*.

all-campus, all-university Lowercase unless referring to a formal event: *an all-university reception, the All-University Trophy for Excellence*.

all-campus average Lowercase and hyphenated.

all-women's average Lowercase and hyphenated.

all ready, already *All ready* means completely prepared. *Already* means previously.

all right *Not alright*.

alma mater Lowercase and no hyphen.

a lot Always written as two words.

Alpha Experience Always capitalized the name of this education program for new members. Do not capitalize or italicize *the* when used in a sentence: *The Alpha Experience is designed for new members*.

Alpha Experience Coordinator Always capitalized. Do not italicize *Alpha Experience* within this collegiate officer title.

Alpha Gamma Deltas, Alpha Gams Plural of more than one member. Do not use AGDs.

Alpha Gamma Delta Experience Always capitalize the full title of this educational program.

Alpha Gamma Delta Foundation Always capitalize the full title of this organization. On second reference, it may be referred to as *Foundation: Representatives from the Alpha Gamma Delta Foundation were present at the event. The Foundation gives out a number of scholarships each year.*

Alpha Gamma Delta Quarterly Full name of the official Fraternity magazine. Always italicized; *Quarterly* is acceptable.

Alpha Gamma Delta Ritual Capitalize. When referring to the Fraternity's Ritual Book, italicize: *The Ritual*.

alumna Feminine singular.

alumnae Feminine plural.

alumnae chapters/clubs Capitalize only when referring to a specific chapter or club: *St. Louis Alumnae Club*.

Alumnae Dues program Always capitalize Alumnae Dues when referring to the fiscal Fraternity program.

alumna(e) initiate(s)

alumnae Initiation Always capitalize Initiation.

Alumnae Panhellenic Association

alumni Masculine plural.

alumnus Masculine singular.

a.m., p.m. Lowercase, with periods. Avoid redundancy: *10 a.m. in the morning.*

ampersand (&) Use the ampersand when it is part of a publication or company's formal name. It should not be used otherwise in place of *and*.

anniversary Capitalize when accompanied with a specific year: *Alpha Gamma Delta celebrated its 100th Anniversary.* Lowercase when used in general reference: *The women enjoyed the anniversary celebration.*

annual Do not use the phrase *first annual*. *Annual* can only be applied to an event that has happened two or more years in succession.

Annual Chapter Evaluation program The Annual Chapter Evaluation (ACE) provides a framework for collegiate chapters to conduct self-evaluation and goal setting. This self-evaluation involves collegiate officer teams, advisors and the Province Director. Acceptable to use ACE on second reference.

anyone, any one Anyone, pronoun: *Do you know anyone here?* Any one, adjective: *She would like any one of those colors.*

app Short for *application*. Many cell phones allow *applications* to be downloaded to expand their functions. *App* is acceptable on second reference.

apostrophe Use in place of omitted letters and numbers: *I've, rock'n'roll, class of '72, the '20s theme.*

Use to show plural of a singular letter: *mind your p's and q's, the Oakland A's.* Do not use to show plural of multiple letter combinations: *CDs, RIFs*

See *Punctuation Guide* for additional reference.

Armorial Bearings Always capitalized. Also referred to as the *Coat of Arms*. Canadian chapters must use the Armorial Bearings/Coat of Arms without the helmet due to British government rulings.

assume, presume *Assume* means to take as true without evidence. *Presume* means to take as true for a specific reason.

awards Capitalize only when referring to a formal or specific award: *Outstanding Service Award, the award presentation.*

awhile, a while *He plans to stay awhile. He plans to stay for a while.*

B

baccalaureate An event usually held by an educational institution the Sunday before commencement.

bachelor of arts, bachelor of science Lowercase. No possessive is used in this application: *bachelor's degree, a bachelor of arts, master's degree, master of science.* A *bachelor's degree* or *bachelor's* is acceptable in any reference.

bachelor's degree Acceptable in all references to academic degrees: *a bachelor's degree, a master's degree.*

backward Not *backwards*.

because, since Use *because* to denote a specific cause-effect relationship: *She went because she was told.*

Since is acceptable in a casual sense when the first event in a sequence led logically to the second but was not its direct cause: *They went to the concert, since they had been given the tickets.*

Badge Always capitalized.

barbecue Not *barbeque*, *BBQ* or *Bar-B-Q*.

barn dance Two words.

benefit, benefited

biannual Means twice a year.

Bid Day Always capitalized.

biennial Means every two years.

bimonthly Means occurring every other month, every two months.

biweekly Means every other week, every two weeks.

blog A website where short entries are usually (but not always) presented in reverse chronological order, with the newest entry first.

board/committees Capitalize only when referring to a specific or formal board or committee: *Scholarship Board, several committees.*

brand-new (adj.) Two words, hyphenated.

bylaws No hyphen and only capitalized when referring to specific bylaws: *Omega Omega Chapter Bylaws.*

C

capitalization (general) Capitalize all specific Alpha Gamma Delta personnel, boards and committees. Do not capitalize general words that refer to Alpha Gamma Delta personnel, boards and committees: *The Archives Committee held its annual meeting last week. During the meeting, the committee developed a mission statement.*

See *Punctuation Guide* for additional reference.

can, may *Can* implies ability: *I can (I am able to) swim.* *May* denotes permission: *May I please borrow your sweatshirt?*

cannot Not *can not*.

capital, Capitol *Capital* refers to the city where a seat of government is located. Do not capitalize: *Indianapolis is the capital of Indiana.* When used in a financial sense, *capital* describes money, equipment or property used in a business by a person or corporation.

