

Johns Hopkins University Style Guide

These guidelines were compiled by editors in the Office of Communications to encourage consistency and correct usage of terms across the many publications produced by JHU offices. The guidelines draw from current editions of the *AP Stylebook* and *Chicago Manual of Style*. Written from a Johns Hopkins point of view, the guidelines are intended to complement *AP* and *CMOS*, and when those sources disagree, to choose between them. For points not addressed in the guidelines, *AP* is the preferred source. For points not listed in *AP*, use the dictionary it recommends: *Webster's New World College Dictionary*. When the dictionary gives two spellings, use the first one; when *AP* and *Webster's* disagree on a spelling, use *AP's*. A number of individual JHU publications have their own style sheets, more detailed and directed to handling specialized content. The guidelines below will supplement those already existing and will contribute to the effort to bring overall consistency to university publications.

abbreviations and acronyms Do not follow an organization's full name with an acronym in parentheses. If an acronym would not be clear without this arrangement, do not use it. When the full name of an acronym is used, words that are not normally capitalized should be lowercased: *MOOC is an acronym for massive open online course*. Some frequently used acronyms for Johns Hopkins programs, centers, and departments are CCP (Center for Communication Programs), CSOS (Center for Social Organization of Schools), CTY (Center for Talented Youth), DOGEE (Department of Geography and Environmental Engineering), EP (Engineering for Professionals), E2SHI (Environment, Energy, Sustainability and Health Institute), IBBS (Institute for Basic Biomedical Sciences), ICE (Institute for Cell Engineering), INBT (Institute for NanoBioTechnology), MSEL (Milton S. Eisenhower Library), STScI (Space Telescope Science Institute), JHOC (Johns Hopkins Outpatient Center). See also **Johns Hopkins University divisions**.

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*, *Vice President Glenn M. Bieler*.

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 Physics and Astronomy at the Krieger School (capitalize *Physics and Astronomy* because you're talking about the department, not the discipline);

director of African Studies at SAIS (capitalize *African Studies* because you're talking about a program, not a discipline).

academic degrees Omit periods (*MD*, *PhD*), but avoid abbreviations when

possible: *John Jones, who has a doctorate in psychology*. Capitalize the formal name of a degree (*Master of Arts*), but lowercase the discipline (*Master of Arts in history*) and the informal name (*master's degree in history*).

academic departments Capitalize both the formal name of the department and the flip-flopped name: *Department of History, History Department*. Also capitalize the shortened form for a department (*a joint appointment in History and Art History*). 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* or the *History and Political Science departments*. (Note, however, the use of lowercase when the discipline, not the department, is intended: *John Smith is studying history and political science*.)

accent marks For words like *premiere* that are listed without an accent in *AP* and with an accent in *Webster's*, follow *AP*. For foreign words not listed in *AP*, follow *Webster's*. See also **foreign words**.

adviser Not advisor.

African-American Hyphenate noun and adjective forms.

ages Always use figures.

aka No spacing.

alphabetization of hyphenated surnames Alphabetize by first surname: *Susan Brown-Smith*. If names are not hyphenated, alphabetize by final surname: *Susan Brown Smith*.

ampersand Use only when the ampersand is part of the formal name of a department, division, company, etc.: *U.S. News & World Report, Evergreen Museum & Library*. Do not use an ampersand to avoid the repetition of *and*, as in, *The School of Arts & Sciences and the School of Engineering are based at Homewood*. Use instead *the School of Arts and Sciences and the School of Engineering*.

Anne M. Pinkard Building, School of Nursing

anti-cancer

archives The Milton S. Eisenhower Library has two named archives: the *Ferdinand Hamburger Jr. Archives* and the *Lester S. Levy Sheet Music Collection*; the School of Medicine's archives are the *Alan Mason Chesney Medical Archives*. Although *Archives* is plural, each collection mentioned here takes a singular verb.

