The Office of Communications and Marketing’s Style Guide is intended to provide a unified and approved style for use in internal and external communications.

The style guide is intended to be informative and easy to use but may not cover the entire gamut of style questions. For items not referenced in this document, consult the most recent edition of the “Associated Press Stylebook.” A second recommended reference is a recent edition of “Webster’s New World College Dictionary.”
addresses, campus

Campus addresses should be ordered in this manner if listing a full address is necessary:

University-School-Building-Room/Floor-Street-City:
GW Law (school name on separate line is acceptable)
Lerner Hall, Moot Court Room
2000 H St. NW
Washington, D.C. 20037

administration

Lowercase: the governor’s administration, the Biden administration.

Admissions, Office of

See Undergraduate Admissions, Office of

adopt, approve, enact, pass

Amendments, ordinances, resolutions and rules are adopted or approved. Bills are passed. Laws are enacted.

adviser

Not advisor unless the proper name of an entity: Career Advisor Network. Advisory, advisory councils is acceptable.

affect/effect

Affect, as a verb, means to influence: The president’s decision will affect the election.

Effect, as a noun, means result: He will effect many changes in the company.

Avoid using the word impact to mean effect.

African American

Do not hyphenate: The study included the views of African American students on campus.

See Black.
ages
always use figures; ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: a 28-year-old man, but the man is 28 years old.

all time, all-time
hyphenate when used as an adjective directly before a noun: an all-time high, but the greatest runner of all time.

alma mater
school, college or university that one has attended: GW is my alma mater.
Use alma maters for plural.

“Alma Mater, GW”
apply composition title rules. Capitalize and put in quotation marks when referring to the full name: George Roth wrote the original version of the “GW Alma Mater” in 1930.
Lowercase general references to higher education anthems: The students at Oxford sang their alma mater.
See composition titles.

Alumni & Families Weekend
GW’s premier event for parents, alumni and students.

alumnus, alumni, alumna, alumnae
use alumnus when meaning a man who has graduated, alumna for a woman. Use alumni for an entire group of graduates and a group of men; use alumnae for a group of women who have graduated.

alumni class year, class-year abbreviations
use degree abbreviation with year after name of GW alumni: Abe Pollin, B.A. ’45, was the chairman of the Washington Wizards.
When listing more than one degree, arrange in chronological order: Elana Meyers Taylor, B.S. ’06, M.T.A. ’11. Degrees and years are only listed for degrees earned at GW.

a.m.
when referring to time.
See time.
book citations
book citations are optional. Use publisher and year published when citing books. Amitai Etzioni is the author of more than 20 books including "From Empire to Community: A New Approach International Relations" (Palgrave MacMillan, 2004) and "My Brother's Keeper: A Memoir and a Message" (Rowman & Littlefield, 2003).

Brady Art Gallery, Luther W.
university art gallery housed in the Corcoran School’s Flagg Building.

building names
see https://www.gwu.edu/our-location for campus buildings and locations.

Burns Law Library, Jacob
Burns Law Library acceptable on first reference. Located at 716 20th St. NW. Named for Jacob Burns.

bachelor’s degree
See degrees, academic.

Bell Hall
academic building that houses science labs. Located at 2029 G St. NW.

Dorothy Betts Marvin Theatre
See Marvin Theatre.

bimonthly
means every other month. Semimonthly means twice a month.

Black
use the capitalized term as an adjective in a racial, ethnic or cultural sense: Black people, Black culture, Black literature, Black studies, Black colleges.
African American is also acceptable for those in the U.S. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American. Follow an individual’s preference if known, and be specific when possible and relevant. Minneapolis has a large Somali American population because of refugee resettlement. The author is Senegalese American.
See African American.

board of trustees
capitalize only when referring to the George Washington University Board of Trustees on first reference.
Do not capitalize the word trustee when referring to a board member.: They reserved seats for three trustees at the concert.
Capitol
capitalize U.S. Capitol and the Capitol when referring to the building in Washington. Follow the same practice when referring to state capitol buildings.

Capitol Hill
use both words on first reference; the Hill is acceptable on subsequent references.

Center for Career Services
centers/institutes
capitalize proper names: Center for Latin American Issues. Use lowercase in second reference. The center has a small staff.

century
lowercase and spell out numbers less than 10: the first century, the 21st century, 18th-century music.

chair
preferred. Avoid chairman, chairwoman or chairperson unless those titles are the expressed preference of the person who holds the position. Capitalize when used before a name.

Charles E. Smith Center
Smith Center acceptable on second reference. Hosts GW’s intercollegiate athletics programs including basketball, volleyball, swimming and diving, water polo and gymnastics. Named for D.C. developer Charles E. Smith. Located at 600 22nd St. NW.

Cherry Tree
the George Washington University yearbook, which has been in publication since 1908.

campus
lowercase when referencing proper name of Foggy Bottom campus and Mount Vernon campus. Capitalize when referring to Virginia Science and Technology Campus. Lowercase the word campus on second reference: They all returned to campus. Lowercase when referencing more than one campus: D.C. is home to GW’s Foggy Bottom and Mount Vernon campuses.

See Foggy Bottom campus, Mount Vernon campus, Virginia Science and Technology Campus.

Campus Plan
capitalize when referring to GW’s formal plan submitted to the D.C. government.