Capitol refers to the building in which a legislature holds its sessions. Capitalize *U.S. Capitol* and the *Capitol* when referring to the building in Washington, D.C. or any other building in which a legislature holds its sessions.

cents Spell out cents using numerals for less than a dollar: *five cents, 12 cents.* Use the \$ sign and decimal system for larger amounts: *\$1.01.*

chairman Not chair, chairwoman or chairperson. Capitalize when used as a formal Fraternity title: *Ritual Committee Chairman, the event's chairman.*

Change in Membership Status Process to alter the status of an individual member, such as *Inactive Membership* or *Suspension*. Abbreviated as *CIMS* on second reference.

chapter Capitalize only when used with the full name of a specific chapter: *The chapter sponsored the event. Omega Omega Chapter had a successful recruitment.*

Chapter Grand Always capitalized.

chapter house Always two words and lowercased. Capitalize *Chapter* if referring to a specific chapter's house: *Alpha Chapter house.*

Chapter Housing Supervisor The preferred title over housemother. See also housemother.

charter Always lowercased.

charter members Always lowercased.

Christmastime One word.

class year Lowercase *freshman, sophomore, junior, senior.*

colony Status of a new chapter prior to its installation. Capitalize only when used with the full name of a specific colony: *The colony is doing well. The Virginia Tech Colony was installed as the Theta Chi Chapter.*

College Panhellenic(s) Always capitalized.

collegian(s) A noun meaning student.

collegiate An adjective meaning relating to college students.

collegiate chapters Follow this format for identification: *Epsilon—University of Kentucky*. Upon second reference in articles, when there is a need to identify a chapter, it is not necessary to include the word “collegiate” but capitalize “Chapter”: *Epsilon Chapter held a barn dance*.

Capitalize only when used with the full name of a specific chapter: *The chapter at Indiana University*. *Beta Delta Chapter had a great recruitment*.

comma After a series listing, no comma is used before the last conjunction: *The collegiate chapter representatives, alumnae chapter and club representatives, Volunteer Service Team, past Grand/International Presidents and fun-loving alumnae attend International Convention*. *When I graduate, I want to be involved with the local Junior Circle or my alumnae chapter*.

See *Punctuation Guide* for additional reference.

committees Capitalize when part of a formal name: *the Archives Committee*.

composition titles Use quotation marks to identify titles of books, movies, operas, plays, poems, songs, television programs, lectures, speeches, videos and works of art. Use italics to refer to Fraternity handbooks, programs and the *Alpha Gamma Delta Quarterly* magazine.

Constitution Italicize when referring to the *Alpha Gamma Delta Constitution*.

Constitution and Standing Rules Italicize when referring to the *Alpha Gamma Delta Constitution and Standing Rules*. Use *Alpha Gamma Delta Constitution and Standing Rules* on first reference; On second reference, use *Constitution and Standing Rules*.

continual, continuous *Continual* means to happen in steady succession. *Continuous* means uninterrupted.

Continuous Open Bidding Do not use. See *Continuous Open Recruitment*.

Continuous Open Recruitment Use this phrase instead of *Continuous Open Bidding*. May be abbreviated as *COR* after the first reference.

Convention See entry *International Convention*.

cookout One word.

Council See *International Council*.

criterion, criteria *Criterion* is the singular form: *There was only one criterion for admission*. *Criteria* is the plural form: *They met all criteria for Initiation*.

cum laude Graduation honor equivalent to “with distinction.”

cut (during recruitment) Do not use. Preferred terminology is *released*.

CD Do not spell out, and do not use periods.

COR Acceptable abbreviation for *Continuous Open Recruitment* after spelling out in first reference.

D

database One word.

dates Use the Arabic figure without “th,” “st” and “nd”: *October 15*. No comma between month and year if the day is omitted: *September 2002*.

Include a comma after the year if the full date is given: *March 7, 2002, is the date that the project is due*.

It is always acceptable to spell out all months. Spell out when using alone or with a year alone. Also see *months*.

daylong One word. No hyphen.

days of the week Always capitalize and do not abbreviate.

daytime One word. No hyphen.

deactivate, depledge Do not use. Proper terms include *suspension* and *terminate the pledge*.

dean’s list Lowercase and used with an apostrophe *s*.

decades Use Arabic figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter *s*: *the 1890s, the ‘90s, the mid-1930s*.

Delta Experience Always capitalized the name of this education program for graduating seniors. Do not capitalize or italicize *the* when used in a sentence: *The Delta Experience is designed for graduating seniors*.

Delta Experience Coordinator Always capitalized. Do not italicize *Delta Experience* within this collegiate officer title.

diabetes Diabetes awareness and education is the Fraternity’s philanthropic focus. Lowercase, except when part of a title: *Walk for Diabetes*.

directions, regions Lowercase *north, south, southwest, eastern*, etc., when referring to compass directions. Capitalize when referring to specific geographic regions: *the Southwest*.

dollars For specific amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places: *The capital campaign fund-raised \$3.25 million*.

