RULES FOR PROOFREADERS AND EDITORS OF REGISTRAR’S OFFICE PUBLICATIONS

In general, writers and editors should refer to the *Chicago Manual of Style* for clarification or additional information.

TITLES

• Capitalize a title when it precedes a person’s name, as in
  According to Administrative Dean Margot Gill...
• When a title follows the name, it should be set off by commas and put in lower case, as in
  Margot Gill, administrative dean, said ...
• An exception to this rule is an endowed professorship, as in
  John Doe, the Paul M. Warburg Professor of Economics *Emeritus*, said...
• Never abbreviate the word “professor.” Like other titles, capitalize when it precedes a name, as in
  Professor John Doe;
  use lower case when title follows a name,
  John Doe, an anthropology professor.
  Do not use on second reference unless it’s part of a quote.
• Spell out and capitalize chancellor, chairman, etc., when they precede a name; use lower case elsewhere.
• Since Harvard has many alumni, administrators, and faculty who are also doctors, do not precede a person’s name with “Dr.” unless the person is a medical doctor.
• Only capitalize the words “teaching fellow” when they are part of a formal title preceding someone’s name, as in
  Dudley House Literary Co-Fellow John Doe.
  Otherwise, put the words “teaching fellow” in lower case, as in
  John Doe is a teaching fellow this year.
• Also, “traveling scholar” and “special student” should be in lower case, unless referring to status:
  Traveling Scholar status or Special Student status.
• Use middle initials only when the subject does, or when it makes it easier to identify someone with a very common name. Don’t make it part of someone’s name if that person does not make a practice of using a middle initial.

RULES PARTICULAR TO HARVARD

• Harvard has terms, not semesters. When referring to a season, use lower case:
  The fall term begins...
• Capitalize names of faculty when referring to a proper name:
  John Doe is a member of the Faculty of Arts and Sciences;
  use lower case on second reference or in general:
  Graduate students want to meet with faculty members...
• When referring to Harvard, capitalize all the time, also cap the University, the College, and the Graduate School.
ACADEMIC DEPARTMENTS AND FIELDS OF STUDY

- For academic departments, use upper case when referring to the department by its proper name:
  
  Department of Chemistry.

  Use lower case when not using its proper name:
  
  the chemistry department.

- Do not capitalize when describing a field of concentration in which a degree has been earned, as in
  
  He’s studying physics...

  or

  He earned his degree in physics.

Proper nouns are the exception to the rule:

She’s working on a degree in English...

NUMBERS

- The general rule is to spell out numbers under 10 (as well as such multiples as one hundred or nine thousand) and use numerals for all other numbers over 10, as in,

  There is only one Dudley House,

  and

  “Dudley House is one of Harvard’s 13 houses.”

- Spell out first through ninth when they indicate sequence in time or location:
  
  first base, the First Amendment.

  Starting with 10th, use figures. Use 1st, 2nd, 3rd, etc. when the sequence has been assigned in forming names. The examples are usually geographic, military, and political designations:

  1st Ward, 7th Fleet, etc.

- Spell out a numeral at the beginning of a sentence. If necessary, restructure the sentence to avoid starting with a number. It is okay to begin a sentence with a numeral that identifies a calendar year.

  *Casual uses:* Spell out casual expressions as in,

  I’ve told her a thousand times...

  *Proper names:* use words or numerals depending on the name of the organization.

  *When large numbers must be spelled out, use a hyphen to connect a word ending in ‘y’ to another word; do not use commas between other separate words that are part of one number:*

    twenty-one, one million, two thousand forty-five.

  *Percentages:* Always use the word not the symbol in humanistic copy. Use a figure before percent:

    About 5 percent of the students attended...

    For additional information check page 151 of the *Associated Press Stylebook.*

  *Ages:* Always use figures. When the context does not require years or years old, the figure is presumed to be years. Ages expressed before a noun or as substitutes for a noun use hyphens. As in,

    a 5-year-old boy,

    but the boy is 5 years old.

    The professor, 55, has a daughter, 22. The law is 8 years old. The race is for 4-year-olds.

- The professor is in her 40s: no apostrophe.

