

INDEPENDENT SINCE 1880

The Cornell Daily Sun

Sun Style Manual

www.cornellsun.com/style

The Sun Style Manual serves as a supplement to the Associated Press stylebook, though there is some repetition. Familiarity with both manuals is imperative.

The rules set forth in this manual may be set aside in rare cases when their application becomes awkward. Such matters should be referred to the managing editor for final judgment.

In cases where this manual contradicts the AP Stylebook, this manual takes precedence.

If a rule is not outlined in either the Sun Style Manual or the AP Stylebook, refer to a dictionary for usage.

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Abbreviations

Acronyms should be avoided whenever possible, especially if they are cumbersome.

Addresses

When referring to addresses, abbreviate the street. When referring to a street as a whole, spell out the whole name.

**Ex. Police arrived at 117 South Ave. after receiving an emergency call.
South Avenue was closed while police investigated the call.**

Campus Buildings

Do not abbreviate the names of campus buildings.

Cities and States

State names should not be abbreviated when used in the text of a story. They should be abbreviated within datelines, when referencing party affiliations (ex. Tom Reed (R-N.Y.)), the full masthead and score boxes.

Note: This contradicts previous versions of Sun Style and reflects changes made by the Associated Press in May 2014.

The following U.S. and Canadian cities need no mention of the state they are in (all other cities in those countries do):

- Atlanta
- Baltimore
- Boston
- Chicago
- Cincinnati
- Cleveland
- Dallas
- Denver
- Detroit
- Honolulu
- Houston
- Indianapolis
- Las Vegas
- Los Angeles
- Miami
- Milwaukee
- Minneapolis
- Montreal
- New Orleans
- New York
- Oklahoma City
- Ottawa
- Philadelphia
- Phoenix
- Pittsburgh
- Quebec City
- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- Seattle
- Toronto

For Washington (the city), use **Washington, D.C.**

The following cities in New York State need no mention of state:

- Binghamton
- Buffalo
- Ithaca
- New York
- Syracuse

Places in Tompkins County also need no mention of state.

Companies, Corporations and Departments

Except in a list, do not abbreviate “Company” (“Co.”), “Corporation” (“Corp.”) or “Department” (“Dept.”). Never abbreviate “Association,” “Commission” or “Committee.”

Days, Months and Years

Do not use words “yesterday,” “today” or “tomorrow” when referring to such days. For example, if reporting an event that happened on Wednesday for Thursday’s paper, say “Wednesday,” not “yesterday.”

CORRECT: The meeting held Monday was poorly attended, according to students. INCORRECT: Yesterday’s meeting was poorly attended, according to students.

Note: “Yesterday,” “today” and “tomorrow” may be used in print headlines and captions at the discretion of the editors. Any copy using these must be updated for the web version.

Abbreviate months (except March, April, May, June, & July) when referring to specific dates. Ex. **Jan. 1, 2014; March 30, 2014**

When not using a specific date, write out the month.

Ex. **January 2014; March 2014**

When referring to dates, use the year if it is not part of the current academic year. If the article runs on Jan. 1, 2012, refer to March 13, 2011 as **“March 13, 2011”** and Sept. 25, 2011 as **“Sept. 25.”**

Degrees

Abbreviate degrees as follows:
Bachelor of Arts (B.A.)

Bachelor of Science (B.S.)
Doctory of Philosophy (Ph.D.)
Bachelor of Fine Arts (BFA)
Master of Fine Arts (MFA)
Master of Business Administration (MBA)
Master of Arts (M.A.)
Master of Science (M.S.)
Master of Engineering (M.Eng.)
Doctor of Divinity (D.D.)
Doctor of Education (Ed.D.)
Doctor of Psychology (Psy.D.)
Juris Doctor [Law Degree] (J.D.)
Medical degree (M.D.)

Whenever possible, avoid obscure degree abbreviations in favor of more direct language describing the degree.

Elected Officials

Use abbreviations for government officials as follows:

U.S. Senator: **Sen. Charles Schumer (D-N.Y.)**
U.S. Representative: **Rep. Tom Reed (R-N.Y.)**
Common Council Members: **Alderpersion John Schroeder '74 (D-4th Ward)**

Greek Life

Do not abbreviate the names of fraternities and sororities.

