

Arts and Sciences Magazine Style Guide

academic and administrative titles

In most cases, titles should follow a name and be lowercased; the exception is named professorships and deanships, which stay capped even when they follow a name.

When a formal title precedes a name, capitalize it, but lowercase words that modify the title: Professor Kit Bowen, chemistry Professor Kit Bowen, Assistant Professor Judith Mitrani-Reiser, English Department Chair Eric Sundquist

With lowercase titles that follow names, the capitalization of the discipline or department is determined by the usage: professor of psychiatry and behavioral sciences (lowercase psychiatry and behavioral sciences because you're talking about the academic discipline, not a department); research professor in the Department of Physics and Astronomy at the Krieger School; director of African Studies at SAIS (capitalize African Studies because you're talking about a program, not a discipline)

academic departments

Capitalize the formal name of the department but not the flip-flopped name: Department of History, history department. In most cases, use the formal name unless it becomes too cumbersome. In plural constructions, lowercase departments of and capitalize the discipline: the departments of History and Political Science. (Note, however, the use of lowercase when the discipline, not the department, is intended: John Smith is studying history and political science.)

advisor, not adviser.

African-American Hyphenate adjective form but not noun.

ages Always use figures.

Blue Jays

Use the plural, even as an adjective: a Blue Jays lacrosse fan, a Blue Jays uniform. But: President Daniels is proud to be a Blue Jay.

comma

Use a serial comma (i.e., before and in a series): the schools of Medicine, Nursing, and Public Health. If a serial comma does not appear in a proper name (Department of Family, Population and Reproductive Health), do not add it.

Commencement

Capitalize it when referring to the university's end-of-the-year ceremonies. Also cap Commencement Day.

course titles

Do not italicize course titles or use quotation marks around them.

course work

cross-disciplinary

data

When the word data refers to separate elements, use plural verbs and pronouns: Data have been collected from many countries.

When the word functions as a collective noun, use singular verbs and pronouns: The data you collected is helpful in this project.

em dash

Em dashes are most often used in pairs in Hopkins publications to set off a phrase: More than 1,000 members of the university community—deans, trustees, faculty, staff, students, and alumni—helped refine the plan.

en dash

En dashes are used with inclusive numbers (pages 8-10, the years 2012-13) and in place of a hyphen in a compound adjective when one of its elements is compound: a Nobel Prize-winning astrophysicist, the Johns Hopkins-led study, University of Wisconsin-Madison. An abbreviated compound, like U.S., is treated as a single word and therefore uses a hyphen, rather than an en dash, in compounds. A single word or prefix should be joined to a hyphenated compound by another hyphen rather than an en dash; if the result is awkward, reword: a two-thirds-full auditorium; better, an auditorium that was two-thirds full.

eras

Use either of the following systems, but be consistent: CE (of the Common Era) and BCE (before the Common Era); or BC (before Christ) and AD (anno Domini, in the year of the Lord).

formatting text

italics: use for titles of books/publications, compositions, exhibitions, films, and symposium series

bold: use only rarely

underline: should not be used

Intersession

Capitalize when referring to the academic term during winter break.

Johns Hopkins University

In running copy, the university does not need to retain the capitalized The traditionally used with the formal name. Either lowercase the The or use Johns Hopkins University without the The. In stand-alone copy, however, it is often appropriate to keep the capitalized The. When used as the shortened form JHU, university should not be capitalized. The preferred shortened name of the university is Johns Hopkins rather than Hopkins.

Johns Hopkins University Zanvyl Krieger School of Arts and Sciences

May also be referred to as the Krieger School of Arts and Sciences, the Krieger School, the School of Arts and Sciences, KSAS.

majors/minors

Majors/minors are not capitalized unless they include a proper noun: East Asian studies major, German major, history major, international studies major, public health studies major, majoring in English, minoring in Africana studies.

names

Names of both faculty and students should be in bold on first mention.

A student's year of graduation should be noted either by the use of senior, junior, etc. or by the year of graduation following the student's name: Kristen Burke '17

named deanships

Benjamin T. Rome Dean of the Whiting School of Engineering; James B. Knapp Dean of the Krieger School of Arts and Sciences; Frances Watt Baker, M.D., and Lenox D. Baker Jr., M.D., Dean of the Medical Faculty; Sheridan Dean of University Libraries and Museums.

named departments

Morton K. Blaustein Department of Earth and Planetary Sciences (KSAS), Henry A. Rowland Department of Physics and Astronomy (KSAS), W. Harry Feinstone Department of Molecular Microbiology and Immunology (SPH), Solomon H. Snyder Department of Neuroscience (SOM), Russell H. Morgan Department of Radiology and Radiological Science (SOM).

named professorships

Capitalize named professorships: Lawrence Principe is the Drew Professor of the Humanities. Note that if one holds a chair: Michael Miller holds the Herschel and Ruth Seder Chair in Biomedical Engineering. It is also acceptable to say: Michael Miller is the Seder Professor in Biomedical Engineering. For a complete list of named professorships, deanships, and directorships, go to webapps.jhu.edu/namedprofessorships.

numerals

Follow AP style: In general, spell out numbers one through nine and use figures for 10 and above:

The Orioles finished second. She had nine months to go. There are 12 months in a year. He worked at Hopkins for 33 years.

Spell out the number when it is the start of a sentence: Forty years was a long time to wait. Fifteen to 20 cars were on the road.

The only exception is years: 2007 was an excellent year for music.

Ages: always use numerals.

Unit of measure: always use numerals

Grades: follow AP rules for ordinal numbers (e.g., fifth grade, 12th grade).

Scores (games, sports): always use numerals.

Use a comma to separate hours and minutes: Susan Brown Smith completed the race in 3 hours, 45 minutes (not 3 hours and 45 minutes).

Dimensions, formulas, and speeds: Always use numerals: 5 feet 6 inches tall. But: He drove four miles.

Within a bulleted list: Use numerals.

When writing a number with a "th" or "nd" after it, never use supertext. Ex. 19th century, not 19th century.

pronouns

If the person has shared a nonbinary identity, refer to them as "they," "them," "their."

race

Always capitalize Black in reference to race. Lowercase white.

spaces

Use only one space—not two—between sentences

times, dates, and places

When referring to event information, list it in the time, date, place (TDP) sequence. Place commas between the day of the week and the month. Also place commas between the date and anything that follows it. The concert is at 7 p.m. on Friday, April 22, 2011, at Shriver Hall.

a.m./p.m. – Place periods between these designations. Always place a space between the number and “a.m.” or “p.m.” (lowercase). She played from 10 a.m.-2:30 p.m. (not 10:00, 10 AM, 2:30pm).