- Use s without an apostrophe after a decade, as in

  He moved to Africa in the 1970s to study insects.
COMMONLY USED WORDS AND ABBREVIATIONS

- c.v. for curriculum vitae; nonacademic; postdoctoral; predoctoral; General Examination
- US not U.S. or U.S.A or USA or United States. Don’t use periods in US (See page 466, Chicago Manual of Style).
- Do not use periods in pm and am. Do not use zeros for 1 pm, 2 pm, and so on.
- Do not use zeros for no cents ($5, not $5.00)
- PhD not Ph.D.
- Adviser not advisor
- Canceling not canceling
- Website not web site not webpage (Note: web site was requested for Fall 03 supplement and poster)
- www not http://www

REFERRING TO A HARVARD GRADUATE

- A group of female graduates are alumnae. A single female is an alumna. A group of male graduates are alumni. A single male graduate is an alumnus. A mixed group of male and female graduates are alumni. Do not use “alums” unless it’s part of a quote.

SEMICOLONS

- Course descriptions often list several topics that will be covered. When the list of ideas is long and/or complex, or when commas are used within a phrase, use semicolons to separate each idea. Example:

  History of the American West covering the rise and fall of Turner’s frontier thesis; literary and visual conceptualizations of the mythic West; the Northwest Ordinance and the creation of “Indian Country”; land policies in the new nation; the role of Indians in the development of an American market economy; the “first Wests” of Kentucky and Ohio; the growing importance of the Southwest and its peoples; sectionalism, expansion, and the coming of the Civil War; the Indian New Deal; and the ethnic and racial complexities of a new, urban West.

COMMAS

- When listing items, use a comma before the final entry,

  The office needs shelves, boxes, desks, and a coat rack.
- Use a comma when listing numbers larger than 999, as in,

  There are approximately 3,400 GSAS students.

ACADEMIC DEGREES

- Do not use a period when abbreviating a degree name, as in PhD, MA, BA (See page 463, Chicago Manual of Style).
- Use an apostrophe in master’s degree and bachelor’s degree.
- If possible, avoid using the term “doctorate.” (“He received a doctorate in Sociology in 1955.”) PhD is preferred.
FIRST AND SECOND REFERENCE

- Use a full name in the first reference. In any additional references, use the last name only, unless reference is part of a quote. If the name is hyphenated, use both names. If the person uses two last names with no hyphen, use the last one.

ITALICS OR QUOTATION MARKS

- Use smart quotes at all times. Smart quotes look like this:
  “If There Is No God, All is Permitted”
Straight quotation marks (sometimes called dagger quotations) look like this:
  " "
Straight quotation marks should only be used to designate feet or inches.
- The following should be italicized—cum laude, magna cum laude, and summa cum laude; titles of movies, plays, books, and television programs (that are continuing series); full and official titles of Harvard courses listed in the course guide; emerita and emeritus; works of art; names of ships and spacecraft; certain musical works (operas, oratorios, motets, tone poems, and other long musical compositions); non-anglicized foreign terms.
- “Per se” stays roman.

BRACKETS

- When courses are bracketed (not offered this year), they are bracketed. Example:
  [Literature and Arts B-31. The Portrait]
When courses are bracketed, we do not ordinarily print a meeting time. Instead, we print
  Hours to be arranged.
Be sure that Exam Groups do not appear for bracketed courses, either.

NOTATIONS FOR LISTING MEETING TIMES

The listings for meeting times vary among course listings and among departments, as a result, there are over 80 different ways that we currently announce meeting times that are in addition to the regularly scheduled lectures. Sections/films should be listed if they are required and are to be arranged. Trying to come into compliance with the broadest common denominator is difficult but the following thoughts are offered below. If your required “additional hours” are quite different and cannot fit into the construct below. Please consult the course manager.

Acceptable: And a weekly section to be arranged.
And a weekly laboratory to be arranged.
And a weekly film to be arranged.

Not Acceptable: And an hour to be arranged.
And an additional hour.
MISCELLANEOUS

Area codes for phone numbers should be included in the telephone number. The area code should not be in parentheses.

Acceptable: 555-555-5555
Not Acceptable: (555) 555-5555

Harvard email addresses, drop the “.Harvard.edu” from the listing. Example.

Obrien2@fas

University Hall address reference uses first or second floors and south/north but not 3rd floor.