CORRECT: The Kappa Delta sorority held a “successful” fundraiser for the Girl Scouts of America, according to its chapter president.

INCORRECT: The KD sorority held a “successful” fundraiser for the Girl Scouts of America, according to its chapter president.

Panhellenic Association may be abbreviated “Panhel” after first reference.

Interfraternity Council may be abbreviated “IFC” after first reference.

Multicultural Greek Letter Council may be abbreviated “MGLC” after first

reference. Never use the word “frat.”

Group Names

Spell out group names in first reference. Do not refer to them in parentheses afterward to define how the group’s name is abbreviated.

CORRECT: Black Student Union

INCORRECT: Black Student Union (BSU)

Still after first reference, you can refer to the group as abbreviated.

Ex. The Student Assembly met Thursday afternoon to discuss campus issues. During the session, S.A. members said they were unhappy with dining options on campus.

Length of Abbreviations

If abbreviations are more than three or more letters, periods are necessary between letters. AP (Associated Press), ID(identification), GM (General Motors) and TV (television) are the only two-letter abbreviations that do not require periods. All other abbreviations require periods between letters.

LGBTQ+

LGBTG+ is the preferred initialism standing for the Lesbian, Gay, Bisexual and Transgender, Queer, etc.

Other variants are not preferred; however, their usage is up to the discretion of the editor.

Titles

Abbreviate and capitalize: Prof., Sen., Rep. and Gov. when they come before the first reference of a specific individual. Do not abbreviate titles when used alone.

Ex. Prof. Jeff Hancock, communication; Gov. Andrew Cuomo (D-N.Y.) professor, governor

Do not abbreviate Attorney General, District Attorney or Detective.

Attribution

All information that is not obvious should be attributed, whether or not it appears between quotations marks. However, facts that are obvious and that everyone knows need not be attributed.

For example, the attribution in the following sentence, need not be necessary.

Ex. According to the geography professor, Ithaca is located at the southern end of Cayuga Lake.

Use the word “said” when attributing most information. It is the only word that is brief and carries no extra meaning with it that imputes information about the speaker’s motives, feelings or delivery.

“According to”

Though it should not be used as often as said, “according to” is an acceptable mode of attribution. It is the preferred method when paraphrasing a source, when attributing information that is received indirectly from a source, like a report, or from a group of sources.

Ex. According to King’s report; according to eyewitnesses

“According to the University”

When sourcing either a press release or an article published in the Cornell Chronicle, attribute it as being “a University press release.” Avoid using this phrase, however, early in a story — instead write “according to the University.”

“Alleged”

The word “alleged” or “allegedly” denotes an allegation or an assertion made without substantial proof. These words are used to show that the allegation or accusation has been made (perhaps by another individual or by police or a grand jury) without mentioning the name of the accusing source. The alleged act has a tone of official accusation and should be avoided when words such as “reportedly,” which lacks this tone, can be substituted.

Use “alleged” in connection with criminal acts or non-criminal acts that have not been proven. Even if a million television viewers saw

The use of “alleged” or similar words with criminal acts is mandatory; its absence can result in a libel suit against the newspaper for prejudicing the defendant.

“Said”

Most attribution is done by use of the word “said.” It is not to be avoided because of fear of its repetition — it is the only word that is brief and carries no extra meaning with it that imputes information about the speaker’s motives, feelings or delivery.

Generally avoided use of the inverted “said Smith,” unless in first reference, in which case

this case this inverted structure is always used. The phrasing “told The Sun” should only be used in exclusive conversations of high importance.

CORRECT: “I don’t care what the Student Assembly has to say about that,” Palmer said.

INCORRECT: “I don’t care what the Student Assembly has to say about that,” said Palmer.

CORRECT: “I don’t care what the Student Assembly has to say about that,” said Jeffrey Palmer ’09.

INCORRECT: “I don’t care what the Student Assembly has to say about that,” Jeffrey Palmer ’09 said.

