

Editorial

g u i d e



Miami Dade
College
Standards Manual



MIAMI DADE COLLEGE OFFICIAL EDITORIAL GUIDELINES

This guide contains rules on style and grammar for those writing anything for and about Miami Dade College. Please consult the *Associated Press Stylebook*. Refer to *Merriam-Webster's Collegiate Dictionary* and *The Gregg Reference Manual* for situations not covered in this guide or in the *Associated Press Stylebook*. If you have further questions about editorial style, please contact the editorial division in the College's Marketing and Brand Strategy Department.



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SECTION 1: THE COLLEGE

CAMPUSES AND CENTERS

There are eight campuses and an outreach center (Carrie P. Meek Entrepreneurial Education Center). Capitalize the names of campuses. Do not use "the" before the name of a campus. When used together, do not separate the name of a campus from the college name with a comma; instead, show possession: MDC's North Campus was host to... Addresses for MDC campuses and centers are:

Miami Dade College
Carrie P. Meek
Entrepreneurial
Education Center
6300 N.W. Seventh Ave.
Miami, FL 33150-4322

Miami Dade College
Hialeah Campus
1780 W. 49th St.
Hialeah, FL 33012-2918

Miami Dade College
Homestead Campus
500 College Terrace
Homestead, FL 33030-6009

Miami Dade College
Padrón Campus
627 S.W. 27th Ave.
Miami, FL 33135-2937

Miami Dade College
Kendall Campus
11011 S.W. 104th St.
Miami, FL 33176-3393

Miami Dade College
Medical Campus
950 N.W. 20th St.
Miami, FL 33127-4622

Miami Dade College
North Campus
11380 N.W. 27th Ave.
Miami, FL 33167-3418

Miami Dade College
West Campus
3800 N.W. 115th Ave.
Doral, FL 33178-4856

Miami Dade College
Wolfson Campus
300 N.E. Second Ave.
Miami, FL 33132-2204

POSTAGE PERMIT NUMBERS FOR CAMPUSES ARE:

North	312	Homestead	312	Foundation	2233
Kendall	315	Padrón	4664	Cont. Education	4268
Wolfson	313	West	312	Miami Culinary Institute	313
Medical	314	Hialeah	312		

COLLEGEWIDE SCHOOLS

- School of Architecture and Interior Design
- Eig-Watson School of Aviation
- Miguel B. Fernandez Family School of Global Business, Trade and Transportation
- School of Continuing Education and Professional Development
- School of Education
- School of Engineering, Technology and Design
- School of Entertainment and Design Technologies (SEDT)
- School of Health Sciences
- School of Justice, Public Safety and Law Studies (the Fire Science Program is a program within the school)
- Benjamin León School of Nursing
- School of Science

CENTERS, INSTITUTES, SPECIAL ACADEMIC PROGRAMS

- Business Innovation and Technology (BIT) Center
- Carrie P. Meek Entrepreneurial Education Center
- Center for Economic Education
- Center for Financial Training
- Cybersecurity Center of the Americas
- Environmental Center
- Earth Ethics Institute
- Honors College, The
- Idea Center, The
- The Institute for Civic Engagement and Democracy (on second reference, call it the Institute. *Avoid* the acronym iCED, which confuses some readers since the “i” is correctly in lowercase) [formerly the Center for Community Involvement]
- Makers Lab
- Miami Book Fair
- Miami Film Festival
- Model for Enhanced Employment Development Program
 - OK to use MEED program on first reference, with explanation of the acronym later
- New World School of the Arts
- MDC TV
- MDC Online
- Gibson Education Center

DEGREES

Miami Dade College has the following degrees (do *not* use the word “program”):

Baccalaureate degree programs (NOTE: “of” – not “in”)

- Bachelor of Science in Applied Artificial Intelligence
- Bachelor of Science in Biological Sciences - Biopharmaceutical Sciences Concentration
- Bachelor of Science in Biological Sciences - Biotechnology Concentration
- Bachelor of Science in Biological Sciences - Science Education
- Bachelor of Science in Cybersecurity
- Bachelor of Science in Data Analytics
- Bachelor of Science in Early Childhood Education
- Bachelor of Science in Electrical and Computer Engineering Technology
- Bachelor of Science in Exceptional Student Education (K-12)
- Bachelor of Science in Information Systems Technology - Networking Concentration
- Bachelor of Science in Information Systems Technology - Software Engineering Concentration
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Secondary Mathematics Education
- Bachelor of Science in Secondary Science Education - Biology
- Bachelor of Applied Science in Film, Television & Digital Production
- Bachelor of Applied Science in Clinical Laboratory Science
- Bachelor of Applied Science in Health Science - Histotechnology Concentration
- Bachelor of Applied Science in Health Science - Physician Assistant Studies Concentration
- Bachelor of Applied Science in Public Safety Management - Crime Scene Investigation Option
- Bachelor of Applied Science in Public Safety Management - Criminal Justice Option
- Bachelor of Applied Science in Public Safety Management - Emergency Management Option
- Bachelor of Applied Science in Supervision and Management
- Bachelor of Applied Science in Supervision and Management - Accounting Concentration
- Bachelor of Applied Science in Supervision and Management - Digital Marketing Concentration
- Bachelor of Applied Science in Supervision and Management - Hospitality Management Concentration
- Bachelor of Applied Science in Supervision and Management - Human Resource Management Concentration
- Bachelor of Applied Science in Supply Chain Management
- Bachelor of Applied Science in Supply Chain Management – Procurement Management
- Bachelor of Applied Science in Supply Chain Management – Project Management
- Bachelor of Applied Science in Supply Chain Management – Supply Chain Analytics

