A LITTLE BACKGROUND

Dear reader,

For both the internal LAU community and the external community of parents, alumni, businesses, sponsors, regional universities and the public at large, it is important that any content coming out of the university is well-written, properly edited, intelligent and relevant.

This guide discusses matters of editorial style which includes consistent use of spelling, punctuation, capitalization, abbreviations, as well as the selection of headings, the use of numbers and other matters of usage and style when writing for any LAU publication or website.

The guide includes elements of The Associated Press (AP) Stylebook, as well as other university editorial styleguides, but is adjusted to meet the needs of LAU. For items not covered in this guide, we advise you to please refer to The AP Stylebook.

While this editorial style guide has been produced by LAU’s Marketing and Communicatios Department (MarCom), it should be a valuable tool for anyone writing or editing any type of content for LAU, regardless of whether they’re working on news, features, brochures, catalogs or reports.

Reflecting the diversity at LAU, our writers at MarCom come from a range of backgrounds and levels of experience, and we need to make sure there is consistency in style and language usage in the content that we publish, as well as in how articles and content are structured and formatted. This guide should answer most of your questions. However, if you think there’s something important that should be included in this document or if you notice any errors, then please let us know.

Thank you to Salma Abdelnour, Marc Abizeid, Todd Dorman, Greg Houle and Karina Rodriguez for your valuable input in creating this guide.

You can reach us by email, Saba Haider at saba.haider@lau.edu.lb, or Nanor Karageozian at nanor.karageozian@lau.edu.lb.

Thanks,

MarCom Editorial Team
LAU: The official name of the institution is Lebanese American University. In general, its abbreviation, namely, LAU, is used even on first reference.

MarCom: noun (pronounced: marr-com): MarCom is not an acronym. It is the commonly used abbreviated way to refer to LAU’s Marketing and Communications Department. MarCom is responsible for publishing several key university print and online publications, in addition to all of the news stories published on the LAU website. The department’s name should not be spelled in all caps as MARCOM or even as Marcom or marcom — it should always have a capital M and capital C and be spelled as MarCom. Please note the official name of MarCom is the Marketing and Communications Department and not the Office of Marketing and Communications.
abbreviations, acronyms

Spell out each word in an abbreviation or acronym the first time it is mentioned in an article. (Note: An acronym is a type of abbreviation in which a word is formed from the first letter or letters in a series of words.) When writing a news article for the LAU website, if the article mentions the same entity again, there is no need to put the abbreviation in parentheses as we use abbreviation tags in additional mentions. However, when writing for a print publication, including LAU Magazine, if the article will mention the same entity again, include the abbreviation in parentheses after the first mention, and use that abbreviation on all subsequent references:

The American Association of Colleges of Pharmacy (AACP) held its first meeting in Beirut in January. In past years, the AACP meetings have always been held in Chicago.

The plural, non-possessive form of an abbreviation should be styled without an apostrophe:

RSVPs

Exceptions: cases where the abbreviation includes periods, as in Ph.D.:

Correct form is: Ph.D.’s

Avoid periods in abbreviations (unless the result would spell an unrelated, undesired word).

Exceptions: Use periods in two-letter abbreviations:

U.S., U.K., B.A., B.C., M.S., B.A.

The United Nations should always be referred to as UN, the European Union is the EU, and the European Economic Community is the EEC.

Use periods in M.B.A. and in all academic degrees as explained below.

In the case of organizations and agencies that are widely known by their initials (CIA, FBI), names do not need to be spelled out on the first reference (although it is fine to spell them out).

academic degrees

When describing one or two individuals in a sentence, spell out the degree name in the case of a bachelor’s or a master’s degree at the first mention, but abbreviate Ph.D., J.D. and M.B.A. Additional mentions can all be abbreviated.

Correct form when spelling out degree names; note use of apostrophes and lowercase/uppercase:

bachelor’s degree     master’s degree
Bachelor of Engineering  Bachelor of Architecture
“**The time to begin writing an article is when you have finished it to your satisfaction. By that time you begin to clearly and logically perceive what it is you really want to say.**”

– Mark Twain

<table>
<thead>
<tr>
<th>Bachelor of Arts</th>
<th>Bachelor of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Pharmacy</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>Master of Science</td>
<td>Doctor of Medicine</td>
</tr>
</tbody>
</table>

Correct form when abbreviating degree names; note use of periods.


Use periods in all academic acronyms (Ph.D., M.A., B.A., etc.), and do not put spaces before the periods. Correct form is Ph.D., not Ph. D.