Arellano Theater

Armstrong Institute for Patient Safety and Quality

Arthur Friedheim Library The music library, located at Peabody.

audiovisual

Barnes & Noble Johns Hopkins

baroque

best-seller, best-selling Hyphenate in all uses.

Big Ten The Johns Hopkins men's lacrosse team became an affiliate member of this NCAA Division I conference on July 1, 2014, and will begin play in 2015. Johns Hopkins must always be referred to as an *affiliate* member.

blogs Titles of named blogs should be italicized. Titles of blog entries should be placed in quotation marks.

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

board of trustees Lowercase: the Johns Hopkins University board of trustees.

British spellings Use a British spelling only when it appears in the formal name: *Theatre Arts and Studies Program, Department of Orthopaedic Surgery*. If the word with the British spelling is mentioned elsewhere in the paragraph or story and is not part of a formal name, use the American spelling, despite the inconsistency.

Bufano Sculpture Garden

Bunting Blaustein Cancer Research Building

Bunting-Meyerhoff Interfaith and Community Service Center

ca. Preferred abbreviation for *circa*, meaning *about* or *approximately*.

campus Lowercase: *Homewood campus, East Baltimore campus, Mount Washington campus*. Exception: *Montgomery County Campus*.

canceled, canceling

cancer center Johns Hopkins Kimmel Cancer Center; when used alone, cancer center is lowercase (like university and hospital).

capitalization on second reference Words like *university, hospital, institute, department, center* should not be capped on second reference. Exceptions: *the*

Conservatory, the Preparatory, the Press, the Laboratory/the Lab (for APL), *the Academy* (an institute for advanced study for retired professors), *the Beach* (lawn in front of the Eisenhower Library).

cardiovascular and critical care tower Formal name is Sheikh Zayed bin Sultan Al Nahyan Cardiovascular and Critical Care Tower. Sheikh Zayed Tower is acceptable, even on first reference, as a shortened form.

Carnegie Institution for Science

catalog, cataloging Not *catalogue, cataloguing*.

cellphone

Center of Cancer Nanotechnology Excellence

Center for Communication Programs

Centers for Disease Control and Prevention CDC is the acronym.

The Charlotte R. Bloomberg Children's Center Lowercase *The* in running copy.

Class of 2016 Capitalize *Class*.

colon Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

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-year ceremonies. Also cap *Commencement Day*.

Community-Public Health A School of Nursing department.

composition titles For capitalization style, follow *AP* and cap the principal words, including prepositions and conjunctions of four or more letters. For guidelines on italicizing titles, follow *CMOS*. Operas, oratorios, tone poems, and other long musical compositions are italicized and given standard title capitalization (*Chicago* 8.189, 8.190). If an instrumental work is known by its generic name (*symphony, concerto, quartet, etc.*), it should not be italicized or put in quotation marks (*Beethoven's Ninth Symphony, Verdi's Requiem*). Descriptive titles (e.g., Beethoven's symphonies *Pastoral* and *Eroica*) are italicized. For permissible changes to titles, see *Chicago* 8.163.

An official album title is italicized (*Chicago* 8.192).

Songs and other shorter musical compositions are set in roman and enclosed in

quotation marks, capitalized in the same way as poems (*Chicago* 8.189).

Books and periodicals are italicized and capitalized headline-style (*Chicago* 8.166).

Movies and television and radio programs and series are italicized. A single episode in a television or radio series is set in roman and enclosed in quotation marks (*Chicago* 8.185).

Cordish Lacrosse Center

corp. Abbreviate when a name ends with corporation (*Johns Hopkins Health System Corp.*); spell elsewhere (*the Corporation for Public Broadcasting*).