Campus Store, GW
Opened in February 2024 at 2125 I St. NW.

campuswide
cancel, canceled, canceling, cancellation
capital
refers to the city where a seat of government is located. Use lowercase. Can also be used as a financial term: Paris is the capital of France. He needed to raise capital to start his business.

capitalization
in general, avoid unnecessary capitals, especially in second reference. Examples of common GW second references that should be lowercased include the university, the building, the board, the campus, the center, the college, the office, the department, the institute, the project, the school. First references should be capitalized only in their complete proper form: The Elliott School of International Affairs is located at 1957 E St. The school was previously situated in Lisner Hall. The Department of History offers internships with the Smithsonian Institute. The department is hosting a lecture on early American history.
city names
American city names are followed in most cases by the name of the state, county or territory where the city is located: Arlington, Va. For state abbreviations see state names entry.

Exceptions are the following cities:

Atlanta     Milwaukee
Baltimore    Minneapolis
Boston       New Orleans
Chicago      New York
Cincinnati   Oklahoma City
Cleveland    Philadelphia
Dallas       Phoenix
Denver       Pittsburgh
Detroit      St. Louis
Hollywood    Salt Lake City
Honolulu     San Antonio
Houston      San Diego
Indianapolis San Francisco
Las Vegas    Seattle
Los Angeles  Washington, D.C.
Miami

The following international cities also stand alone:

Amsterdam    Hong Kong
Baghdad      Islamabad
Beijing      Istanbul
Berlin       Jerusalem
Brussels     Johannesburg
Cairo        Kuwait City
Djibouti     London
Dublin       Luxembourg
Geneva       Macao
Gibraltar    Madrid
Guatemala City Mexico City
Havana       Monaco
Helsinki     Montreal

Moscow       San Marino
Munich       Sao Paolo
New Delhi    Singapore
Ottawa       Sydney
Panama City  Tokyo
Paris        Toronto
Prague       Vatican City
Quebec City  Vienna
Rio de Janeiro Zurich
Rome

class names
See course names.

class year
combining class years of students with their colleges or their major is preferred: Jeff Rooney, a sophomore in the Columbian College of Arts and Sciences, will speak at the rally. Ronnie Collier, a junior in marketing, will introduce him.

Using first-year, second-year, etc. to designate class year also is acceptable, especially when referencing a graduate student. Charles Rogers, a first-year M.B.A. student, will introduce the speaker.

Use first-year student instead of freshman or freshmen.

collections and conservation resource center
located on the Virginia Science and Technology Campus. The private facility is designed to store and support the Albert H. Small Washingtoniana, Textile Museum and GW fine arts collections.

collective nouns
many words (including faculty, committee, board, team, class, public, group and data) can be both singular and plural. When nouns refer to a unit, they take a singular verb. When they refer to a group, they take a plural verb.

RIGHT: A thousand bushels is a good yield. (A unit.)
RIGHT: A thousand bushels were created. (Individual items.)
RIGHT: The data is sound. (A unit.)
RIGHT: The data have been carefully collected. (Individual items.)
compose, comprise, constitute
compose means to create or put together. Comprise means to be made up of. “Comprised of” is redundant. Constitute means to be the elements of and may work best when neither compose nor comprise seem to fit.

composition titles
apply the guidelines listed here to book titles, movie titles, opera titles, play titles, poem titles, album and song titles, and the titles of lectures, speeches and works of art.
Capitalize the principal words, including prepositions and conjunctions of four or more letters.
Capitalize an article (the, a, an) or words of fewer than four letters if it is the first or last word in a title.
Put quotation marks around the names of all such works except the Bible, the Quran and other holy books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, dictionaries, directories, encyclopedias, handbooks and similar publications.
Translate foreign titles into English unless a work is generally known by its foreign name.
See the “AP Stylebook” for additional guidance.

Congress
capitalize when referring to the U.S. Senate and U.S. House of Representatives.

congressional

Corcoran Hall
academic building. Located at 725 21st St. NW, it is one of GW's buildings listed on the National Register of Historic Places.

Corcoran School of the Arts and Design
use full name on first reference; Corcoran School acceptable on subsequent references. The school is a part of the Columbian College of Arts and Sciences.

Counseling and Psychological Services
a division within the Student Health Center that provides safe, non-judgmental and confidential counseling. Formerly called Mental Health Services.
course names
do not italicize or place course names in quotes: She registered for Qualitative Media Research Methods.

Use a colon between the course name and course number if used together: He teaches History 6322: American Business History.

county
capitalize when part of a proper name: Loudoun County.

COVID-19
Referring to simply the coronavirus is acceptable on first reference in stories about the pandemic that started in 2019. While the phrasing incorrectly implies there is only one coronavirus, the meaning is clear in this context.

Passages and stories focusing on the science of the disease require sharper distinctions. When referring specifically to the virus, the COVID-19 virus and the virus that causes COVID-19 are acceptable, as is simply the coronavirus. Because COVID-19 is the name of the disease, not the virus, it is not accurate to write a virus called COVID-19.

The virus itself is named SARS-CoV-2 but avoid using that name.

Do not write global pandemic for the COVID-19 pandemic; the adjective is unnecessary as this pandemic is widely known to be global.

dates
correct sequence for dates is month-day-year using Arabic figures without superscript -st, -nd, -rd, or -th: March 14, 2023.

When month, day and year are used in running text, set off year with commas: Emmanuel Macron’s speech on April 25, 2018, was held in the Charles E. Smith Center. Do not use commas when a date includes only a month and year: The last meeting was held in March 2022.

Use a hyphen dash for continuing or inclusive numbers: The 2022-23 academic year began Aug. 31. She taught in the chemistry department from 2010 to 2016.

See months; superscript; years.

days of the week
do not abbreviate: The class meets on Monday and Thursday, NOT Mon. and Thurs.

D.C.
use periods: She lived in D.C. for two years.

D.C. used after Washington should be set off by commas in running text: Washington, D.C., was their first choice to visit.

