Southeast Community College Quick-Reference Writing Style Guide

[illegible]

[illegible]

Academic degrees

Ca[illegible] a [illegible] abb[illegible] a [illegible] (A.A.S, B.A., M.S., M.B.A., P[illegible].D., [illegible]c.) a[illegible] [illegible]. Ca[illegible] a [illegible] c[illegible] a [illegible] b[illegible] [illegible] ca[illegible] a [illegible] a[illegible] a[illegible] a[illegible] a[illegible].

a ca[illegible] ([illegible] a, ' a[illegible])
H[illegible] a bac[illegible] ' [illegible] E[illegible]
H[illegible] a Bac[illegible] A[illegible] E[illegible]
H[illegible] a a[illegible] ' [illegible] c[illegible]
H[illegible] a Ma[illegible] Sc[illegible] c[illegible]
c[illegible].

When the complete name of the award is used:

A ca[illegible] A[illegible] Sc[illegible] c[illegible]
A ca[illegible] Occ[illegible] a S[illegible] [illegible]
A ca[illegible] A[illegible]
A ca[illegible] Sc[illegible] c[illegible]
D[illegible] a
C[illegible] ca

When the complete name of the associate degree is not used:

H[illegible] c[illegible] a ca[illegible]
N[illegible] c[illegible] T[illegible] T c[illegible].

When diploma and certi cate are used:

H[illegible] c[illegible] a D[illegible] a N[illegible] c[illegible]
T[illegible] T c[illegible].
H[illegible] c[illegible] a C[illegible] ca[illegible] N[illegible] c[illegible]
T[illegible] T c[illegible] a[illegible].
H[illegible] c[illegible] a A[illegible] ca[illegible] A[illegible] Sc[illegible] c[illegible]
C[illegible] a J[illegible] c[illegible].

Others:

T[illegible] c[illegible] a[illegible] a[illegible] a, c[illegible] a[illegible] a[illegible] a[illegible] [illegible].

Adviser/Advisor

A[illegible] AP S[illegible] a[illegible] a[illegible], a SCC[illegible] a[illegible], a[illegible] a[illegible] a[illegible] a[illegible] ca[illegible] ac[illegible] |A[illegible] [illegible] a[illegible] a[illegible] a[illegible] a[illegible] |a[illegible] a[illegible] a[illegible] a[illegible] c[illegible] a[illegible] a TITLE ([illegible] a ADVISORY[illegible]). O[illegible] c[illegible] a a |a[illegible] [illegible] a[illegible] c, [illegible] a a |a[illegible] [illegible] c ca[illegible] a[illegible] [illegible] c a[illegible] c.

Capitalization

Ca[illegible] a [illegible] c[illegible] a a [illegible] a[illegible], [illegible] c, a, [illegible] a [illegible], aca[illegible] c[illegible], c[illegible] a[illegible] c[illegible] C[illegible], [illegible] SCC.

H[illegible] a D[illegible] a[illegible]
C[illegible] E[illegible] ca D
P[illegible] ' O c
CEO' A[illegible] T a
A[illegible] B[illegible] & Ma a[illegible]
T c[illegible] a
[illegible] C[illegible]
Aca[illegible] c[illegible] : W[illegible] Q a[illegible] 20[illegible].

L ca a a[illegible] a[illegible] ([illegible] a[illegible]), [illegible] [illegible] a[illegible] a[illegible] a[illegible] a[illegible] :
G a[illegible] c D[illegible] M[illegible] a A[illegible] a[illegible] a[illegible].

Chair

R[illegible] a S[illegible] a aca[illegible] c[illegible] a a[illegible] c a, [illegible] a, c a[illegible] a, c a[illegible] a, c a[illegible].

E c[illegible] : B a[illegible] G[illegible] C a[illegible].

Co-

R a[illegible] a[illegible] [illegible], a c a[illegible] b[illegible] a[illegible] ca[illegible] co[illegible] a[illegible] a[illegible] : c - a[illegible], c - c a, c -[illegible], c.

U[illegible] a[illegible] c b a[illegible] : c[illegible] c[illegible] a, c[illegible] a, c[illegible], c. I[illegible] c[illegible] SCC' c[illegible] a[illegible] a[illegible], [illegible] a[illegible] c - [illegible] a[illegible] ([illegible] c[illegible] [illegible] c[illegible]).

Colon

U ac[illegible] b[illegible] a[illegible] [illegible] c[illegible] b ac[illegible] a[illegible] [illegible] a[illegible] ca[illegible].

J[illegible] a a[illegible] [illegible] : b[illegible], [illegible] c, [illegible], a[illegible] a[illegible] ([illegible] c[illegible] b ac[illegible] a[illegible] [illegible] a[illegible] ca[illegible])

T[illegible] a[illegible] c[illegible] [illegible] b[illegible], [illegible] c, [illegible], a[illegible] a[illegible] (N c[illegible] [illegible])

T[illegible] a[illegible] c[illegible] [illegible] a[illegible] : b[illegible], [illegible] c, [illegible], a[illegible] a[illegible].

Corequisite

O[illegible]

Dean

Ca[illegible] a[illegible] [illegible] a a[illegible] a[illegible] b[illegible] a a[illegible] : D a Ja[illegible] D[illegible] L ca[illegible] [illegible] : Ja[illegible] D[illegible], a[illegible] [illegible] ; [illegible] a[illegible].

Dean's list

L ca[illegible] a[illegible] : H / [illegible] a ' [illegible]

Dorm

c[illegible] c[illegible] a[illegible] U R[illegible] c Ha[illegible].

Prerequisite

O[illegible]

Punctuation

Comma in a Series:

U c[illegible] a[illegible] a a[illegible] a[illegible], b[illegible] [illegible] ac[illegible] ab[illegible] c[illegible] c[illegible] a[illegible] : a[illegible] a[illegible] a[illegible] b[illegible].

Placement with quotes: C[illegible] a ALWAYS [illegible] a[illegible] a[illegible].

With Hometowns, Ages, Years, States, and Appositives: U ac[illegible] a[illegible] a[illegible] a' [illegible] ac[illegible] a[illegible] a[illegible] a[illegible] a[illegible].
I a[illegible] a' a[illegible] [illegible] b c[illegible] a:

J[illegible] Q. P b c, M[illegible] a Ja[illegible] D[illegible],
B a c, [illegible].
Ja[illegible] D[illegible], 29, L c[illegible], N b., a[illegible].
I a b[illegible] D c. 25, 1955, L c[illegible], N b.
I a b[illegible] L c[illegible], N b., D c. 25, 1955.

A a[illegible] a[illegible] a[illegible] a[illegible]