Note in the second set of paragraphs that the source is being identified with his full name because it is the first time he would be referenced in the article.

Present Tense

Present tense, such as “Smith says,” is almost always unacceptable in hard news copy. The present tense should be used in headlines, deck headlines and captions.

Protecting a Source

Information can be attributed without using a source’s name at the discretion of the editors. When the source is confidential and the information he or she is providing is important to the story, attributions such as “The Sun has learned” or “according to sources in the administration” may be used.

“Reportedly”

Words such as “reportedly” can be used when the writer desires to qualify a piece of information.

“The Sun Previously Reported”

Using the phrase “The Sun previously reported” can be used to reference previous Sun coverage and should be used sparingly. Information that has been widely reported on, such as the retirement of a Cornell president, should not use this phrase and would not need attribution because it is likely a well-known fact. This phrase is useful when describing coverage of something that did not occur in the current school year or an investigation conducted by The Sun.

Words Besides “Said”

Other words can be used only when there is significance to their use.

- Add
Accurate only for afterthoughts or additional explanation
- Argue
Use when the speaker is defending one side of a disputed point. A representative of the other side does not have to be arguing with the speaker, however.

Ex. **“Although you may not recognize it, Your Honor, my client is innocent,” he argued.**

- Assert
To state positively or aggressively, with the implication that the assertion is open to question
- Claim
The word “claim” denotes an editorial skepticism. Use it sparingly. The statement at issue must be clearly challengeable.

Ex. **The suspect claimed he did nothing wrong.**

- Comment
A clear statement of opinion, which is not part of the speaker’s central statement.
- Contend
Less forensic than “argue,” but still indicative of a two-sided issue. Use more often in paraphrasing than in quoting.
- Note
A remark that is verifiably true, but is not part of the central statement.

Ex. **In declaring his candidacy, Hoover noted that he has never campaigned for elective office and lost.**

- Point Out
Only obvious truth can be pointed out – opinions cannot be pointed out.
- Shout
To emphasize delivery, use words like this. Make sure the speaker was literally shouting, not just using a raised voice to make a point.

Ex. **John Smith stood on top of the stump on Ho Plaza, shouting, “Oakenshield’s has got to go!” through a bullhorn.**

- State
Use when quoting from a report, press release, email or any other written source.

Capitalization

Administration

Do not capitalize the word “administration” when referring to a governing group.

Boards, Departments and Authorities

Capitalize “board,” “authority” and “department” in full names, but not when standing alone.

Ex. **Board of Trustees, the board; Department of Psychology, psychology department**

City of Ithaca

Capitalize the word “city” as it appears in “City of Ithaca,” but not the word “city” when it stands alone in reference to Ithaca.

Ex. **The City of Ithaca Common Council voted in favor of the measure Tuesday evening.**

The decision made by lawmakers will help minimize the number of parking problems in the city.

Class Years

Capitalize class years (Class of 2014), but not generic classes (sophomore class).

College Names

Capitalize full names of colleges, schools, centers and divisions within the University and use full name in first reference:

Ex. **College of Engineering, engineering college.**

For departments, capitalize the official name:

Ex. **Department of Psychology, but psychology department (remember to always capitalize proper nouns such as “English” and “Africana”).**

Committee Names

Capitalize the names of standing committees when using their full names. (This applies to legislative bodies, including the Student Assembly, and all other committees.) Second and later references, which do not require the full name, need not be capitalized:

Ex. **Committee on Campus Life, campus life committee, the committee.**

Course Titles

Capitalize course titles.

Ex. **Communication 2048: Media Communication**

Fields of study, on the other hand, should not be capitalized unless you would capitalize it otherwise (English, for example, should always be capitalized). For brevity, course titles can be in quotes without the department name and number.

Designations

Do not capitalize designations such as “room 173” and “page 495.”

Room numbers in Daybook should appear before the name of its building.

Ex. **132 Goldwin Smith Hall**

Magazine and Newspaper Titles

Capitalize “The” if it is a part of the publication’s name. Never italicize magazine or newspaper titles.

