

Colorado School of Mines

Style Guide

This style guide is a joint effort between several communications and administrative offices at Colorado School of Mines. It is created to help establish some uniform campus conventions for externally focused publications, correspondence and web content written for or about Colorado School of Mines. This guide is not geared toward scientific or technical writing. For the most part, it reflects the conventions of *The Associated Press Stylebook*, which is the most widely used style guide among institutions of higher education for non-academic publications (refer to the *AP Stylebook* for issues not covered here). In addition, this guide provides recommendations for Mines-specific matters and issues related to academics. The online version of this guide is updated regularly; please use the online guide to ensure that you are using the most up-to-date version.

Disclaimers:

Although this style guide conforms to AP style in spirit, there are several instances where it deviates. These changes are made for a variety of reasons, with brevity, clarity and simplicity being the guiding principles.

This document is a work in progress. It will be revised periodically in response to your feedback. Please let us know about any confusing entries, inconsistencies, gaps in information or choices we have made that you simply don't agree with. All such concerns should be emailed to styleguide@mines.edu.

A

AAAS

Acronym for the American Association for the Advancement of Science. The American Academy of Arts and Sciences does not use this acronym, but members sometimes do, in error.

AAUP

Acronym for the American Association of University Professors.

abbreviations

For companies, organizations and associations, use the official name on first reference. On second reference, an abbreviation, initials or acronym may be used if its meaning will be clear to the reader.

Following AP, do not insert an abbreviation or acronym in parentheses following the full name. Use the full name on first use and the abbreviation later, counting on the reader to make the connection; if clarification is necessary, do not use the abbreviation at all. (See also **acronyms**.)

Note that ampersands (&) are not used in running text; the abbreviations "Co." and "Inc." may be used, but they may be omitted entirely in all but the most formal settings, or when necessary for clarity.

The abbreviation "i.e.," means "that is," and "e.g." means "for example." Because of frequent misuse, these abbreviations should be avoided.

See also the entries on **degrees** and **titles**.

ABET

Second reference for ABET, Inc. (formerly the Accreditation Board for Engineering and Technology).

academic affairs

Office of Academic Affairs on first reference; in formal usage, or when other vice presidential offices are also mentioned, it is the Office of the Senior Vice President for Academic Affairs and Provost. *The Office of Academic Affairs is located in Guggenheim. The academic affairs staff meets on Fridays.*

academic degrees

When listing alumni in school publications, it is desirable to indicate their year of graduation and the level of the degree. No comma is necessary between the last name and class year. For undergraduate degrees, simply use an apostrophe, followed by the two-digit year: *Smith '64*. For a master's or doctoral degree, use MS or PhD (with no periods) to denote the level of their degree: *Smith MS '64*. If multiple degrees have been earned, separate them with a comma and space: *Smith '64, MS '76, PhD '82*.

For current students, do not use this notation, as it implies that they've earned a degree. Instead, refer to the class year or expected graduation year: *Smith, Class of 2011*; *Smith, sophomore*.

Use an apostrophe in *bachelor's degree*, *a master's*, etc., but there is no possessive in *Bachelor of Arts* or *Master of Science*.

When including specific information about the type of degree an alumni received, do not insert the degree abbreviation between the name and class year, but rather list separately: *Joe Smith '64, Petroleum Engineering*. See also **apostrophe**, **degrees** and **titles**.

academic disciplines

In text, capitalize only proper nouns and adjectives: *members of the English faculty*; *several engineering professors*; *he teaches Romance languages*; *the physics department*.

academic majors

Not capitalized for general reference: *Jones majors in electrical engineering*.

academic year

Use all four digits of each year, separated by an en-dash (see **dashes**) with no spaces (2007-2008). See also **dates**.

Accreditation Board for Engineering and Technology (ABET)

acronyms

Use of acronyms should be tailored to audience. Some acronyms need no explanation (FBI, SCUBA), while others are not so widely known. In the latter cases, include the full name on first use, and use the acronym thereafter. There is no need to include a parenthetical explanation (unless the acronym would be unclear otherwise), nor are periods needed between each letter (unless it would spell another word). To pluralize an acronym, add an "s" with no apostrophe (URLs). See also **abbreviations**.

ACT

American College Test. As with GPAs, federal law prohibits releasing individual student scores except with the explicit written permission of the student (not a parent).

addresses/street names

Abbreviating *St.*, *Ave.* and *Blvd.* when using a numerical address is best: *1600 Pennsylvania Ave.* Spell them out and capitalize when part of a formal street name without a number:

Pennsylvania Avenue. Lowercase and spell out when used alone or with multiple street names: *Massachusetts and Pennsylvania avenues*.