The District is acceptable as a second reference.

Abbreviate as D.C. when used in conjunction with Washington.

The District and D.C. are acceptable in subsequent references.
D.C. Metropolitan Police Department
Metropolitan Police Department and MPD are acceptable on subsequent references.

D.C. Public Schools
the local public school system in Washington, D.C.; capitalize on all references.

dean
capitalize when used before a name, lowercase in all other references: Elliott School Dean Alyssa Ayres; School of Medicine and Health Sciences Dean Barbara Bass; Paul Wahlbeck, Columbian College of Arts and Sciences dean.

degrees, academic
use of an abbreviated degree as a courtesy title after a name is to be avoided: Frank Parker, Ph.D., attended the meeting. Instead, official academic titles or unabbreviated degree names are preferred when relevant to the story: Frank Parker, associate professor of sociology, was a member of the panel. Dorothy Schaffer, who has a doctorate in sociology, was the author of the paper. Only use an abbreviated degree and class year for degrees earned at GW: Kerry Washington, B.A. ’98.

Do not capitalize doctorate, doctoral, bachelor’s, master’s.
Proper designations is a bachelor’s, master’s or doctoral degree; or an associate degree; not his or her associate, bachelor’s, master’s or doctoral degree.

RIGHT: She received a bachelor’s degree in international affairs.
WRONG: He received his bachelor’s degree in international affairs.

The plural form of a degree is the same as the singular: They received bachelor's degrees in computer science.

Cum laude, magna cum laude and summa cum laude should be in lowercase, not italicized and not set off with commas: She received a Bachelor of Science degree cum laude in physics. He graduated magna cum laude with a B.S. in chemistry.

• doctoral
doctoral is an adjective, doctorate a noun: A person with a doctorate has earned a doctoral degree.

• master’s
he received a master’s degree in business administration. A Master of Science. He received an M.B.A. degree.

• bachelor’s
use bachelor’s degree, not baccalaureate. A Bachelor of Arts.

• associate
GW offers associate degrees through the School of Medicine and Health Sciences and the College of Professional Studies.

• punctuation with degrees
Use periods with all degree abbreviations: B.A., M.F.A., Ph.D.

departments, academic
first references should be capitalized in their complete proper form: The Department of History offers internships with the Smithsonian Institution. The department is hosting a lecture on early American history.

See capitalization.

Development and Alumni Relations, Division of
GW’s fundraising and alumni relations division.

directions and regions

See addresses; addresses, campus.

Disability Support Services
District House
residence hall located between 21st, 22nd, H and I streets.

dormitory, dorm
do not use; residence hall is the preferred term.

Duquès Hall
part of the 167,000-square-foot School of Business complex. Located at 2201 G St. NW and named after Ric and Dawn Duquès.
**ethnic and racial designations**
national-origin identifiers such as Chinese American, Japanese American, Italian American are acceptable. Do not hyphenate, even when used as an adjective: They opened an Italian American restaurant. Use references to race and ethnicity only when germane to a story.
See Black, African American.

**exhibit/exhibition**
proper form is using exhibit as a verb, exhibition as a noun: He exhibited his photographs at the George Washington University Museum and The Textile Museum exhibition.

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**e.g.**
Meaning for example, it is always followed by a comma. This is different than i.e., the abbreviation for the Latin id est or that is (to say) and is always followed by a comma.
See i.e.

**Elliott School of International Affairs**
One of GW’s 10 degree-granting schools, the Elliott School was founded in 1898. Named in 1988 for the university’s 14th president, Lloyd Elliott. It is located at 1957 E St. NW.

**email**
do not italicize or underline in print: His email address is tkoho@gwu.edu.

**emeritus/emerita/emeriti**
onorary title awarded to select retired faculty members: emeritus for male professors, emerita for female professors, emeriti for plural. GW professors belong to the Society of the Emeriti.

**ensure, insure, assure**
use ensure to mean guarantee: The coach took measures to ensure a win.
Use insure for references to insurance: His car is insured.
Assure is to make safe or give confidence to: He glanced back to assure himself that no one was following.

**entitled**
a book or other publication is titled not entitled: Etzioni’s book is titled “Security First: For a Muscular, Moral Foreign Policy.”
F Street House
residence of the university president; built in 1849 and formerly the F Street Club. 1925 F Street NW.

faculty
a collective noun referring to an institution’s entire teaching staff. It takes a singular verb: The faculty is present. The faculty has voted.
To refer to the individuals who are part of a faculty, faculty members is preferred: Ten faculty members volunteered to serve as mentors.

Faculty Senate
the faculty governance body of the university.

federal
capitalize for the corporate or governmental bodies that use the word as part of their formal names: Federal Express, Federal Trade Commission.
Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: federal assistance, federal court, the federal government, a federal judge.

fellow/fellowship
lowercase except when used with proper names: McNair Fellowship. He applied for a fellowship. She received a Fulbright award.

Flagg Building
Beaux Arts building dating from 1897, home to Corcoran School of the Arts and Design programs. 500 17th Street NW.

Foggy Bottom
do not refer to as the university’s “main campus.”

foreign student
use international student.

freshman
First-year is preferred over freshman in all cases.

FSK Hall
residence hall located at 600 20th St. NW.

Fulbright Hall
residence hall named after Sen. J. William Fulbright, a GW alumnus. Located at 2223 H Street NW.

full time, full-time
hyphenate when used as a compound modifier: She works full time. He is a full-time professor.

Funger Hall
academic building located at 2201 G St. NW.

