

Northland College
Chicago Writing Style Manual
For Publications and Website



NORTHLAND COLLEGE

Northland College

Chicago Style Manual for Publications and Website

This guide is the standard for official College communications and correspondence. It corresponds to *The Chicago Manual of Style*, but in some cases, has defined its own style. Northland College uses Chicago style in print publications, on the website, and in emails. AP style is used only for news releases.

Abbreviations

Use periods with abbreviations that end in lower case letters: etc.

Use no periods with abbreviations that appear in full capitals: US, NY, WI

Use periods for initials standing for given names: E.B. White

Do not use periods for an entire name replaced by initials: JFK

In text, generally use full words rather than abbreviations

e.g. Northland College is located in Ashland, Wisconsin. (not: Ashland, WI)

e.g. The lecture is Monday, October 3, 1916. (not: Mon, Oct. 3)

Academic Degrees

Spell out degrees, using lower case, in the initial reference. Use lower case.

Subsequent references use capitalized abbreviations with no periods.

e.g. The bachelor of science curriculum at Northland offers various programs. Students pursuing a BS in biology learn many different concepts.

Abbreviations for degrees use upper- and lower-case letters with no periods.

e.g. BFA, MFA, PhD, BArch, BEd

The generic term uses an apostrophe: master's degree, bachelor's degree

e.g. Where did you get your bachelor's degree from?

When listing degrees of a person on our website, the order is from highest degree earned to lowest.

e. g. Mary Smith
PhD, University of Wisconsin-Madison
MA, University of Wisconsin-Madison
BS, Northland College

Academic Departments and Offices

Capitalize when referring to the official, formal name. lowercase when shortened or use unofficial names.

- e.g. Students in the Department of Education had a special event in April.
- e.g. The Office for Student Life coordinates many programs for students.
- e.g. The students in education take many writing classes. Amanda works in admissions.

Academic Majors

Lowercase academic majors except when using proper nouns

- e.g. Colton majors in outdoor education. He did not major in English.

Academic Titles (see Titles)

Acronyms

A few universally recognized abbreviations are required in some circumstances (CIA, FBI). Some others are acceptable depending on the context. But in general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize.

Do not use NC when referring to Northland College.

Spell out word on first use with the acronym in parentheses directly after it. Acronyms may then be used on second and subsequent references. If the word is not repeated in the document, do not include the acronym with the first use.

Affect, Effect

Affect, as a verb, means to influence. Affect, as a noun, refers to a set of observable manifestations of subjectively experienced emotions. Effect as a verb means to cause. Effect as a noun means results.

- e.g. The president's decision will affect the election.
- e.g. He will effect many changes in the college. The effect was overwhelming.

Alumni

Never capitalize the word alumni unless it is the name of an official group: Northland College Alumni Association.

- alumni: plural, gender neutral
- alumnus: masculine singular
- alumna: feminine singular
- alumnae: feminine plural

e.g. He is an alumnus. She is an alumna. Her sisters are alumnae. They are all alumni.

Northland alumni should be listed with their name, a space, apostrophe (’), and a two-digit class year.

e.g. John Smith ’87

Ampersand

Do not use an ampersand (&) unless as part of an official title or trademark. No Northland department, office, or academic unit is to use the ampersand in its name.

Apostrophe

Use the curly apostrophe (’) instead of the straight mark ('). To type a curly mark: If using MSWord you can set up the AutoCorrect function under the Tools menu item to automatically type either a single or double curly mark.

Hold down option + shift +]

e.g. Northland’s buildings are closed on weekends during the summer.

Appositives (see also Commas and Quotation Marks and Punctuation)

An appositive is a noun or noun phrase that renames a nearby noun. Nonrestrictive appositives are set off with commas; restrictive appositives are not.

Nonrestrictive

e.g. The 2010 graduation exhibition, *Panoptic*, opened last week.

In the sentence above the words “2010 graduation exhibition” restricts the meaning to a specific exhibition, so the appositive *Panoptic* is nonrestrictive and is set off with commas.

Restrictive

e.g. The exhibition *Foot in the Door 4* is currently on view at the museum.

In the sentence above the word “exhibition” does not indicate which exhibition the writer means. The appositive following exhibition restricts its meaning and is not set off with commas.

Artwork (see also Titles of Works)

Names of works of art are in italics.

e.g. The *Mona Lisa* is in the Louvre.

Bad River Band of Lake Superior Chippewa Tribe

Proper name: Bad River Band of Lake Superior Chippewa Tribe

Buildings

Capitalize the full official names of buildings, but lower case when “library” or “gymnasium” is written without the building name.

e.g. Mead Hall, Wakefield Hall, Ponzio Campus Center

e.g. Our students live in Fenenga Hall.

e.g. The library is located in the center of campus.

Black

Capitalize the word Black when referring to members of the African diaspora. The National Association of Black Journalists endorses capitalizing the “B”—because doing so “properly recognizes the identity of Black people.”

Center for Rural Communities (see Centers)

Centers

First reference use full name connected to Northland College, second reference use shortened name.

e.g. Northland College Mary Griggs Burke Center for Freshwater Innovation; Burke Center
Northland College Sigurd Olson Environmental Institute; SOEI; Institute
Northland College Center for Rural Communities; Center for Rural Communities; CRC
Northland College Indigenous Cultures Center; Cultures Center; ICC
Northland College Hulings Rice Food Center; Food Center; HRFC

Classes

Freshman, sophomore, junior, senior, entering class, sophomore class, and such are not capitalized. The formal name of the class is capitalized.

e.g. Jenny is a sophomore this year. She is a member of the Class of 2024.