When an academic acronym ends a sentence, use only one period:

The dinner party was hosted by John Smith, Ph.D. (Not: The dinner party was hosted by John Smith, Ph.D.)

Use an apostrophe (‘) in bachelor’s degree, master’s degree or a master’s (not masters), etc.

Examples:

- He has a bachelor’s degree and his wife has a master’s degree, but their only daughter has a doctorate.
- He has a Master of Arts in graphic design. (Not masters or master’s)
- He has a master’s in political science. (Not masters)
- She has a master’s degree in international relations. (Not masters)
- He has a Master of Science in engineering.

Capitalize high school diplomas, if you’re using the official name.

Example: He received his Lebanese Baccalaureate.

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**academic departments**

When referring to an academic department without using its formal name, lowercase all words except proper nouns or adjectives:

Example: He attended the history department’s function at the museum.

When referring to the official name of the department, capitalize it.

Example: The function at the museum was sponsored by the LAU Department of History.

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**addresses**

Abbreviate avenue, boulevard and street in numbered addresses:

She lives at 26 John St.

Spell out in other cases:
She lives on John Street.

administration
Lowercase in all instances except when referring to a presidential administration by name.

Example: The Clinton Administration.

advisor/adviser
Both advisor and adviser are correct, but adviser is the preferred spelling. The only exception for this is when referring to the Board of International Advisors.

advisory

afterward
Not afterwards, as correct American English does not add the “s.”

Source: *Eats, Shoots and Leaves* by L. Truss.

age
She is in her 20s. (no apostrophe)

Always use numerals when referring to the age of people or animals:

Her daughter is 4 years old. Her son is 27 years old.

Spell out the age when referring to an inanimate object, if the number is below 10:

The law is seven years old.

But:

The building is 15 years old.

Use hyphens for ages expressed as adjectives, before a noun, or as substitutes for a noun.

Examples:
- The 20-year-old student is great.
- The dinner is for 12-year-olds.
“
A metaphor is like a simile.
”

– Unknown author

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**Al-Jazeera**

---

**all right**

Not alright

---

**alumni**

Correct singular and plural forms:

- alumni (plural male or plural coed)
- alumnus (singular male)
- alumnae (plural female)
- alumna (singular female)

Capitalize official names of alumni chapters.

Example: Riyadh Alumni Chapter

On the first mention of any LAU alumnus’ name in an LAU Magazine article, include the year of graduation in parentheses:

John Doe (’64)

---

**a.m./p.m.**

---

**amid**

Not amidst

---

**ampersand (&)**

It is acceptable for headlines, captions and tabular data only. Here are some examples:

- From left: Dr. Samira Aghacy, Dean of Arts & Sciences, and Dr. George E. Nasr, Dean of Engineering & Architecture.
- Aghacy, the Dean of Arts and Sciences attended the event together with Nasr, the dean of Engineering and Architecture, and Dr. Jabbra, the president of LAU.

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**Arab**

Not arab
“Storytelling reveals meaning without committing the error of defining it.”

– Hannah Arendt

Also, it’s the Arab world, not the Arab World. The adjective arabesque would be lower case.
backward
Not backwards, because, it is completely anomalous that most people say forward but backwards.

B.C./A.D.

biannual/biennial
*Biannual* means twice a year, whereas *biennial* means every two years.

Board of International Advisors (BIA)

Board of Trustees (BOT)
Capitalize (but lowercase board when used on its own).

BUC, BCW
When referring to an alumnus/a or professor who was at LAU when it was called BUC or BCW, style as such:

Nadia Saad graduated from LAU (formerly BUC) in 1978.
Professor Sami Abou Salem taught at LAU (formerly BCW) in 1966.

buildings, rooms at LAU
Capitalize official names of campus buildings and facilities.

Capitalize *room* when a room number is included:

Room 138

Capitalize the word *building* if it is part of the official name of the construction.

Examples:

- Nicol Hall
- The Zakhem Engineering Building
- But: The engineering building
- But: The Business School building
“No author dislikes to be edited as much as he dislikes not to be published.”
– Russell Lynes

For a list of official names of LAU programs, schools, centers and institutes, refer to:

For a list of official names of LAU offices, refer to:

For the LAU faculty, staff, student and alumni directory, refer to:
http://directory.lau.edu.lb.
“A story should have a beginning, a middle and an end... but not necessarily in that order.”

— Jean Luc Godard

**campus names at LAU**

When referring to the Byblos campus, the correct form is *LAU Byblos* or the *LAU Byblos campus*. When referring to both campuses in the same article, specify *LAU Beirut* or the *LAU Beirut campus* to distinguish between the two branches.