Associate degree (NOTE: “in” – not “of”)

- Associate in Arts (there is ONLY one, with many “pathways to a major in” different subjects, such as an Associate in Arts degree with a pathway to a major in Accounting). Do NOT use the word program. It is NOT a degree program. And there are NO majors, just pathways.
- There are MULTIPLE A.S. and A.A.S. degrees with various programs and majors. It is Associate in Applied Science and Associate in Science

TRUSTEES

The official name of the body governing the College is the District Board of Trustees. Members are appointed by the governor. Degrees, awards and titles (i.e., Dr. or Esq.) are never used on the District Board of Trustees list. An up-to-date list of the District Board of Trustees is available through the Marketing Communications Department.

When listing trustees in College publications, use the following order:

Name of College: Miami Dade College

Name of Board: District Board of Trustees

Chair: Michael Bileca, Chair

Vice Chair: Nicole Washington, Vice Chair

Additional members in
alphabetical order (NOTE:
not in order of appointment)

Anay Abraham
Roberto Alonso
Maria Bosque-Blanco
Marcell Felipe
Ismare Monreal

At end of list, put Madeline Pumariega, President, Miami Dade College

SECTION 2: ASSOCIATED PRESS STYLE AT MDC

A, an

Use the article *a* before consonant sounds, *an* before vowel sounds
Examples: *a historic event, an honorable man, an 1890s celebration*

Abbreviations and acronyms

BEFORE A NAME: Abbreviate titles when used before a full name: *Dr., Gov., Rep., Sen., Capt., Pvt.*

AFTER A NAME: Abbreviate junior or senior after an individual's name. Abbreviate company, corporation, incorporated and limited when used after the name of a corporate entity

MONTHS WHEN THEY APPEAR WITH A DATE: *Nov. 13, Jan. 12*

CAPS, PERIODS: Generally, omit periods in acronyms unless the result would spell an unrelated word. But use periods in two-letter abbreviations: *U.S., U.N., U.K., B.A., B.C.* (*AP*, a trademark, is an exception; also, no periods in *GI* and *EU*.)

Use only an initial cap and then lowercase for acronyms of more than six letters, unless listed otherwise in the *AP Stylebook* or *Webster's Collegiate Dictionary*

Do not use acronyms or abbreviations alone if they are not readily recognizable

NO commas before Jr., Sr. or Inc.

Exception to AP Stylebook: On first reference, follow full name with an abbreviation or acronym in parenthesis. For example, the Earth Ethics Institute (EEI)

Academic Degrees (see pg 6 "Degrees" for list of MDC bachelor's degrees and details on the A.A.)

If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology.* Use an apostrophe in *bachelor's degree, a master's,* etc., but there is no possessive in *Bachelor of Arts* or *Master of Science.*

Also: *associate degree* (no possessive), (Bachelor of Arts but Associate in Science, in/of)
HOWEVER: Associate OF Applied Science (note the in/of differences)

Academic Degrees (continued)

(See Page 6 “Degrees” entry for more details on the A.A.)

Use such abbreviations as *B.A.*, *M.A.* and *Ph.D.* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name – never after just a last name. The word degree is not used with abbreviations. When referencing more than one degree: *bachelor’s and master’s degrees*. Capitalize discipline only if part of the official degree name: *Bachelor of Science in Communication* but *bachelor’s degree in communication*

Academic Departments

Use lowercase except for words that are proper nouns or adjectives: *the department of history, the history department, the department of English, the English department*. Capitalize when the department is part of the official and formal name: *University of Miami Miller School of Medicine*.

Examples:

The musical theater department of New World School of the Arts at MDC Wolfson Campus’ department of English and communication presented ...

Note: For external magazines, press releases, newsletters and similar publications, follow AP style for department and office names, e.g. *student life department, cultural affairs*. For internal publications, follow client convention, e.g. *Student Life Department*.