Co- (exception to Chicago rule)

Do not hyphenate the prefix co-. Example: coequal, costar. Only hyphenate when the next letter is an o or the word would be confusing if not hyphenated. Northland breaks this rule for the title co-director.

e.g. John Smith, co-director of the economics committee, says that . . .

College (Exception to Chicago rule)

Capitalize the official title of the college. Capitalize the word “College” when it refers to Northland College

e.g. The classes at Northland College will begin on Monday.

e.g. The College campus is made up of six residence halls.

Do not capitalize the word “college” when it is used as a general noun.

e.g. The student has not selected the college he will attend.

Colon

Do not capitalize after a colon when it is part of a sentence. Only capitalize when it introduces two or more sentences, when it introduces a speech in dialogue or and extract or when it introduces a direct question.

e.g. The watch came in a choice of color: red, blue, or green.

e.g. John faced a conundrum: He could skip his homework, pretending not to care if he got it done or not.

Commas (see also Appositive and Quotation Marks and Punctuation)

Use commas to separate three or more items in a series with a comma between the last two items.

e.g. Apples, oranges, and pears are out of season.

Committees, Task Force, Work Groups

Full names of committees and task forces that are part of formal organizations should be capitalized. Use lowercase for shortened and informal versions.

e.g. The Business Affairs Committee met today.

e.g. Should we consider an advisory task force for that work?

e.g. The Northland College Board of Trustees met today.

e.g. We want the trustees to join the meeting.

Courses

Courses are capitalized. Majors are not.

e.g. Jan, who is majoring in philosophy, received an A in Introduction to Mathematics.

Dash

People often confuse the em dash (—), the en dash (–), and the hyphen (-).

Em dash (long dash)

Depending on the context, the em dash can take the place of commas, parentheses, or colons—in each case to slightly different effect. A pair of em dashes can be used in place of commas to enhance readability. NO SPACE on both sides of the em dash. Note, however, that dashes are always more emphatic than commas.

Hold down option, shift, hyphen

e.g. When the car—nearly three months after it was ordered—she decided she no longer wanted it.

En dash (medium dash)

Use an en dash between dates, numbers, game scores to show continuation. NO SPACE on both sides of the en dash.

Hold down option and hyphen

e.g. The program will be held July 1–5.

Hyphen (short dash)

A hyphen is used between the parts of a compound word. It is also used when a noun is modified by a preceding adverb and adjective, but not when the modifiers follow the noun. For the hyphen hold down the hyphen key.

See Appendix 2 for hyphenation table.

e.g. She was a part-time student. Bob went to school full time. She is twenty-years-old today.

Dates (see also Months of the Year)

Use numerals, and not letters, when writing dates in a sentence or under a listing for an event. If the date is in the middle of the sentence, there is a comma after the year.

e.g. The program will be held on July 25, 2010. I went to my reunion on August 15, 2016, and had a great time.

Do not use th or st, nd, or rd after the number, even if dates are adjectives.

e.g. The March 1 event is scheduled.

Calendar entries use an en dash (–) between dates and numbers to show continuation. There is NO SPACE on both sides of the en dash. To type an en dash: Hold down option and hyphen. Use “through” when dates run into another month.

e.g. The project will run from June 8 through August 3. The program will be held July 1–5.

Use numerals for decades with no apostrophe.

e.g. We love our alumni from the 1960s.

Days of the Week

Write out the day of the week if in the body of text. In a listing the day of the week can be written out or abbreviated. If using an abbreviation, use the following and do not put a period at the end of abbreviation: Mon Tue Wed Thu Fri Sat Sun

e.g. The class will start on Monday.

e.g. Spring Semester Hours:
Mon–Thu: 8 a.m.–10 p.m.

e.g. Northland Campus Store hours:
Wednesday–Friday: 12–6 p.m.

Departments (see Academic Departments and Offices)

Dorm

Use residence hall or student housing instead of dorm.

Email

This word is lowercase and without a hyphen.

e. g. Please send an email to your advisor.

Email Signature (see Northland College Brand Guide document)

There is a template to use as a signature on email correspondence.

Exclamation Point

Use sparingly. At the end of a sentence, never use more than one.

Faculty & Staff

Use faculty or staff as a singular noun; use faculty member or staff member to denote individuals. Do not capitalize.

Fewer vs. Less

Fewer when talking about separate items that are countable. Less when talking about bulk items.

e.g. When making scones, Julia Childs uses fewer raisins.

e.g. When making scones, Julia Childs uses less flour.

Fractions

Spell out fractions in text and hyphenate them.

e.g. We need two-thirds cup water for the recipe.

Freshwater vs. Fresh Water

Freshwater is an adjective used to describe inland bodies of water and things that live in water that is not salty. It is two words when it doesn't function as an adjective.

e.g. A freshwater lake, for instance, is one that has fresh water.

Gichigami

Ojibwe word for Lake Superior. It is spelled many ways. We have chosen to follow *A Concise Dictionary of Minnesota Ojibwe*, John D. Nichols and Earl Nyholm.

Headlines

Headlines in the news section of the website follow the rule of capitalizing all words in the title except articles (*a, an, the*) coordinate conjunctions (*and, but, or, for, nor*), or prepositions, and the *to* in infinitives.