Do not capitalize the word *campus*.

Examples: The Beirut campus OR The Byblos campus

**capitalization (A, B, C, D)**

As a general rule, avoid the unnecessary use of capital letters. See the individual listings in this style guide for cases in which capitalization is required. For guidance in other cases (not referred to in this style guide), consult the *The Associated Press Stylebook* or *Webster’s New World College Dictionary*.

**catalog**

Not catalogue

**centers**

Not centres

See *schools, departments, offices, centers and institutes* entry in “s.”

**century**

Lowercase, so it is the 21st century, the 10th century, and the 8th century.

**CEO**

**chair/chairperson**

Not chairman/chairwoman

**classes**
“Write your first draft with your heart. Rewrite with your head.”

From the movie Finding Forrester

“Write your first draft with your heart. Rewrite with your head.”

From the movie Finding Forrester

Lowercase classes, such as *freshman, sophomore, junior, senior.*

Examples:

- Applicants to the freshman class should sit for the SAT I exam.
- All seniors should present their final projects by June 20.

**co (when used as a prefix)**

Note the following cases in which a hyphen is or is not used:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Without Hyphen</th>
</tr>
</thead>
<tbody>
<tr>
<td>co-author</td>
<td>co-chairman</td>
</tr>
<tr>
<td>co-worker</td>
<td>coed</td>
</tr>
<tr>
<td>cooperate</td>
<td>cooperative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Without Hyphen</th>
<th>With Hyphen</th>
</tr>
</thead>
<tbody>
<tr>
<td>co-host</td>
<td>co-cohost</td>
</tr>
<tr>
<td>co-star</td>
<td>co-cowstar</td>
</tr>
<tr>
<td>coeducation</td>
<td>co-education</td>
</tr>
<tr>
<td>coexist</td>
<td>co-exist</td>
</tr>
<tr>
<td>cooperate</td>
<td>co-operate</td>
</tr>
<tr>
<td>coordinate</td>
<td>co-ordinate</td>
</tr>
<tr>
<td>coordination</td>
<td>co-ordination</td>
</tr>
</tbody>
</table>

**colon (:)**

The first word following a colon is capitalized if the subsequent quote is a full sentence.

**comma (,)**

Do not use a comma after a short introductory phrase (of up to three words).

For instance, the correct form is:

After graduation John Ayoub pursued a master’s degree at Yale University.

Exceptions: Cases where not using a comma would lead to ambiguity or awkward phrasing.

For instance: *In 1996 12 people joined the organization* should be punctuated with a comma for clarity. Correct form:

In 1996, 12 people joined the organization.

Do not use the serial comma. That means writing *Red, white and blue,* not *Red, white, and blue.*

Do not use a comma to separate items that form a unit:

He likes to snack on nuts, fruits, and cheese and crackers.

**committees, councils, boards, associations, societies and clubs** on campus
“Writer’s block is a disease for which there is no cure, only respite.”
– Laurie Wordholt

Capitalize those words when they are part of an official name; lowercase otherwise.

The LAU Board of International Advisors, or Board of Trustees.
President Jabbra attended the board meeting in Florida.

computer/technology terms

<table>
<thead>
<tr>
<th>cellular</th>
<th>cyberspace</th>
<th>double click</th>
<th>email</th>
<th>iPod</th>
</tr>
</thead>
<tbody>
<tr>
<td>phone</td>
<td>firewall</td>
<td>GPS</td>
<td>homepage</td>
<td>iMac</td>
</tr>
<tr>
<td>HTML</td>
<td>hyperlink</td>
<td>hypertext</td>
<td>internet</td>
<td>iTunes</td>
</tr>
<tr>
<td>JPEG; JPG</td>
<td>MP3</td>
<td>offline</td>
<td>online</td>
<td>iPhone</td>
</tr>
<tr>
<td>PDF</td>
<td>Photoshop</td>
<td>screen saver</td>
<td>social networking</td>
<td>Twitter</td>
</tr>
<tr>
<td>webcam</td>
<td>webcast</td>
<td>webmaster</td>
<td>webpage</td>
<td>website</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>MySpace</td>
<td>workstation</td>
<td>Google</td>
<td>Flickr</td>
</tr>
<tr>
<td>World Wide Web (or web)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

contractions

Never write ‘can not’ and instead write cannot. As a rule, you should avoid contractions (aren’t, can’t, don’t, etc.), except in direct quotations or, when providing instructions.