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

course work

Croft Hall Formerly the New Engineering Building.

cross-disciplinary

cross section

CT scan

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.*

Decker Gardens

dialogue

disc1 /DISC1 Disc1 is the gene and DISC1 the protein made from that gene.

earth Generally lowercase; capitalize when used as the proper name of the planet. *She is down-to-earth. How does the pattern apply to Mars, Jupiter, Earth, the sun, and the moon? The astronauts looked down upon the Earth from space. He hopes to move heaven and earth. Peter Olson is a professor of Earth and planetary sciences.*

editor-in-chief Use hyphens and capitalize the nouns when it is the formal title before a name. Other examples are *artist-in-residence* and *surgeon-in-chief*.

email In printed works, it is often necessary to break an email address or a uniform resource identifier such as a URL at the end of a line. Such a break should be made between elements if at all possible: after a colon or a double slash; before or after an equals sign or an ampersand; or before a single slash, a period, or any other punctuation or symbols. To avoid confusion, an address that contains a hyphen should never be

broken at the hyphen; nor should a hyphen be added to break an email address or URL. If a particularly long element must be broken to avoid a seriously loose line, it should be broken between syllables according to the guidelines offered above (*Chicago* 7.42).

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.* For a fuller discussion, see *Chicago* 6.82.

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 (*Chicago* 6.80): *a two-thirds-full auditorium*; better, *an auditorium that was two-thirds full.*

Engineering for Professionals (EP)

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).

European Union Spell on first reference, then use *EU* (no periods).

euro, euros

exhibitions Italicize titles of exhibitions.

Fell's Point

-fold Write out all numbers: *fourfold, tenfold, hundredfold.*

follow-up (noun, adjective), follow up (verb)

foreign words If foreign words are listed in *AP* or *Webster's*, do not italicize them. See also **accent marks**.

from ... to When *from* introduces a range, the word *to* must complete it: *The seminar is from 11 a.m. to 3 p.m.* Using a hyphen instead of *to* is incorrect.

fundraiser, fundraising

Garrett

Gatehouse

Gateway Sciences Initiative

gender neutral language Helpful techniques for achieving gender neutral language are listed in *Chicago* 5.225 and 5.227. *Chairman* and *chairwoman* are acceptable when they refer to specific people; otherwise use *chair*.

George Peabody Library Located adjacent to the Peabody Institute, but it is administratively part of the Sheridan Libraries, not of Peabody.

Hanukkah

headlines *Johns Hopkins Magazine* and the *Gazette* use both upper- and lowercase headline styles. For lowercase style, follow *AP Stylebook*, **headlines**; for uppercase, see *Chicago* 8:157. A few points: Cap prepositions of four or more letters. Enclose in single quotation marks titles and other words that are normally italicized. Use single instead of double quotation marks in headlines and callouts. Designers have free rein in headlines of features and do not need to follow these rules.

health care Two words unless spelled as one word in the official title of an organization, bill, etc. Do not hyphenate as an adjective.

Henderson-Hopkins School Formal name is Elmer A. Henderson: A Johns Hopkins Partnership School. It's a contract school, not a charter school.

home page Two words.

Homewood Schools This term refers to the School of Arts and Sciences and the School of Engineering. If possible, avoid this designation.

hyphen Compounds: Both *AP* and *Chicago* prefer a spare hyphenation style. If no suitable example or analogy can be found in either stylebook (*AP* Punctuation section, under "hyphen" and *Chicago* 7.85) or in the dictionary, hyphenate only if doing so will aid readability.

Hyphenate *and a half* only if used as a compound adjective: *one and a half inches*, *a one-and-a-half-inch hem*.

Do not hyphenate *then* as an adjective: *then Soviet Russia*.

Do not hyphenate number + percentage: *a 10 percent raise*.

Do not hyphenate dollar amount: *She signed a 10-year, \$250 million contract*.

Do not hyphenate certain words, even when used as adjectives: *high school class*, *health care law*.

Do not hyphenate *very* and adverbs ending in *-ly* (*a highly regarded author*, *a very good student*).

