

Language

Web-related style

Do not capitalize email unless the word is used at the beginning of a sentence.

Common terms: website, internet, web, homepage, webpage, email, online, URL, HTML

Do not use “acad” in Suffolk email addresses.

URLs should be listed in all lowercase, without boldface, underscores, or italics.

When listing URLs in running text, do not include the preceding <http://> or, if applicable, www. Do not add a preceding www if a given URL is (domain). suffolk.edu, as that could result in a non-functional web address. Also, do not forget to appropriately hyperlink URLs listed in running text.

ex. suffolk.edu, suffolk.edu/admission, law.suffolk.edu

To avoid confusion when using email addresses or URLs in running text, do not break a line on a hyphen or insert a hyphen. Generally, try to break before the “@” or “.” (or between discrete units in a URL). If the email address or URL is at the end of a sentence, it is acceptable to add a period.

Commonly questioned terms

a lot	two words
advisor	not adviser
African American	capitalize, no hyphen
alumnus	masculine singular
alumna	feminine singular
alumni	masculine plural (do not use the word “alums”)
alumnae	feminine plural (do not use the word “alums”)
Baccalaureate	capitalize ceremony but not degree
catalog	not catalogue
chair (noun)	not chairman, chairwoman, or chairperson
coursework	one word
Commencement	capitalize
compose/comprise	Parts compose the whole; the whole comprises the parts
Dean’s List	capitalize
due to the fact that	use “because”
e.g.	for example; used only in parentheses with a comma
emeritus	masculine singular
emeriti	masculine plural
emerita	feminine singular
emeritae	feminine plural
fundraising	(noun, not hyphenated)
fund-raising	(adjective, hyphenated)
i.e.	that is; used only in parentheses with a comma
in order to/in order for	can be simply “to” or “for”
its/it’s:	It’s, contraction for it is; Its, possessive form of it
like/as	used for comparisons; don’t confuse with “such as”
nonprofit	not hyphenated
that/which	“That” is the restrictive pronoun; it serves to identify the noun preceding it:

The road that he took was narrow and rocky.

“Which” is used with nonrestrictive clauses, which add information rather than define or limit what has gone before:

The back road, which was straight and narrow, was the better choice.

Do not use “which” to refer to persons; use “who” instead.

vice president	not hyphenated
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