Example: If you can’t write your name in Arabic, it’s okay to leave that part blank on the form.

course names at LAU

Use the official name of a course as per the LAU Academic Catalog, and capitalize:

Example: Introduction to Mechanical Engineering, French I, Philosophy 107, ENG001, ARA202

courses at LAU

See majors/programs/fields of study/courses entry in “m”

currency

Use LL to designate Lebanese pounds: LL50,000

Use $ to designate U.S. dollars: $50,000; $3 million

Do not specify U.S. when mentioning an amount in American dollars; the $ sign implies U.S.
“It’s not plagiarism — I’m recycling words, as any good environmentally conscious writer would do.”

– Uniek Swain

Do not put spaces between the currency symbol and the amount:

LL50,000 (not LL 50,000); $50,000 (not $ 50,000).
"A synonym is a word you use when you can’t spell the other one."

– Baltasar Gracián

**dad/mom**

Lowercase in common uses: *his dad; his mom.*

Capitalize when used as proper name: *Hi, Mom!*

**dashes: Em Dash (—), En Dash (–), Hyphen (-)**

Em dashes are used to connect two fragments in a sentence or to denote an abrupt change in thought in a sentence, or to illustrate an emphatic pause. Always leave a space on the two sides of an em dash.

Examples:
- They explored the various third sides — bridge builder, provider, teacher, peacekeeper, equalizer — at play in transforming discord.
- *Beirut Fever* was also the title of the opening dance, presenting a medley of different genres — Oriental, ballet, Latin, break-dance, hip-hop, modern and neo-classical.
- And fly she did, not only on Jordanian Airlines from Lebanon to the U.S., but also — and more importantly — into the reality of artistic fulfillment.

En dashes are used to denote a range of values (including a date range), a contrast of values or a relationship between two things. Never leave a space on either side of an en dash.

Examples:
- The program that took place July 23–August 1 also offered 20 hours per week of intensive classroom instruction in Arabic language at four levels.
- Most students took the New York–Paris flight.
- The fair included exhibits featuring two groups of Arab artists aged 25–30 and 50–65.
- He said that 10–20 people would attend her soiree, even though she supported the Kennedy–Smith bill.

A reminder: While em dashes must always have a space on the other side — treat them like a word in that sense — en dashes should not.

Use hyphens to link all the words in a compound modifier except the adverb very and all adverbs that end in *ly.* Hyphens are also used in compound names, when not using them causes confusion.

Examples:
- The program also included four theater-related presentations.
- Through the entertainment-cum-education program, the 27 students learned the nature, sources and types of conflict.
- It is a well-known program.
- He had a high level of self-confidence, and was brave and fearless.
- a very good time… [Not very-good]
Be obscure clearly.

– E.B. White

PC keyboard shortcuts for:
- Em Dash (—) = Alt + Ctrl + Num -
- En Dash (–) = Ctrl + Num -

Mac keyboard shortcuts for:
- Em Dash (—) = Shift + Alt + -
- En Dash (–) = Alt+ -

dates
Include the full year; do not contract or spell out.

The 1990s (not '90s or nineties).

With the plural form for dates, do not use an apostrophe:

The 1990s (not 1990's)

The only place you can contract is when referring to the graduating class of a certain year, for example:

The alumni chefs at the LAU dinner were John Smith ('78), Jane Smith ('99), Jack Jones ('07) and Jim Jackson ('00). They cooked a seven-course meal for the graduating hospitality management class of 2007.

When citing a range of years, do not include the century in the second year of the series, unless it refers to a different century:


But: 1986–1993

Spell out months in all cases:

January 2005
June 16
April 15, 1997

Do not use the abbreviations st, nd, th.

April 1 (not April 1st)
July 18 (not July 18th)
March 2 (not March 2nd)

If the date refers to the same year in which the current issue of LAU Magazine or the web story is published, it is not necessary to include the year:

The meeting was held on March 2 (if the date refers to March of the same calendar year as the article).

Do not use a comma to separate the month and year if no date is included:
She joined LAU in October 2004.

Use commas as follows when citing a full date:

- She was born on July 11, 1956, in Beirut.

Use numerals whenever referring to a century:

- 18th century, 10th century, 8th century

**departments and offices** at LAU*

Capitalize official names of departments and offices. Lowercase when used in a general sense.

**Examples**

- He joined the Admissions Office in 1998.
- He joined the admissions staff in 1998.
- She teaches in the Department of Psychology.
- She teaches in the psychology department.
- He works on LAU's campus publications.
- He works in the Marketing and Communications Department.