CORRECT: The Cornell Daily Sun, The New York Times, The Ithaca Journal
INCORRECT: the Cornell Daily Sun, the New York Times, the Ithaca Journal

Use full names of publications on the first reference and shortened names in the second reference. “The Sun” may be as a first reference.

Time

Refer to “a.m.,” “p.m.” and “m.p.h.” in lowercase with periods between each letter.

Do not capitalize the word “century” in “the 21st century.”

Uppercase abbreviated time zones, such as “EST” and “EDT.”

Titles

Capitalize titles **ONLY WHEN** they appear **BEFORE** the name of the title holder, and **NOT** when they stand alone.

Ex. **Provost Kent Fuchs; the provost**

If a professor has a special title or endowed professorship, capitalize it.

Ex. **Prof. Theodor J. Lowi, the J.L. Senior Professor of American Studies**

Titles that are three words or fewer should appear before the name. All other titles go after the name, lowercased, with a comma between the name and the title.

Ex. **President David Skorton; Gary Ferguson, executive director of the Downtown Ithaca Alliance**

Many titles placed before the name of the title holder should NOT be capitalized, usually in cases where the title is generic or within an organization besides The Sun, the University or the federal government. Use judgment here.

Ex. **building services manager Jake Bradford; Doctors Without Borders president Jane Campbell; former New York Times managing editor Howell Raines**

Former titles, in general, are in lowercase unless dealing with a prominent government position.

Ex. **former Sun managing editor Michael Linhorst '12; former President Ronald Regan**

United States Constitution

Capitalize amendments to the United States Constitution.

Ex. **the Fifth Amendment**

Capitalize the word “Constitution” when referring to the American document, but do not capitalize constitutional.

The University

Capitalize “University” when it is in reference to Cornell. Do not capitalize “university” when referring to other universities and colleges.

Ex. **The University will ban all parking on campus next month, President David Skorton announced Friday.**

Do not capitalize the word “university” when using it generically.

Ex. **President David Skorton said he thinks Cornell is a “super cool and awesome” university.**

Datelines

Datelines are only used when all of the following are true:

- The story involves occurrences in the given location.
- The story was written from that location with quotes from people in the area.

Therefore a reporter writing a local Cornell story from another state does not use a dateline. In addition, a reporter writing a story about a Cornell campus in New York City would not use a dateline unless he or she was present in New York City.

Associated Press and U-Wire stories already come with datelines if they are necessary. They should be edited to look like this if they do not already.

WASHINGTON, D.C. (AP) —
STATE COLLEGE, Pa. (U-WIRE) —

Ivy-Wire stories should include datelines as follows.

Brown University: **PROVIDENCE, R.I. —**
Columbia University: **NEW YORK —**
Dartmouth College: **HANOVER, N.H. —**
Harvard University: **CAMBRIDGE, Mass. —**
Princeton University: **PRINCETON, N.J. —**
University of Pennsylvania: **PHILADELPHIA —**
Yale University: **NEW HAVEN, Conn. —**

Except for cities in Tompkins County, which take no datelines, use state abbreviations with city or town names, unless they have a large enough population.

Ex. **GREENVILLE, S.C. — vs. LOS ANGELES —**

For a list of proper state abbreviations, consult a current AP stylebook.

Stories appearing on a New York State briefs page do not need “N.Y.” in the dateline.

Gender and Race

Avoid gender in writing. Either use the plural version or use “his or her” when the gender is

unclear. Ex. **A student can learn a lot from his or her professors.**

In most cases, however, the plural is much better.

Ex. **Students can learn a lot from their professors.**

Avoid gender in titles.

- CORRECT: “chair”
INCORRECT: “chairman / chairwoman”
- CORRECT: “mail carrier”
INCORRECT: “mailman / mailwoman”
- CORRECT: “firefighter”
INCORRECT: “fireman / fire woman”
- CORRECT: “police officer”
INCORRECT: “policeman / policewoman”
- CORRECT: “representative”
INCORRECT: “congressman / congresswoman”
- CORRECT: “council member”
INCORRECT: “councilman / councilwoman”

Also avoid using “man” to mean “human.” Use “humanity” instead of “mankind,” “synthetic” instead of “manmade.”

