

Delaware Valley University Editorial Style Quick Guide

Attribution/Class Year

For students and alumni: Provide the name, graduation year (or anticipated) in two-digit format, and program name.

hands-

biology major.

biology alumnus who also earned his MBA through DelVal.

*Please note the **direction of the apostrophe** before the class year should be consistent. Use 20, not

When a month is used with a specific date, abbreviate these months (Jan., Feb., Aug., Sept., Oct., Nov. and Dec.). Always spell out the others. Spell out months when using the month alone or with a year.

When the phrase uses only a month and year, do not separate by a comma. When the phrase refers to a month, day and year, set off the year with commas.

January 2020 was a cold month.

Jan. 2, 2020 was the coldest day of the month.

His birthday party is on May 8.

Feb. 14, 2021, is the target date.

The event will be held on Feb. 1 at 2 p.m. in the Life Sciences Building auditorium.

The event will be held on June 2 from 3 to 5 p.m. in the Levin Dining Hall.

On Twitter or other character-constrained media, a shorter version of the date and time is acceptable.

Degrees

Use an apostrophe in _____ and _____ ; there is no apostrophe in *associate degree*. There is no possessive in *Bachelor of Arts* or *Master of Science*.

If using the abbreviation of degree type, use Ed.D., Ph.D., M.A., M.S., B.A., B.S., but no periods in MBA or MPP.

When using an informal usage, use lowercase for degree type and program, except for proper nouns.

educational

leadership

She is pursuing a B.S. in environmental science.

The exception is any word that is a proper noun (e.g., English).

On first reference when writing about students and alumni, use degree abbreviations to designate graduate degrees and honorary degrees, but not undergraduate degrees.

Name (University)

reference

the name.

Names and Titles (People)

For titles: Provide the name followed by a comma, then the title (lowercase) if it is after the name. If the title is before the name capitalize it.

Dr. Jane Doe, a DelVal professor of biology,

DelVal Professor of Biology Dr. Jane Doe