*Always verify the title of a person mentioned in your article with the LAU online directory (http://directory.lau.edu.lb/), as well as the website for their school/center/institute that can be found here: (http://www.lau.edu.lb/academics/). However, as the sites are not always up-to-date, so it’s always best to verify job titles with the person directly.

*Also see: schools, departments, offices, centers and institutes entry in “s.”

**dictionary**

Refer to Webster’s New World College Dictionary for guidance on any spelling and hyphenation questions not addressed in this style guide.

**directions, regions**

Do not capitalize the words east, west, north, south, northeast, northern, etc., when they refer to compass directions; capitalize them when they refer to regions.

**Compass directions:** I am driving north. The storm is moving south.

**Regions:** He is making a film about the occupation of the South. She teaches Eastern philosophy. His novel explores cultural confrontations between the East and the West.
“ A word is not the same with one writer as with another. One tears it from his guts. The other pulls it out of his overcoat pocket. ”

– Charles Peguy

### disabled/handicapped/impaired/deaf/mute/blind

For guidelines on correct style, see: www.apastyle.org/disabilities.html.

### doctor

Use Dr. on first reference for medical doctors. In certain contexts, Dr. may be used on first reference when mentioning a person who holds a Ph.D. Do not use Dr. after the first reference.

Do not use Dr. in conjunction with another title.

President Joseph Jabbra (not President Dr. Joseph Jabbra)

Do not use Dr. and Ph.D. at the same time when referring to a faculty member:

Incorrect: Dr. Pierre Zalloua, Ph.D.
Correct: Dr. Pierre Zalloua
Professor Pierre Zalloua
Pierre Zalloua, Ph.D.

### drop out/dropout

Use drop out for the verb form:

She decided to temporarily drop out of high school.

Use dropout for the noun form:

A high school dropout, he went on to complete his education in his mid-20s.
“ I’m not a very good writer, but I’m an excellent rewriter. ”

– James Michener

**eco-friendly**

**ellipsis (…)**

Avoid ellipses when you can, but when you need to use one “always treat it as a three-letter word,” as *The AP Stylebook* says. That means add a space before and after. The most common mistake writers make when using an ellipsis is that they add it onto the tail of the preceding word. That is incorrect … use a space before and after.

When indicating words left out of a quotation, use three periods in the middle of a sentence. If the words preceding the ellipsis constitute a complete sentence, put in a period followed by a space, then the ellipsis.

“It is true. … That is exactly what happened.”

If the ellipsis comes at the end of the quoted matter, follow it with a space and a period.

Receiving the honorary degree filled him with immense pride, he said. It represents a “crowning achievement … a recognition of my efforts in banking and my commitment to human, national and social issues, notably community involvement, as well as to education … .”

**em dash/en dash or m-dash/n-dash or em-dash/en-dash**

See *dashes* entry in “d.”

**enrollment**

Not enrolment

**euro (currency)**

To state figures in euro currency, use the abbreviation EUR.

Example: She paid EUR99 for that book about South Asian history.

**European (adjective)**

**European Economic Community (EEC)**
And by the way, everything in life is writable about if you have the outgoing guts to do it, and the imagination to improvise. The worst enemy to creativity is self-doubt.

– Sylvia Plath

**European Union (EU)**

We do not use dots to separate letters here because common usage is without.
The role of a writer is not to say what we all can say, but what we are unable to say.”

– Anais Nin

**faculty**

When referring to the LAU faculty or to individual faculty members, lowercase:

- He is on the faculty of the Department of History.
- She recently joined the LAU faculty.

Please beware of incorrect usage of the collective noun.

For example:

- Incorrect: She is a faculty.
- Correct: She is faculty, or she is a faculty member.

**fields of study**

See majors/programs/fields of study/courses entry in “m.”

**filmmaking, filmmaker**

**foreign words**

Italicize foreign and transliterated words.

Examples:

- She showed *raqs sharqi* moves.
- SINARC participants visited the Byblos old *souk*.

**Fulbright scholarship**

**full-time**

**fundraising, fundraiser**
“Don’t be dismayed by the opinions of editors, or critics. They are only the traffic cops of the arts.”

— Gene Fowler

**headlines** (and subheads, headers, crossheads and standfirsts)

Only capitalize the first word in a headline. The first word following a colon is capitalized if the subsequent quote is a full sentence.

Subheads, headers, crossheads (also known as “standfirsts” in the U.K.) should also always be in lower case, except for the first word — and of course any proper nouns.

