

# Johns Hopkins University Style Guide

Updated August 2016

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## Introduction

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. Johns Hopkins Medicine, for example, has posted its [Branding and Use of Name Toolkit](#). The guidelines below will supplement those already existing and will contribute to the effort to bring overall consistency to university publications.

## Names: Johns Hopkins University and its divisions

**The Johns Hopkins University/The Johns Hopkins Hospital:** The preferred shortened name for Johns Hopkins University is *Johns Hopkins*, not *Hopkins*.

Capitalize “The” only when the name stands alone, as in a program or invitation. In running copy, do not capitalize “the”; either lowercase it or leave it out. *Ronald J. Daniels is president of the Johns Hopkins University (or of Johns Hopkins University).*

To refer to two entities, for example the university and health system or the university and Johns Hopkins Medicine, name both of them: *The Johns Hopkins University and Health System; Johns Hopkins University and Medicine*. Avoid such terms as *Johns Hopkins Institutions, Johns Hopkins Medical Institutions, and Homewood Schools*.

On second reference, lowercase *university, hospital, and health system* when they replace the Johns Hopkins University, Johns Hopkins Hospital, and Johns Hopkins Health System.

**Johns Hopkins Health System:** This term refers to a legal entity. It comprises the Johns Hopkins Health System Corp., the Johns Hopkins Hospital, Johns Hopkins All Children's Hospital, Johns Hopkins Bayview Medical Center, Johns Hopkins Community Physicians, Johns Hopkins Employer Health Programs, Howard County General Hospital, Sibley Memorial Hospital, and Suburban Hospital. (The School of Medicine, Johns

Hopkins HealthCare LLC, and the Johns Hopkins Home Care Group are not part of the Johns Hopkins Health System. They are, however, part of Johns Hopkins Medicine.)

**Johns Hopkins Medicine:** This term does not refer to a legal entity. It should be used when referring collectively to the following: Johns Hopkins University School of Medicine, the Johns Hopkins Health System Corp., the Johns Hopkins Hospital, Johns Hopkins All Children’s Hospital, Johns Hopkins Bayview Medical Center, Johns Hopkins Community Physicians, Johns Hopkins Employer Health Programs, Johns Hopkins HealthCare, Johns Hopkins Home Care Group and subsidiaries, Johns Hopkins Medicine International, Howard County General Hospital, Sibley Memorial Hospital, and Suburban Hospital.

**Names of divisions:** Except for the *Johns Hopkins Bloomberg School of Public Health*, the names of all the university’s divisions are preceded by *Johns Hopkins University*, e.g., the *Johns Hopkins University School of Medicine*, the *Johns Hopkins University Zanvyl Krieger School of Arts and Sciences*. As a shortened form, it is correct to leave out *University* in this usage: *Johns Hopkins School of Medicine*. *University* is always omitted with the *Johns Hopkins Bloomberg School of Public Health*.

Johns Hopkins University comprises nine degree-granting, or academic, divisions and the Applied Physics Laboratory. The list below gives the formal name of each division, followed by acceptable shortened forms.

- The Johns Hopkins University Zanvyl Krieger School of Arts and Sciences: Johns Hopkins 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 G.W.C. Whiting School of Engineering: Johns Hopkins Whiting School of Engineering, Whiting School of Engineering, the Whiting School, the School of Engineering, WSE.
- The Johns Hopkins University Carey Business School: Johns Hopkins Carey Business School (never the School of Business, nor the W.P. Carey School of Business, which is at Arizona State University), Carey School, Carey. The acronym CBS may be used for brevity on second reference but not in marketing, advertising, social media, or other branding-related uses. It should *not* be used to shorten the name of a functional unit within the school, e.g., CBS Human Resources, CBS Communications.
- The Peabody Institute of The Johns Hopkins University: Peabody Institute, Peabody, the institute. It has two parts, the Conservatory and the Preparatory. The phrase “of Music” is not used with Peabody Institute or either of its parts.
- The Johns Hopkins University Paul H. Nitze School of Advanced International Studies: Johns Hopkins SAIS. In addition to its home in Washington, D.C., it

has two campuses abroad: Johns Hopkins School of Advanced International Studies in Europe and the Hopkins-Nanjing Center, operated in partnership with Nanjing University. For formal occasions only, use the full name: Johns Hopkins University–Nanjing University Center for Chinese and American Studies in China. Shortened names for these campuses are SAIS Europe (or SAIS Europe in Bologna when specifically designating location) and the HNC.

