

Deerfield Academy Style Guide



DEERFIELD ACADEMY

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Deerfield Academy—Specific Editorial Guidelines

When Deerfield Academy is referred to as the Academy, *Academy* must be capitalized.

The Academy is located in Deerfield, Massachusetts.

The following phrases are unique to Deerfield:

sit-down

walkthrough

postgraduate (or PG)

School Meeting

Deerfield Days

Deerfield Experience

Days of Glory

School Officer in Charge (or SOC)

Senior Staff

Be Worthy of Your Heritage *but* “**be worthy of your heritage**” if used in a sentence

Names of Locations

When referencing buildings and other locations at Deerfield Academy, simple names—commonly in use in the community—are preferred over more formal names.

Main School Building (not Academy Building)

Caswell Library

Arms Building

Classroom Building

Large Auditorium

Hess Center for the Arts

Elizabeth Wachsman Concert Hall

Reid Black Box Theater

von Auersperg Gallery

Hilson Gallery

Russell Gallery

Koch Center

Louis Café (not Koch Café)

Starfield

First Ring, Second Ring, Third Ring (three levels of the Koch Center)

Tanoto Planetarium

Garonzik Auditorium

Boyden Library

Academy Archives

Health Center

Manse (not The Manse)

Dining Hall

Parker Room

Greer Store

Dewey Squash Center

Pool

Rink

Athletic Store

East Gym (old section of the athletic complex)

West Gym (new section of the athletic complex)

Trophy Room

Fitness Center

Boathouse

Ephraim Williams

Hitchock

Little Brown House

Physical Plant

Brick Church

Great Tent

Rock

River

Door

Shack

Lower Level

Great Lawn (area of campus between John Williams, the Main School Building, and the Koch Center)

Quad (area of campus between Louis Marx and John Louis)

Plunkett Quadrangle/Lawn (area of campus between the Dining Hall and Dewey House)

Western Massachusetts/Western MA

East Coast

Dormitories

Barton

Bewkes House

DeNunzio

Dewey House

Field

Johnson-Doubleday (Ninth Grade Village)

John Louis

Louis Marx

Mather

McAlister

New Dorm

Pocumtuck

Rosenwald-Shumway

Scaife

Harold Webster Smith

John Williams

Office, Department, and Organization Names

Campus Offices

Capitalize the full, formal names of all campus departments and offices.

Head of School's Office

English Department

Theater Department (please note that Deerfield uses the American spelling of "theater")

Admission Office

Office of Advancement

Communications Office

Student Life Office (formerly Dean of Students Office)

Finance Office

Academy Trustees

Capitalize *Trustees* when referring to the entire body of Deerfield Academy's Trustees, whether using the full term *Board of Trustees* or simply *Trustees*. *Board* should also be capitalized under the same guidelines as Trustees.

The Trustees are meeting next weekend.

The Board is meeting next weekend.

Trustees of Deerfield Academy should only be used in a business context, to refer to the corporation.

Capitalize *Trustee* when referring to an individual trustee.

John Smith is a Trustee of Deerfield Academy.

John Smith began his service on the Board in 2015.

Events

All full, proper event names should be capitalized.

Convocation

Commencement

Fall Family Weekend

Spring Day

Spring Family Weekend

Reunions/Reunion Weekend

Long Winter Weekend

All-School Sing

KFC

Prom

Senior Soiree

Event names that include attributive nouns (nouns that function as adjectives or verbs) *should not* include possessive apostrophes.

Trustees Weekend

The names of new events *must* be approved by the Communications Office.

Courses and Subjects

The names of subjects should be lowercased, unless they are proper names.

mathematics, history, theater, English

Capitalize the names of courses.

Physics Projects

Athletics

Names of athletics teams are lowercased, and do not use possessive apostrophes.

boys varsity swim team

girls junior varsity lacrosse team

The title of “coach” should also be lowercased, unless it precedes an individual’s name.