Always use figures for an address number: *10 Seaside Drive*. Spell out and capitalize *First* through *Ninth* when used as street names; use figures with two letters for *10th* and above: *7 Fifth Ave., 100 21st St.*

Abbreviate compass points in numbered addresses: *222 E. 42nd St., 562 W. 43rd St., 600 K St. N.W.* Do not abbreviate if the number is omitted: *East 42nd Street, West 43rd Street, K Street Northwest*.

When referring to a post office box, use the abbreviation *PO Box* (no periods necessary).

The preferred format for campus addresses:

Name of Person

Name of Department/Division

Building Name, Room Number

Colorado School of Mines

Street Address

Golden, CO 80401

admissions office

Office of Undergraduate Admissions on first reference. Use admissions office thereafter. *The Office of Undergraduate Admissions handles undergraduate applications; the Office of Graduate Studies assesses graduate admission.*

adverse, averse

“Adverse” means unfavorable, and “averse” means opposed to.

advisor

While both “advisor” and “adviser” are acceptable, “advisor” is commonly used on the Mines campus: *undergraduate advisor for the Division of Liberal Arts and International Studies*.

affect, effect

“Affect” is generally used as a verb, and means to influence. “Effect” used as a verb means to cause, while “effect” as a noun means the result: *The Greenhouse Effect*.

African American, African-American

According to AP style and modern usage, the preferred term is black. If used, hyphenate adjectives but not nouns: *Many African-American students expressed interest. Many African Americans attended.*

ages

Ages of people and animals should be denoted by numerals (not words): *The average junior is 20 years old.*

Alderson Hall

alma mater

The college one attended (lowercase); “Alma Mater” (uppercase, in quotes) is a song.

alumna, alumnae, alumni, alumnus

Alumna is the feminine singular noun for a graduate of the institution, while **alumnae** is the feminine plural noun for graduates, which can be pronounced just like the masculine plural form (*uh-LUM-nigh* or *uh-LUM-nee*), the preference of women’s colleges. **Alumni** is a masculine (or mixed masculine and feminine) plural noun; one graduate is an **alumnus** (masculine) or an **alumna** (feminine). “Alum” is commonly used conversationally and in mainstream media; it is not, however, appropriate in formal contexts or written material.

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alumni association

Second reference for the **Colorado School of Mines Alumni Association**. Commonly abbreviated **CSMAA**, but avoid the acronym in formal settings unless it becomes cumbersome to do so.

a.m., p.m.

Not uppercase; use periods. Small caps are acceptable.

American Association for the Advancement of Science (AAAS)

American Association of University Professors (AAUP)

American Indian

Preferred over "Native American."

ampersand (&)

Do not use an ampersand in text. In a list or table where space is an issue, it is allowed. See also **abbreviations**.

anti-

Consistent with *AP style*, usually hyphenate, except for the following terms (check a dictionary to be sure):

antibiotic	antiseptic
antibody	antiserum
anticlimax	antithesis
antidepressant	antitoxin
antidote	antitrust
antifreeze	antitussive
antigen	
antihistamine	Exceptions include:
antiknock	anti-abortion
antimatter	anti-aircraft
antimony	anti-bias
antiparticle (and similar terms in physics)	anti-inflation
antipathy	anti-labor
antiperspirant	anti-social
antiphony	anti-war

apostrophe

Use for possessives, typically not for plurals. Use an open single quote as the apostrophe for omitted figures (*Class of '70*, *The Spirit of '76*). To key an open single quote, hold down the control key and press the apostrophe key twice.

When listing alumni in school publications, it is desirable to indicate their year of graduation and the level of the degree. No comma is necessary between the last name and class year. For undergraduate degrees, simply use an apostrophe, followed by the two-digit year: *Smith '64*. For a master's or doctoral degree, use MS or PhD (with no periods) to denote the level of their degree: *Smith MS '64*. If multiple degrees have been earned, separate them with a comma and space: *Smith '64, MS '76, PhD '82*.

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When including specific information about the type of degree an alumni received, do not insert the degree abbreviation between the name and class year, but rather list separately: *Joe Smith '64, Petroleum Engineering*. See also **Grammar and Punctuation Guidelines**.

Arthur Lakes Library

Arthur Lakes Library on first reference or in formal usage: *Arthur Lakes Library is located on the west side of Kafadar Commons. The library staff meets on Tuesdays*. There is no "the" preceding the name (not: *the Arthur Lakes Library*), nor is "library" capitalized when used in later references. *We're heading over to the library after class*.

ASCSM

Second reference for Associated Students of Colorado School of Mines. (Also known as the student government or student council.)

