



## Editorial Style Guide

These guidelines are designed to help Sigma Tau Delta members prepare copy for Sigma Tau Delta publications (print and electronic). They are intended to ensure consistency of style, and are based on the most current Modern Language Association *MLA Handbook for Writers of Research Papers* as well as on organizational preference. In any circumstance where this guide does not provide enough information, members should defer to the most recent MLA guidelines.

The following quick reference provides preferences and examples for frequently occurring inconsistencies.

### Abbreviations

- Schools:** Spell out the names of colleges and universities.  
He is pursuing a B.A. in English at Northern Illinois University.
- States:** Use the two-letter ZIP Code style to abbreviate states when used with a city or town.  
**Note:** Use two commas to set off the name of a state when it follows the name of a city.  
Kim Lee, a junior at Northern Illinois University in DeKalb, IL, is pursuing a B.A. in English.
- Time:** Use a.m. and p.m. (with periods) to designate time.  
The program is scheduled for 8:30 a.m. to 5:00 p.m.

### Academic Degrees

- Degrees:** Abbreviate whenever possible, capitalize, and use periods: Ph.D., M.A., B.A.; except MBA. Capitalize all majors and minors; use lowercase for general reference.  
She has a B.A. in English with minors in Creative Writing and Secondary Education.  
He has an M.A. in Mass Communication with an emphasis in electronic publishing.  
The position requires a bachelor's degree in a related field.

### Capitalization

- Awards:** Capitalize the full official name. Do not capitalize *award* when plural or standing alone.  
He won the Student Leadership Award.  
They announced the Student Leadership and Outstanding Sponsor awards.  
The award recognizes outstanding service at the local level.
- Board:** Capitalize all references to the ΣΤΔ Board of Directors.  
The management of the Society is vested in the Board of Directors.  
A Board meeting is always scheduled immediately preceding or during the annual convention.  
All Board members are expected to attend; attendance is optional for non-Board members.
- Central Office:** Always capitalize *Central Office (CO)*.
- Chapter:** Capitalize *chapter* when part of a ΣΤΔ chapter's name.  
She is a member of the Omega Xi Chapter at Spelman College.  
She is a member of the chapter at Spelman College.
- Class:** Do not capitalize freshman, sophomore, junior, senior, undergraduate, or graduate.
- Committees:** Capitalize the full official name. Do not capitalize the noun when plural or standing alone.  
The Student Leadership Committee provides the students' voice within the Society.  
He spoke to the Executive and Service committees.  
The committee chair will send a meeting notice.

## Capitalization (continued)

**Common Reader:** Capitalize all references to a specific common reader once it has been selected.  
*Black Ice*, by Lorene Cary, is the Common Reader for 2011.  
Next year's common reader will be announced this spring.

**Constitution:** Always capitalize references to the  $\Sigma\tau\Delta$  Constitution and Bylaws.  
Any member may initiate a proposed amendment or addition to the Constitution.  
One of the charges of the Strategic Planning Committee is to recommend constitutional revisions.

**Convention:** Capitalize when preceded by a date or city.  
(Note: Only the international event is referred to as a *convention*; regional events are referred to as *conferences*.)

The Sigma Tau Delta 2010 International Convention will be held in St. Louis.  
The theme of the St. Louis Convention is *Storytellers*.  
The 2011 Annual Convention will be in Pittsburgh.  
Consider submitting a paper for the convention in Pittsburgh.  
Check the convention website for additional information.  
The annual international convention is Sigma Tau Delta's signature event.

**Convention Chair:** Capitalize *chair* when immediately preceded by *convention*.  
The Convention Chair establishes the theme and selects the keynote speakers.  
The chair of the convention establishes the theme and selects the keynote speakers.

**Departments:** Capitalize department names.  
The Department of English is located in the Arts & Sciences Building.  
Applications are available in the English Department.

**Regions:** Capitalize *region* when part of a  $\Sigma\tau\Delta$  region's name (i.e., Eastern Region, Far Western Region, High Plains Region, Midwestern Region, Southern Region, and Southwestern Region).

The Southwestern Region held a conference in October 2008.  
Each region is encouraged to hold a conference during the fall session of the academic year.  
Join the Eastern Region's Facebook page to stay informed.  
Join your region's Facebook page to stay informed.

Capitalize such words as *Midwesterner* and *Southerner* (referring to people in a region).  
Several famous Southerners were featured in the article.  
Welcome fellow Midwesterners!  
Back home in Texas, he was reminded of how good it felt to be a Southwesterner.

**Scholarships:** Capitalize the full official name. Do not capitalize *scholarship* when plural or standing alone.  
He won the Study Abroad Scholarship.  
They announced the winners of the Junior, Senior, and Graduate scholarships.  
Sigma Tau Delta offers a variety of scholarship opportunities.

**Seasons:** Do not capitalize unless part of a title.  
Elections take place at the annual spring convention.  
The fall 2010 Board meeting will be held in Pittsburgh.  
It was published in the fall 2009 edition of *The Sigma Tau Delta Newsletter*.  
It was published in *The Sigma Tau Delta Newsletter*, Spring 2009.

**Society:** Capitalize when used in place of Sigma Tau Delta (often preceded by *the*); do not capitalize a general reference (often preceded by a word other than *the*).  
The official motto of the Society, identified by its initials, is Sincerity, Truth, Design.  
The Society strongly encourages local chapters to plan and participate in social service activities.  
Stay abreast of Society activities by reading *eNews*, our monthly email newsletter.  
We have developed into a society that increasingly interacts with the wider academic community.