Foggy Bottom campus
GW campus located in the Foggy Bottom neighborhood. Foggy Bottom campus should not be referred to as the university’s “main campus.”
George Washington University Museum and The Textile Museum, the
located at 21st and G streets; opened in March 2015. The galleries
showcase The Textile Museum’s textile collections and the Albert
H. Small Washintoniana Collection. Always capitalize “The” in The
Textile Museum.

GOP
Grand Old Party. GOP is acceptable on first reference, Republican
Party preferred.

government
always lowercase, never abbreviate: the federal government, the
state government, the U.S. government.

GPA
acceptable on first reference for grade-point average.

Graduate School of Education and Human Development
use on first reference. Do not use education school since the
school provides classes and degrees for human resource
specialists, museum educators, etc., with more than 20 fields
of study.

Graduate School of Political Management
a school within the College of Professional Studies; use full name
on first reference. GSPM is acceptable on subsequent reference.

Granberg, Ellen M.
the 19th president of GW. An innovative and dynamic leader with
decades of experience at research universities and a sociology
scholar, Granberg took office on July 1, 2023.

Great Hall, Abrahms
located in the University Student Center. Made possible with a gift
from Marc C. Abrahms in 2002.

Guthridge Hall
residence hall located at 2115 F St. NW.

GWSB
acceptable second reference for the School of Business.
See business school; School of Business.
Honors Program, University
the University Honors Program on first reference, the honors program on second reference.

Hospital, GW
acceptable on all references. The George Washington University Hospital also is acceptable.

Human Resource Management and Development
hyphens
See Appendix: Punctuation.

Hall of Government
Hall of Government on first reference; academic building; connected to Monroe Hall. Located at 710 21st St. NW.

Hatchet, the GW
George Washington University’s student newspaper. Do not italicize. The Hatchet is acceptable on second reference.
See italics; newspapers.

Health and Wellness Center
See Lerner Health and Wellness Center.

health care
never hyphenate, even as an adjective.

Hillel, GW
GW Hillel is located at 2300 H St. NW.

Himmelfarb Health Sciences Library
use on first reference for the medical school library. Named for Paul Himmelfarb. Located at 2300 I St. NW.

historic, historical
an event that makes history is historic. Something that is based on history is historical. Use “a” not “an” before historic or historical: It was a historic event.

home page

honorary degrees
all references to honorary degrees should specify that the degree was honorary. Michelle Obama received an honorary Doctor of Public Service from GW in 2010.
international student
use instead of foreign student.

internet
See email; website.

IT
acronym for information technology. Spelled out use is preferred.

italics
do not italicize words in news stories.
See composition titles.

i.e.
Abbreviation for the Latin id est or that is (to say) and is always followed by a comma. This is different from e.g., which means for example, and is always followed by a comma.
See e.g.

incorporated
abbreviate and capitalize as Inc. when used as part of a corporate name. Do not set off with commas: America Online Inc.

Indigenous
GW Information Technology
manages the university’s networks, account and digital storage.

institutes
See centers/institutes.

insure
See ensure, insure, assure.

International House
residence hall located at 2201 Virginia Ave.

International Monetary Fund
IMF is acceptable on subsequent references.

International Services Office
Jack Morton Auditorium  
located in the Media and Public Affairs Building; named after media businessman and philanthropist Jack Morton.

JBKO Hall  
residence hall named after alumna Jacqueline Bouvier Kennedy Onassis. Located at 2222 I St. NW.

Juneteenth  
Juneteenth marks the day on June 19, 1865, that Union Gen. Gordon Granger arrived in Galveston, Texas, to announce that enslaved Black people were free, after the Civil War ended and more than two years after the Emancipation Proclamation. Juneteenth was made a federal holiday in 2021. It is also known as also known as Jubilee Day, Emancipation Day, Freedom Day and Black Independence Day.

junior  
See class year.

Kennedy Center, the  
acceptable on first reference. The John F. Kennedy Center for the Performing Arts also acceptable. Identify specific stages, halls, etc., by using the following style: the Kennedy Center’s Millennium Stage.

Key Hall  
residence hall named after Francis Scott Key located on 600 20th St. NW. Key Hall acceptable on all references.

kids  
use children unless you are talking about goats, or the use of kids as an informal synonym for children is appropriate in the context.

Knapp, Steven  
the 16th president of George Washington University who served from 2007 to 2017. Knapp continues to serve as GW president emeritus and university professor of English.

Kogan Plaza  
located in the middle of campus, between Gelman Library and Lisner Auditorium. Named after Barton Kogan.  
See Mid-Campus Quad.
Lerner Hall
academic building in the GW Law complex. Located at 2000 H St. NW.

Lerner Health and Wellness Center
use on first reference. Health and Wellness Center may be used on all subsequent references. Located at 2301 G St. NW.

Letter grades
do not italicize letter grades and use apostrophes with plurals: Frank received five A’s and two B’s.

LGBTQ
acceptable on all references for lesbian, gay, bisexual, transgender and questioning. Other variations are acceptable in quotes or names of organizations.

Libraries
GW is home to five libraries: the Estelle and Melvin Gelman Library, Burns Law Library, Himmelfarb Health Sciences Library, Eckles Library and the Virginia Science and Technology Campus Library.
See Burns Law Library, Gelman Library, Himmelfarb Health Sciences Library.

Lincoln Memorial

Lisner Auditorium
a 1,490-seat facility that hosts performing arts and other events. One of GW’s buildings listed on the National Register of Historic Buildings. Located at 730 21st St. NW.

Lisner Hall
academic building located at 2023 G St. NW; part of the GW Law complex.

Lafayette Hall
residence hall located at 2100 I St. NW.