Accreditation (USE THIS EXACT WORDING IN REFERENCING MDC’s ACCREDITATION)

Miami Dade College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Miami Dade College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Miami Dade College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

NOTE: Please explicitly state the web address (www.sacscoc.org) in the paragraph, even when in digital format, rather than create a link with the web address behind it. Stakeholders need to be able to read the web address.

Advisor

Not adviser. **Exception to AP Stylebook.**

African American, Black

No hyphen between words. Upper case B in Black. The preferred term is Black as not all Black people are African American (i.e., those born outside of the United States). Let a subject's preference determine which term is used.

Apostrophe (')

(Same as AP, with one exception)

SINGULAR COMMON NOUNS ENDING IN S: Do NOT add 's. Add only an apostrophe (') **This Rule Differs From AP.**

SINGULAR PROPER NAMES ENDING IN S: Use only an apostrophe: *Achilles' heel, Agnes' book, Descartes' theories, Dickens' novels, Jesus' life*

NOUNS PLURAL IN FORM, SINGULAR IN MEANING: Add only an apostrophe: *mathematics' rules, measles' effects, General Motors' profits, the United States' wealth.*

NOUNS THE SAME IN SINGULAR AND PLURAL: Treat them the same as plurals, even if the meaning is singular: *one corps' location, the two deer's tracks*

PLURALS OF A SINGLE LETTER: Mind your p's and q's. He learned the three R's and brought home a report card with four A's and two B's. The Oakland A's won the pennant.

DO NOT USE: For plurals of numerals or multiple-letter combinations.

Best-seller, best-selling

Hyphenate in all uses

Campuses, at Miami Dade College

MDC's North Campus. More than 250 people attended the event at North Campus.

Capitalization

Capitalize an official name, but not part of a name: *Faculty Senate* or *the senate*

Use capitalization for official course names when used with course number or when it is a proper noun. Do not capitalize general course subjects.

He studies history and English.

He enrolled in Honors Geometry and Acting II.

Chair, chairman, chairwoman

Chair is preferred. Avoid chairman or chairwoman. Do not capitalize unless at the start of a sentence or when referring to the District Board of Trustees or MDC Foundation

Changemaker (Exception to AP Stylebook)

Do not use a hyphen.

Colon

Capitalize the first word following a colon if it begins a complete sentence.

Colons go outside quotation marks or parentheses unless they are part of the quote.

Company, companies (same as AP)

Use *Co.* or *Cos.* when a business uses either word at the end of its proper name: *Ford Motor Co.*, *American Broadcasting Cos.*

Composition titles

Italicize the titles of major works – such as books, movies, plays, albums, TV show titles.

Use quotation marks around the titles that represent only part of a complete published work – for example, the titles of chapters, lessons, topics, sections within a book.

Use quotation marks around the titles of songs and other short musical compositions and around titles of individual segments or programs that are part of a larger television or radio series.

Example: She'd read Edward P. Jones' novel *The Known World* and didn't enjoy it. But after reading "Old Boys, Old Girls," a story in his new collection, *All Aunt Hagar's Children*, she decided he was her favorite writer.

Exception to AP Stylebook: Italicize newspaper and magazine names.

TITLE CASE: Capitalize the principal words, including verbs along with prepositions and conjunctions of four or more letters.

Example: *Life Is a Dream, Creature From the Black Lagoon*

COREQUISITE

Course names

Capitalize course names and lowercase general subjects

Cybersecurity

No hyphen in most cases. For example: cyberattack, cyberbullying, cybercafe, cybersecurity, cyberspace

Dash (–)

Put a space on both sides of a dash.

ABRUPT CHANGE: Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: *We will fly to Paris in June – if I get a raise. Smith offered a plan – it was unprecedented – to raise revenues.*

SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: *He listed the qualities – intelligence, humor, conservatism, independence – that he liked in an executive.*

ATTRIBUTION: Use a dash before an author's or composer's name at the end of a quotation: *"Who steals my purse steals trash." – Shakespeare.*

Dual Language Program

The Honors College Dual Language Program is the official title of the program. Use dual-language as modifier, e.g. MDC offers many additional dual-language programs outside of the classroom.