If a person is named in the headline, use only the last name. If the person named in the headline is a graduate, include the two-digit class year following the name.

e.g. Winners at the National Science Conference

e.g. O'Brien Research Featured

e.g. Lund '98 Presents at Conference

Honors Day

No apostrophe

Hyphen (see also Dash)

See Appendix 2 for hyphenation table.

In vs. Into

In denotes position; into denotes movement.

e.g. The toys were in the pool. She jumped into the pool.

Including

Use a comma before including when more than just the listed are being referred to. No comma when only items being listed are included.

e.g. We love all types of fruit, including apples and oranges.

e.g. Groups were invited to the party including the scouts and the 4-H club.

Indigenous Cultures Center (see Centers)

Internet & Intranet

Internet is capitalized, but intranet is not.

Lac Courte Oreilles Band of Lake Superior Ojibwe

Proper name: Lac Courte Oreilles Band of Lake Superior Ojibwe

Lac Courte Oreilles Ojibwa Community College

The community college spells Ojibwa with an a—the tribal name does not.

Less vs. Fewer (see Fewer vs. Less)

Letterhead

There is a MSWord template to use with Northland letterhead on the PubFiles > Marketing Communication network drive.

Majors (see Academic Majors)

Mary Griggs Burke Center for Freshwater Innovation (see Centers)

Magazines, Journals, and Newspapers

Titles of magazines, journals, and newspapers are always capitalized and written in italics. See Appendix 1 for a full list of title punctuation.

e.g. *Star Tribune, Public Art Review*

If the article “the” is included in the name, it is capitalized.

e.g. He reads *The New York Times* every day.

Capitalize the word “magazine” only if it is part of the formal title.

e.g. She enjoyed reading *Harper’s Magazine* and *The New Yorker* magazine.

Measurements (see also Numbers)

In text, spell out percent, degrees (temperature), feet, and inches. In tables, the symbols for these words may be used.

e.g. She used 10 percent of the supply.

Months of the Year (see also Dates)

Write out the month of the year in the body of text. In a list, the month can be written out or abbreviated. If using an abbreviation, use the three-letter abbreviation and do not put a period at the end.

e.g. Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

e.g. The project will run March 23 through June 2.

Namekagon

Northland spells Namekagon with an “e” instead of Namakagon.

e.g. Lake Namekagon; Namekagon River

Names, Initials

Use a period after the middle initial.

e.g. Jane S. Doe

Northwoods vs north woods

Using the term Northwood (one word, capitalized) refers to a very specific region. The Northwoods are the boreal forest of North America, covering about half of Canada and parts of Minnesota, Maine, Montana, Wisconsin, Michigan, New Hampshire, New York, and Vermont. When referring to our smaller part of the region, use north woods, two words and lowercase.

e.g. Northland is in the north woods.

Numbers (see also Measurements)

Spell out whole numbers from zero through one hundred, in nontechnical context. There are many special cases. See Chicago manual 9.2 through 9.66.

e.g. He worked twenty hours last week and twenty-six hours this week.

e.g. We were happy to see 121 students at the event.

If a sentence begins with a number, write it out, do not use a numeral.

e.g. One hundred twenty-one students registered.

Spell out whole numbers up to (and including) one hundred when followed by hundred, thousand, hundred thousand, million, billion, and so on.

e.g. eight hundred, 12,908, three hundred thousand, twenty-seven trillion

Use hyphens for ages. See Appendix 2 for hyphenation table.

e.g. She is twenty-one-years-old today.

Use numerals with percent (7 percent), dollar sign (\$3), temperature (45 degrees), scores (7-3), page (page 2), room (room 9), and chapter (chapter 6).

Use numerals for numbers in headlines and captions.

e.g. Students Take Top 3 Honors

Ojibwe

We have chosen to spell with an “e” following *A Concise Dictionary of Minnesota Ojibwe*, John D. Nichols and Earl Nyholm.

Online

The term online is one word. Do not use a hyphen.

Phone Numbers

Use dashed, not periods or parenthesis: 715-682-1664.

Powwow

Spell out with one word in lower case.

e.g. We went to the powwow yesterday.

Professional Titles (see Titles of Positions)

Punctuation and Quotation Marks (See also Apostrophe, Appositives, Commas)
Periods and commas always go inside the quotation marks.

e.g. "Every moment is a fresh beginning," wrote T.S Eliot.

Question marks and exclamation marks go inside the quotation marks if part of the quote; otherwise they go outside as part of the entire sentence.

e.g. Do you know the proverb “Do not climb the hill until you reach it”?

e.g. “What’s the rush?” she wondered.

Use single quotation marks to set off a quote within a quote. Don’t add a space between.

e.g. Bobbi told me, “Delia said, ‘This will never work.’”

Use curly quotations marks either double (“ ”) or single (‘ ’) instead of the straight marks double (" ") or single (' ').

To type the double opening quotation mark: Hold down option and [

To type the double closing quotation mark: Hold down option, shift, [

To type the single opening quotation mark: Hold down option and]

To type the single closing quotation mark: Hold down option, shift,]

If using MSWord you can set up the AutoCorrect function under the Tools menu item to automatically type either a single or double curly mark.

Red Cliff Band of Lake Superior Chippewa

Proper name: Red Cliff Band of Lake Superior Chippewa

Reply Please

Use RSVP (all uppercase with no periods) for répondez s'il vous plaît when used in print publications.