Ramesh Rajballie is the boys varsity soccer coach.

It was a great day for Coach Rajballie and the boys varsity soccer team.

Express athletic contests as:

Deerfield vs. Choate

Deerfield Clubs

Collectively, all of Deerfield Academy's regional clubs are referred to as *Deerfield Clubs*.

An individual club is *The Deerfield Club of [geographic area]*.

The Deerfield Club of New England

Capital Campaigns

The full name of Deerfield's recent campaign was *Imagine Deerfield: A Campaign for Deerfield Students and Teachers* and should be italicized. The name may be shortened to *Imagine Deerfield* depending on the context.

When referring to Deerfield's strategic plan, *Imagine Deerfield*, italicize the name and make clear in the surrounding text that it refers to the strategic plan, rather than the campaign.

The full name of Deerfield's current campaign is *Game Changer: A Campaign for Deerfield Athletics*. It should be italicized, and the name may be shortened to *Game Changer* depending on the context.

Names of People

When nicknames are accompanied by full names, enclose in quotation marks. When they take the place of a given name, no quotation marks are needed.

Edward Jacob "E.J." Smith or E.J. Smith

All initials should be followed by periods.

A.J. Lang

A suffix to a name (Jr., Sr., III, IV, etc.) should not be preceded by a comma.

John Smith Jr.

The name of a spouse precedes the name of an alumnus, when they are mentioned together.

Julia and John Smith '78

Julia and John Smith '78 P'09,'14

Names of widows

Mrs. Amy Brown (NOT Mrs. Bernard Brown)

In printed publications, last names may be used on second reference. Use prefixes (Mr., Ms., Mrs.) as a sign of respect. The prefix Ms. should be used for all females regardless of marital status, unless they have a professional title (Dr., Hon.) or a personal preference otherwise, and a period should close the prefix. Helen Boyden is the exception to this rule, as she should always be referred to as Mrs. Boyden. The prefix Mr. should be used for all males unless they have a professional title (Dr., Hon.) or a personal preference otherwise.

Frank Boyden is Deerfield's most famous headmaster. Mr. Boyden was headmaster from 1902–1968.

Class Affiliations

Use of Class Affiliations

Class affiliations are used to express a person's connection to Deerfield: alumnus, parent, grandparent, or honorary degree. They should be used only in specific situations, when they serve a specific purpose.

For example, Margarita Curtis would include her honorary title H'57 on a letter to the Class of 1957, the class that awarded her that honorary degree. Or, on a welcome letter to new parents, a parent of three Deerfield alumni would use his/her complete parent affiliation (P'09,'10,'13) to demonstrate that he/she has experience as a parent of multiple Deerfield students and can provide valuable knowledge about the Deerfield community.

Please use the following guidelines to express class affiliations:

Class Years

Class years directly follow the names of alumni. A closing apostrophe precedes the year of graduation from Deerfield:

'63

'09

Class affiliations directly follow the names of married alumni when they are mentioned together.

John '97 and Julia Smith '98

Parent and Grandparent Class Years

Parent and grandparent class years are preceded by P and G, respectively, with no space between the letter and apostrophe:

P'72

G'02

Multiple parent and grandparent class years are separated by a comma.

P'03,'07,'11

G'89,'90

Other Affiliations

Honorary degrees:

H'57

Multiple Class Affiliations

Each type of class affiliation is separated by a space (no comma).

'40 P'67,'74 G'02,'07

Alumni

When referring to Deerfield graduates, *alumni* should be used as a default. *Alumnae* is used to refer to a group of only female Deerfield graduates.

Classes

When referring to classes as a group, capitalize *Class*.

The Class of 1969 will have a mini-reunion in February.

The Great Class of as a class descriptor is used only in formal situations.

The classes—ninth grade, tenth grade, junior, senior—should all be lowercased. Hyphenate ninth-grader and tenth-grader when used as a compound adjective; no hyphen otherwise, i.e. Ninth Grade Village.