Asian American, Asian-American

Hyphenate the adjective but not the noun: *Several Asian-American students participated. Many Asian Americans joined the club*.

associate vice presidents

See **Appendix H – Administrative Structure**.

Associated Students of Colorado School of Mines (ASCSM)

assure, ensure, insure

"Assure" means to convince or promise. "Ensure" means to guarantee, while "insure" is used in references to insurance.

athletics director

Formal title is director of athletics. Use lowercase except before a name: *Director of Athletics Tom Spicer spoke at the luncheon. Joan Doe, director of athletics at the university, resigned her position today*.

awards/medals

Use the complete title of the following awards:

Brown Medal

Distinguished Achievement Medal

Melville F. Coolbaugh Award

Mines Medal

Outstanding Alumnus Award

van Diest Gold Medal

Young Alumnus Award/Young Alumna Award

B

because, since

“Because” denotes a strong cause/effect relationship, while “since” indicates a logical connection, but no direct causation. *Because of tuition rate increases, more Mines students are using financial aid. They went to the game, since they’d been given free tickets.*

BELS

Second reference for Bioengineering and Life Sciences (minor).

Ben H. Parker Student Center

Ben H. Parker Student Center on first reference or in formal usage: *The Ben H. Parker Student Center is located next to the Student Recreation Center.* Lowercase “student center” in subsequent uses. *The bookstore at the student center sells all required texts.*

Berthoud Hall

bi-

Generally requires no hyphen: *bimonthly, bilingual, bilateral.*

biannual/biennial

“Biannual” is twice per year (semiannual), while “biennial” is every two years.

Bible

Capitalize when referring to Scriptures of the Old and New Testament. Lowercase “biblical” or “bible” in a nonreligious context. No italics or quotation marks.

bimonthly, biweekly

Means every other month or week.

Bioengineering and Life Sciences (BELS)

black, white

Both words are lowercase when used to describe racial groups.

BlasterCard

One word.

blog

Online journal (comes from “web log”).

board, board of directors, board of trustees

Capitalize board of directors or board of trustees when, on first reference, it is part of a proper name: *the Denver Girl Scout Council Board of Directors*; use lowercase when used alone or before the proper title: *the board of directors of First National Bank*. The same rule applies to board of trustees, board of managers, board of governors and board of regents. See **Appendix H – Administrative Structure** for a listing of board members.

bookstore

One word: *the Colorado School of Mines Bookstore.*

Bradford Hall

Brooks Field

Brown Building

Brunton, The

buildings

As a general rule, capitalize campus buildings that have a formal, given name (buildings that are named for someone). In those cases, capitalize all major words in the name, including the words “Building” or “Center.” Use lowercase for buildings with generic names that reflect the discipline taught or the activity conducted therein: *Berthoud Hall houses the physics department, and is located south of Kafadar Commons. The recreation center is located on the west side of campus.*

Use lowercase for rooms and facilities within buildings: *room 312 of the chemistry building*. EXCEPTIONS: Capitalize rooms and facilities within buildings that have a formal, given name: *Metals Hall*. Most campus buildings are listed individually in this style guide, and a list is provided in **Appendix D**.

bullets

See **bullets** in the **Punctuation and Grammar Guidelines**.

bylaws

C

C2B2

Colorado Center for Biorefining and Biofuels

cabinet

An official part of the university’s governance structure, the president’s cabinet reviews policy changes and related matters to advise the president, who has the final authority. See **Appendix H - Administrative Structure** for a listing of cabinet members.

campus-wide

An exception to the general rule of omitting the hyphen in “-wide” constructions. See also -**wide**.

Campus Writing Program

capitalization

Capitalize only proper names; avoid capitalizing generic terms. Specific examples follow:

awards/funds - Always lowercase the words “award” and “fund” when not used as part of an official name: *the awards committee, the award for best teaching assistant, the new endowed fund*.

academic calendar - Do not capitalize academic semesters: *summer field session, fall semester*.

academic departments/subjects - Do not capitalize academic subjects unless a word is a proper noun: *His favorite courses are calculus and English*. Capitalize words in academic departments only if they are proper nouns or they compose the official department name: *He is studying quantum in the physics department. She wants to earn a minor in international political economy from the Division of Liberal Arts and International Studies*.

administrative offices - Do not capitalize units unless using the full formal name of the department: *She is a photographer for the Colorado School of Mines Foundation. The library staff held a party*.

athletic teams - The Orediggers. (The student newspaper is *The Oredigger*; to avoid confusion, the Mines sports teams should not be italicized.)

buildings - see **buildings** entry.

campus organizations - Capitalize the formal names of campus organizations and ongoing programs: *Interfraternity Council*, *University Council*, *McBride Honors Program*.