Semesters / Terms

Capitalize the official term name in sentences:

e.g. We need to register for Fall Term, Winter Term, and May Term.

Sign up vs. Sign-up

Sign up is a verb phrase. It means to enroll or register for something.

e.g. If you sign up for soccer, you cannot do track.

As a noun, sign-up means the action of enrolling for something.

e.g. Soccer sign-ups close at the end of the day.

Sign-up modifies a noun, usually an object used for registering for things.

e.g. I lost the sign-up sheet and don't know who is coming.

Sigurd Olson Environmental Institute (see Centers)

Spaces

Use single spaces after punctuation, including periods and colons. Do not use spaces before or after hyphens, en dashes, or em dashes.

Staff (see Faculty & Staff)

States

Do not abbreviate state names in running text. Exceptions may be made when states appear with city names in class notes, mailing addresses, and lists. A comma always follows the state name in text when listing city and state.

e.g. Fairfax, Virginia, is southwest of Washington, D.C.

State names are not required for major cities. State names should follow smaller and lesser-known cities.

Student athlete vs. student-athlete

Use the hyphen when using student athlete as an adjective to describe something.

e.g. Student-athlete awards are now available.

Time

Use lowercase letters with periods to denote morning or afternoon (a.m. and p.m.)

Use an en dash (–) between times when in a list.

e.g. 11 a.m.–3 p.m. / 7–9 p.m.

Include a colon and minutes with lowercase a.m. or p.m. when minutes are included in one of the times, or when there is a list of times.

e.g. 10:30 a.m.–12:00 p.m.

e.g. The lecture will be held from 5:30–6:45 p.m.

Use “noon” only in running text and indicating a specific time. Never use “12 noon” to indicate time. Use 12 p.m. or 12:00 p.m. in a list or stating a span of time.

e.g. The open house will be from 12–2 p.m.

e.g. I will meet you at noon.

Time Periods

Refer to time periods in upper case with no punctuation. Use either AD and BC or CE and BCE. AD precedes the date. BC, CE, and BCE follow the date.

e.g. The temple was built ca. 235 BC. The temple was built ca. 235 BCE.
Vesuvius erupted in AD 79. Vesuvius erupted in 79 CE.

Titles of Lectures (see Appendix 1 for title table)

Names of lecture series are capitalized. Individual lectures are capitalized and enclosed in quotation marks.

e.g. The National Parks Lecture Series begins this fall.

e.g. I am looking forward to the “Tiny Houses in the Northern Wisconsin” lecture on Friday.

Titles of Positions

Capitalize titles when they immediately precede (before) the individual’s name. Lowercase everywhere else.

e.g. We are taking President John Smith to the meeting.

e.g. John Smith, president of Crystal College, is speaking today.

Titles of Websites (see Appendix 1 for title table)

Use header caps, no italics or quotation marks.

e.g. I get my news from Politico.com

Titles of Works (see Appendix 1 for title table)

Use italics for:

Published books, magazines, and newsletters

Brochures, pamphlets, and journals

Published dissertations and theses

Newspapers

Blogs

Collections of poems, plays or short stories

Plays

Movies

TV shows (episodes in quotes)

Works of art and exhibition names

Operas and long musical compositions

Albums or compact discs

e.g. The highlight of *Game of Thrones* was “The Queen's Justice” episode.

Use quotation marks around the titles of:

Articles in periodicals or newspapers

Chapters of books

Episodes of television and radio programs

Songs and short musical compositions

Conferences and symposia

e.g. “Vacation in Wisconsin” was a feature article in *The New York Times*.

Web Page

This term consists of two words, unlike website.

e.g. The library website has many web pages with useful resources.

Website

The term is one word, unlike web page. The URL of Northlands’s website is northland.edu and should appear on all external materials. When writing out any URL the preceding “http://www” should be omitted.

e.g. The application form is available on northland.edu.

e.g. Students must complete the FAFSA online at fafsa.ed.gov.

Who vs. Whom

To determine which is used, turn the clause around.

Subjective: replaced by who (Subjective: I, you, he, she, it, we, you, they)

Objective: replaced by whom (me, you, him, her, it, us, them)

e.g. Who can I turn to? I can turn to her, etc. Should be whom.

Work Group

This is two words.

Work Study vs. Work-study position

Use a hyphen when an adjective.

e.g. Work study is a great way to earn money.

e.g. Northland College posted a work-study position.

Appendix 1

Titles AP vs Chicago Style

Titles	AP (p. 62-63)	Chicago (8.54-8.195)
Albums	Quotes	Italics
Almanacs	Neither	
Apps	Neither	Italics
Art	Quotes	Italics
Articles		Quotes
Bible	Neither	
Blog entries		Quotes
Blogs		Italics
Books	Quotes	Italics
Cartoons		Italics
Catalogs	Neither	
Chapters		Quotes
Columns in periodicals		Neither
Comic strips		Italics
Computer game	Quotes	Italics
Computer software	Neither	
Conferences		Neither
Dictionaries	Neither	
Directories	Neither	
Drawings		Italics
Encyclopedias	Neither	
Essays		Quotes
Exhibitions		Italics
Gazetteers	Neither	
Handbooks	Neither	
Journals		Italics
Lecture series		Neither
Lectures individual	Quotes	Quotes
Magazines	Neither	Italics
Movies	Quotes	Italics
Newspapers	Neither	Italics

