

Albuquerque Academy Style Guide

Punctuation, Grammar, Spelling, and Usage

These rules vary over time and by instructor. Our goal is to achieve **consistency** throughout our institutional communications.

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| | |
|---|----------|
| Albuquerque Academy-Specific Rules | 3 |
| Albuquerque Academy | 3 |
| Admission Office | 3 |
| Advisers | 3 |
| Alumni | 3 |
| Course Names | 3 |
| Divisions | 3 |
| Experiential Education | 3 |
| Locations on Campus | 3 |
| Physical Education | 4 |
| Theatre | 4 |
| World Languages Department | 4 |
| General Rules | 4 |
| Academic Degrees | 4 |
| Academic Subjects and Departments (and Other Offices) | 5 |
| Acronyms | 5 |
| Board of Trustees | 5 |
| Capitalization in Lists and Headings | 5 |
| Commas in a Series | 5 |
| Committees | 5 |
| Dates | 5 |
| Email | 6 |
| Ethnicity | 6 |
| Honors | 6 |
| Hyphens | 6 |
| Internet | 6 |
| Log In/Login | 6 |
| Numbers | 6 |
| Percent | 7 |
| Pronouns | 7 |
| Rooms | 7 |

| | |
|---------------------------|---|
| Seasons | 7 |
| Spacing Between Sentences | 7 |
| States | 7 |
| Street Addresses | 7 |
| Student Classifications | 7 |
| Suffixes and Names | 8 |
| Time | 8 |
| Titles | 8 |
| United States | 8 |
| Website | 8 |

Albuquerque Academy-Specific Rules

Albuquerque Academy

When writing about the school, write out the entire name on the first reference. In subsequent references, you may say “the Academy.”

Correct: She has been accepted at Albuquerque Academy.

Correct: Teams from the Academy have won many state championships.

Incorrect: Are you going to attend the Albuquerque Academy?

Incorrect: Are you going to attend Academy?

Incorrect: The AA campus is in Northeast Albuquerque.

Incorrect: Let’s meet at the Dion’s across from ABQ Academy.

Admission Office

Not admissions office; however, there are instances when it is best to refer to admissions.

Correct: We have ordered new stationery for the admission office.

Correct: I have some questions about admissions.

Advisers

Not advisors

Alumni

Do not specify gender when referring to single graduates. Refer to all grads as an alum, groups as alumni.

Course Names

Capitalize the course name when using the specific and complete title.

Correct: Will you take Ceramics III next year?

Correct: I hope you will be in my chemistry class.

Divisions

Use hyphens in the names, not slashes. Do not capitalize them in a sentence.

Correct: The 6-7 division does not have classes tomorrow.

Incorrect: When are conferences for the 8/9 Division?

Experiential Education

On first reference, use its full name, Experiential Education; in subsequent references, you may call it Ex Ed (no periods in the abbreviation). Note that Ex Ed is capitalized, an exception to the rule noted below.

Correct: Sarah is the chair of the Ex Ed department.

Correct: Many students take Ex Ed courses to get their PE credit.

Locations on Campus

Do not abbreviate the names of campus buildings. Include the word building if it's an integral part of the proper name. Capitalize these proper names.

| | |
|------------------------------|--------------------------------------|
| 6-7 Administration Building | Richard A. Harper Memorial Field |
| Administration Building | Simms Center for the Performing Arts |
| Brown Hall | Simms Library |
| Desert Oasis Teaching Garden | West Campus |
| East Campus | West Campus Bookstore |
| East Campus Bookstore | West Gymnasium |
| East Campus Dining Hall | |
| East Gymnasium | |
| Marburger Field | |
| McKinnon Hall | |

Physical Education

On first reference, spell out physical education; in subsequent references, you may call it PE (no periods in the abbreviation), an exception to the rule noted below. However, if you are referring to the department, always spell out the full name.

Correct: Physical education is a requirement through 10th grade. Lisa is the chair of the physical education department.

Correct: Many students take Ex Ed courses to get their PE credit.

Sports

Do not use capital letters except when referring to JV and C team levels. Do not use the possessive form of boys and girls.

Correct: The girls JV soccer coach canceled today's practice.

Incorrect: The boys' Varsity Tennis team is taking orders for t-shirts.

Theatre

Not theater

World Languages Department

Not modern languages or foreign languages

General Rules

Academic Degrees

Use periods in abbreviations. Do not precede names with titles AND follow with the degree. When spelled out, use apostrophes.

Correct: B.A., Ph.D.

Incorrect: BA, PhD

Correct: Richard W. Field, Ph.D.
Incorrect: Dr. Richard W. Field, Ph.D.
Correct: a bachelor's degree in English
Incorrect: a masters in history

Academic Subjects and Departments (and Other Offices)

Do not capitalize unless the subject is a proper noun.

Correct: He teaches English, and I teach history.
Correct: The communications office will take photos.
Correct: I will attend the physical education department meeting.
EXCEPTION: We need to place the order for PE uniforms.
EXCEPTION: The Ex Ed department is planning a new trip.

Acronyms

In a first reference, spell out the full name, followed by the acronym in parentheses. In subsequent references, use the abbreviation.