When a compound modifier follows the verb *to be*, hyphenate it: *Her work is well-regarded*.

incorporated Abbreviate and capitalize as *Inc.* when used as a part of a corporate

name. Do not set off with commas: *Time Warner Inc. announced its new plan.*

initials If an entire name is abbreviated (e.g., *MLK, JFK*), omit spaces and periods (*Chicago* 10.12; see also 7.62). When an individual uses initials instead of a first name (e.g., *E.L. Doctorow, H.L. Mencken*), use periods with no space between the initials. Use a single initial (e.g., *J. Jones*) only when it is the individual's preference or a first name cannot be learned.

Internet

Intersession Capitalize when referring to the academic term during winter break.

Institute for Health and Social Policy Formerly the Institute for Policy Studies.

italics In addition to the words to be italicized that are listed in **composition titles** and **paintings, statues, and such**, named blogs, ships and other vessels (but not abbreviations USS or HMS), exhibitions, and symposium series need to be italicized.

Johns Hopkins at Green Spring Station, Johns Hopkins at Eastern, Johns Hopkins at Keswick, Johns Hopkins at Mount Washington

Johns Hopkins Berman Institute of Bioethics Supported by SPH, JHM, JHN, and KSAS; serves the entire university and health system.

Johns Hopkins Health System The components of the health system are the Johns Hopkins Health System Corp., the Johns Hopkins Hospital, Johns Hopkins Bayview Medical Center, Johns Hopkins Community Physicians, Johns Hopkins Employer Health Programs, Howard County General Hospital, Sibley Memorial Hospital, Suburban Hospital, and All Children's Hospital. The Johns Hopkins Health System Corp. is a legal entity that employs 1,060+ people who support several legal entities with services that include Legal, Finance, Human Resources, and Compliance. The corporation wholly owns the subsidiaries of the health system. The School of Medicine, Johns Hopkins HealthCare, and the Johns Hopkins Home Care Group are part of Johns Hopkins Medicine but not part of the health system.

Johns Hopkins Institutions The use of this term is discouraged. It is sometimes used to refer collectively to the following entities: Johns Hopkins University, Johns Hopkins Health System Corp., Johns Hopkins Hospital, Johns Hopkins Bayview Medical Center, Johns Hopkins Community Physicians, Johns Hopkins Employer Health Programs, Howard County General Hospital, Sibley Memorial Hospital, Suburban Hospital, All Children's Hospital, Johns Hopkins HealthCare, the Johns Hopkins Home Care Group and subsidiaries, and Johns Hopkins Medicine International.

Johns Hopkins Medical Institutions This term is sometimes used to refer collectively to the Johns Hopkins University School of Medicine, the Johns Hopkins Hospital, the Johns Hopkins University School of Public Health, and the Johns Hopkins

University School of Nursing.

Johns Hopkins Medicine Components are the Johns Hopkins University School of Medicine, the Johns Hopkins Health System Corp., the Johns Hopkins Hospital, Johns Hopkins Bayview Medical Center, Johns Hopkins Community Physicians, Johns Hopkins Employer Health Programs, Howard County General Hospital, Sibley Memorial Hospital, Suburban Hospital, All Children's Hospital, Johns Hopkins HealthCare, the Johns Hopkins Home Care Group and subsidiaries, and Johns Hopkins Medicine International.

Johns Hopkins University divisions Formal names are followed by shortened forms and acronyms.

- The Johns Hopkins University Zanvyl Krieger School of Arts and Sciences: Krieger School of Arts and Sciences, the Krieger School, the School of Arts and Sciences, KSAS
- The Johns Hopkins University Whiting School of Engineering: the G.W.C. Whiting School of Engineering, the Whiting School of Engineering, the Whiting School, the School of Engineering, WSE
- The Johns Hopkins University Carey Business School (not the W.P. Carey School of Business, which is at Arizona State University): the Carey School, Carey (no acceptable acronym)
- The Peabody Institute of The Johns Hopkins University: Peabody. Its divisions are the Preparatory and the Conservatory.
- The Paul H. Nitze School of Advanced International Studies of The Johns Hopkins University: SAIS, Johns Hopkins SAIS
- The Johns Hopkins University School of Education: SOE
- The Johns Hopkins University School of Medicine: Medicine, SOM
- The Johns Hopkins University School of Nursing: Nursing, SON
- The Johns Hopkins Bloomberg School of Public Health: Bloomberg School, School of Public Health, JHSPH (never BSPH), SPH
- The Johns Hopkins University Applied Physics Laboratory: APL, the Laboratory, the Lab