Operas	Quotes	Italics
Paintings		Italics
Pamphlets		Italics
Periodicals		Italics
Photographs		Italics
Plays	Quotes	Italics
Podcast episodes		Quotes
Podcasts		Italics
Poems	Quotes	Quotes
Radio episodes		Quotes
Radio series/program	Quotes	Italics
Reports		Italics
Short stories		Quotes
Songs	Quotes	Quotes
Speeches	Quotes	Neither
Statues		Italics
TV episode		Quotes
TV series/program	Quotes	Italics
Unpublished works		Quotes
Video blog episode		Italics
Video blog		Quotes
Web pages		Quotes
Websites		Neither

Appendix 2

Chicago Style Hyphenation Table

Category/specific term	Examples	Summary of rule
1. compounds according to category		
age terms	<p>a <i>three-year-old</i></p> <p>a <i>five-year-old</i> child</p> <p>a <i>fifty-five-year-old</i> woman</p> <p>a group of <i>eight- to ten-year-olds</i></p> <p>but</p> <p><i>seven years old</i></p> <p><i>eighteen years of age</i></p>	<p>Hyphenated in both noun and adjective forms (except as in the last two examples); note the space after the first hyphen in the fourth example (see 7.84).</p> <p>The examples apply equally to ages expressed as numerals.</p>
chemical terms	<p><i>sodium chloride sodium chloride</i> solution</p>	<p>Open in both noun and adjective forms.</p>
colors	<p><i>emerald-green</i> tie</p> <p><i>reddish-brown</i> flagstone</p> <p><i>blue-green</i> algae</p> <p><i>snow-white</i> dress</p> <p><i>black-and-white</i> print</p> <p>but</p> <p>his tie is <i>emerald green</i></p> <p>the stone is <i>reddish brown</i></p> <p>the water is <i>blue green</i></p> <p>the clouds are <i>snow white</i></p> <p>the truth isn't <i>black and white</i></p>	<p>Hyphenated before but not after a noun. This departure from Chicago's former usage serves both simplicity and logic.</p>
compass points and directions	<p><i>northeast</i></p> <p><i>southwest</i></p> <p><i>east-northeast</i></p> <p>a <i>north-south</i> street</p> <p>the street runs <i>north-south</i></p>	<p>Closed in noun, adjective, and adverb forms unless three directions are combined, in which case a hyphen is used after the first. When <i>from . . . to</i> is implied, an en dash is used (see 6.78).</p>
ethnic terms. See proper nouns and adjectives relating to geography or nationality in section 2.		
foreign phrases	<p>an <i>a priori</i> argument</p> <p>a <i>Sturm und Drang</i> drama</p> <p><i>in vitro</i> fertilization</p> <p>a <i>tête-à-tête</i> approach</p>	<p>Open unless hyphens appear in the original language.</p>

<i>Category/specific term</i>	<i>Examples</i>	<i>Summary of rule</i>
1. compounds according to category (continued)		
fractions, compounds formed with	<i>a half hour</i> <i>a half-hour session</i> <i>a quarter mile</i> <i>a quarter-mile run</i> <i>an eighth note</i>	Noun form open; adjective form hyphenated. See also numbers in this section and half in section 3.
fractions, simple	<i>one-half</i> <i>two-thirds</i> <i>three-quarters</i> <i>one twenty-fifth</i> <i>one and three-quarters</i> <i>a two-thirds majority</i> <i>three-quarters done</i> <i>a one twenty-fifth share</i>	Hyphenated in noun, adjective, and adverb forms, except when second element is already hyphenated. See also number + noun and 9.14.
number + abbreviation	<i>the 33 m distance</i> <i>a 2 kg weight</i> <i>a 3 ft high wall</i>	Always open. See also number + noun .
number + noun	<i>a hundred-meter race</i> <i>a 250-page book</i> <i>a fifty-year project</i> <i>a three-inch-high statuette</i> <i>it's three inches high</i> <i>a one-and-a-half-inch hem</i> <i>one and a half inches</i> <i>a five-foot-ten quarterback</i> <i>five feet ten [inches tall]</i> <i>five- to ten-minute intervals</i>	Hyphenated before a noun, otherwise open. Note the space after the first number in the last example. See also number + abbreviation . See also 9.13.
number + percentage	<i>50 percent</i> <i>a 10 percent raise</i>	Both noun and adjective forms always open.
number, ordinal, + noun	<i>on the third floor</i> <i>third-floor apartment</i> <i>103rd-floor view</i> <i>fifth-place contestant</i> <i>twenty-first-row seats</i>	Adjective form hyphenated before a noun, otherwise open. See also century in section 3.
number, ordinal, + superlative	<i>a second-best decision</i> <i>third-largest town</i> <i>fourth-to-last contestant</i> <i>he arrived fourth to last</i>	Hyphenated before a noun, otherwise open.
numbers, spelled out	<i>twenty-eight</i> <i>three hundred</i> <i>nineteen forty-five</i> <i>five hundred fifty</i>	Twenty-one through ninety-nine hyphenated; others open. See also fractions, simple .
relationships. See foster, grand, in-law, and step in section 3.		