Lay, lie
the action word is lay. It takes a direct object. Laid is the form for its past tense and its past participle. Its present participle is laying.
Lie indicates a state of reclining along a direct object. Its past tense is lay. Its past participle is lain. Its present participle is lying.
When lie means to make an untrue statement, the verb forms are lie, lied and lying.

GW Law
GW Law is preferred for all references. One of the 10 degree-granting schools at the university, it was established in 1865 and is the oldest law school in D.C.

LeBlanc, Thomas
the 17th president of the George Washington University from 2017 to 2021.

Legislative titles
in first reference use Rep., Reps., Sen. and Sens. as formal titles before one or more names in regular text. Put U.S. or state name before title if there may be confusion. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase representative and senator in other uses.
In second reference do not use legislative titles before a name unless they are part of a direct quotation.
The words congressman or congresswoman should be lowercase.

Lenthall Houses
built in 1800, they are used to house visiting faculty. Listed on the National Register of Historic Buildings. Located at 606-610 21st St. NW.
Milken Institute School of Public Health Building
academic building that houses the Milken Institute School of Public Health offices and classrooms; located at 950 New Hampshire Ave NW.

Mitchell Hall
residence hall located at 514 19th St. NW.

months
capitalize the names of months in all uses. The following month abbreviations are acceptable when used with a specific date: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year alone. Do not use a comma between the month and the year: Oct. 31, 2022. She graduated in May 2020. All classes held after September 2020 must run at least two hours and 30 minutes.

See dates; years.

Monroe Hall
academic building located at 2115 G St. Monroe Hall is connected to the Hall of Government.

Mount Vernon campus
GW campus located on Foxhall Road in upper Northwest Washington, D.C., formerly Mount Vernon College, a women’s college. The 26-acre campus provides academic and residential space as well a black-box theater and athletic facilities for both intercollegiate and recreational use.

See campus; Foggy Bottom campus; Virginia Science and Technology Campus.

Mount Vernon Campus Athletic Complex
the home for NCAA soccer, lacrosse, tennis and softball.

See Mount Vernon campus.

Multicultural Student Services Center
MSSC acceptable on second reference.

Munson Hall
residence hall located at 2212 I St. NW.
nonprofit

noon
not 12 p.m. or 12 noon.

numbers
spell out numbers one through nine (except in the case of ages and percentages, which always use numbers); use numerals for anything 10 or higher. Beginning a sentence with a number-and-letter combination is allowed (e.g., 3D movies are drawing more fans). Always use numerals in votes, court decisions, scores and with percent. When numbers are not round, use decimal points: 4.5 billion.

Nashman Center for Civic Engagement and Public Service, Honey W.
university center that aims to integrates civic engagement into the university’s educational work; promotes equity and active citizenship in a diverse democracy; focuses GW’s resources to address community needs through reciprocal partnerships beyond the campus; and enhances teaching, learning and scholarship at GW.

Native American

Navy ROTC
use on first reference for Naval Reserve Officers’ Training Corps. NROTC is acceptable on second reference.

NCAA
acceptable on all references. Stands for the National Collegiate Athletic Association, of which GW is a member.

newspapers
do not italicize. Capitalize and include The if it is part of the publication’s name: “The Washington Post” or stated elsewhere in the article. Use quotation marks around article titles or other content within newspapers: Amitai Etzioni’s op-ed “Instant Democracy: American Fantasy” appeared in the “International Herald Tribune.”
See italics; quotation marks.

No.
use as the abbreviation for “number” in conjunction with a figure to indicate position or rank: No. 1 choice, No. 3 team.
See numbers.
off campus/off-campus
the meeting will be held off campus. Hyphenated when it immediately precedes a noun: Students are searching for off-campus housing.

OK
not okay.

Old Main
the building formerly known as Old Main is located at 1922 F St. NW. It is now referred to only by its address.

on campus/on-campus
the meeting will be held on campus. Hyphenated when it immediately precedes a noun: First-year students are assigned on-campus housing.

only at GW
hyphenate when used before a noun; only-at-GW experience.

Open Doors: The Centuries Initiative for Scholarships & Fellowships
initiative launched during the university’s bicentennial celebration in 2021 to increase access to a GW education.

part time/part-time
she works part time. Hyphenated when it is used as a compound modifier: He has a part-time job.

Ph.D.
See degrees.

Phillips Hall
one of the three buildings that make up the Academic Center. Located at 801 22nd St. NW.

p.m.
See time.

postdoctoral

Potomac House
residence hall, located at 2021 F St. NW.

professor titles
capitalize full title before names: Professor of Law Jack Friedenthal. Lowercase the word professor before a name when it can be considered an epithet or a describing phrase: law professor Jack Friedenthal. Lowercase when used after a name: Jack Friedenthal, professor of law.

See titles; University Professor.

Program Board, GW
provides students with a broad and diverse selection of programs and events.

Provost, Office of the
supports all academic endeavors across the George Washington University’s 10 schools and colleges. The office oversees academic planning; diversity, equity and community engagement; enrollment and student success; faculty affairs; libraries and academic innovation; and research.
Registrar, Office of the
capitalize Office of the Registrar; registrar’s office and registrar are lowercase on subsequent references.

residence hall
not dorm or dormitory.

Revolutionaries
GW’s moniker as of May 2023, selected through a comprehensive community engagement process.

Rome Hall
one of the three buildings that comprise the Academic Center. Located at 801 22nd St. NW.

room names and numbers
using the word “Room” or “Suite” to designate location in a building is preferred: Phillips Hall, Suite 401; SEH, Room 201. Dropping the words “Room” and “Suite” is acceptable: Bell Hall 231, Discovery Hall 512, Gelman Library 301-C.

Ross Hall
academic medical building. Located at 2300 I St. NW.