centers/institutes - Capitalize the full formal name, such as the *Sharon and John Trefny Institute for Educational Innovation*, but lowercase the shorter form: *the institute*; *the Ben H. Parker Student Center*, *the student center*; *the Center for Wave Phenomena*, *the center*.

class titles - Use lowercase: *sophomore*, *senior*. When referring collectively to a class, however, capitalize: *Sophomore Class*.

course titles - Specific course titles should be capitalized (no quotation marks or italics), but can be lowercased when only describing subject matter rather than serving as an official title. *He teaches beginning calculus each fall. All students are required to take EBGN 201 Principles of Economics.*

committee names - Capitalize full names of officially established committees. Lowercase otherwise: *the Diversity Committee*, *the editorial committee*.

company, product names - Follow the spelling and capitalization used by the company: *iPod*, *MacBook*, *eBay*, *Procter & Gamble*. Always capitalize the first letter of all sentences, however.

degrees - Lowercase: *bachelor of science*, *master's degree*, *doctorate*. See also **degrees**.

departments - Do not capitalize generic department names: *He is studying calculus in the math department*. Capitalize departments only when the official name is used: *A new professor joined the Colorado School of Mines Mining Engineering Department*. Also, always remember to capitalize proper names: *English department*. (Mines does not have such a department, but other universities do.) See also **department/division names**.

divisions - Capitalize full names; lowercase unofficial division names: *Liberal Arts and International Studies Division*, *the liberal arts department*. See also **department/division names**.

offices - Do not capitalize units unless using the full, proper name of the department: See **administrative offices**, above.

programs - Lowercase all common names: *computer science*, *music*; uppercase proper names: *Nuclear Engineering Program*.

titles - Lowercase and spell out professional titles relating to people, unless directly preceding the name and therefore part of the name: *Professor John Dorgan*; *Coach Dan Lewis*; *Rod Eggert*, *department head*, *said he was excited about the new program*. (See more examples under **titles** and **names**.)

career center

Colorado School of Mines Career Center on first reference or in formal usage: *The Colorado School of Mines Career Center is located in the student center. The career center staff members are available to assist students with their job searches.*

Caucasian

"White" is preferred. Also see **white**.

Center for Revolutionary Solar Photoconversion (CRSP)**census day**

Lowercase. Last day to register, add courses, drop courses without a "W", register for no-credit (audit), register for independent study, and last day to drop a class and receive a full tuition refund.

centers

Capitalize when used as part of a name, lowercase otherwise; see **capitalization**. Remember that acronyms commonly used within a unit may not be appropriate or necessary for an external audience.

Both institutes and centers are listed in this style guide, and more information about them can be found at www.mines.edu/research/ord/centers_institutes.html. Also see **Appendix C** for a complete list of centers and institutes.

CERI

Second reference for the Colorado Energy Research Institute.

chair

Use whatever title the group uses for its leader: "chairman," "chairwoman," "chairperson" or "chair." If the information from the group does not make clear the title the group uses, "chair" is preferred. (The Mines Board of Trustees uses "chairman.") See also **endowed chairs, endowed professorships**.

Chauvenet Hall**city of Golden****citywide**

See also the entry **-wide**.

classes/class years

Capitalize when referencing a single class (*Class of '07*), but lowercase when referring to a span of classes (the *classes of '95-'05*). Two-digit abbreviations are appropriate in all instances. Use an open single quote for the apostrophe preceding the year. Incorrect: '07; correct: '07.

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When including specific information about the type of degree an alumni received, do not insert the degree abbreviation between the name and class year, but rather list separately: *Joe Smith '64, Petroleum Engineering*.

co-

Use a hyphen when forming words that indicate an occupation or status: *co-worker, co-director, co-author, co-sponsor*.

COF

Second reference for College Opportunity Fund.

collective nouns

These nouns can denote a unit or individual items. When indicating a unit, they take singular verbs and pronouns, but if the noun refers to individual members, it takes a plural verb. Typically, *faculty, class, committee, crowd, family, group, herd, jury, orchestra, team* denote a unit, and take singular verbs.

A thousand bushels is a good yield (A unit; singular verb.)

A thousand bushels were created. (Individual items; plural verb.)

The entire faculty is meeting today. (A unit)

Many faculty are working on their projects this weekend. (Individual members)

College Opportunity Fund (COF)

Since 2004, the mechanism by which the state of Colorado provides funds for each in-state student via stipend.

colon

See **colon** in the **Punctuation and Grammar Guidelines**.

Colorado

See **state of Colorado**.