Correct: National Association of Independent Schools (NAIS)

Board of Trustees

Do not capitalize.

Correct: The board of trustees has given its full support.

Capitalization in Lists and Headings

Capitalization is used more liberally in lists and headings that are not complete sentences.

| | |
|---|----------------------------|
| Julianne Puente, Head of School | English Department |
| Tim Mullane, Visual Arts Department Chair | Performing Arts Department |
| Emily Kienzle, Financial Assistance Officer | Business Office |

Commas in a Series

Use the Oxford comma, or serial comma, before the final item in a list of three or more.

Correct: SAGE served green chile stew, roasted corn, and munch pudding for lunch.
Incorrect: Commas are as important as periods, colons and hyphens.

Committees

Use lowercase for internal school and parent committees and titles.

Correct: The re-opening committee will meet at 8 a.m.
Correct: The faculty/staff appreciation chair will find volunteers.

Dates

Do not use ordinal numbers in listing dates or in writing out dates. Use a comma before and after a year that follows a month and day.

Correct: We all remember that March 11, 2020, was the last day on campus.
Correct: He will graduate in May 2022.

Incorrect: School starts on August 20th.

When referring to a span of years, eliminate the first two numbers of the second year if they are the same.

Correct: 2020-21

Correct: 1998-2004

When referring to a decade, add an "s" without an apostrophe. Use an apostrophe at the beginning if you eliminate the first two numbers. Make sure the apostrophe is pointing at the missing numerals.

Correct: They play '80s music at school dances.

Email

Not e-mail

Ethnicity

Capitalize the proper names of nationalities, peoples, races, and tribes.

Correct: Arabic, African American, Diné, Hispanic, Native American

- Latinx is used commonly at the national level, but it's not a term that works with New Mexican Hispanic culture.
- Diné refers to the people; Navajo Nation is the official name of the tribal government.
- Black with a B refers to people of the African diaspora who live anywhere in the world.
- BIPOC is a newer term that refers to Black, Indigenous, People of Color often used to talk about things globally.

Honors

Use *cum laude*, *magna cum laude*, and *summa cum laude* and capitalization only when referring to a proper noun.

Correct: She was inducted into the *Cum Laude* Society.

Hyphens

Use a hyphen to form a modifier of two or more words to improve clarity. Be careful about going overboard; once you start focusing on this, you might start hyphenating everything. Ask yourself, is it needed?

Correct: She follows a plant-based diet.

Maybe not needed: She advises a sixth grade club.

Words that may be difficult to read can be hyphenated.

Correct: The re-enrollment deadline is May 15.

Internet

This is not capitalized.

Log In/Login

Verb: log in

Noun: login

Numbers

Spell out one through nine. Use numerals for 10 and above. However, use numerals after “grade.”

Correct: The student-artists won nine awards.

Correct: Teachers from sixth grade and 12th grade will plan Physics Day.

Correct: This book is best geared for grade 6.

Percent

Use the symbol, even within a sentence. If the number being used with the symbol is less than 10, use the numeral.

Correct: The number of students applying for early admission increased by 11%.

Correct: Endowment spending fell below 5%.

Pronouns

When a gender is unspecified, use “their” even if the subject is singular. Use “they” instead of “he or she” or “boys and girls.”

Correct: The runner lost their sunglasses at the track meet.

Correct: The girl asked if she could turn in her assignment late.

Incorrect: A senior will have to return his/her textbooks before receiving a golden ticket.

Rooms

Capitalize when referring to a specific room number.

Correct: Room A110

Seasons

Capitalize when used as a title or part of a formal name.

Correct: the Winter Ball, the Spring Dance Concert

Correct: Which sport will you play spring semester?

Spacing Between Sentences

Use only one space after periods.

States

Spell out a state in the body of a text or when it’s part of a title. Use two-letter abbreviations when writing a full address.

Correct: We live in New Mexico.

Correct: This information is from the New Mexico Department of Health.

Correct: 6400 Wyoming Blvd. NE, Albuquerque, NM 87109

Incorrect: 6400 Wyoming Blvd. NE, Albuquerque, N. Mex. 87109

Street Addresses

Use abbreviations when the address includes a number. Nearly all addresses in Albuquerque and in some surrounding areas include quadrants; always use them in street addresses that include numbers.

Correct: The school is located at 6400 Wyoming Blvd. NE.

Correct: The school is located on Wyoming Boulevard.

Student Classifications

Use lowercase for groups of students, uppercase when the designation is an integral part of a title.

Correct: freshman, junior class

Correct: Junior Career Day

Incorrect: Dear parents of Seniors

Suffixes and Names

Capitalize. Do not precede with a comma.

Correct: Martin Luther King Jr.

Correct: Kevin Fowler '77

Time

Use periods and lowercase letters for a.m. and p.m. For even hours, drop the zeros and colons.

Correct: 5:45-6:30 p.m.

Correct: 5-6 p.m.

Titles

Capitalize the title when it precedes a name.

Correct: Head of School Julianne Puente spoke to the faculty.

Correct: They had lunch with the director of development.

United States

When abbreviating, use periods.

Correct: She is flying to the U.S. today.

Website

One word