## Capitalization (continued)

**Titles/general:** When titles precede a name: use capitalization.

The discussion will be led by Professor Carl White.

When titles follow a name or stand alone: use lowercase.

Carl White, professor of English history, will lead the discussion.

**Titles/ $\Sigma\tau\Delta$ :** Always capitalize  $\Sigma\tau\Delta$  Board positions: President, Vice President/President-Elect, Immediate Past President, Secretary/Treasurer, Historian, Regent, Student Advisor (SA); and the plurals: Officers, Regents, and Student Advisors.

Always capitalize  $\Sigma\tau\Delta$  Central Office (CO) positions: Executive Director, Director of Communications and Chapter Development, Director of the National English Honor Society, Office Manager, Website Facilitator.

Always capitalize the singular and plural forms of  $\Sigma\tau\Delta$  student-related positions: Student Representative (SR), Associate Student Representative (ASR), Alumni Representative (AR), and Associate Alumni Representative (AAR).

Always capitalize the singular and plural forms of  $\Sigma\tau\Delta$  chapter positions: Chapter Sponsor (and all variations, e.g., Faculty Advisor, Faculty Sponsor, Sponsor), Chapter Administrator, and chapter officer positions.

Jean Smith, Chapter Sponsor of the Alpha Phi Omega Chapter, was recognized for 15 years of service. Include a cover letter signed by the Chapter Sponsor (or sent from the Sponsor's email address). She is very involved in Sigma Tau Delta as President of her local Theta Zeta Chapter.

## Comma

**In a series:** MLA style includes the use of the serial/Oxford comma before the conjunction. Use commas to separate words, phrases, and clauses in a series.

The 2010 Convention will feature student papers, workshops, and a number of outstanding guest speakers.

## Computer and Internet Terms

**One word:** online, email, website (lowercase)

**Two words:** web page (lowercase)

## Dates

**Punctuation:** Use two commas to set off the year when it follows the month and day.

The meeting scheduled for Tuesday, January 5, 2010, has been cancelled.

Do not use a comma between month and year or season and year.

The January 2008 issue has been archived.

He graduated in spring 2009.

**Sequence:** Use month-day-year format.

Submissions must be postmarked by November 21, 2008.

## Graphics

**$\Sigma\tau\Delta$  Identity:** Graphic standards, including  $\Sigma\tau\Delta$  logo formats and guidelines, are posted on the website. As the need arises to update chapter materials in print and on websites, we ask chapters to adopt and incorporate these graphic elements. Images are available in many formats. Instructions on appropriate typography and colors are also included.

## Money

- Use of figures: In general, use figures to express amounts of money.  
Tickets are \$7.50 each.  
You may spell out infrequent references to money if the amount can be written in three words or less (e.g., five dollars, ten thousand dollars).  
He was down to his last five dollars.
- Whole dollars: Do not add a decimal point and zeros for whole dollar amounts, unless in a column.  
Tickets are \$7.50 each or two for \$14.  
The committee suggested several pricing options:  
\$7.50  
\$7.75  
\$8.00
- Under a dollar: For amounts under a dollar, use figures with the word *cents*.  
A small coffee is 99 cents.
- Large amounts: Large amounts of money may be expressed in both figures and words.  
The original cost of the building was \$4.5 million.

## Numbers

- Figure style: In general, spell out numbers from 1 through 10; use figures for numbers above 10. However, figures may be used for numbers 1 through 10 for quick comprehension.  
For infrequent use of numbers, you may spell out numbers if they can be written in one or two words (ten, ninety-nine, one hundred, six million).
- Related numbers: Express in the same style.  
He reported that 8 of 12 chapters were represented.
- Four-digit: Use a comma (\$3,000).
- Plurals: Do not use an apostrophe to form the plural of a number (1990s, temperatures in the 90s).

## Publication Titles

- Italics: Italicize the names of books, plays, poems published as books, pamphlets, newsletters, and periodicals (newspapers, magazines, and journals).
- Quotation marks: Use quotation marks for the titles of articles, essays, stories, and poems published within larger works.

## Sentence Spacing

- General rule: Use one space after the period at the end of a sentence.

## Sigma Tau Delta

- General reference: Spell out *Sigma Tau Delta*; do not use the acronym *STD*.  
The Greek letters (Symbol font) ΣΤΔ or *Society* may also be used.
- International: Sigma Tau Delta is the International English Honor Society; however, since there currently are no international Board members, members are said to serve on the *national* Board of Directors.
- Publications: *eNews*  
*The Sigma Tau Delta Newsletter*  
*The Sigma Tau Delta Rectangle*; after the first reference, *The Rectangle* is acceptable  
*The Sigma Tau Delta Review*; after the first reference, *The Review* is acceptable

## Word Preferences

- Alumna:** A female graduate from a particular school.  
Jane Smith is an alumna of Northern Illinois University.
- Alumni:** The plural of alumna/alumnus.  
Jane Smith and Bill Jones are alumni of Northern Illinois University.
- Alumnus:** A male graduate from a particular school.  
Bill Jones is an alumnus of Northern Illinois University.
- Conference:** Regional events are referred to as *conferences*.  
The Southwestern Region held a conference in October 2008.
- Convention:** The annual international event is referred to as a *convention*.  
The Sigma Tau Delta 2010 International Convention will be held in St. Louis.
- Theatre:** Preferred variant of *theater*.  
There was a Broadway production playing at the local theatre.