E

e.g. versus i.e. *Exempli gratia* (e.g.) means *for example* and *id est* (i.e.) means *that is*.

ellipsis (...) Treat an ellipsis as a three-letter word, constructed with three periods and two spaces. Use an ellipsis to indicate the deletion of one or more words in condensing quotes and text.

email No hyphen.

em/en dash An em dash denotes an abrupt change in thought in a sentence or an emphatic pause: *NPC's recruitment philosophy is simple—make it fun for everyone.*

An en dash is used between words indicating a duration, such as hourly time or months or years. It is also used between chapter names and university names when identifying Fraternity affiliation: *Monday–Thursday, 11 a.m.–3 p.m., Delta Beta–Washington State University*

Em and en dashes can be found in Microsoft Word under Insert > Symbols. Em dashes can also be created by typing two hyphens, and keyboard shortcuts usually exist in most word processing and design programs.

emcee One word.

ensure, insure Use *ensure* to mean guarantee: *Steps were taken to ensure accuracy.* Use *insure* for references to insurance: *The policy insures the Fraternity.*

event Use this term to refer to a recruitment event, not *party*.

every day (adverb), everyday (adjective) *She goes to class every day. She wears everyday shoes.*

Executive Council Capitalized when referring to the eight officers and their advisors who make up the governing body of collegiate chapters.

F

Facebook Always capitalized.

Facebook Fan Page Always capitalized.

fall See *seasons*.

farther, further Use *farther* for literal or physical distance: *She is driving farther to the banquet than Sue because she didn't think further about where she had left the directions.*

Feast of Roses Always capitalized. This event typically follows a collegiate chapter's Initiation Service, but is also the name of the closing dinner held on the final night of International Convention.

fewer, less *Fewer* refers to how many; *less* refers to how much: *I had less than \$20 in my purse. I had fewer than 20 \$1 bills in my purse.*

FIJI (Phi Gamma Delta) Spelling out is preferred.

Fireside One word, capitalized.

first come, first served Use a comma, no hyphen.

Five Star Award Always capitalized.

Five Star Chapter Capitalize the word “chapter” when referring to a chapter that has won a Five Star Award.

Five Star program Do not capitalize the word “program.” This program recognizes outstanding in five areas (with stars awarded for each area): scholarship, membership building, leadership, philanthropy and sisterhood. Chapters receiving all five stars are *Five Star chapters* and are recipients of a *Five Star Award*.

Formal Capitalized when referring to a specific social dance or party. Lowercase when referring to a general dance or party: *The chapter took buses to the winter Formal. The chapter holds several formals a year.*

Formal Recruitment Always capitalized.

former Always lowercase: *She was the former International President.*

forms All names of forms should be capitalized and not italicized. The word “form” is only capitalized if it is a part of the name/title: *Be sure to complete the Quarterly Report Form by your chapter's due date.*

Foundation Always capitalized when referring to the *Alpha Gamma Delta Foundation*. *Foundation* is acceptable for use after first reference.

Founder(s) Capitalized when referring to one or all our Fraternity Founders.

Founders' Day Not Founders Day or Founder's Day.

founding Always lowercase.

Fourteen Pearls Initiation Program The Fourteen Pearls Initiation Program, named for the jewels in the Badge, is a program that records each new member's progress toward her fulfillment of the Initiation requirements. Always capitalize.

fractions Spell out amounts less than one, using hyphens between the words *two-thirds*, *four-fifths*. Use figures for precise amounts larger than one, converting to decimals whenever practical.

fraternity, Fraternity Capitalize in reference to *Alpha Gamma Delta Fraternity* or any specific fraternity: *Sigma Chi Fraternity*, or when the word fraternity stands alone to mean Alpha Gamma Delta. Lowercase to refer to fraternities in general: *a fraternity on campus*.

Fraternity policy(ies) Lowercase *policy* when discussing a particular policy and when using generally: *The Fraternity Policy on hazing was discussed. The Fraternity policies need to be reviewed.*

Fraternity Programs Committee

freshman/freshmen Always lowercase.

fundraising, fundraiser, fundraised One word in all cases.

G

Gamma Experience Always capitalized the name of this education program for primarily second and third year initiated members. Do not capitalize or italicize *the* when used in a sentence: *The Gamma Experience is designed for primarily sophomore and junior members.*

Gamma Experience Coordinator Always capitalized. Do not italicize Gamma Experience within this collegiate officer title.

get-together Not get-together.

Good Standing Always capitalized.

Google, Googling, Googled Google is a trademark for a Web search engine. *Google*, *Googling* and *Googled* are used informally as a verb for searching for information on the internet. Always capitalized.

governing documents of chapter, Governing Documents of the Fraternity Lowercase when referring to the governing documents of a particular chapter, capitalized when referring to the official Governing Documents of the Fraternity.

grade point average Abbreviated as GPA on all reference.