Quigley’s
located at 2036 G St. NW. Now houses Tonic at Quigley’s Pharmacy.

quotation marks
use quotation marks for articles, essays, short poems, short stories, songs, chapters in a book, episodes of radio and television programs, lectures, speeches and conferences. Do not underline or italicize any of the above.

See quotation mark entry in Appendix: Punctuation; italics; composition titles.
Samson Hall
academic building located at 2036 H St. NW.

school
capitalize when part of a proper name: the GW School of Business. Lowercase in second reference when proper name is not used: The school provides wireless internet access to students.

School of Business
spell out on first reference; GWSB and GW Business acceptable on subsequent references. One of the 10 degree-granting schools at the university, it was established in 1899.

School of Engineering and Applied Science
spell out on first reference; use GW Engineering on subsequent references. One of the 10 degree-granting schools at the university, it was established in 1884.

School of Media and Public Affairs
spell out on first reference; SMPA acceptable on subsequent references. The school is a division of the Columbian College of Arts and Sciences and is led by a director. All offices are located in the Media and Public Affairs Building.

School of Medicine and Health Sciences
spell out on first reference; SMHS acceptable on subsequent references. One of the 10 degree-granting schools at the university, it was established in 1825 and is the 11th oldest medical school in the country. Administrative offices are located in Ross Hall.

School of Nursing
GW’s newest degree-granting school created in 2010. GW Nursing is preferred on second reference, not SON.

School Without Walls
a four-year high school located at 2130 G St. NW. Part of the D.C. Public School system.

Science and Engineering Hall
spell out on first reference; SEH acceptable on subsequent references. State-of-the-art science and engineering facility located at 800 22nd St. NW, formally opened in 2015.

seasons
in general, do not capitalize: fall 2023, not fall of 2023. Only capitalize if part of a formal name: GW Summer Sessions, Winter Olympics.

semesters
do not capitalize: fall semester.

Senate
capitalize in all references to governmental legislative bodies, whether or not the name of the nation is used: the U.S. Senate, the Senate, the state Senate. Capitalize for the full name of official GW groups: Faculty Senate, Student Association Senate. Lowercase in second reference to GW groups if full name is not used and lowercase plural uses: the senate meets once a month; the Maryland and Virginia senates.

Shenkman Hall
residence hall located at 616 23rd St. NW; previously was Ivory Tower, renamed in 2014 in honor of trustee emeritus Mark R. Shenkman.

Smith Center
See Charles E. Smith Center.

Smith Hall of Art
one of the three buildings that make up the Academic Center at 801 22nd St. NW. Formal name is the Robert H. and Clarice Smith Hall of Art.

Smithsonian Institution
Smithsonian is acceptable on first reference. Add the name of the museum if necessary: the Smithsonian National Museum of American History.

South Hall
GW residence hall located at 2135 F St. NW. Opened in 2009.
**Strong Hall**
residence hall located at 620 21st St. NW.

**Stuart Hall**
an academic building located at 2013 G St. NW; part of GW Law complex.

**Student Affairs, Division of**
the division aims to empower the personal and academic development of GW's diverse community of students. The division comprises Campus Living and Residential Education, the Student Health Center, Lerner Health and Wellness, Student Rights & Responsibilities and the Office of Student Life.

**Student Government Association**
the main student governing body for the university.

**Student Financial Assistance, Office of**

**Student Health Center**
provides integrated medical and mental health services for students. Located on the University Student Center, Ground Floor.

**Sumner M. Redstone Global Center for Prevention and Wellness**
established in 2014 with a $30 million gift from the Sumner M. Redstone Foundation; part of the Milken Institute School of Public Health.

**Support Building**
the headquarters of facilities management. Located at 2025 F St. NW.

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**state abbreviations**
The names of the 50 U.S. states should be spelled out when used alone in the body of a story. The following abbreviations should be used for states with cities other than stand-alone cities. States not listed should be spelled out in all references.

<table>
<thead>
<tr>
<th>State Abbreviation</th>
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*See city names.*

**Staughton Hall**
academic building located at 707 22nd St. NW.

**Stockton Hall**
an academic building located at 720 20th St. NW. One of four buildings that comprise GW Law.

**Store, the**
a student-run food pantry managed by the Store student organization and the Center for Student Engagement. It is located in District House.
they, them, their
acceptable in cases where a singular and/or gender-neutral
pronoun is preferred. Be sure it is clear from the context that
only one person is involved. AP style does not advise using other
gender-neutral pronouns such as xe or ze.
In text about people who identify as neither male nor female or
ask not to be referred to as he/she/him/her: use the person’s
name in place of a pronoun, or otherwise reword the sentence,
whenever possible.
Examples: Kevin decided to leave their residence hall and go for a
walk because they were cold in the air conditioning.
Mandy said they wanted to order pizza for dinner. Can you call
and ask them what toppings they want?

See: gender-neutral pronouns; for additional guidance on gender and
sexuality language, see the “AP Stylebook”

Third Century Scholarship Endowment Match:
Unlocking Access to Undergraduate Education
initiative to dramatically accelerate investments to offer
critical financial support to undergraduate students.
Launched Nov. 1, 2022.

Thurston Hall
residence hall located at 1900 F St. NW.

time
use numerals with lowercase a.m. and p.m. Use periods in
a.m. and p.m. Use noon and midnight instead of 12 p.m. and
12 a.m., respectively.
Avoid redundant phrases, such as 10 a.m. this morning or 9 p.m.
tonight. Writing 4 o’clock is acceptable in some cases, but 4 p.m.
is preferred.

