



Style Guide Quick Reference

This is a downloadable and printable quick reference guide. To review the full guide, please visit the [Saint Mary's University Style Guide](http://smu.ca/styleguide) (smu.ca/styleguide) web pages.

Departments/Programs

Capitalize when referring to departments as stand-alone words: e.g., Chemistry, French, Women's Studies

However, departments are lowercase when used in a sentence. Examples: She works in the chemistry department. He is a professor in the geology department. Ashley is a philosophy student.

JobTitles

Capitalize an individual's title before or after their name e.g., Saint Mary's President Robert Summerby-Murray, Professor Rohini Bannerjee, Erin Sargeant Greenwood, Vice-President (Advancement). Lowercase a title when it appears on its own and separated from the individual's name e.g. After the summit, the dean expects research to be completed in July 2020. The instructor is teaching 200 students.

NOTE: As per the Canadian Press Style Guide and Canadian Oxford Dictionary, a hyphen must be used in the title of Vice-President and Vice-Chancellor. However, do not use a hyphen in the title of Associate Dean and Adjunct Professor.

Abbreviaöns

Use periods after abbreviations, except units of measurement: e.g., Co., Mr., etc.

The current trend is not to use social titles and honorifics after the first reference. When using social titles and professional degrees, use periods with no spaces between letters.

MonthsandDays

All months of the year can be abbreviated, except for May. When abbreviating months of the year and days of the week, be consistent e.g., Jan. Feb. Mar. Apr. May. Jun. Jul. Aug. Sept. Oct. Nov. Dec. Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Time

Below are the basics of how to write time:

9 a.m. not 9 am or 9:00 a.m.

1 hour 20 minutes not one hour twenty minutes or 1 hour and 20 minutes Avoid using 12:00 with a.m. or p.m. Indicate midnight or noon .

Times of day in even, half, and quarter hours can be spelled out in text when the time is not meant to be exact.

Example: The meeting will begin at half past one.

Daylight Savings Time

Daylight Savings Time is from the 2nd Sunday in March to the 1st Sunday in November, so during these time frames, use ADT.

Standard Time is from the 1st Sunday in November to the 2nd Sunday in March so during these time frames, use AST.

Contractöns

We do not recommend using contractions (can't, won't, etc.), except in quotes or titles where contractions are used as well as informal communications such as casual, conversational style emails, social media and student communications.

Referenceto the University

The University should always be called Saint Mary's University or Saint Mary's when being referred to as a noun. In following references, capitalize university if it retains specificity to Saint Mary's. SMU is acceptable only in informal contexts not tied to academics.

Acronyms

Unless it is very well known to the audience (RCMP, CBC), spell acronyms out in full on the first occurrence. "Students in Free Enterprise (SIFE) run a variety of educational projects throughout the academic year."

Do not use periods in geographical initialisms (for example, BC, NS, PEI, US). Spell out the names of provinces (and states) when they stand alone (for example, "The team will be attending a conference in New Brunswick."). The name of a province may be abbreviated when it follows a place name (for example, Ottawa, ON).

Punctuation