Grand Council Previous term for *International Council*. When referring to a group of members that includes former Grand Council officers and current/former International Council officers, refer to the group as *Grand/International: former Grand/International Presidents, current and former Grand/International Council members*.

Greek Always capitalized.

Greek life Two words, no hyphen.

GreekLifeEdu GreekLifeEdu is an online prevention program designed to meet the needs of college students who are members of Greek letter organizations. This Population-Level Prevention program is designed to challenge students' beliefs about alcohol, hazing, and sexual assault while enabling students to make healthy and safe decisions. Formerly AlcoholEdu.

Greek Week Always capitalized.

H

handbook Lowercase if used generally: *The officers were told to bring their handbooks*. When referring to a specific Alpha Gamma Delta handbook, capitalize and italicize the full title: *Alpha Gamma Delta Membership Handbook*.

handle A self-selected, public-facing username on a social network, particularly Twitter.

hashtag The use of a number sign (#) on the Twitter network to convey the subject a user is writing about so that it can be indexed and accessed in other users' feeds. If someone is tweeting about the *Gamma Experience*, for example, the use of *#gammaexp* would be appropriate. No space is used between the hashtag and the accompanying search term.

Headquarters Capitalize when in reference to *International Headquarters*.

Homecoming Always capitalized.

home page Two words.

hometown One word.

Honors of Epsilon Pi Capitalized. In reference to the actual honors, capitalize the names of the honors: *Arc, Arc with Diamonds*, etc.

In sentence form, it is not necessary to include "Honors of Epsilon Pi" after the name of the honor: *Betty Smith Brown wears the Crescent with Diamonds. The Arc of Epsilon Pi was bestowed upon Anne Green Mills.*

house House refers to the building, not the chapter: *The chapter voted*, not *the house voted*.

house associations Capitalize only when a part of a formal name: *Rho House Association*.

housemother Always lowercase. Preferred title is *Chapter Housing Supervisor*. See also *Chapter Housing Supervisor*.

hyphen When two adjectives are used in combination, hyphenate them: *a three-year-old girl, a first-place finish*.

I

i.e. versus e.g. *Id est* (i.e.) means *that is* and *exempli gratia* (e.g.) means *for example*.

Inactive Membership

in-depth Hyphenated.

informal recruitment Always lowercase.

initiates Always lowercase.

Initiation Capitalize as a noun. Lowercase when using a verb tense.

Initiation Service Always capitalized. See also *Services*.

installation Lowercase when referring to the installation of a chapter or of officers.

Interfraternity Council Not Inter-fraternity council. Abbreviated as *IFC*.

iPad, iPhone, iPod Use *IPad*, *IPhone* and *IPod* when the word starts a sentence or a headline.

International Convention In reference to Alpha Gamma Delta International Convention, it is always capitalized and stands alone without the definite infinitive: *Susan Smith, Ph.D., attended International Convention*.

Convention—alone, but capitalized—may be used upon second reference.

International Council Always capitalized. International Council is composed of the seven International Council members of the Fraternity.

international Fraternity

International Headquarters Always capitalized. May be abbreviated as *IHQ* after first reference.

International Reunion Day Capitalize. Spell out on first reference. *IRD* is fine for subsequent references.

internet Lowercased.

intramural Not *intermural*. *Intramural* should only be used as an adjective, not a noun: *She enjoyed playing intramural sports*, not *She enjoyed playing intramurals*.

it's, its *It's* is a contraction for *it is* or *it has*: *It's great that your chapter won so many awards*. *Its* is the possessive form of the neuter pronoun: *Alpha Gamma Delta surpassed its goals*.

J

Jewel Chapter Always capitalize. Collegiate chapters become members of the Jewel Society after donating \$2,000 or more annually; alumnae chapters and clubs must donate \$1,000 annually to become members of the Jewel Society.

Jewel Society Always capitalize this Alpha Gamma Delta Foundation giving program. Collegiate chapters become members of the Jewel Society after donating \$2,000 or more annually; alumnae chapters and clubs must donate \$1,000 annually to become members of the Jewel Society.

junior Always lowercase.

Junior Circle Always capitalized. Refers to an Alpha Gamma Delta program for alumnae under 35 years of age.

juris doctorate Law degree.

K

L

lay, lie *Lay* is the action word. It takes a direct object: *I will lay the book on the table. The prosecutor tried to lay the blame on him. Laid*—past tense and past participle: *I laid the book on the table. The prosecutor has laid the blame on him. Laying*—present participle: *I am laying the book on the table. The prosecutor is laying the blame on him.*

Lie indicates a state of being. It does not take a direct object: *She lies on the beach all day. I will lie down. Lay*—past tense: *She lay on the beach all day. I lay down. Lain*—past participle: *She has lain on the beach all day. I have lain down. Lying*—present participle: *She is lying on the beach. I am lying down.*

When *lie* means to make an untrue statement, the verb forms are *lie, lied, lying*.

lead, led *Lead*, as a present tense verb, means to go first: *She leads her chapter in grades. Lead*, as a noun, is a heavy metal. *Led*, as a past tense verb, means went first: *Beth led her chapter to victory in the relay race.*

Leadership Advisor Position formerly known as Graduate Counselor; may be abbreviated as *LA* after first reference.