- The Johns Hopkins University School of Education: Johns Hopkins School of Education, SOE.
- The Johns Hopkins University School of Medicine: Johns Hopkins School of Medicine, Medicine, SOM.
- The Johns Hopkins University School of Nursing: Johns Hopkins School of Nursing, Nursing, SON.
- The Johns Hopkins Bloomberg School of Public Health: Bloomberg School, School of Public Health, JHSPH.
- The Johns Hopkins University Applied Physics Laboratory: APL, the Laboratory, the Lab.

## A to Z list of words and phrases

**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. Using the acronym soon after the full name will usually make the connection clear. For example: *Use “massive open online course” on first reference and “MOOC” shortly thereafter.* An alternative is to use “or”: *The School of Public Health offers a variety of massive open online courses, or MOOCs.*

Some frequently used acronyms for Johns Hopkins programs, centers, and departments are *BLC* (Brody Learning Commons), *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), *E<sub>2</sub>SHI* (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), and *JHOC* (Johns Hopkins Outpatient Center). Also used frequently is *STScI* for Space Telescope Science Institute, a science center located on the Johns Hopkins Homewood campus and operated for NASA by the Association of Universities for Research in Astronomy. See also **Johns Hopkins University divisions**.

**academic and administrative titles** It is preferable to lowercase titles and place them after the name they describe; the exceptions are 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 Benjamin Dodson, former Johns Hopkins University President William R. Brody, English Department Chair Christopher Nealon, Vice President Heidi Conway.*

With lowercase titles following 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** Some words, such as *premiere*, 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**

**the Beach** (lawn in front of the Eisenhower Library)

**Berman Institute of Bioethics** Full name is Johns Hopkins Berman Institute of Bioethics; an acceptable shortened name is the *Berman Institute*. Supported by JHSPH, SOM, SON, and KSAS.

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

### **big data**

**Big Ten** The Johns Hopkins men's lacrosse team became an affiliate member of this NCAA Division I conference on July 1, 2014, and began 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.

**Bloomberg Distinguished Professor** *BDP* acceptable on second reference.

**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: 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*, used with dates and 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 Krieger School professors).

**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**, Formerly Carnegie Institution of Washington.

**catalog, cataloging** Not *catalogue, cataloguing*.

**cellphone**

**Center of Cancer Nanotechnology Excellence**

**Center for Communication Programs**

**Centers for Disease Control and Prevention** Takes a singular verb; CDC is the acronym.

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

**Class of 2018** Capitalize *Class*.

**colon** Capitalize the first word after a colon in a headline or if it's 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. Note that the department uses a hyphen rather than an en dash in its name.

**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** Bordered by the Greenhouse, Nichols House, and the Johns Hopkins Club.

**dialogue**

**Eager Park** The new neighborhood in East Baltimore, just north of Johns Hopkins Hospital, that is named for the 5.5-acre park at its center.

**EBDI** East Baltimore Development Inc. is a 501[c][3] that is overseeing the development of the Eager Park neighborhood.

**editor-in-chief** Capitalize the nouns when this title precedes a name and always use hyphens. 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 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 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.* An abbreviated compound, such as *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** Follow style for numbers, writing out one to nine and using figures for numbers above nine: *twofold*, *10-fold*. No hyphen is used when the number is written out.

**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** Part of the Sheridan Libraries, though located adjacent to the Peabody Institute.

**Hanukkah**

**headlines** Upper- and lowercase headline styles are both acceptable. 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 sparse 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*. Often *Inc.* does not have to be included when the company is mentioned in running copy.