This rule applies to most words that end in “man” or “woman.” Modify the word unless the use of the rule renders the sentence confusing.

When in doubt, refer to a person by their last name (after first introduction), rather than their gender pronoun. In the following example, Svante Myrick’s ’09 last name is used on second reference rather than his gender pronoun, he.

Ex. **Mayor Svante Myrick ’09 echoed his support for the sidewalk legislation. Myrick has supported similar bills in the past, according to Prof. Dan Theman, applied economics and management.**

When noting race, lowercase w in “white”, capitalize B in “Black”, and lowercase B in “brown”. These can be subject to authorial discretion in opinion pieces.

Headlines

Attribution

Although it may be difficult to fit a headline into a given space, it is important to attribute information that is not a fact to a source.

For example, a headline that says “Cornell Student Arrested for Burglary” would be libelous because we are implying that the student is guilty. Instead, the headline should say one of the following:

Police: Cornell Student Arrested for Burglary
Cornell Student Arrested for Burglary, Police Say
Cornell Student Charged With Burglary

Capitalization

In headlines, capitalize all words except articles (“a,” “an,” “the”), conjunctions and prepositions fewer than four letters.

All words of four or more letters are capitalized.

All verbs are capitalized.

CAPITALIZE: Am, Be, Been, Can, Go, Get, How, Had, Is, It, May, Now, No, Not, Off, Out, So, Too, Was, Were, Why.

DON’T CAPITALIZE: a, and, as, at, an, but, by, for, if, in, nor, of, off, on, or, the, to, up, yet.

Always capitalize the first word of each deck of a headline, even when the first word should not be capitalized according to the rules of this section.

EXCEPTION: Words that are capitalized in the print because they are the first word of a deck should only be capitalized in the online version of the headline if they would be capitalized otherwise.

Capitalization of Two-Word Verbs

When lowercase prepositions (such as “to,” “off,” “on,” and “up”) are integral components of two-word verbs, then they are capitalized. The rule of thumb is that the second word in these compound verbs must change the verb’s meaning. For instance, “to turn” has a different meaning than “to turn on;” “to piss” has a different meaning than “to piss off;” and “to give” has a different meaning than “to give up.”

The “to” in infinitives is not capitalized however.

Ex. Lehman to Turn on Lewis vs. Lehman to Turn On Lewis

Identification

Full names should be used in all first references. Second reference should be only the last name.

If a person is first named in a quote, put their class year in brackets.

Ex. **“I like Paul Wolfowitz[’65],” Smith said.**

Although it’s awkward, place a person’s class year after a possessive.

Ex. **President Jeffrey Lehman’s ’77 office is awesome, according to some random student.**

Didn’t Graduate? Graduate Early? Graduate Late?

The name of everyone who has spent time at Cornell as an undergraduate should be listed with original class year. This means people who graduated in five years should be listed with the date had they graduated in four years, but only after they graduated.

If a person never graduated from Cornell, list their year as though they graduated.

Ex. **Kurt Vonnegut ’44**

“Dr.”

The abbreviation “Dr.” is used only for M.D.s or veterinarians. It should not be used for holders of doctoral degrees.

Emeritus Professor

An emeritus professor is identified as: **Prof. Emeritus Chandler Morse, economics.**

An emeritus professor with an endowed chair is identified as: **Frederick Marcham Ph.D. ’26, the Goldwin Smith Professor of English History, Emeritus.**

Endowed Professorships

If the professor holds an endowed professorship, use the title only when it’s relevant to the story. If the endowed professorship is related to the story, delete “Prof.” and give the title after the name.

Ex. **Walter LaFeber, the Marie Underhill Noll Professor of American History**

Faculty Members

Faculty members' departments should be identified the first time they are mentioned in a story. If the faculty member is mentioned in the lede, the department may be mentioned on second reference so as not to clutter the first paragraph.

Prefix the name with "Prof.," regardless of professional rank and follow the name by a comma and the department name in lowercase.

Ex. **Prof. Clifford Scherer, communication**

Graduate Students

Current graduate students are listed with the class year "grad."