Leadership Consultant Position formerly known as Chapter Consultant. May be abbreviated as *LC* after first reference.

legacy Always lowercase. An Alpha Gamma Delta legacy is a woman in a family relationship such as a daughter, sister or granddaughter to an Alpha Gamma Delta member in Good Standing.

Legacy Introduction Form Capitalized. May be abbreviated as LIF on second reference.

less, fewer *Less* refers to how much; *fewer* refers to how many: *I had less than \$20 in my purse. I had fewer than 20 \$1 bills in my purse.*

lifelong One word.

lifestyle One word.

lifetime One word.

LinkedIn A business-related social networking site.

little sister, big sister Proper terminology is *sister-mother* and *sister-daughter*. Do not use *pledge mother*, *pledge daughter*, *big* or *littles*.

Live with Purpose Alpha Gamma Delta's brand tagline. Always italicize.

log on, log in Use two words when they are verbs. The noun forms are one word: *login* and *logon*. *You must log on with the proper password or login.*

long-term As an adjective use hyphen.

long time, longtime *They are longtime friends. Sally has known her for a long time.*

long-standing As an adjective, use a hyphen.

Loyally in epsilon pi Appropriate closure in a letter to a member of Alpha Gamma Delta. Should be used by members only. Always capitalize *Loyally*; *epsilon pi* always appears lowercase. *Loyally* alone may be used in more informal situations. Do not abbreviate as *LIEP*.

M

magazine titles Capitalize and italicize the name, but do not place it in quotes. Lowercase the word magazine unless it is

part of the publication's title.

magna cum laude Graduation honor equivalent to "with high distinction."

maiden name Always use when referring to a married member of Alpha Gamma Delta. After first reference, members may be referred to by their first names.

marathons Most marathon-type events are spelled with hyphens. If the word is familiar enough to read without the hyphens, they can be omitted: *bike-a-thon*, *walk-a-thon*, *teletthon*.

master's degree Lowercase.

meeting minutes

Membership Eligibility See *Change in Membership Status*.

midterm One word.

Midwest Capitalize, one word.

"mocktail" Include in quotation marks so the reader does not think it is a typo for cocktail.

months Capitalize and spell out names of months in all uses. Do not abbreviate. When a phrase lists only a month and a year, do not separate the year with commas: *May 1904 was a monumental time for Alpha Gamma Delta.*

more than, over In reference to quantities, use *more than* not *over*: *They raised more than \$100. Over* generally refers to spatial relationships: *The plane flew over the city.*

myAlphaGam The members only portal on the Fraternity website. Never capitalize "my." Should always be written as shown.

N

names Identify members with full Fraternity name, including maiden name, if applicable. Follow with initiating chapter in this format: *Estelle Shepard Beswick, Alpha-Syracuse University*. Use first name upon second reference in articles. See also *nicknames*.

national Do not refer to the Fraternity as *national*. Because Alpha Gamma Delta has chapters in Canada and alumnae in all parts of the world, it is an international organization.

nationals Do not use in reference to International Council, International Council members or International Headquarters.

National Panhellenic Conference Abbreviated as NPC.

National Pan-Hellenic Council Abbreviated as NPHC. This is the umbrella organization for the historically African-American fraternities and sororities.

new member Not pledge.

newspaper titles Capitalize *the* in a newspaper's name if that is the complete name of the publication. Always italicize the full newspaper name.

nicknames Nicknames that actually are preferred first names are acceptable as a first name. Nicknames should never be indicated between parentheses. Common abbreviations of names need not be set off after first reference: *Winifred*, second reference *Winnie*.

nonalcoholic One word, no hyphen. Use only as a description of a beverage that does not contain alcohol. See also *alcohol free*, *alcohol-free*.

nonfat No hyphen.

non-Greek

non-members

nonprofit No hyphen.

not-for-profit

numerals Write out numerals of nine or less, or when beginning a sentence. Use figures for 10 or more. Exception: use numerals for dates, sports scores and Alpha Gamma Delta titles.

When large numbers must be spelled out, use a hyphen to connect a word ending in "y" to another word: *twenty-two*, *one hundred forty-five*. For numbers higher than 999, use a comma after the first digit: *1,002*. Place a hyphen between the numeral and the year when designating the length of membership or when using as part of an adjective: *50-year member*, *75-year member* or *50- and 75-year member*.

O

officers Capitalize Fraternity officer titles.

International Council Vice President positions require hyphenation: *International Vice President-Alumnae*, *International Vice President-Collegians*, *International Vice President-Membership*, *International Vice President-Finance*, *International Vice President-Extension* and *International Vice President-Panhellenic Affairs*.

Collegiate Vice President positions do not require hyphenation: *Vice President Member Development*, *Vice President Recruitment*, *Vice President Finance*, *Vice President Operations* and *Vice President Campus Relations*.

Do not abbreviate officer titles, except in Fraternity reports/forms and business matters. See also *titles*.

OmegaFi Alpha Gamma Delta's vendor for myAlphaGam, Compass, Chapter Desktop, Member Access Plus, etc.

ongoing One word.

online, offline One word.

over, more than In reference to quantities, use *more than*, not *over*: *They raised more than \$100*. *Over* generally refers to spatial relationships: *The plane flew over the city*.