**hyphens**

See dashes entry in “d.”
“The act of writing is an act of optimism. You would not take the trouble to do it if you felt it didn’t matter.”

– Edward Albee

institutes at LAU
See schools, departments, offices, centers and institutes entry in "s."

internet terms
See computer/technology terms entry in "c."

irregardless
A double negative; never use it. Correct word is regardless.
“You don’t have to be great to get started, but you have to get started to be great.”

— Les Brown

Joseph G. Jabbra

On first mention in an article, use the full name (including middle initial) and title: LAU President Joseph G. Jabbra. On subsequent mentions within the same article, use the last name only: Jabbra (alternatively: President Jabbra or Dr. Jabbra).

Jr./Sr.

Example:
Joseph P. Kennedy Jr. (no comma)

Judgment

Not judgement
"If you write one story, it may be bad; if you write a hundred, you have the odds in your favor."

– Edgar Rice Burroughs

**Koran/Quran**

As per *The AP Stylebook*: Quran (not Koran).
“The pen is the tongue of the mind.”

– Miguel de Cervantes

**L AU** (No periods)

Use *an* before LAU: An LAU department

But: A Lebanese American University department

**liberal arts**

Do not hyphenate when using as a compound adjective before a noun: *liberal arts education* (not liberal-arts education).
“... I don’t pretend we have all the answers. But the questions are certainly worth thinking about.”

– Arthur C. Clarke

magazine names

See publications entry in “p.”

majors/programs/fields of study/courses

Lowercase when used to refer to an academic major:

He majored in electrical engineering. She was a history major. The university offers hundreds of majors across a wide range of disciplines.

M.D.

months

See dates entry in “d.”

more than/over

More than is the preferred form for numerals:

More than 300 people attended the event.

Over usually refers to spatial relationships.

Mr./Mrs./Ms./Miss

Avoid these courtesy titles, except in direct quotations or special circumstances (for instance, when a person specifically requests to be referred to as, for example, Mrs. Elizabeth Nasser instead of Elizabeth Nasser).

Muslim terminology

Ayatollah  Grand Mufti  Imam  Mullah  Prophet Muhammad

Umma  Quran  Shariah  Sheikh
“It is not a bad idea to get in the habit of writing down one’s thoughts. It saves one having to bother anyone else with them.”

– Isabel Colegate

names

Refer to individuals by last name only, after they have been identified by their full name the first time.

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name in all references to that person in your article.

Example: After 25 years in the United States, Dr. Elise Salem has come back to Lebanon, to LAU, where she once taught. “It was my time, my fate,” Salem said.

When pluralizing proper names ending in s, do not add an s after the apostrophe: Kamal Boulos’ is the possessive form of Kamal Boulos.

For a list of spellings of LAU faculty names, refer to:

newspaper names

See publications entry in “p.”

non-profit

numbers

Use numerals for numbers 10 and higher (unless the number occurs at the beginning of a sentence); spell out numbers below 10, unless it is for a caption, headline or subhead.

She returned to Beirut 14 years ago with a group of 10 American students.
Fourteen years ago, Beirut was a different place.
She joined the Department of History eight years ago.

If the sentence begins with a calendar year, do not spell out the number:

1968 was an eventful year.

When citing a percentage, use numerals in all cases.

There is a 5 percent chance that the results will be inconclusive.
“The only time I know that something is true is the moment I discover it in the act of writing.”

– Jean Malaquais

**offices at LAU**
See schools, departments, offices, centers and institutes entry in “s.”

**over/more than**
See more than/over entry in “m.”
We write to taste life twice, in the moment and in retrospection.

– Anais Nin

**part-time**

**percent**

One word. Use numerals:

1 percent, 3.5 percent, 10 percent, 0.7 percent.

Never use per cent or even %. The only place where you can use the symbol % is in a graph, chart or table.

**periods** (also known as full stops in the U.K.)

These must always be followed by one space. Full stop.

When using parentheses, periods go inside if it is a full sentence. For fragments, the period is on the outside (as it is here).

Commas, periods, question marks and exclamation marks go inside quotes.

**plurals**

Add s but no apostrophe when forming the plural of a number:

1940s, 747s, size 8s.

Add s but no apostrophe when forming the plural of an acronym or abbreviation consisting of multiple letters:

VIPs, ABCs.

Exceptions: Add an apostrophe only when forming the plural of a single letter (A’s, B’s), or of an acronym or abbreviation that ends in a period (Ph.D.’s).

**p.m./a.m.**

**president**

Capitalize only as a formal title before a name:

President Joseph G. Jabbra.