Ex. **Roger Chillingsworth grad**

After a person has graduated from a Cornell graduate or professional school, the degree and year should be used instead.

Ex. **Kelly Conors Ph.D. '59**

Lecturers and Assistant Professors

Lecturers and assistant professors are identified just as any other professor would be.

More Than One Cornell Degree

List out Cornell degrees in order of when the person earned them.

Ex. **Joe Schmoe '95 M.S. '99**

Non-Cornell Professors

A non-Cornell professors is identified as: **Prof. Robert Smith, sociology, University of Michigan.**

Same Last Name

In the case of a story with two people who both have the same last name, if they are different genders, use "Mr." and "Mrs." on second reference with their last name or first names.

Ex. **Bob Appels '54 and Helen Appels '55; Mr. Appels, Mrs. Appels; Bob, Helen**

If they are the same gender, use their full name again on following references.

Titles

Titles longer than four words should appear after the name of the individual. Titles of three words or fewer can appear either before or after the name. Titles are only capitalized when they appear before the name, except when the words in the title must be capitalized.

Ex. **Provost Kent Fuchs, Gretchen Ritter '83, dean of the College of Arts and Sciences, Mayor Svante Myrick '09**

Do not capitalize titles when standing alone.

Many titles placed before the name of the title holder should not be capitalized, usually in cases where the title is generic or within an organization besides The Sun, the University or the government. Use judgment here.

Ex. ... **said building services manager Jake Bradford, former New York Times managing editor Howell Raines**

Undergraduates

An undergraduate student should always be identified with full name and class year, except in sports.

Ex. **Eric Lum '03**

Note that the apostrophe opens to the left. Type two apostrophes and then delete the first one to get this, or use the keyboard shortcut Shift+Option+].

Important: **Remember to verify all class years with the student since they are not listed in the Cornell directory.**

Class years from 1921 to present day are abbreviated. 1920 and earlier are

not. Ex. **John Future '16, Johnny Past 1916**

Cornell students are referred to as “men” and “women,” not as “boy,” “girl,” or “co-ed.”

Numbers

Ages

Spell out all ages below 10 (four-year-old), but use numerals when styling a phrase

like: Ex. **Cam Ra, 8, saved her cat yesterday after calling 911.**

Commas in Numerals

Use commas in numbers greater than 999.

CORRECT: It snowed 1,089 feet in Ithaca last winter.

INCORRECT: It snowed 1089 feet in Ithaca last winter.

Fractions

Spell out fractions.

Ex. **three-eighths**

Money

Spell out amounts under one dollar.

CORRECT: 75 cents

INCORRECT: \$0.75

Between one dollar and \$1 million, write as the price tag would read (**\$20**). For dollar amounts of more than \$1 million (except where precise amounts are needed), use the numbers before the first comma and abbreviate the rest to one of two decimal places.

Ex. **\$2.35 billion, \$532.6 million, There are 100 million stars in our galaxy.**

Ordinal Numbers

Spell out all ordinals below 10th (first, second, third, etc.). Then use 13th, 30th, etc.

Time, Date, Place

In describing time, use the order of time, day and place.

Ex. **7:30 p.m. Friday in Bailey Hall**

Always include “a.m.” or “p.m.” unless the time is expressly written as “noon” or “midnight.”

Usage of “noon” and “midnight” are preferred over 12 p.m. and 12 a.m.

Words vs. Digits

Spell out all numbers of one digit. Use numerals for number 10 and above and:

- All Addresses: **221B Baker St.**
- Dates: **On Nov. 3, Obama laughed at a Republican's claim about him.**
- Dimensions: **3x14**
- Odds: **"I'd say it's about 50 to 1."**
- Percentages: **9 percent, 12-percent rise**
- Scores: **Cornell trounced Yale, 14-1**
- Sums of Money: **"I told her, 'Bitch, you owe me 8 dollars and 50 cents,' she said.**
- Temperatures: **Temperatures dipped below 2 degrees last night.**
- Times: **The rally, held at 12:30 p.m. on Ho Plaza, will be "awesome," the protester said.**
- Vote Tallies: **The resolution failed to pass, 21-1.**

Spell out numbers that begin a sentence, with the exception of years. Use figures for all decimals, being sure to precede numbers less than one with a zero (**0.7**, not **.7**).