Professional Titles

Capitalize professional titles when they precede a name (becoming part of the name). Following a name, titles are lowercased. Exceptions can be made in ceremonial contexts.

“Collaboration is important,” said Director of Global Studies David Miller.

“Collaboration is important,” said David Miller, director of Global Studies.

The title of *teacher* should never be capitalized.

The parents enjoyed meeting math teacher Sheryl Cabral.

Tim Trelease is a fine arts teacher.

Science faculty refers to a group of science faculty members, not one person. A single faculty member is referred to a *teacher*.

Department Chair is a formal job title and should be capitalized. Use “employees” or “adults” in lieu of “faculty” or “staff” as often as possible.

History Department Chair Julia Rivellino-Lyons knows the value of technology in the classroom.

In printed publications Head of School Margarita Curtis should be referred to as Margarita Curtis or, on second reference, Dr. Curtis. Her class affiliation H'57 should be used *rarely*, only when it fulfills a specific purpose, such as on a letter to the Class of 1957.

General Grammatical Guidelines

Punctuation

Periods

A period marks the end of a sentence and is followed by a *single space* between sentences. A period should be placed *inside* any closing parentheses, brackets, or quotation marks.

Mr. Boyden said, “Look to the hills.” (Mrs. Boyden also had a few famous phrases.)

Ellipsis

An ellipsis consists of three spaced periods, preceded and followed by a space, that indicate when there has been an omission in a sentence.

We’ll fight for vict’ry ... Fight down the fields of green, now!

Commas

Deerfield Academy style uses the serial (or Oxford) comma that appears before a conjunction that joins the last two elements in a series of three or more.

Some highlights of Reunions included the clambake, dancing under the Great Tent, and catching up with fellow Deerfield alumni.

Use semicolons instead of commas when the elements in the series are long and complex.

Some highlights of Reunions included the enjoyable, well-attended clambake; dancing with friends, family, and classmates under the Great Tent; and catching up with fellow Deerfield alumni from New England, the western United States, and Europe.

Commas precede conjunctions that join independent clauses. Do not use a comma, however, between the parts of a compound predicate—when two or more verbs have the same subject—unless it is needed to eliminate confusion.

This month the English class is studying the novel *To Kill a Mockingbird* and researching the author Harper Lee. (The English class is both studying the novel and researching the author.)

The teacher recognized the student who walked into the room, and asked him what Dining Hall was serving for lunch. (Without a comma, the student walked into the room and asked the teacher what was for lunch. With a comma, the student walked into the room, and the teacher asked him what was for lunch.)

A comma should be placed inside any closing parentheses, brackets, or quotation marks.

For more information on proper comma usage, consult *AP Stylebook* or *The Chicago Manual of Style*.

Colons and Semicolons

Colons introduce a list, explanation, or example. A semicolon joins two independent clauses that are related in subject. A colon can replace a semicolon in order to emphasize the explanatory nature of the second clause.

There were three items on the school meeting agenda: a musical performance, an announcement of an upcoming lecture, and a video presentation.

Margarita Curtis is the Head of School; her office is on the first floor of the Main School Building.

Colons and semicolons should be placed *outside* any closing parentheses, brackets, or quotation marks.

At the School Meeting before winter vacation, we didn’t sing “The Cheering Song”; instead, we sang “Let It Snow.”

Hyphens and Dashes

Hyphens are used in compound words and to separate numbers (i.e., phone numbers, social security numbers).

As a general rule for hyphenating compound words, compound words that might be misread or have ambiguous meanings should be hyphenated.

Most compounds that act as adjectives or adverbs are hyphenated when they appear before a noun. When the compounds follow the noun they modify, hyphenation is unnecessary.

a well-lived life OR a life well lived

it was an open-ended question OR the question was open ended

Compound words formed with prefixes are generally not hyphenated; consult a dictionary or style manual for specific questions.

extracurricular

postdoctoral

preregistration

cocurricular

coeducation

When the second part of a hyphenated expression is omitted, the hyphen is retained and followed by a space.