P

panhellenic, Panhellenic Capitalized when referring to the organization: *the campus Panhellenic* or *TSU Panhellenic*. Lowercase when the word is an adjective: *The chapter is very panhellenic*.

Pan-Hellenic See *National Pan-Hellenic Council*.

Parents Day, Parents Weekend Capitalize, no apostrophe.

party Do not use in relation to recruitment, use *event*.

percent One word. Do not use the symbol % in formal writing or articles. Percent takes a singular verb when standing alone or when singular words follow an "of" construction: *The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there*.

It takes a plural verb when a plural word follows an "of" construction: *He said 50 percent of the members were there*.

percentages Use figures for numbers over 10 or when expressing decimal places below 10: *one percent*, *3.5 percent*, *14 percent*. For amounts less than one percent, precede the decimal with a zero: *The cost of living rose 0.7 percent*.

periodical titles Use italics to identify newspaper, magazine or periodical names. Use quotation marks to identify article names. For example: The *Quarterly* magazine featured the article, "Finding Life After the Darkness."

philanthropy, philanthropic The *philanthropy* is the organization. Chapters have *philanthropic events*.

philanthropic events Not philanthropies. Do not capitalize.

PIKE (Pi Kappa Alpha Fraternity) Spelling out this fraternity's full name is preferred.

pledge (as a verb) Use only as a verb: *To pledge*. Do not use as a noun. Alpha Gamma Delta does not have pledges, it has new members.

Pledge Service Always capitalized. See also *Services*.

play off As a verb, two words.

playoff(s) One word when used as an adjective or noun: *The playoff game has started. We enjoy the playoffs.*

p.m., a.m. Lowercase, with periods. Avoid redundancy: *10 p.m. at night.*

Polish Week The period of time immediately preceding the beginning of a formal recruitment period. During that time, the chapter should polish the skills learned earlier during Recruitment Training School, rehearse all recruitment plans and build confidence.

potential new member Preferred term for a woman participating in recruitment. Use PNM on second reference.

potluck One word. No hyphen.

pre-Initiation

Probation See also *Alert* and *suspended*.

province, Province Capitalize only when referring to a specific province and is directly followed by that province: *She will visit Province 3. She visited all the chapters in the province.*

Province Director When identifying an officer with a specific province: *Susan Smith Brown, Province 4 Director, Province Director Mary Lou Green.* Abbreviated as PD.

publication names Use italics to identify books and Alpha Gamma Delta handbooks and other publications: *The Alpha Gamma Delta Membership Handbook.*

Q

Quarterly As with all publication titles, the Fraternity's magazine name is italicized. The full name of the publication is the *Alpha Gamma Delta Quarterly*.

quota Always lowercase.

quotation marks Use open-quote marks (“) and close-quote marks (”).

The period and the comma always go within the quotation marks. The dash, semicolon, question mark and exclamation point go within the quotation marks only when they apply to the quoted matter: *“It’s an excellent fund-raising activity,” she said.* They go outside when they apply to the whole sentence: *Was their float theme “Alpha Gam Always”?*

R

recommendation Prefer *Recruitment Information Form* or RIF.

recolonize, recolonization One word, no hyphen.

recruitment Preferred terminology. Do not use “rush.”

Recruitment Information Form May be abbreviated as RIF on second reference.

Rededication Service

reinstall/reinstallation

Resource Guide Section contained in each officer handbook and other manuals, guides and handbooks; contains references/ideas.

retweet The practice, on Twitter, of forwarding a message or link from someone else to your followers. Spelled out in all references, though common usage on Twitter abbreviates to RT.

Ritual In referring specifically to Alpha Gamma Delta Ritual, it is capitalized. Our book, *The Ritual*, is capitalized and italicized. General references are not capitalized. The fraternity ritual services of most Greek organizations are secret.

Ritual Service When new members are pledged to Alpha Gamma Delta. Capitalize in reference to Alpha Gamma Delta Ritual.

roommate One word.

Rosebuds Always capitalize when referring to the Fraternity program designed to introduce girls and young women to the sisterhood of Alpha Gamma Delta through fun activities and community service. A child in the *Rosebuds* program is referred to as a *rosebud*.

rush, rushee Never use these words. Use *recruitment* and *potential new member*.

S

seasons Lowercase *spring, summer, fall* and *winter*, unless they appear as a part of a formal name or event: *Spring Formal*, or when used to specify issues of the Fraternity magazine: *the Spring Quarterly*.

Secret Work Always capitalized.

semiannual Twice a year, a synonym for biannual.

semicolon See entry in *Punctuation Guide*.

semiformal One word.

semimonthly Means twice a month.

senior Always lowercase.

Senior Rededication Capitalize when referring to the *Rededication Service* for senior members. Acceptable to use *Rededication* on the second reference.

series listing After a series listing, no punctuation is used before the last conjunction: *The collegiate chapter representatives, alumnae chapter and club representatives, Volunteer Service Team, past Grand/International Presidents and fun-loving alumnae attend Convention. Sue, Beth or Jane will lead the hike during our sisterhood retreat.*

Services Capitalize in reference to the *Ritual Service, Initiation Service, Pledge Service, Affiliation Service* and *Memorial Service*.

sightsee One word as a verb.

sight-seeing Hyphenated as an adjective or noun.

sightseer One word.