Coloradans

Colorado Center for Biorefining and Biofuels (C2B2)

Colorado Department of Higher Education (CDHE)

Colorado Energy Research Institute (CERI)

Colorado Renewable Energy Collaboratory

A research partnership among Mines, Colorado State University, the University of Colorado at Boulder, and the National Renewable Energy Laboratory.

Colorado Research in Education and Wind (CREW)

Colorado School of Mines

Use full name on first reference. When referring to as “school” or “university,” do not capitalize; the preferred usage is “Mines.” To maintain consistency across campus, avoid “CSM.” Although some campus entities have adopted “CSM” in their official names, the acronym should be avoided in future naming and communications.

Correct: Colorado School of Mines is a world-class engineering and applied science university. Mines is home to more than 4,000 students, many of whom chose the school for its rigorous academic programs and proximity to the mountains. The school is located in Golden, Colorado.

Incorrect:: The Colorado School of Mines is a world-class engineering and applied science university. CSM is a world-class engineering and applied science university. The Mines is a world-class engineering and applied science university. The School is located in Golden, Colorado.

The possessive of Mines is Mines'—the apostrophe follows the "s."
Mines' expert faculty are well-known for cutting-edge research initiatives.

Colorado School of Mines Alumni Association (CSMAA)

Use full name on first reference; "CSMAA" or "the association" may be used thereafter.
Lowercase "alumni association" or "the association" when not preceded by "Colorado School of Mines."

Colorado School of Mines Bookstore

Full, formal name. When referring to *the bookstore*, do not capitalize.

Colorado School of Mines Career Center

Full, formal name. When referring to *the career center*, do not capitalize.

Colorado School of Mines Foundation

Use full, formal name on first reference. When referring to *the foundation*, do not capitalize.

Colorado School of Mines Student Recreation Center

Full, formal name. When referring to *the recreation center* or *the rec center*, use lowercase.

comma

See **comma** in the **Punctuation and Grammar Guidelines** section.

commencement

Capitalize when referring to the formal ceremony; lowercase for generic usage. The December commencement ceremony at Mines is referred to as "Midyear Degree Convocation." *Go to Bunker Auditorium to be seated for 2009 Commencement. Mines holds two commencement ceremonies each year.*

committee

Capitalize the full names of committees that are part of formal organizations. Use lowercase for shortened and informal versions of committee names.

Campus-wide committees:

Academic Assessment Committee

Athletic Board

Biosafety Committee

Board of Student Organizations

Board of Student Publications

Budget Committee

Calendar Committee

Diversity Committee

Faculty Handbook Committee

Promotion and Tenure Committee

Safety Committee

Sustainability Committee

Undergraduate Student Affairs Committee

company names

Use the same capitalization and punctuation as the company does, for example, *Proctor & Gamble, MasterCard, BP.*

convocation

Capitalize when referring to Mines' convocation ceremony, but lowercase other references. The December commencement ceremony at Mines is referred to as "Midyear Degree Convocation."

Coolbaugh Hall

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Cooperative Education Program

course titles

Specific course titles should be capitalized (no quotation marks or italics), but can be lowercased when only describing subject matter rather than serving as an official title. *He teaches beginning calculus each fall. All students are required to take EBGN 201 Principles of Economics.*

coursework

One word.

CREW

Second reference for Colorado Research in Education and Wind.

CRSP

Second reference for Center for Revolutionary Solar Photoconversion.

credit hours

Use numerals to refer to credit hours. *The class was worth 3 credit hours. She took a 3 credit hour class.* Note there is no hyphenation.

criteria, criterion

Criteria is the plural form of criterion.

CSM

Avoid this acronym for Colorado School of Mines in formal usage and in writing. (See **Colorado School of Mines.**)

CSMAA

Avoid this acronym for Colorado School of Mines Alumni Association in formal usage and in writing, unless it becomes cumbersome to do so. (See **Colorado School of Mines Alumni Association.**)

CSM Annex

CTLM Building

Second reference for Center for Technology and Learning Media.

cultural and historical periods, movements, styles

In general, the names of historical or cultural periods are lowercased, except for proper nouns and adjectives, or to avoid ambiguity: *baroque architecture, classical sculpture, colonial politics, romantic painting; but Hellenistic period, Victorian era, Bronze Age, Enlightenment, Middle Ages, Reformation, Renaissance.*

cum laude

"With distinction." 3.50 – 3.669 GPA. See also **magna cum laude** and **summa cum laude**.

curriculum (singular), curricula (plural)

Not curriculums.