Title IX Office
office fairly and equitably responds to reports of sexual
harassment, sexual assault, domestic and dating violence, and
stalking. The office also provides prevention and response
educational programming for the GW community. Title IX should
always be capitalized and written with Roman numerals.
titles
in general, capitalize titles only when they are used before a person’s name. In second reference, a title is not necessary.

• composition titles
  for style preferences regarding books, movies, songs, plays, etc.,
  See composition titles.

today, tonight
use only in direct quotations. Use the day of the week to clarify timing, even if the day is today.

Tompkins Hall
located at 725 23rd St. NW.

toward
use toward, not towards.

Trachtenberg School of Public Policy and Public Administration
Spell out on first reference; Trachtenberg School acceptable on subsequent references. The school is part of the Columbian College of Arts and Sciences and is led by a director. The school was established in January 2004. Administrative offices are located in the Media and Public Affairs Building.

Trachtenberg, Stephen Joel

Undergraduate Admissions, Office of
formal name, should be used in first reference. Graduate admissions are handled individually in each school; Graduate Enrollment Management oversees graduate admissions at GW.

United States, U.S.
in general, abbreviate when using as an adjective, write out United States when used as a noun (note use of periods for consistency with U.S., D.C., etc.). The U.S. State Department is located two blocks from the GW campus. The government of the United States is one of the nation’s largest employers.

Avoid USA except in a formal name: Congress passed the USA Patriot Act in October 2001.

University
lower case unless using as a part of a school’s formal name.

University Professor
the highest professorial status at GW. University Professor is capitalized on all references.
  See professor titles.

University Student Center
the student union building, located at at 800 21st St. NW., includes student spaces, Panera Bread, Betts Theatre, ballrooms, bookstore, lounges and administrative and student offices. The Student Health Center is in the ground floor of the University Student Center.
Veterans Memorial Park
located on Kogan Plaza in front of the Estelle and Melvin Gelman Library. A wall in the park, funded by a gift from Mark R. Shenkman, trustee emeritus, displays the park name and insignias for the five branches of the U.S. Armed Forces.

VIP, VIPS
acceptable in all references for very important person(s).

Virginia Science and Technology Campus
located in Ashburn, Va., the campus is home to research labs and centers and institutes advancing knowledge in a wide range of interdisciplinary areas. Academic offerings include School of Nursing degree programs, along with a number of other graduate and certificate programs. VSTC is acceptable on second reference.

Washington, D.C.
Washington (the city) can stand alone and be recognizable. When referring to the state, use state of Washington or Washington state to avoid confusion.

website

West End Citizens Association

West Hall
residence hall on GW’s Mount Vernon campus. Opened in 2010. 2100 Foxhall Rd. NW.

Wi-Fi

Woodhull House
connected by a bridge to the George Washington University Museum and The Textile Museum. The Woodhull House was renovated in 2014 to house the Albert H. Small Washingtoniana collection.

Wrighton, Mark S.
the 18th president of the university. Wrighton led the university from January 2022 to June 2023.
Appendix: Punctuation

apostrophe

use an apostrophe to indicate that a noun is possessive.

Add an ‘s for the following:

• Plural nouns not ending in s: women’s rights, the alumni’s contribution.
• Singular nouns not ending in s: the professor’s office, the horse’s food, the student’s room.
• For compound words apply the apostrophe or ‘s to the word closest to the object possessed: the major general’s decision, the major generals’ decisions, the attorney general’s request, the attorneys general’s request, Martin Luther King Jr.’s father.
• For joint possession and individual possession, use a possessive form only after the last word if ownership is joint: George and Mary’s car. Use a possessive form after both words if the objects are individually owned: George’s and Mary’s cars.
• Descriptive phrases not ending in s: a children’s hospital, a people’s republic.
• Plurals of a single letter: Mind your p’s and q’s. He learned the three R’s and brought home a report card with four A’s and two B’s. The Oakland A’s won the pennant.

Add only an apostrophe for the following:

• Plural nouns ending in s: states’ rights, the horses’ food, the professors’ lounge, the students’ class gift.
• Nouns plural in form, singular in meaning: mathematics’ rules, measles’ effects. The same rule applies for the formal name of a singular entry: General Motors’ profits, the United States’ wealth.
• Singular proper nouns ending in s: Achilles’ heel, Hercules’ labors, Arkansas’ schools, John Adams’ legacy. However, if a composition title or trademarked name uses an ‘s after a singular proper noun, the ‘s should be preserved.
• Singular nouns ending in an s sound (e.g., ce, x, z) followed by a word that begins with s: for appearance’ sake, for conscience’ sake, the justice’ seat.
• Contractions, omitted letters and figures: it’s, don’t, ’tis the season, rock ‘n’ roll, the class of ’62, the Spirit of ’76, the ’20s.

See “AP Stylebook” possessives entry for additional guidance.

Yard, the University
located on H Street between 20th and 21st streets NW.

years
use an “s” without an apostrophe to indicate spans of decades or centuries: the 1980s, the 1800s. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: 2009 was a very good year.

See dates; months.
Use commas to offset a person’s name, as in this case: He introduced his wife, Anne, to the mayor. Do not use a comma in this sentence: He attended the party with wife Anne.

Use a comma to separate independent clauses that are joined by and, but, for, or, nor, because or so: We are visiting Washington, and we also plan a side trip to Williamsburg, Va. As a rule of thumb, use a comma if the second clause can stand alone as a sentence:

**COMMA:** Mark went to the meeting, and he took notes.

**NO COMMA:** Mark went to the meeting and took notes.

Use a comma to set off a nonessential word or phrase but do not use if a word or phrase is essential. Correct: The company chair, John James, spoke at the meeting. (Because a company can only have one chair the name is not essential to the sentence.) The Smiths ate dinner with their daughter Julie. (In this case because the Smiths have more than one daughter, the inclusion of Julie’s name is critical if the reader is to know which daughter is meant.) Julie and her husband, Jeff, went shopping. (Again because Julie has only one husband his name should be set off by commas.)