Johns Hopkins University–Nanjing University Center for Chinese and American Studies (Hopkins-Nanjing Center)

Johns Hopkins University president's name President Daniels can be referred to as either Ronald J. Daniels or Ron Daniels, depending on the formality of the context. (Note the capitalization style: *He spoke with university President Ron Daniels at the dinner.*)

Johns Hopkins University/Johns Hopkins Hospital In running copy, the university and hospital do not need to retain the capitalized *The* traditionally used with their formal names. In stand-alone copy, however, it is often appropriate to keep the

capitalized *The*. When used as shortened forms of JHU and JHH, *university* and *hospital* should not be capitalized. The preferred shortened name of the university and hospital is *Johns Hopkins* rather than *Hopkins*.

joint vs. separate possession When two nouns “possess” the same thing, they are considered a unit, and only the second element takes the possessive form: *Michael Willis and Robert Hathaway’s New Security Challenges in Asia is available from Johns Hopkins University Press* (the book was co-edited by Willis and Hathaway). When two nouns possess different things, both nouns take the possessive form: *Roger Hart’s and William Turkel’s new books are also available from the Press (Chicago 7.22)*.

Jr., Sr. Abbreviate junior and senior only with full names of persons or animals. Do not use commas around Jr. or Sr.: *Martin Luther King Jr. Commemoration*.

Koch Cancer Research Building

lifelong

lifesaving

Life Sciences and Technology Park at Johns Hopkins

light-years

-like Hyphenate only if the letter L would be tripled or if the main word is a proper noun: *The Homewood campus has 140 parklike acres*.

long-standing

long-term

longtime

-making *Decision making* (noun form), *the decision-making process*, *decision-maker* but *policymaking*, *policymaker* and *filmmaking*, *filmmaker*.

Malone Hall

manikin Correct spelling for medical figure (not *mannequin*).

Maryland Institute College of Art Its acronym, MICA, is acceptable on first reference.

Mason Hall Admissions and visitors center at Homewood.

Materials Science and Engineering

Mattin Center**McKusick-Nathans Institute of Genetic Medicine****Mergenthaler**

Messenger spacecraft Not MESSENGER.

Mount Vernon

movie titles See **composition titles**.

Mt. Washington Conference Center (But *Mount Washington campus*)

museums at Homewood *Evergreen Museum & Library, Homewood Museum, the Johns Hopkins Archaeological Museum.* The term *Johns Hopkins University Museums* refers only to the historic house museums, Homewood and Evergreen. The Archaeological Museum is part of the School of Arts and Sciences.

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 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.

names with unusual capitalization Names of companies, organizations, or magazines that use all caps in their logos and letterhead may follow an upper- and lowercase style: *Time* magazine, not TIME; the Rand Corp., not the RAND Corp. Names like *eBay*, *iTunes*, and *iPod* do not need their initial letters capped at the beginning of a sentence. Names with caps in the middle should retain those caps: GlaxoSmithKline, Institute for NanoBioTechnology.

National Heart, Lung, and Blood Institute The serial comma in this title is not

used by *AP* but is used by the institute itself. Since the JHU guidelines suggest not making comma changes in names (see **commas**), retain the serial comma, though it contradicts *AP* usage. See also the next entry, **NIH institutes, offices, and centers**.

NIH institutes, offices, and centers For a list of the institutes, see *AP* under **National Institutes of Health**; for more information, go to nih.gov/icd/index.html.

The News-Letter

Newton H. White Jr. Athletic Center

NGO Nongovernmental organization. Spell out at first use, then use acronym (do not place acronym in parentheses at first use). Per *AP*, use *NGO* sparingly.