D

dash

See **dash** in the **Punctuation and Grammar Guidelines** section.

data

“Data” is the plural form of “datum.” Data is frequently used as either the singular or plural, but that is incorrect. For academic or professional writing, distinguish between data and datum. *The data are graphed in six tables.*

dates

For readability and consistency, express dates in the following order: time, day, date, place. *The lecture will be held at 10 a.m., Thursday, March 3, in Metals Hall.*

When listing month, day and year in a sentence, use commas between day and year, and after year: *December 18, 1994, was a special day.* No comma is necessary when using only month and year: *January 2008 was a productive month.*

Use an en dash in date range constructions: *April 2 – 12, 2008.* Do not use an en dash if the word “from” has been used: *He served as head of the department from 1995 to 1997.* See **range** in **Punctuation and Grammar Guidelines** section.

dean

Capitalize only when it precedes a name. Do not combine dean, or any administrative title, with an academic title before a name (for example, do not use *Dean Dr. John Doe*). See **titles and names**.

dean’s list

Do not capitalize. A student who earns a 3.5 - 4.0 GPA receives the designation.

degrees

When appropriate to list the degree(s) an individual has earned, abbreviations are acceptable. In such cases, BS, MS or PhD is preferred (no periods), and specify the nature of the degree: *PhD Environmental Science, MS Metallurgical Engineering, BS Physics.*

In general, academic titles are preferred (“Professor”), but “Dr.” is acceptable for anyone with a PhD, MD or DVM degree.

Use apostrophes when writing bachelor’s and master’s degrees; do not use when naming the full degree (*a bachelor of arts degree is a bachelor’s degree*). Doctorate is a noun; doctoral is the adjective: one may have a doctorate, or a doctoral degree, but not a doctorate degree.

When listing degrees by their initials, it is preferable to omit the periods (*BS Chemical Engineering ’87*.) Use a single open quote to form the apostrophe preceding the year (*Class of ’70*). To key an open single quote, hold down the control key and press the apostrophe key twice. See also **apostrophe**.

When using degree information in text, there is no need to boldface. Do not use commas or periods. Also, unless referring to the 1800s, use only the last two digits of the year: *Robert Jones ’59.*

Name, degree and year should be on one line. If the alumnus has two degrees, separate them with a comma: *Robert Jones ’59, MS ’62.*

See **Appendix F** for a list of the degrees offered at Mines and their abbreviations.

Department of Public Safety

department/division names

On first reference, use the official department name, and for subsequent references an acronym is acceptable.

Mines has three academic categories: department, division and program. Typically, departments house one discipline: the Department of Chemical Engineering; divisions house multiple disciplines: Liberal Arts and International Studies Division; and programs draw from several departments and divisions: Nuclear Science and Engineering Program.

Divisions have a *Division Director*, departments have a *Department Head* and programs have *Program Coordinators*. (See **Appendix A** for a list of academic programs.)

'DiggerDial(er)

An intensive fundraising campaign in which student callers solicit donations by telephone.

Distinguished Achievement Medal

directions

Lowercase compass directions, but capitalize regions: *He drove west into the mountains. Mines is the best engineering school in the Rocky Mountain West.*

doctoral (adj.), doctorate (n.)

See **degrees**.

dorm/dormitory

The preferred usage is *residence hall*.

Dr.

In general, academic titles are preferable ("Professor"), but "Dr." is acceptable for anyone with a PhD, MD or DVM degree. See also **degrees**.

E

E-Days

Engineers' Days festival held each spring.

E-Days 'Round the World

An international alumni association annual event centered around E-Days in different cities around the globe.

Earth/earth

"Earth" is the planet earth (proper name), and "earth" is soil. Avoid using a possessive with the proper name, for example, "our Earth." Mines' four focus areas, as identified in the Strategic Plan, are earth, energy, materials and environment. The school now uses three key focus areas to brand itself: earth, energy and environment.

EIT

Second reference for **Engineer in Training**; someone who has passed the Fundamentals of Engineering exam, but not yet passed (or taken) the Professional Engineers exam.

ellipses

See **ellipses** in the **Punctuation and Grammar Guidelines** section.

email

No dash necessary. Never allow an email address to break over two lines with a hyphen; break if necessary following a slash or other mark of punctuation that is part of the address.

emeritus, emerita, emeriti

The title of "emeritus" is not synonymous with "retired"; it is an honor bestowed on some retired faculty and should be included in the title. Feminine "emerita"; plural for both

“emeriti.” The word should follow “professor” or “president”: *John Doe is a professor emeritus of chemistry. Jane Doe, president emerita at Mines.*

endowed chairs, endowed professorships

Capitalize the full name of the chair or professorship. Example: *Robert J. Kee holds the George R. Brown Distinguished Chair in Engineering. The Brown Chair is a great honor.* See **Appendix G** for a list of endowed chairs and professorships at Mines.