Category/specific term	Examples	Summary of rule
1. compounds according to category (continued)		
time	at <i>three thirty</i> the <i>three-thirty</i> train a <i>four o'clock</i> train the <i>5:00 p.m. news</i>	Usually open; forms such as “three thirty,” “four twenty,” etc., are hyphenated before the noun.
2. compounds according to parts of speech		
adjective + noun	<i>small-state</i> senators a <i>high-quality</i> alkylate a <i>middle-class</i> neighborhood the neighborhood is <i>middle class</i>	Hyphenated before but not after a noun.
adjective + participle	<i>tight-lipped</i> person <i>high-jumping</i> grasshoppers <i>open-ended</i> question the question was <i>open ended</i>	Hyphenated before but not after a noun.
adverb ending in <i>ly</i> + participle or adjective	a <i>highly paid</i> ragpicker a <i>fully open</i> society he was <i>mildly amusing</i>	Open whether before or after a noun.
adverb not ending in <i>ly</i> + participle or adjective	a <i>much-needed</i> addition it was <i>much needed</i> a very <i>well-read</i> child <i>little-understood</i> rules a <i>too-easy</i> answer the <i>best-known</i> author the <i>highest-ranking</i> officer the <i>worst-paid</i> job a <i>lesser-paid</i> colleague the <i>most efficient</i> method a <i>less prolific</i> artist a <i>more thorough</i> exam the <i>most skilled</i> workers (most in number) but the <i>most-skilled</i> workers (most in skill) a very <i>much needed</i> addition	Hyphenated before but not after a noun; compounds with <i>more, most, less, least, and very</i> usually open unless ambiguity threatens. When the adverb rather than the compound as a whole is modified by another adverb, the entire expression is open.
combining forms	<i>electrocardiogram</i> <i>socioeconomic</i> <i>politico-scientific</i> studies the <i>practico-inert</i>	Usually closed if permanent, hyphenated if temporary. See 7.78.
gerund + noun	<i>running shoes</i> <i>cooking class</i> <i>running-shoe</i> store	Noun form open; adjective form hyphenated. See also noun + gerund .
noun + adjective	<i>computer-literate</i> accountants <i>HIV-positive</i> men the stadium is <i>fan friendly</i> she is <i>HIV positive</i>	Hyphenated before a noun; usually open after a noun.

<i>Category/specific term</i>	<i>Examples</i>	<i>Summary of rule</i>
2. compounds according to parts of speech (continued)		
noun + gerund	<i>decision making</i> a <i>decision-making</i> body <i>mountain climbing</i> <i>time-clock-punching</i> employees a <i>Nobel Prize-winning</i> chemist (see 6.80) <i>bookkeeping</i> <i>caregiving</i> <i>copyediting</i>	Noun form usually open; adjective form hyphenated before a noun. Some permanent compounds closed (see 7.78).
noun + noun, single function (first noun modifies second noun)	<i>student nurse</i> <i>restaurant owner</i> <i>directory path</i> <i>tenure track</i> <i>tenure-track</i> position <i>home-rule</i> governance <i>shipbuilder</i> <i>gunrunner</i> <i>copyeditor</i>	Noun form open; adjective form hyphenated before a noun. Some permanent compounds closed (see 7.78).
noun + noun, two functions (both nouns equal)	<i>nurse-practitioner</i> <i>philosopher-king</i> <i>city-state</i> <i>city-state</i> governance	Both noun and adjective forms always hyphenated.
noun + numeral or enumerator	<i>type A</i> a <i>type A</i> executive <i>type 2</i> diabetes <i>size 12</i> slacks a <i>page 1</i> headline	Both noun and adjective forms always open.
noun + participle	a <i>Wagner-burdened</i> repertoire <i>flower-filled</i> garden a <i>clothes-buying</i> grandmother a day of <i>clothes buying</i>	Hyphenated before a noun, otherwise open.
participle + noun	<i>chopped-liver</i> pâté <i>cutting-edge</i> methods their approach was <i>cutting edge</i>	Adjective form hyphenated before but not after a noun.
participle + up, out, and similar adverbs	<i>dressed-up</i> children <i>burned-out</i> buildings <i>ironed-on</i> decal we were <i>dressed up</i> that decal is <i>ironed on</i>	Adjective form hyphenated before but not after a noun. Verb form always open.
phrases, adjectival	an <i>over-the-counter</i> drug a <i>matter-of-fact</i> reply an <i>up-to-date</i> solution sold <i>over the counter</i> her tone was <i>matter of fact</i> his equipment was <i>up to date</i>	Hyphenated before a noun; usually open after a noun.

<i>Category/specific term</i>	<i>Examples</i>	<i>Summary of rule</i>
2. compounds according to parts of speech (continued)		
phrases, noun	<i>stick-in-the-mud</i> <i>jack-of-all-trades</i> <i>a flash in the pan</i>	Hyphenated or open as listed in <i>Webster's</i> . If not in the dictionary, open.
proper nouns and adjectives relating to geography or nationality	<i>African Americans</i> <i>African American</i> president a <i>Chinese American</i> <i>French Canadians</i> <i>South Asian Americans</i> the <i>Scotch Irish</i> the <i>North Central</i> region <i>Middle Eastern</i> countries but <i>Sino-Tibetan</i> languages the <i>Franco-Prussian</i> War the <i>US-Canada</i> border <i>Anglo-American</i> cooperation <i>Anglo-Americans</i>	Open in both noun and adjective forms, unless the first term is a prefix or unless <i>between</i> is implied. See also 8.38.
3. compounds formed with specific terms		
ache	<i>toothache</i> <i>stomachache</i>	Always closed.
all	<i>all out</i> <i>all along</i> <i>all over</i> an <i>all-out</i> effort an <i>all-American</i> player the book is <i>all-encompassing</i> but we were <i>all in</i> [tired]	Adverbial phrases open; adjectival phrases usually hyphenated both before and after a noun.
book	<i>reference book</i> <i>coupon book</i> <i>checkbook</i> <i>cookbook</i>	Closed or open as listed in <i>Webster's</i> . If not in the dictionary, open.
borne	<i>waterborne</i> <i>food-borne</i> <i>mosquito-borne</i>	Closed if listed as such in <i>Webster's</i> . If not in <i>Webster's</i> , hyphenated; compounds retain the hyphen both before and after a noun.
century	the <i>twenty-first century</i> <i>fourteenth-century</i> monastery <i>twenty-first-century</i> history a <i>mid-eighteenth-century</i> poet <i>late nineteenth-century</i> politicians her style was <i>nineteenth century</i>	Noun forms always open; adjectival compounds hyphenated before but not after a noun. See also old (below), mid (in section 4), and 7.83.