No. 1 *AP* style uses the abbreviation with a figure to indicate position or rank.

Nobel laureate See *AP* under **Nobel Prize, Nobel Prizes** for a full discussion.

nonprofit (n. and adj.)

nonsexist language See **gender neutral language**.

numerals Follow *AP* style:

Ages: 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*.

Office of Multicultural Affairs Formerly Office of Multicultural Student Affairs. The office operates the Multicultural Affairs Student Center.

orthopedics *Orthopedics* is the first dictionary spelling. Use the second spelling, *orthopaedics*, only when it is part of a proper noun: *the Department of Orthopaedic Surgery*.

Osher Lifelong Learning Institute at Johns Hopkins University Formerly the Evergreen Society.

page numbers Write out *page* and use figures: *Business guru Norm Augustine (interviewed in "Storms in the Economic Forecast," page 16) offers a prescription for enhancing U.S. competitiveness*.

paintings, statues, and such Titles of paintings, drawings, photographs, statues, and other works of art are italicized, whether the titles are original, added by someone

other than the artist, or translated. The names of works of antiquity (whose creators are often unknown) are usually set in roman (see *Chicago* 8.193).

Peabody box office

Peabody Institute The Peabody Institute comprises two divisions: the Conservatory and the Preparatory. Retain the initial caps for *Conservatory* and *Preparatory*.

Peace Corps: Note that the term *returned Peace Corps volunteers* is often abbreviated as RPCVs on second reference.

plural of Latin nouns Use the form that *Webster's* lists first: *curricula, colloquia, symposiums*.

possession See **joint vs. separate possession**.

possessives Three examples to note in Johns Hopkins usage: *campus's, SAIS'*, and *Johns Hopkins'*. See **AP possessives** for a complete discussion.

pre- Hyphenate the prefix *pre-* when the compound it creates, is not listed in *AP* or *Webster's* or is a proper noun: *pre-July Fourth celebration, pre-retirement party*. In most cases, hyphenate to avoid a double vowel (per *AP*): *pre-existing, pre-eminent, pre-empt, pre-exist*. Exception: *preeclampsia*.

premiere/premier *Premiere* (no accent, per *AP*) can function as a noun meaning *first performance*, as an adjective meaning *the lead or first performer*, or as a verb meaning *to give a first performance*. *Premier* is either an adjective or a noun: As an adjective, it means *chief, key, first in importance*. *This discovery is of premier importance to people with ALS*. As a noun, it is used for the title of the prime minister of certain countries.

principal investigator Lowercase.

quads on Homewood campus The upper and lower quads should be referred to by their proper names: *Keyser Quad* (upper quad) and *Wyman Quad* (lower quad). The newest quad is the south quad, the *Decker Quad*.

Ralph S. O'Connor Recreation Center

Road Scholar program at Peabody Formerly Elderhostel.

room numbers Preferred order is room number before the building: *148 Gilman, 212 Whitehead*.

Rosh Hashana

Ross Jones Building Not F. Ross Jones Building.

SAIS'

Schafler Auditorium In the Bloomberg Center.

Science + Technology Park at Johns Hopkins

service centers Capitalize: *Sponsored Projects, Accounts Payable, Fixed Assets, Payroll.*

Shaffer Auditorium, Shaffer Hall

Sheridan Libraries They encompass the Brody Learning Commons and the Milton S. Eisenhower Library, including MSEL's collections at the Albert D. Hutzler Reading Room ("the Hut") in Gilman Hall, the John Work Garrett Library at Evergreen, and the George Peabody Library at Mount Vernon Place.

Sheikh Zayed Tower

shuttle Lowercase: *Homewood-JHMI shuttle.*

smartphone

Smokler Center for Jewish Life in the Harry and Jeanette Weinberg Building

Space Telescope Science Institute (STScI)

Sr. See **Jr., Sr.**

startup, start up One word as a noun or adjective; two words as a verb.

state abbreviations In running copy, it is preferable to spell out the names of states. When abbreviations of state names are necessary, follow AP style and do not use postal codes except in headlines with state names that have two parts (*NJ, NY*). To decide whether a state name is needed, consult *AP*, **datelines**.