Lowercase in other uses:
As president, he has raised the profile of the university around the world.

On first reference, use the title and full name; on second reference, use the last name only:

President Joseph G. Jabbra congratulated the award winners. Jabbra pointed out that LAU students won twice as many awards this year than ever before.

**professor**

Lowercase, even when the title appears directly before a name. Do not abbreviate.

She is a professor of biology at LAU.

The seminar will be conducted by professor Suzanne Haweeli.

**programs at LAU**

See majors/programs/fields of study/courses entry in “m.”

**publications (magazines, newspapers, books)**

Italicize book titles: *The Odyssey*.

You do not need to italicize titles of magazines and newspapers. Nor should you use quotation marks for magazine or newspaper names.

Capitalize the word *the* only if it is part of the official name, such as with *The Wall Street Journal*, *The New York Times*, *The Economist*, etc.

Lowercase the word *magazine* unless it is part of the formal title, such as with *Harper’s Magazine* or *Time Magazine*. 

“Better keep yourself clean and bright; you are the window through which you must see the world.”

— George Bernard Shaw
The skill of writing is to create a context in which other people can think.

– Edwin Schlossberg

quotations

When it comes to writing web news, the present tense is an active tense and it should be used for all quotes because it keeps a story alive and relevant — something that’s important for our web news section. There are some obvious exceptions — for example, if you are clearly quoting someone from a few years ago, it wouldn’t make sense to say she says instead of she said. However, please try not to do this unless completely necessary, and if you do have to, then make sure you have indicated when the quote is from and why you have used it.

In LAU Magazine articles, on the other hand, the past tense should be used for most quotes, because the magazine is a quarterly publication.

quotation marks

Use double quotation marks (""), not single (""), to surround the exact words of a speaker or writer reported in a story. Commas (,) and periods (.) always go inside the marks. The dash (—), the semicolon (;), the colon (:), the question mark (?) and the exclamation point (!) go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

Examples:

- “If you have a degree from LAU, you will definitely ensure a better future for yourself,” Sibil Layous said.
- Reem Karneeb said, “I joined LAU because it has a nice social life and a very good reputation.”

When using quotes within quotes, alternate between double quotation marks (""") and single marks ("").

Example: She said, “In her book, Jones wrote, ‘this phenomenon is not an unchangeable law of nature; without going into details.’”

Always use double quotes for quotes that are like the “so-called” whatever. If the word is inside a quote, use a single quote. Thus, “We have a policy called ‘Don’t Stress,’ which means you ...”
“The liberty of the press is a blessing when we are inclined to write against others, and a calamity when we find ourselves overborne by the multitude of our assailants.”

– Samuel Johnson

**rankings**

Third-largest (not third largest).
10th-largest. 100th-largest.

**regions**

See directions, regions entry in “d.”

**reign, rein**

When referring (literally or figuratively) to the leather strap used for controlling a horse:

Take the reins.

When referring to the period when a ruler is on the throne:

During the king’s reign.

**religions**

Always capitalize religions, faiths and religious works.

**reverend**

Capitalize, spell out and use the before the title on first reference; in subsequent references, use last name only.

The lecture was delivered by the Reverend Robert Stoddard.
After the lecture, Stoddard hosted attendees at a reception.

**room**

Capitalize and use a numeral when referring to a specific room on campus:
Room 112 or Nicol 222.

**RSVP**
“Journalism can never be silent: that is its greatest virtue and its greatest fault. It must speak, and speak immediately, while the echoes of wonder, the claims of triumph and the signs of horror are still in the air.”

– Henry Anatole Grunwald

**schools, departments, offices, centers and institutes**

Capitalize the official names (even when not full) of schools, departments, offices, and institutes.

Examples:
- Abdallah Sfeir joined LAU as acting dean of the School of Engineering and Architecture.
- He was appointed professor in the Department of Mechanical Engineering.
- He was chair of the Department of Mechanical Engineering and coordinator of the Faculty of Engineering Off-Campus Program.
- The chairman of Arts and Communication...
- The Arts and Communication chairman...
- Arts and Communication Chairman Raed Mhosen...
- The assistant director of Campus Services...
- IPJE Director Irma Ghosn said, “Welcome to the conference.”
- Dr. Irma Ghosn, the director of the Institute for Peace and Justice Education, said...

Note:
- The events were organized by the Guidance offices (not Offices) of the two campuses.
- The Athletics Office (not offices) provided constant help throughout his training for the Olympics.