Punctuation

Ampersands

Do not use unless part of a company (**Ben & Jerry's**). Do not use in a byline, photo caption or credit line.

- In a byline, incorrect: **By Sarah Skinner & Maryam Zafar**
- In a byline, correct: **By Sarah Skinner and Maryam Zafar**

Apostrophes

Use apostrophes to denote missing figures.

Ex. **The woman said she remembered a similar incident in the early**

'90s. Do not use apostrophes in plurals of uppercase abbreviations or numbers.

CORRECT: He is in his early 20s. The POWs were set free after the war's conclusion. **INCORRECT: He is in his early 20's. The POW's were set free.**

Commas

Do use commas:

- After dates or places: **“The Ithaca, New York, native said...”**
“The Aug. 13, 1992, date is set in stone.”
- Only when both parts of a sentence are independent clauses:

Ex. **I slept through class, and then we went to The Sun until 3 a.m.**

Do not use commas:

- Between a name and “Jr.,” “Sr.,” “III,” etc.
- Between students' names and class years.
- Before the last item in a series (Do not use the Oxford Comma)
- Before “Inc.” or “Ltd.”

Ex. **Carl Jacobs Jr.** (no comma before “Jr.”) **went to the store with Anita Knapp '15** (no comma before the class year) **and bought apples, oranges and turnips** (no Oxford Comma) **at Google Inc.** (No comma before “Inc.”)

Dashes

Dashes should have spaces on both sides and can be used to make a sentence more readable than commas or parentheses can.

Ex. **The President's statement — delivered with a sly look on his face — lasted more**

than 90 minutes last night.

Em dashes can be typed on a Mac by typing Option + Shift + - all at once. On a Windows computer, they can be typed by holding Alt and pressing 0 + 1 + 5 + 1 on a number pad.

Exclamation Points

Avoid use, in headers or captions especially.

Hyphens

Use a hyphen with fractions.

Ex. **seven-eighths**

Use a hyphen with ages only as an adjective or noun.

Ex. **the nine-year-old building, the nine-year-old, he is nine years old** Use a

hyphen with compound adjectives. Do not use a hyphen when using an adverb. Ex.

well-known person, five-year plan, recently formed committee

Parentheses

Use brackets, not parentheses, to enclose words added to a quotation.

Ex. **“When I went to pick up [my car], I saw it exploded,” she said.**

Note: AP stories use round parentheses within quotes instead. These must be changed to square brackets.

Periods and Ellipses

When indicating deleted words in a sentence, use three periods (ellipsis); at the end of a sentence, use four. There should be a space before and after the ellipsis.

Ex. **“The time has come ... for us to reason together. ... Let’s go do this,” he said.**

Quotation Marks

Use brackets, not parentheses, to enclose words added to a quotation.

Ex. **“When I went to pick up [my car], I saw it exploded,” she said.**

Note: AP stories use round parentheses within quotes instead. These must be changed to square brackets.

Spelling

The following words and phrase are spelled according to Sun Style:

- adrenaline
- advisor
- agent (note lowercase for sports)
- airmail
- all right
- all time (for time period, two words; adj. is hyphenated)
- All-America (refers to a team), All-American (refers to an individual)
- alma mater
- al-Qaida
- also-ran
- alumna (singular, female), alumnae (plural, female), alumni (plural, male or both male and female), alumnus (singular, male). Avoid “alum” when possible.
- antiwar
- ax
- backboard, backcourt, backfield, backstroke
- backup (two words as a verb)
- backward (NEVER “backwards”)
- backyard (two words as a noun, one as an adj.)
- ballclub, ballgame, ballpark, ballplayer, ball carrier
- battlefield
- beside (at the side of) vs. besides (in addition to)
- birdie, birdies
- blue line
- bogey, bogeys, bogeyed
- brand-new
- broadcast (also “broadcast” in past tense)
- bullpen
- buses, busing
- caddie
- call up (verb; noun and adj. are one word)
- center field, center fielder
- change-up (noun and adj. are hyphenated; verb is two words)
- cleanup (verb is two words)
- coach (note lowercase for sports)
- COVID-19 (capitalized, with -19 for continuity)
- co-captain
- cross country
- dark horse