Category/specific term	Examples	Summary of rule
3. compounds formed with specific terms (continued)		
cross	<i>a cross section</i> <i>a cross-reference</i> <i>cross-referenced</i> <i>cross-grained</i> <i>cross-country</i> <i>crossbow</i> <i>crossover</i>	Many compounds formed with <i>cross</i> are in <i>Webster</i> 's (as those listed here). If not in <i>Webster</i> 's, noun, adjective, adverb, and verb forms should be open.
e	<i>email</i> <i>ebook</i> <i>eBay</i>	No hyphen. See also 8.163.
elect	<i>president-elect</i> <i>vice president elect</i> <i>mayor-elect</i> <i>county assessor elect</i>	Hyphenated unless the name of the office consists of an open compound.
ever	<i>ever-ready</i> help <i>ever-recurring</i> problem <i>everlasting</i> he was <i>ever eager</i>	Usually hyphenated before but not after a noun; some permanent compounds closed.
ex	<i>ex-partner</i> <i>ex-marine</i> <i>ex-corporate executive</i>	Hyphenated, but use en dash if <i>ex-</i> precedes an open compound.
foster	<i>foster mother</i> <i>foster parents</i> a <i>foster-family</i> background	Noun forms open; adjective forms hyphenated.
free	<i>toll-free</i> number <i>accident-free</i> driver the number is <i>toll-free</i> the driver is <i>accident-free</i>	Compounds formed with <i>free</i> as second element are hyphenated both before and after a noun.
full	<i>full-length</i> mirror the mirror is <i>full length</i> three <i>bags full</i> a <i>suitcase full</i>	Hyphenated before a noun, otherwise open. Use <i>ful</i> only in such permanent compounds as <i>cupful</i> , <i>handful</i> .
general	<i>attorney general</i> <i>postmaster general</i> <i>lieutenants general</i>	Always open; in plural forms, <i>general</i> remains singular.
grand, great-grand	<i>grandfather</i> <i>granddaughter</i> <i>great-grandmother</i> <i>great-great-grandson</i>	<i>Grand</i> compounds closed; <i>great</i> compounds hyphenated.

Category/specific term	Examples	Summary of rule
3. compounds formed with specific terms (continued)		
half	<i>half-asleep</i> <i>half-finished</i> a <i>half sister</i> a <i>half hour</i> a <i>half-hour</i> session <i>halfway</i> <i>halfhearted</i>	Adjective forms hyphenated before and after the noun; noun forms open. Some permanent compounds closed, whether nouns, adjectives, or adverbs. Check <i>Webster's</i> . See also fractions in section 1.
house	<i>schoolhouse</i> <i>courthouse</i> <i>safe house</i> <i>rest house</i>	Closed or open as listed in <i>Webster's</i> . If not in the dictionary, open.
in-law	<i>sister-in-law</i> <i>parents-in-law</i>	All compounds hyphenated; only the first element takes a plural form.
like	<i>catlike</i> <i>childlike</i> <i>Christlike</i> <i>bell-like</i> a <i>penitentiary-like</i> institution	Closed if listed as such in <i>Webster's</i> . If not in <i>Webster's</i> , hyphenated; compounds retain the hyphen both before and after a noun.
mid. See section 4.		
near	in the <i>near term</i> a <i>near accident</i> a <i>near-term</i> proposal a <i>near-dead</i> language	Noun forms open; adjective forms hyphenated.
odd	a <i>hundred-odd</i> manuscripts <i>350-odd</i> books	Always hyphenated.
old	a <i>three-year-old</i> a <i>105-year-old</i> woman a <i>decade-old</i> union a <i>centuries-old</i> debate a child who is <i>three years old</i> the debate is <i>centuries old</i>	Noun forms hyphenated. Adjective forms hyphenated before a noun, open after. See also age terms in section 1.
on	<i>online</i> <i>onstage</i> <i>ongoing</i> <i>on-screen</i> <i>on-site</i>	Sometimes closed, sometimes hyphenated. Check <i>Webster's</i> and hyphenate if term is not listed. See also 7.79.
percent	<i>5 percent</i> a <i>10 percent</i> increase	Both noun and adjective forms always open.