For your homework, please write a 600- to 800-word analysis of the poem.

En dashes connect numbers in page, date, and time ranges.

pages 5–70

9:00 am–7:00 pm

Em dashes function as an alternative to parentheses, commas, or a colon. An em dash sets off an explanatory phrase.

The environmental proctors encouraged everyone to conserve energy—an effort they hoped would help Deerfield win the Green Cup Challenge.

Possessives

The possessive form of most singular nouns is formed by adding an apostrophe and an s.

The possessive forms of plural nouns and all words ending in s, x, or z are formed by adding only an apostrophe.

Margarita Curtis' office is located in the Main School Building.

Pronouns

Pronouns are words or phrases that may be substituted for a noun or noun phrase.

I, me, he, she, herself, you, it, that, they, each, few, many, who, whoever, whose, someone, everybody, etc.

Where gender is unspecified, “they” is the preferred pronoun rather than “he,” “she,” “s/he,” etc.

If a student would like to engage in community service on a global level, they can go to the Center for Service and Global Citizenship to learn about many international opportunities.

Capitalization

In most communications, such as letters or emails, only capitalize the first word in a title, the first word in a subtitle, and any proper names.

Headline-style capitalization is appropriate for titles of works and documents and headlines on news posts. To employ headline-style capitalization, capitalize the first and last words in titles and subtitles and all other major words. Lowercase the following words: articles **THE, A, and AN**; prepositions, except when used adverbially or adjectivally (Look Up, Turn Down); conjunctions **AND, BUT, FOR, OR, and NOR**; **TO** as preposition or part of an infinitive; and **AS**.

Capitalize the names of art shows, exhibits, acts, titles of blogs (put entries in quotation marks), and the titles of specific courses; do *not* capitalize the names of studies (math, biology, etc.) unless they are already proper names.

The senator who graduated from Deerfield was instrumental in the passage of the Clean Air Act.

Her favorite class was Future Shock: Contemporary Literature; she did not enjoy her math class at all.

For guidelines on the capitalization of professional titles, please see page 8.

Which vs. That

Which and *that* are relative pronouns; they introduce a dependent clause and relate it to an independent clause. *That* is used to identify or describe a subject; it provides essential information about the subject. *Which* provides additional information about the subject that can be omitted without losing the meaning of the sentence. Clauses introduced by *which* are always preceded by a comma.

The book that I finished reading is due back tomorrow.

***Jane Eyre*, which I finished reading this morning, is due back tomorrow.**

Titles of Works and Italics

Italicize the titles of books, newspapers, periodicals, plays, movies, television and radio programs and series, substantial musical works (i.e. albums, long musical compositions), court cases, and pieces of art.

Deerfield Scroll

The Brighton Beach Memoirs

When newspapers and periodicals are mentioned in text, an initial *the* is lowercased (unless it begins a sentence) and not italicized. *The* is capitalized when the newspaper is mentioned on its own.

On the bus, I was reading the *New York Times*.

Titles of articles, chapters, entries in a blog, short stories, essays, poems, television episodes, and other shorter works should be enclosed in quotation marks.

“The Deerfield Evensong”

Subtitles always begin with a capital letter.

Good Dirt: Confessions of a Conservationist

Italicize foreign words in a larger (English) text.

***Semper fī*, the motto of the US Marine Corps, means “always faithful.”**

Abbreviations

Omit periods in most abbreviations, including academic degrees and geographic locations.

BA, PhD, MBA

US, CT, MA

Washington, DC

RSVP

PS (as in the postscript to a letter)

Write out the names of states and other geographic locations when they appear on their own. Use abbreviations for states after the names of cities or towns and offset states with a comma.

Deerfield, MA

Numbers

Spell out all numbers from one to nine. Use numerical figures for all numbers 10 and above.