Engineer in Training (EIT)

Engineering Division

See **departments/divisions**. At Mines, this division houses the civil engineering, electrical engineering, mechanical engineering and environmental engineering programs. Students in the engineering division receive degrees in engineering, with a specialty in one of the above. See **degrees**.

Engineering Hall

EPICS

Engineering Practices Introductory Course Sequence.

equations

Equations should be punctuated like sentences, with periods at the end. There should be spaces between the operators and the rest of the equation, and superscripts and subscripts should be used (see also **subscript**).

et al.

Means “and others.” Note there is no punctuation following the “et.”

ethnic groups

See **African-American, American Indian, Asian-American, Caucasian, Hispanic, Mexican-American**.

everybody

“Everybody” is a singular pronoun, taking a singular predicate and traditionally the singular pronoun “his.” The effort to avoid gender bias has led to the use of “his or her,” an accurate but often awkward construction. It is acceptable to use “their” as the pronoun following “everybody.” *Everybody has their opinion about this issue.*

everyday (adj.)/every day (adv.)

“Everyday” means commonplace, while “every day” refers to “daily.” *I wear my everyday clothes to the gym every day.*

exclamation points

Use sparingly, if at all. Appropriate for warnings, but unnecessary to indicate emphasis.

extracurricular

No hyphen.

F

faculty and staff

Usage depends on whether individuals or units are being referenced (see **collective nouns**). When indicating a unit, they take singular verbs and pronouns, but if the noun refers to

individual members, it takes a plural verb. *The entire faculty is meeting today* (unit). *Many staff are working on their projects this weekend* (individual members).

faculty ranks and titles

tenure and tenure track:

Assistant Professor

Associate Professor

Professor

non-tenure track:

Adjunct

Instructor

Lecturer

Senior Lecturer

research:

Visiting Scholar

Postdoctoral Fellow

Research Associate

Research Professor

Research Associate Professor

Research Assistant Professor

named appointments:

Distinguished Endowed Chair

Endowed Chair

Endowed Professorship

Developmental Professorship

Teacher-Scholar

Trustees Professor

Family Education Rights and Privacy Act (FERPA)

farther, further

Farther refers to physical distance, while *further* indicates an extension in time or degree.

FE Exam

Second reference for *Fundamentals of Engineering* exam.

Fellow

For clarity, capitalize this honorary designation denoting outstanding achievement or service:

He is a Fellow of the American Psychological Association.

fellowship

Use uppercase for a named fellowship and lowercase for generic use: *She received a fellowship from the institution. He was awarded the Founders Fellowship in 1999.*

FERPA

Second reference for Family Education Rights and Privacy Act.

fewer/less

Use “fewer” when referring to an amount that could be expressed as a specific number. Use “less” when making comparisons that do not lend themselves to numeric amounts. *Fewer than nine students participated in the picnic. He has less empathy for the freshmen than does she.*

fieldwork

One word.

LAST UPDATED 03/24/11

field session

financial aid

financial aid office

Second reference for the Office of Student Financial Aid.

first-year student(s)

Synonym that can be used interchangeably for **freshman**. Hyphenate the adjective: *He is in his first year; he is a first-year student*. Capitalize freshman if it refers to the class: *Freshman Class*.

fiscal year

The Mines fiscal year runs from July 1 to June 30. When referring to the fiscal year, the name is taken from the year in which the fiscal year ends, rather than when it begins. FY09 begins on July 1, 2008 and ends on June 30, 2009. See also **years**.

fourth-year student(s)

Synonym that can be used interchangeably for **senior**. Hyphenate the adjective: *He is in his fourth year; he is a fourth-year (or fifth-year, or sixth-year) student*.

fractions

Spell out amounts of less than one: *three-fourths, nine-sixteenths, etc.*

Francis M. Van Tuyl Society

A giving society recognizing donors of \$2,500 to \$5,000 in a given year; part of the **President's Council**.

fraternities, sororities

The Mines campus hosts seven fraternities and three sororities. The full, formal name should be used on first reference: *Kappa Sigma*. Abbreviations are acceptable on second reference, but avoid nicknames such as "TriDelts." A member is a member, never a brother or sister. In reference to a fraternity's or sorority's building, the word "house" should be capitalized when it follows the name of the organization: *Tau Kappa Epsilon House; fraternity house*.

freshman

Can be used interchangeably with the phrase **first-year student** (with 29.9 or fewer credit hours).

As an adjective, use *freshman*, not *freshmen* (which is always a noun). *ASCSM is hosting a party for the freshman class. All freshmen are invited.*

Fundamentals of Engineering (FE) exam

fundraising (n.; adj.)