Sisters Income Supplement All words capitalized when referring to the Alpha Gamma Delta Foundation program that grants funds to sisters in emergency financial need. May be abbreviated as *SIS* upon second reference.

sister-daughter

sisterhood event Not sisterhoods. Do not capitalize.

sisterhood retreat Do not capitalize.

sister-mother

sister-mother/daughter Use this construction when referring to shared events: *The sister-mother/daughter retreat was fun.*

Skiouros When referring to the name of the Volunteer Service Team newsletter, italicize *Skiouros*.

When referring to Alpha Gamma Delta's mascot, it is not italicized.

sophomore Always lowercase.

sorority Not all NPC member organizations use *sorority* in their official name: *Gamma Phi Beta Sorority, Alpha Gamma Delta Fraternity*. Verify before attaching sorority to the formal name.

spring See *seasons*.

spokesman, spokeswoman Do not use spokesperson. Use *representative* if you do not know the gender of the individual.

Standing Committees Capitalize when referring to Alpha Gamma Delta Standing Committees: *Ritual Committee, Elections Committee*. If referring to standing committee appointments, do not capitalize.

Standing Rules Capitalize when referring to the Fraternity's Standing Rules.

states In articles, spell out completely: *She lives in Madison, Wisconsin.*

stationary, stationery To not move is to be *stationary*. Writing paper is *stationery*.

Strive for Pi Italicize references to this scholastic achievement program.

subcommittee No hyphen is used.

substance free (noun), substance-free (adj) Means in absence of alcohol, drugs and tobacco.

summa cum laude Graduation honor equivalent to *with highest distinction*.

summer See *seasons*.

suspended The chapter has been suspended. See also *Alert* and *Probation*.

syllabus, syllabuses

T

tailgate Social gathering is the preferred term.

Target Achievement Program Former name of Annual Chapter Evaluation (ACE) program. Italicize when referring to the document only, not the program. This program name should be capitalized.

teammate One word.

teamwork One word.

television shows Put names of television shows between quotation marks: *"The Today Show."*

text, texting, texted Acceptable in all usages as a verb for *to send a text message*.

than, then *Than* is a conjunction used in comparisons; *then* is an adverb denoting time.

that (conjunction) Use the conjunction *that* to introduce a dependent clause if the sentence sounds or looks awkward without it. When in doubt, include *that*. Omission can hurt. Inclusion never does.

that, which (pronouns) *That* is the preferred pronoun to introduce essential clauses that refer to an inanimate object or an animal without a name: *The squirrel is the symbol of the Fraternity that all Alpha Gams know and love.*

Which is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name: *International Headquarters, which is located in Indianapolis, is where the Fraternity and Foundation staff work.*

An essential clause cannot be eliminated without changing the meaning of the sentence. A nonessential clause can be eliminated without altering the basic meaning of the sentence.

The Leadership Institute–Women With Purpose Use *The Leadership Institute–Women With Purpose, Inc.* on first reference. *The Leadership Institute* is acceptable on second reference. Can be abbreviate as *The LI* but not preferable.

-thon Lowercase such as *walk-a-thon*. Most marathon-type events are spelled with hyphens. If the word is familiar enough to read without the hyphens, they can be omitted: *bike-a-thon, telethon.*

till Or *until*. Not ‘til.

times Use figures except for noon and midnight. Use a colon to separate hours from minutes: *11 a.m., 1 p.m., 3:30 p.m.* Avoid redundancies: *10 this morning* or *10 a.m.* rather than *10 a.m. this morning.* Avoid adding zeros to the hour: Use *2 p.m.* rather than *2:00 p.m.*

time zones Abbreviations are acceptable on first reference for zones within the continental United States and Canada if the abbreviation is linked with a clock reading: *noon EST, 9 a.m. PST.*

titles Generally confine capitalization to formal titles used directly before an individual’s name. Use lowercase and spell out when used without an individual’s name or when set off with commas: *The president attended the ceremony. The statement was made by President Smith.*

Alpha Gamma Delta officer titles are always capitalized. Do not abbreviate officer titles except in Fraternity reports/forms and business matters.

The Leadership Conference May be abbreviated as *TLC* on second reference. Avoid saying/writing *the TLC* because *the* is redundant.

total One word, lowercase, when referring to the appropriate chapter size determined by College Panhellenic on university campuses.

toward Not towards.

traveling, traveled

trending Used to indicate that a particular topic is getting a lot of attention on a social network, typically Twitter. Do not use without context and explanation: *The topic of the Oscars is trending on Twitter today.*

trick-or-treat Hyphenate.

T-shirt Capitalize the *T*.

tug of war Not hyphenated.

turnout No hyphen when used as a noun: *They anticipated a large turnout.*

TV Abbreviation is acceptable, though spelling out *television* is preferable.

tweet, tweeted Verb used to describe sending an update via the social media site, Twitter. A Twitter message is also known as a *tweet*.