Stony Run

St. Paul Street

student-athlete

Student Conduct Code

sub-Saharan

symposiums Italicize titles of symposiums and put in roman and quotes the individual lectures within them.

television program titles See **composition titles**.

Ten by Twenty

The In running copy, do not capitalize *the* even if it is part of the formal title of a company, division, or university: *K.T.Ramesh is the Alonzo G. Decker Jr. Professor of Science and Engineering at the Johns Hopkins University*. Exception: Newspapers, magazines, and books retain the capitalized *The*: *The New York Times*, *The New Yorker*. When names stand alone, as in a program or invitation, *The* would be capped: *The Johns Hopkins University*, *The Charlotte R. Bloomberg Children's Center*. See also **Johns Hopkins University/Johns Hopkins Hospital**.

theater Use the British spelling *Theatre* only when it appears in the formal name: *Theatre Arts and Studies Program*, *John Astin Theatre in the Merrick Barn*, *Dunbar Baldwin Hughes Theatre Company*, *Senator Theatre*. The *Charles Theater* formerly used the British spelling but switched to the American one.

titled Not *entitled* when referring to books, plays, etc.: *Vali Nasr's new book is titled The Dispensable Nation*.

type 2 diabetes**Undergraduate Teaching Laboratory building****under way**

university names In running copy, lowercase *The* even if it's included in the formal name of a university: *the Ohio State University*. (See also **Johns Hopkins University/Johns Hopkins Hospital** and **The**.) When the name of a university includes a location, follow the practice of that school. If the university uses a comma and the name occurs midsentence, put commas both before and after the location: *At the University of California, Berkeley, pollarded London plane trees frame the view of the Campanile*. If the university uses *at*, retain it: *University of Texas at Austin*. If the university uses a hyphen, change it to an en dash because one of the elements will be compound: *University of Wisconsin–Madison*. If the university uses neither a preposition nor a comma, follow that style: *University of Colorado Boulder*. See also **en dash**.

URL Although it is not wrong to include the phrases *http://* and *www* when giving URLs, it is not necessary to do so.

U.S. in headlines Use periods; an exception to AP style.

verbs, singular or plural Some Johns Hopkins entities with plural names take singular verbs, others plural ones. Some examples: *The Friends of the Libraries is holding a meeting. The Johns Hopkins Medical Institutions are in East Baltimore. The Sheridan Libraries encompass the Brody Learning Commons and the Milton S. Eisenhower Library, including MSEL's collections at the Albert D. Hutzler Reading Room in Gilman Hall, the John Work Garrett Library at Evergreen Museum, and the George Peabody Library at Mount Vernon Place.*

Two other agencies that appear frequently in JHU publications are the *Centers for Disease Control and Prevention* and the *National Institutes of Health*. Both take a singular verb when either the formal name or the acronym is used.

vice president Use *for*, not *of*, as the preposition: *vice president for communications, vice president for human resources.*

wait list

Washington DC Center

website Also *webcam, webcast, and webmaster*. But as a short form and in terms with separate words, *the Web, Web page, and Web feed*. Do not italicize or put in quotes the names of websites.

Weinberg Building Full name is Harry and Jeanette Weinberg Building (note the single *n* in Jeanette).

-wide No hyphen: *universitywide*.

Wilmer Eye Institute Robert H. and Clarice Smith Building/Maurice Bendann Surgical Pavilion at Wilmer Eye Institute.

Wood Basic Science Building (WBSB)

workforce

Work, Life and Engagement

Yeung Center Benjamin and Rhea Yeung Center for Collaborative China Studies

Young Investigators' Day

Zanvyl Krieger Mind/Brain Institute

Last updated: 9/02/2014