Category/specific term	Examples	Summary of rule
3. compounds formed with specific terms (continued)		
pseudo. See section 4.		
quasi	<i>a quasi corporation</i> <i>a quasi-public corporation</i> <i>quasi-judicial</i> <i>quasiperiodic</i> <i>quasicrystal</i>	Noun form usually open; adjective form usually hyphenated. A handful of permanent compounds are listed in <i>Webster's</i> .
self	<i>self-restraint</i> <i>self-realization</i> <i>self-sustaining</i> <i>self-conscious</i> the behavior is <i>self-destructive</i> <i>selfless</i> <i>unselfconscious</i>	Both noun and adjective forms hyphenated, except where <i>self</i> is followed by a suffix or preceded by <i>un</i> . Note that <i>unselfconscious</i> , Chicago's preference, is contrary to <i>Webster's</i> .
step	<i>stepbrother</i> <i>stepparent</i> <i>step-granddaughter</i> <i>step-great-granddaughter</i>	Always closed except with <i>grand</i> and <i>great</i> .
style	<i>dined family-style</i> <i>1920s-style dancing</i> <i>danced 1920s-style</i> <i>Chicago-style</i> hyphenation according to <i>Chicago style</i> <i>headline-style</i> capitalization use <i>headline style</i>	Adjective and adverb forms hyphenated; noun form usually open.
vice	<i>vice-consul</i> <i>vice-chancellor</i> <i>vice president</i> <i>vice presidential</i> duties <i>vice admiral</i> <i>viceroys</i>	Sometimes hyphenated, sometimes open, occasionally closed. Check <i>Webster's</i> and hyphenate if term is not listed.
web	<i>a website</i> <i>a webpage</i> <i>web-related</i> matters	Noun form open or closed, as shown; if term is not in any dictionary, opt for open. Adjective form hyphenated. See also 7.76.
wide	<i>worldwide</i> <i>citywide</i> <i>Chicago-wide</i> the canvass was <i>university-wide</i>	Closed if listed as such in <i>Webster's</i> . If not in <i>Webster's</i> , hyphenated; compounds retain the hyphen both before and after a noun.

4. words formed with prefixes

Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs. A hyphen should appear, however, (1) before a capitalized word or a numeral, such as *sub-Saharan, pre-1950*; (2) before a compound term, such as *non-self-sustaining, pre-Vietnam War* (before an open compound, an en dash is used; see 6.80); (3) to separate two *i*'s, two *a*'s, and other combinations of letters or syllables that might cause misreading, such as *anti-intellectual, extra-alkaline, pro-life*; (4) to separate the repeated terms in a double prefix, such as *sub-subentry*; (5) when a prefix or combining form stands alone, such as *over-* and *underused*, *macro-* and *microeconomics*. The spellings shown below conform largely to *Merriam-Webster's Collegiate Dictionary*. Compounds formed with combining forms not listed here, such as *auto*, *tri*, and *para*, follow the same pattern.

ante	antebellum, antenatal, antediluvian
anti	antihypertensive, antihero, <i>but</i> anti-inflammatory, anti-Hitlerian
bi	binomial, bivalent, bisexual
bio	bioecology, biophysical, biosociology
co	coequal, coauthor, coeditor, coordinate, cooperation, coworker, <i>but</i> co-op, co-opt
counter	counterclockwise, counterrevolution
cyber	cyberspace, cyberstore
extra	extramural, extrafine, <i>but</i> extra-administrative
fold	fourfold, hundredfold, <i>but</i> twenty-five-fold, 150-fold
hyper	hypertension, hyperactive, hypertext
infra	infrasonic, infrastructure
inter	interorganizational, interfaith
intra	intrazonal, intramural, <i>but</i> intra-arterial
macro	macroeconomics, macromolecular
mega	megavitamin, megamall, <i>but</i> mega-annoyance
meta	metalanguage, metaethical, <i>but</i> meta-analysis (not the same as <i>metanalysis</i>)
micro	microeconomics, micromethodical
mid	midthirties, a midcareer event, midcentury, <i>but</i> mid-July, the mid-1990s, the mid-twentieth century, mid-twentieth-century history
mini	minivan, minimarket
multi	multiauthor, multiconductor, <i>but</i> multi-institutional
neo	neonate, neoorthodox, Neoplatonism, neo-Nazi (<i>neo</i> lowercase or capital and hyphenated as in dictionary; lowercase and hyphenate if not in dictionary)
non	nonviolent, nonevent, nonnegotiable, <i>but</i> non-beer-drinking
over	overmagnified, overshoes, overconscientious
post	postdoctoral, postmodernism, posttraumatic, <i>but</i> post-Vietnam, post-World War II (see 6.80)
pre	premodern, preregistration, prewar, preempt, <i>but</i> pre-Columbian, Pre-Raphaelite (<i>pre</i> lowercase or capital as in dictionary; lowercase if term is not in dictionary)
pro	proindustrial, promarket, <i>but</i> pro-life, pro-Canadian

4. words formed with prefixes (continued)

proto	protolanguage, protogalaxy, protomartyr
pseudo	pseudotechnocrat, pseudomodern, <i>but</i> pseudo-Tudor
re	reedit, reunify, reposition, <i>but</i> re-cover, re-creation (as distinct from <i>recover</i> , <i>recreation</i>)
semi	semiopaque, semiconductor, <i>but</i> semi-invalid
sub	subbasement, subzero, subcutaneous
super	superannuated, supervirtuoso, superpowerful
supra	supranational, suprarenal, supraorbital, <i>but</i> supra-American
trans	transsocietal, transmembrane, transcontinental, transatlantic, <i>but</i> trans-American
ultra	ultrasophisticated, ultraorganized, ultraevangelical
un	unfunded, unneutered, <i>but</i> un-English, un-unionized
under	underemployed, underrate, undercount