Twitter A message-distributing system that allows users to post continual updates of up to 140 characters detailing their activities for followers or providing links to other content.

U

Unanimous Agreements Always capitalize when referring to the *National Panhellenic Conference Unanimous Agreements*.

undergraduate Do not use when referring to Alpha Gamma Delta members who are currently enrolled in college and belong to the collegiate chapter at their college/university. Refer to these members as *collegiate members* or *Alpha Gamma Delta collegians*.

unfriend To remove someone from a list of friends, usually on Facebook. Defriend is acceptable but less common.

United States Spell out when used as a noun. Use *U.S.* (no spaces) as an adjective only.

universities Capitalize only when used with the actual school name: *North Dakota State University, the university swim team.*

When abbreviating university or college names, do not use periods: *UCLA.*

When identifying the affiliation of an Alpha Gamma Delta member, first state the chapter name and then the university name: *Suzy Smith, Alpha-Syracuse University.*

until Or *till*. Not ‘til.

V

vice president Two words, no hyphen. Capitalized when referring to specific Alpha Gamma Delta officer positions.

voice mail Two words.

Volunteer Service Team Replaces the term *Official Family*, which was previously used to designate International volunteers. May be abbreviated as *VST* after first reference.

W

www.alphagammadelta.org The Fraternity’s official website.

wall As in Facebook wall. Always lowercase.

Washington, D.C.

website One word.

weeklong One word as an adjective.

well-being

which, that (pronouns) *Which* is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name: *International Headquarters, which is located in Indianapolis, is where the Fraternity and Foundation staff work.*

That is the preferred pronoun to introduce essential clauses that refer to an inanimate object or an animal without a name: *The squirrel is the symbol of the Fraternity that all Alpha Gammas know and love.*

An essential clause cannot be eliminated without changing the meaning of the sentence. A nonessential clause can be eliminated without altering the basic meaning of the sentence.

who, whom Use *who* and *whom* for references to human beings and to animals with names. Use *who* when someone is the subject of a sentence, clause or phrase. Use *whom* when someone is the object of a verb or preposition: *Who is there? Whom do you wish to see?*

who’s, whose *Who’s* is a contraction for who is: *Who’s coming to our recruitment event? Whose* is the possessive case of who: *Whose notebook is this?*

widget A small application that can be installed and executed within a web page by an end user.

winter See *seasons*.

woman Use *woman* or *women*, not girl(s) or lady/ladies when referring to Alpha Gamma Delta members.

work force Two words.

workout One word when used as a noun: *She enjoyed her workout at the gym.*

work out Two words when used as a verb: *They work out at the gym.*

workshop One word.

Work Week/Work Day/Work Time Different from *Polish Week*. Includes miscellaneous tasks such as cleaning, decorating and/or learning the lines of a skit or Preference Ceremony.

worthwhile One word.

X

Y

year-end Hyphenate when used as an adjective: *They attended the year-end party.*

yearlong One word.

years When referring to a period of years, no apostrophe: *The 1950s.* When omitting years, use an apostrophe: *The early ‘70s.*

your, you’re *Your* is the possessive case of you: *Your sister-mother is an inspiration to all of us.* *You’re* is the contraction for you are: *You’re right, Alpha Gamma Delta’s mascot is the squirrel.*

YouTube A video-serving network owned by Google Inc. that allows users to upload their own videos for access by anyone with a network connection.

Z

ZIP codes Use all caps for *ZIP*, but lowercase the word *code*. Do not put a comma between the state name and the ZIP code: *Indianapolis, IN 46268*

Punctuation Guide

apostrophe Use in place of omitted letters and numbers: *I've, rock'n'roll, class of '72, the '20s theme.*

Use to show plural of a singular letter: *mind your p's and q's, the Oakland A's.* Do not use to show plural of multiple letter combinations: *CDs, RIFs*

capitalization (general) Capitalize all specific Alpha Gamma Delta personnel, boards and committees. Do not capitalize general words that refer to Alpha Gamma Delta personnel, boards and committees: *The Archives Committee held its annual meeting last week. During the meeting, the committee developed a mission statement.*

comma After a series listing, no comma is used before the last conjunction: *The collegiate chapter representatives, alumnae chapter and club representatives, Volunteer Service Team, past Grand/International Presidents and fun-loving alumnae attend International Convention. When I graduate, I want to be involved with the local Junior Circle or my alumnae chapter.*

hyphens Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words. But the fewer the hyphens the better; use them only when not using them causes confusion. *Small-business owner* but *health care center.*

COMPOUND MODIFIERS: When a compound modifier – two or more words that express a single concept – precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *-ly*: *a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, a better-qualified woman, a know-it-all attitude, a very good time, an easily remembered rule.*

semicolon (;) In general, use the semicolon to indicate a grater separation of thought and information than a comma can convey but less than the separation that a period implies. *The extension packet was due last week; it arrived today.*

TO CLARIFY A SERIES: Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas: *International Council is comprised of Jackie Brannon Stutts, International President; Mary Beth Dulcey Morabito, International Vice President-Alumnae; Lisa Adams Matthews, International Vice President-Collegians...*

spacing Use a single space after a period at the end of the sentence.