Equal Opportunity/Nondiscriminatory Statement

Miami Dade College is an equal access/equal opportunity institution which does not discriminate on the basis of sex, race, color, marital status, age, religion, national origin, disability, veteran's status, ethnicity, pregnancy, sexual orientation or genetic information. To obtain more information about the College's equal access and equal opportunity policies, procedures and practices, please contact the College's Civil Rights Compliance Officer: Cindy Lau Evans, Director, Equal Opportunity Programs/ ADA Coordinator/ Title IX Coordinator, at (305) 237-2577 (Voice) or 711 (Relay Service). 11011 SW 104 St., Room 1102-01; Miami, FL 33176. CRCTitleIXADA@mdc.edu

ESL not ESOL

ESL is MDC term/acronym; ESOL is used in Miami-Dade Public Schools

EXTRACURRICULAR

Faculty

Singular noun. All teachers of a school, college or profession. When writing of College or department faculty en masse, *faculty* may stand alone. When writing of individuals, *faculty members*. **See the entry for Staff**

Example: "The faculty is to be commended," said Dr. Lois Lane, executive vice president and provost.

Foreign

It is "world languages," *not* foreign languages. In text, when terms from other languages are used, they go in italics, not quotation marks.

Freedom Tower

Freedom Tower is a nationally designated historical landmark at Miami Dade College. Reference the College on first mention: The exhibition was at the National Historic Landmark Freedom Tower at Miami Dade College ... (Avoid the shortened version of MDC's Freedom Tower unless necessary for a tight headline)

GPA

Acceptable in all references for *grade-point average*.

FUNDRAISING, FUNDRAISER

Headlines

Use title case for all headlines (i.e., capitalize all words, except for articles and prepositions that are less than four letters). **Exception to the AP Stylebook.**

Health care

Always two words. This rule is consistent with Webster's.

Honors College, The

Proper name is The Honors College (avoid the acronym THC)
Do not refer to as the College

Incorporated (same as AP)

Abbreviate and capitalize as *Inc.* when used as part of a corporate name. It usually is not needed, but when it is used, do not set off with commas: *J.C. Penney Co. Inc. announced ...*

Livestream, livestreaming

One word in all uses

INTERDISCIPLINARY

Magazine names

Put in italics. Lowercase magazine unless it is part of the publication's formal title: *Newsweek* magazine, *Time* magazine. Check the masthead if there is doubt. **Exception to the AP Stylebook**

Miami Book Fair

Not *The Miami Book Fair International* (no The and no International)

Miami Dade College

OK as *the College* or *MDC* on second reference

Miami Dade College Foundation Inc.

MDC Mission Statement

As democracy's college, Miami Dade College changes lives through accessible, high-quality teaching and learning experiences. The College embraces its responsibility to serve as an economic, cultural and civic leader for the advancement of our diverse global community.

MULTICULTURAL

Newspaper names

Put in italics. **Exception to the AP Stylebook**

New World School of the Arts

Abbreviate as *NWSA*, never "New World." Make it *NWSA* at MDC (not MDC's *NWSA*).

NWSA offers a bachelor's degree in "music theater" not "musical theater"

Numbers

The general rule is spell out numbers one through nine, and use numerals for numbers 10 and above.

Exceptions: Always use digits when referring to: size, measurements, calendar years (1978, 32 C.E., etc), percent values, and the ages of both people and animals

Always spell out numbers at the start of a sentence

Percent

Use numerals for percent expressions and use the % symbol

PREREQUISITE

Program titles

Capitalize “program” only if it is part of the official title

Room numbers

Use figures and capitalize “room” when used with a figure: Room 2, Room 211

Seasons

Use lowercase even if linked with a title: *spring semester, fall 1987*

Service-learning

Hyphenate as both a noun and adjective, per Josh Young

Staff

Staff when the group en masse, *staff members* for part of the group. **See Faculty entry.**

STEM

Acceptable on first reference for *science, technology, engineering and math*, but spell out the full phrase shortly thereafter.

Suite number

Use figures and capitalize “suite” when used with a figure: *Suite 2, Suite 211*

Telephone numbers

Do not set off area code with parentheses; use hyphens

Terms

The fall and spring terms are “major terms.” Summer term consists of one 12-week and two six-week sessions. Lower case the season.

Time

Do not use zeros if there are no minutes. However, if even a single time in a listing has minutes, all the others should also. For example 8:00 a.m. - 12:30 p.m. Also a.m. and p.m. always have periods. Use “noon” instead of 12 p.m. For time ranges, use hyphen with spaces before and after; only use a.m. or p.m. once in the range: 11:00 a.m. - 2:30 p.m., 6:00 - 9:45 p.m.

WORLD LANGUAGES

Titles

Confine capitalization to unique formal titles used directly before an individual’s name. Use lowercase and enclose in commas when following a name or for long titles. Examples: *Miami Dade College President Clark Kent; Dr. Lois Lane, executive vice president and provost ...*

Use courtesy titles — *Mr., Ms.* — only in direct quotes. Use *Dr.* only on first reference

MEMBERS OF THE U.S. HOUSE OF REPRESENTATIVES: *Congressman* or *Congresswoman* is OK on first reference. **Exception to AP Stylebook**

Web

webcam, webcast, webpage, webfeed, webinar, the web.