Spell out numbers that start sentences.

Seventy-eight students live in Johnson-Doubleday.

Describe measurements with numerical figures.

John Smith is pleased to announce the birth of a baby girl weighing 8 pounds, 2 ounces.

In text that contains many numbers, make an exception to maintain consistency. If you must use numerals for one of the numbers, use numerals for all of them.

Her house is located 5 miles from South Deerfield, 20 miles from Northampton, and 50 miles from Hartford.

Money

Currency amounts over one million should be expressed by using a currency sign, numerical figure, and place-value word.

An anonymous donor gave \$2 million towards the construction of the new dormitory.

Percentages

Use numerals to express percentages. The % symbol is used in scientific, technical, or statistical contexts; otherwise, spell out *percent*.

Twelve percent of students are day students, while 88 percent live on campus.

Ordinals

Use ordinal numbers (1st, 2nd, 3rd) to express dates when a day appears alone, unaccompanied by a month or year. For specific dates, use cardinal numbers (1, 2, 3).

Commencement is on May 28.

Commencement is on the 28th.

Ordinal numbers are spelled out from first to ninth; 10th and above are expressed numerically. Ordinal numbers should always employ superscripts.

Phone Numbers

Phone numbers are separated by hyphens. An area code is not enclosed in parentheses.

The main phone number for Deerfield Academy is 413-772-0241.

Time Expressions

Exact Times

To express an exact time, use lowercase am and pm. *Noon* or *midnight* should not be expressed numerically.

Although the appointment was at noon, I did not arrive until 12:30 pm.

In formal situations, such as invitations or event programs, you may use a.m. and p.m. (with punctuation) at the discretion of the designer; be consistent within each invitation or program.

Dates

Set off full dates (month-day-year) with commas.

On May 15, 2005, I graduated from college.

When a month and year are given, or a specific day (such as a holiday) and year, no comma is needed.

I graduated from college in May 2005.

Matthew King addressed the graduating seniors at Commencement 2011.

Decades

Decades can either be spelled out and lowercased or expressed in numerals. There should be no apostrophe between the year and the “s.”

the nineties

the 1990s

the '90s

Centuries

Lowercase and spell out centuries from first to ninth. Express centuries numerically from 10th and above.

eighth century

21st century

Seasons

Seasons should not be capitalized, except when referring to a school term or *Deerfield Magazine*

Winter Term

Fall 2011

Enclosed please find the Fall 2015 issue of *Deerfield Magazine*.

Academic Degrees

bachelor's degree, master's degree

Bachelor of Arts, Master of Science, Master of Arts

Omit periods when abbreviating academic degrees.

BA, MA

Web Terminology

All URLs should be italicized and *exclude* "http://www." When citing a URL in text, don't end a sentence with a URL or email address, and avoid using the words "click here."

Visit *deerfield.edu* to learn more.

Lowercase and italicize email addresses.

username@deerfield.edu

Capitalize the names of websites; italicize the names of blogs or websites that have a printed counterpart or are online versions of works that would normally be italicized. Titled sections or pages on a website are enclosed in quotation marks.

Google

Oxford English Dictionary Online

"Deerfield Academy" on *Wikipedia*

Common computer terms:

the Web

the Internet

email

online

website

web page

home page

log-in (adjective/noun)

log in (verb)

inbox

WiFi

e-newsletter

Frequent Grammatical Mistakes

Run-on Sentences

A run-on sentence is a sentence that has two or more independent clauses that are not joined with the appropriate punctuation or conjunction. In the examples below, each clause could stand on its own as a sentence.

Your 50th Reunion is coming up you should register soon.

Your 50th Reunion is coming up so you should register soon.

To fix a run-on sentence, you can:

Join the clauses with a comma followed by a conjunction (and, but, so, yet).

Your 50th Reunion is coming up, so you should register soon.

Make each independent clause a separate sentence.