Use a comma to separate elements of an address: the Virginia Science and Technology Campus is located in Ashburn, Va., in the Dulles technology corridor.

Use a comma between proper names and titles: Vittorio Bonori, president of Zenith, chaired the meeting.

Use a comma to introduce a complete sentence or quote that is a complete sentence: The president said, “I am happy to be a part of such a rich tradition.”

Also use a comma before quote attribution. “I am happy to be part of such a rich tradition,” the president said.

Do not use a comma to introduce a partial quote: The president called the event a “rich tradition.”

In use with quotes, commas always go inside quotation marks.

**dash**

an em dash — a long line exactly like the one used in this sentence — is what should be used to enclose a word or word group that interrupts the main structure: We will fly to Paris in June — if I get a raise. Smith offered a plan — an unprecedented plan to raise revenues.

The dash also can be used within a phrase that otherwise would be set off by commas when there are series or words that must be separated by commas within the phrase: He listed the qualities — intelligence, humor, independence — that he liked in an executive.
The em dash is not to be confused with its shorter relative, the en dash. The en dash, which should be used in noting page numbers, dates and game scores: In the 2022-23 men's basketball season, the team won the championship 98-85. The en dash should not be used in place of a hyphen.

ellipses
when using, treat the ellipses as a three-letter word with three dots and a space on each side.

Use the ellipses to indicate the deletion of one or more words in condensing quotes, texts and documents. Be very careful to avoid deletions that would distort the meaning.

"I ... tried to do what was best."

If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: I no longer have a strong enough political base. ...

exclamation point
use sparingly to express a high degree of surprise, incredulity or other strong emotion. Place the mark inside quotes when part of quoted material. Place it outside of quotes when not part of the quoted material. Do not use a comma or period after the exclamation mark.

RIGHT: “Never!” she shouted.

hyphens
use to join adjectives and avoid ambiguity. Consult “AP Styleguide” and “Webster’s New World Dictionary” for guidance on hyphenations with prefixes.

Additional guidelines:
• Compound modifiers: When two or more words that express a single concept are used before a noun, use a hyphen to link them with the exceptions of the word “very” and adverbs that end in “ly”: a high-profile case, a 19,000-square-foot building, a full-time job, a poorly performed play. Most of the time these combinations are not hyphenated after a noun: She works full time.

• Compound nouns: Many noun compounds are hyphenated: brother-in-law, well-being, 18-year-old.

• With numbers: Hyphenate the written form of compound numbers and fractions: One-fifth of my income is spent on rent.

• Between a prefix and proper name: mid-Atlantic.
• Capitalization: When hyphenated words are used in headlines, both words should be capitalized: Blue-Green.
• Suspensive hyphenation: He received a 10- to 20-year sentence in prison.

parentheses
use sparingly to insert necessary background or reference material. Punctuation: Place a period outside parentheses if the material inside is not a stand alone complete sentence (like this fragment). Otherwise, place periods inside parentheses.

period
use with the following:
• At the end of a declarative sentence: The style guide is finished.
• At the end of a rhetorical question if the statement is more of a suggestion than a question: Why don’t we go.
• At the end of an indirect question: He asked what time it was.

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

question mark
use with the following:
• At the end of a direct question: Who attended the lecture?
• In the middle of an interpolated question: You told me – Did I hear you correctly? – that we should meet in the conference room.
• At the end of a full sentence with multiple questions: Did he plan the event, book the guests and write the opening remarks? However, it is acceptable to use question marks with each question for emphasis: Have you finished planning the event? Booked the guests? Written the opening remarks?

Placement with quotation marks: A question mark can be inside or out depending on the meaning: He asked, “How much will it cost?” What is the Louvre’s most famous painting after the “Mona Lisa”? A question mark supersedes the comma that normally is used when supplying attribution for a quotation: “Who won?” he asked.
**quotation marks**

use with the following:

- Direct quotations: Plato said, “Necessity is the mother of invention.”

- With personal nicknames: Dwayne “The Rock” Johnson.

- With words used in an ironical sense: The “debate” turned into a free-for-all.

- Quotes may be used with unfamiliar terms or phrases on first reference: A defensive offsides call is known as “encroachment.” Do not put subsequent references to encroachment in quotation marks.

Quotation mark placement with other punctuation:

- Periods and commas always go within quotation marks.

- Dashes, question marks and exclamation points go within the quotation marks when they apply to the quoted matter only. They go outside when applied to the whole sentence. This second rule helps the reader attribute the meaning and emotions of these remarks to the right source: The first sentence of Barack Obama's fundraising letter was, “I need your vote!” I thought John McCain was very forceful when he said, “I need your vote”! The first sentence indicates Obama's emphasis and excitement. The second sentence indicates the author's emphasis and excitement.

- Semicolons go outside of quotation marks.

**semicolon**

use semicolons with the following:

- To clarify a series, especially when individual segments contain material that also must be set off by commas: The meeting was attended by several graduates: Joe Alumnus, B.A. ’88, J.D. ’92; Martha Alumna, B.A. ‘77, M.A. ’79, Ph.D. ’85; and Harry Hippo, M.F.A. ’67.

- To link independent clauses, especially when coordinating conjunctions such as “and,” “but” or “for” not present: The package was due last week; it arrived today.

Place semicolons outside of quotation marks.