In the case of school names, capitalize all words, even when they are not in the order in which they appear in the official names.

Exception: Lowercase *medical school* unless it is the name or part of the official name of the school. In the case of the medical school we can accept the acronym LAUMS.

Examples:
- School of Arts and Sciences. Arts and Sciences School.
- School of Business. Business School.
- School of Engineering and Architecture. Engineering and Architecture School.
- School of Nursing. Nursing School.
- School of Pharmacy. Pharmacy School.

In the case of departments, capitalize the word *department* only if it is part of the official name.

**scientific terms**

The names of bacteria should be italicized.
Literature is the art of writing something that will be read twice; journalism what will be read once. 

– Cyril Connolly

*Enemies of Promise* (1938)

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**seasons, semesters**

Lowercase *spring, summer, fall, winter* and *semester* in all instances:

- He will arrive in the spring.
- She enrolled for the fall 2009 semester.

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**senate**

Capitalize only when part of the official name:

- The Faculty Senate held a meeting.

Lowercase otherwise:

- The senate met.

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**session**

Lowercase the word *session* in all instances:

- She will teach a class during the summer session.

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**Shariah**

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**spacing**

Use a single space (not a double space) after a period at the end of a sentence.

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**spelling**

For all spellings — including biographical and geographical names — refer to Webster’s New World College Dictionary. Exceptions: spellings listed in this LAU style guide.

NOTE: For correct spellings of LAU buildings, departments, organizations, names of faculty and staff, refer to the LAU website or to the lists indicated in the specific entries in this style guide.

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**Sr./Jr.**
“But what is the difference between literature and journalism?

... Journalism is unreadable and literature is not read. That is all.”

– Oscar Wilde

*The Critic as Artist*, (1891)

See Jr./Sr. entry in “j.”

**syllabus, syllabuses**
“All writing is a process of elimination.”

– Martha Albrand

### tense

See quotations entry in “q.”

### titles

When you are referring to faculty or staff with a Ph.D., in your article, always list the honorific Dr. Do not guess at a faculty member’s job title, such as Dean, Professor, Assistant Professor, Lecturer, Senior Lecturer, Research Assistant, etc. Do not falsely promote people from Assistant Professor to Professor (this has happened before). Always verify the person’s title with them directly if possible.

Capitalize academic and professional titles only when they appear directly before the proper name.

The reception was hosted by President Jabbra.
He welcomed LAU Byblos Athletics Director Joe Moujaes.

Do not capitalize words that are not part of a title, such as department in this example:

The history students greeted department Dean John Adams.

Lowercase when a title is used alone or after the name:

The president of LAU, Dr. Joseph G. Jabbra, hosted a reception.
Moujaes is the athletics director at LAU Byblos.

Exceptions:

Capitalize when titles appear as part of a list of names:

Joseph G. Jabbra, President; Elise Salem, Vice President of Student Development and Enrollment Management; Pierre Zalloua, Assistant Dean for Research of the Gilbert and Rose-Marie Chagoury School of Medicine.

For a title that an individual held in the past, is about to hold or holds temporarily, do not capitalize the qualifying word (such as acting or former):

The reception was hosted by acting Dean John Smith.

When using a long title, use a construction that separates the title from the name with commas:

Robert Stoddard, the former vice president for Development, spoke at the meeting.

### toward

Not towards
“There is no great writing, only great rewriting.”

– Justice Brandeis

United Kingdom/U.K.

United States/U.S.

Spell out United States, United Kingdom and United Nations when used as a noun:

- He travels to the United States at least twice a year.
- She always wanted to work for the United Nations.

Use U.S., U.K. or UN as an adjective.

- He travels with his U.S. passport
- She read a UN-sanctioned agreement.

When referring to a state or university in the United States, do not include U.S. after the name:

- He pursued a Ph.D. at the University of Michigan, Ann Arbor.
- She teaches at Stanford University.
- He spent his childhood in California.

United Nations (UN)

We do not use dots to separate letters here because common usage is without.

university

Only capitalize when it is part of a formal university name. Lowercase in all other cases.
“Put it before them briefly so they will read it, clearly so they will appreciate it, picturesquely so they will remember it and, above all, accurately so they will be guided by its light.”

– Joseph Pulitzer

versus

Spell out in ordinary speech and writing.

vice (when used as part of a title)

Do not use a hyphen:

- vice president
- vice chairman
Any work of art that can be understood is the product of journalism.

– Tristan Tzara

words as words

Italicize a word when it is being referred to as a word.

Example:

A book should be referred to as a guide when it is instructional.