Your 50th Reunion is coming up. You should register soon.

Join the clauses with a semicolon.

Your 50th Reunion is coming up; you should register soon.

Please note that the length of a sentence does not determine whether it is a run-on; a run-on is an error in sentence structure.

When you join two independent clauses with certain adverbs, a semicolon, not a comma, should precede the adverb. These adverbs include: *however*, *indeed*, *besides*, and *therefore*.

The volunteers decided to host a reception in New York; however, the event was cancelled because of a huge blizzard.

Affect vs. Effect

Affect: (v) to influence

The weather in Seattle affected my decision to apply to the University of Washington.

Effect: (n) result or outcome; (v) to bring about or happen

We studied the effects of World War II on women's employment.

Deerfield students effect change in their local community through community service projects.

Historic vs. Historical

Historic: (adj) momentous in history

It was a historic day when Barack Obama was elected President of the United States.

Historical: (adj) anything that pertains to or occurred in history

The historical novel took place in New York City during the late 1800s.

Principal vs. Principle

Principal: (adj) main or primary; (n) person of high authority or prominence

The principal ingredients in the ice cream are milk, cream, and sugar.

Principle: (n) natural, moral, or legal rule

He understood the basic principles of physics.

Style

Fonts

The preferred font for all Deerfield Academy communications and publications is Georgia 10 point.

Plaques

Text on plaques in spaces on campus should adhere to the Style Guide; see “Names of People,” “Capitalization,” and “Class Affiliations” in particular. Visually, plaques should also adhere to the Academy’s Identity Guidelines.

ART STUDIO

**In honor of
the Clementi Family**

**John '68 and
Brigita P'98, '01, '05
Erika '98, Marisa '01,
and Alex '05**

Invitations

Print and email invitations should adhere to the Academy’s Identity Guidelines and this style guide; see in particular the section “Ordinals” (page 13) and “Time Expressions” (page 13); “Names of People” (page 7) and “Class Affiliations” (page 7).

Margarita Curtis’ name should always be preceded by the title Head of School, unless her spouse’s name (Manning Curtis) is also on an invitation.

**Margarita and Manning Curtis
and the Board of Trustees of
Deerfield Academy
Request the Pleasure of Your Company . . .**

**Head of School Margarita Curtis
and the Deerfield Club of New England
cordially invite you to . . .**

Appendix I

Class Notes

All class notes, both online and in print, should follow the Deerfield Academy Style Guide for consistency and correct grammar, punctuation, etc. Do not change the *meaning* of a note, but *do* correct typos, spelling errors, incorrect punctuation or capitalization, and any other deviations from the Style Guide; see **General Grammatical Guidelines, page 10**, in particular.

Online

Notes appear by date *posted*, as opposed to date received or alphabetically by year (oldest to youngest classes) as they are in print.

Make sure the “cohort” and “author” fields are always filled in when posting a note.

Notes should always be attributed to somebody—usually the alumnus who sent them in—and quotation marks should be used as often as possible.

“Just wanted to let you folks know that Carrie is now a young mother. Matt and Carrie welcomed Little Owen Matthew Diana. Born about three weeks ago, on February 1, 2016. A fine healthy young fellow. Mother and baby are doing well...so are we the grandparents.”

Ed ‘Flick’ Flickinger

1965

This is an example of a note posted online; added quotation marks, spelled out the numeral “3,” and inserted the word “on” before February 1, 2016 for clarity.

In Print

Notes are arranged from oldest to youngest class in alphabetical order.

Birth announcements, wedding announcements, and brief notes are included in the Common Room “timeline.”

Notes in the main text are always attributed to someone and include direct quotes (i.e. quotation marks).

Photos may have abbreviated captions, which simply identify everyone in the picture, or longer captions, which describe the location, event, etc., in addition to identifying the subjects.

Not all online class notes or photos are reproduced in print and/or printed exactly as they appeared online.