**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., *H.L. Mencken*, *J.K. Rowling*), 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** Part of the Bloomberg School of Public Health; formerly, the Institute for Policy Studies in the Krieger School of Arts and Sciences.

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

## **J-card**

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

**Johns Hopkins Health System** The health system is a legal entity whose components 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 Johns Hopkins All Children's Hospital. 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** The use of this term is discouraged. It is sometimes used to refer collectively to the Johns Hopkins University School of Medicine, the Johns Hopkins Hospital, the Johns Hopkins Bloomberg 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** (see above, **Names: Johns Hopkins University and its divisions**)

**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 Wills and Robert Hathaway's New Security Challenges in Asia is available from Johns Hopkins University Press* (the book was co-edited by Wills and Hathaway). When two nouns possess different things, both nouns take the possessive form: *Ellen Silbergeld's and Rosemary Stevens' 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*. In named professorships and endowed deanships, however, retain the commas if they are used.

## **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.*

**login, logon, logoff** Use closed as a noun, open as a verb: *This is a secure login page; you need a password to log in.*

**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**

**medical campus** Don't use this term; use *East Baltimore campus* instead

**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 (JHSPH), 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, go to the university's official directory, the [Named Professorships, Deanships, and Directorships website](#).

**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.

**NIH institutes, offices, and centers** For a list of the institutes, see *AP* under **National Institutes of Health**; for more information, go to the [Institutes, Centers, and Offices](#) page of the NIH website.

### ***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, speeds: Always use numerals: *He is 5 feet 6 inches tall. He drove 4 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: *Department of Orthopaedic Surgery*.

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

**page numbers** Write out *page* and use figures: *A story about Dr. Serap Bastep-Gray's using her medical knowledge to help prevent and treat musicians' injuries begins on page 28 of Johns Hopkins Magazine's fall 2016 issue.*

**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** 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*, *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 Quadrangle* or *Keyser Quad* (upper quad) and *Wyman Quadrangle* or *Wyman Quad* (lower quad). The newest quad is the south quad, *Decker Quadrangle* or *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*. If the room number follows the building, cap room: *Gilman, Room 119*.

### **Rosh Hashana**

**Ross Jones Building** Not F. Ross Jones Building. Part of the Mattin Center.

### **SAIS'**

**Schafner Auditorium** Located in the Bloomberg Center for Physics and Astronomy.

**Science + Technology Park at Johns Hopkins** In running copy, “and” can be substituted for the plus sign.

**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** Full name is Sheikh Zayed bin Sultan Al Nahyan Critical Care Tower.

**shuttle** Cap *shuttle* in this usage: *Homewood-JHMI Shuttle*.

### **smartphone**

**Smokler Center for Jewish Life in the Harry and Jeanette Weinberg Building** Hopkins Hillel is located here.

### **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, spell out the names of states, per *AP*. When abbreviations of state names are necessary, 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**.

**Stieff Building**

**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.: *Brook Thomas’ new book is titled The Literature of Reconstruction*.

**type 2 diabetes**

**Undergraduate Teaching Laboratory building** UTL can be used on second reference.

**underway** One word in all uses; a change following *AP Stylebook 2015*.

**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: *The University of California, Berkeley, is a public research university*. If the university uses neither commas nor “at,” follow that practice: *University of Colorado Boulder*. Exception: If the university uses a hyphen, change it to an en dash because one of the elements will be compound: *University of Wisconsin–Madison*. 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 in text.

**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 Sheridan Libraries host the annual Edible Book Festival*.

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**

**web, website** Lowercase in all uses. Do not italicize or put in quotes the names of websites.

**Weinberg Building** Full name, which should be used on first reference, is Harry and Jeanette Weinberg Building.

**-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** Full name is Benjamin and Rhea Yeung Center for Collaborative China Studies.

**Young Investigators' Day**

**Zanvyl Krieger Mind/Brain Institute**