- descendant
- doubleheader
- email, Internet
- empty-handed
- end zone
- enforce
- en route
- ensure (“insure” refers to insurance)
- faceoff (verb is two words)
- fair ball
- foul ball, foul line
- for all intents and purposes
- forgo
- forward (NEVER “forwards”)
- free throw (adj. is hyphenated)
- first-year (singular), first-years (plural), first-year students (AVOID freshman, freshmen)
- front-runner
- game plan
- goalie, goalkeeper (in soccer and lacrosse), goaltender (in hockey)
- goal line, goal post
- gray
- Hanukkah
- halfback, halftime
- handoff
- hat trick
- hit-and-run (not hyphenated as a verb)
- hole in one
- home run
- indoor (adjective), indoors (adverb)
- kidnapping, kidnapped, kidnapper
- kick off
- layup
- leadoff
- leafletting
- left field, left fielder
- left hand
- lineup (two words as a verb)
- marijuana
- matchup (noun; verb is two words)
- midfield, midfielder, midseason
- minuscule

- OK, OK'd, OK'ing, OKs
- offseason
- offside
- outfield, outfielder, outhit, outshot, outblocked
- out of bounds (adverb; hyphenated as an adjective)
- outward (NEVER “outwards”)
- percent, percentage
- pinch hit
- pingpong (Ping-Pong is trademarked)
- placekick, place-kicker
- postseason
- power play (noun; adjective is hyphenated)
- preseason
- protester
- quarterfinal
- racket
- RBI (singular), RBIs (plural)
- Red (NEVER use “Big Red,” only “the Red” to refer to a Cornell team)
- recruiting class
- red line
- right field, right fielder
- right hand
- rock and roll
- runback
- runner-up, runners-up
- running back
- semifinal
- short-handed
- shutout (noun; verb is two words)
- slap shot
- Super Bowl
- tailback
- takeout (n., adj.); take out (v.)
- toward (NEVER “towards”)
- upperclass (noun, juniors and seniors)
- upper class (noun, socioeconomic; adj. is hyphenated)
- upstate (ALWAYS lowercase)
- volley, volleys
- website, World Wide Web (“website” must be changed from “Web site” in AP copy)
- whether or not (use “or not” as often as possible)
- World Series
- Wi-Fi

- yard line
- yeah

The University

Colleges and Schools

In first reference, use the full name of a college or school of the University, as listed below. Words in parentheses do not need to be included in any reference but are part of the official name. In the following references, each may be abbreviated as indicated.

- (New York State) College of Agriculture and Life Science, CALS
- College of Architecture, Art and Planning, AAP
- College of Arts and Sciences, arts and sciences college
- College of Engineering, engineering college
- (New York State) College of Human Ecology, human ecology college
- Cornell Tech (graduate school), tech campus (in New York City)

Note: Previous versions of Sun Style referred to the tech campus as “Cornell NYC Tech.” This is incorrect. In addition, the “tech” in Cornell Tech stands for “technology” and not the Technion-Israel Institute of Technology, Cornell’s partner institution at the campus.

- Graduate School
- Cornell SC Johnson Graduate School of Management, business school
- Law School
- School of Continuing Education and Summer Sessions, summer school
- School of Hotel Administration, hotel school
- (New York State) School of Industrial and Labor Relations, ILR
- Technion-Israel Institute of Technology, the Technion

Note: The Technion-Israel Institute is not a college or school of the University, but is instead Cornell’s partner at Cornell Tech in New York City.

- (New York State) College of Veterinary Medicine, veterinary college
- Weill Cornell Medical College in Qatar, Qatar medical school
- (Joan and Sanford I.) Weill Cornell Medical College, WCMC
- There are three schools within the Cornell SC Johnson College of Business
 - SC Johnson Graduate School of Management, business school
 - Dyson School of Applied Economics, Dyson
 - School of Hotel Administration, hotel school