One word.

fundraiser

One word.

FY

Avoid this abbreviation for **fiscal year**, except when used with numerals (FY09). See fiscal year reference under **years**.

G

GECO

Golden Energy Computing Organization

genus, species

In scientific or biological names, capitalize the first, or generic, Latin name for the class of plant or animal and lowercase the species that follows: *Homo sapiens*, *Tyrannosaurus rex*.

In second references, use the abbreviated form: *P. borealis*, *T. rex*.

George M. Randall Society

A giving society recognizing donors of \$1,000 to \$2,500 in a given year; part of the **President's Council**.

Golden Energy Computing Organization (GECO)

good, well

"Good" is an adjective that means something is better than average, and should not be used as an adverb. "Well" (as an adj.) means suitable or healthy. "Well" as an adverb indicates an action that was performed skillfully. *She does calculus really well. It's a good habit to eat a well-balanced diet.*

Google

A trademark for a web search engine.

GPA

An acceptable acronym for all references.

grade point average

GPA (no periods) is acceptable for all references. Federal law (**FERPA**) prohibits the publicizing of a student's grade point average, except with the explicit written permission of the student (not the student's parents).

graduate, graduation

At Mines, students who graduate do so at Spring **Commencement** or Winter **Convocation**, not at graduation. Note that the verb "graduate" applies only to bachelor's (undergraduate) degrees. A successful graduate student earns or receives a degree, but does not graduate.

"Graduate" is correctly used in the active voice: *She graduated from the university*. It is correct, but unnecessary, to use the passive voice: *He was graduated from the university*. Do not, however, drop, *from*: *John Adams graduated from Harvard*. Not: *John Adams graduated Harvard*. And not: *Harvard graduated John Adams*.

graduate studies, graduate school

Second, informal reference for Office of Graduate Studies.

Graduate Student Association (GSA)

Greeks

See **fraternities and sororities**.

Green Center

groundbreaking

No hyphen. Capitalize if part of formal event name: *Please attend the Student Recreation Center Groundbreaking Ceremony next week*.

GSA

Second reference for Graduate Student Association.

Guggenheim Hall**Guggenheim Scholar****H****hanged, hung**

Hanged refers to executions, and hung is used in all other cases.

health center

Second reference for the Mabel M. Coulter Student Health Center.

HighGrade

The student-run, campus literary and visual arts magazine; published annually.

Hill Hall**Hispanic/Latino**

Hispanic is the preferred term for those whose ethnic origin is in a Spanish-speaking country. Use *Latino* (the feminine form is *Latina*) for people whose ethnic origin is in a Latin American country. When possible, use a more specific identification such as *Cuban*, *Puerto Rican* or *Mexican-American*. Refer to people of Brazilian and Portuguese origin as such, not as Hispanic. See **Latino/a**.

homecoming

Capitalize when referring to Mines' fall event. Lowercase referring to other institutions' events.

honor roll

A student will be placed on the honor roll if s/he completes a minimum of 14 semester hours and has a GPA of 3.0-3.499.

honor societies

Lowercase in general usage, but capitalize in formal titles. Mines has four honor societies:

Blue Key International Honor Society

The Order of Omega

Phi Beta Delta

Tau Beta Pi

honors program

Lowercase. (See also **McBride Honors Program**.)

honorary degree/honorary doctorate

Lowercase unless using full, formal name. *He received and Honorary Doctorate of Engineering from Mines.* Or *He received an honorary doctorate from the school* (not, *He received an honorary doctorate degree from the school.*) Or *He received an honorary doctor of engineering degree from Mines.*

http

The abbreviation for "hypertext transfer protocol." When writing web addresses, if http:// is not followed by a www., retain the http (www.mines.edu; http://giving.mines.edu).

hyphen

See **hyphen** in **Punctuation and Grammar Guidelines** section.

I

I/me

“I” is used before a verb, and “me” is used after the verb: *I am heading to the store. Do you want to come with me?*

imply, infer

To *imply* is to suggest indirectly, and to *infer* is to make an educated guess.

irregardless

A double-negative, and not correct. Use “regardless.”

institutes

Uppercase on first and formal references. See **capitalization**. Note that some institutes are in fact academic departments within a school or college, while most are multidisciplinary or independent of departmental affiliation. Be wary of acronyms that are regularly used within a given unit but may be unfamiliar to wider audiences.

See **Appendix C** for a list of institutes and centers.

interdisciplinary/multidisciplinary

“Interdisciplinary” indicates that two or more disciplines are working in conjunction with each other. “Multidisciplinary” indicates that two or more disciplines are involved, but may be working separately.

Interlink

Language center that provides intensive English language instruction. Not a part of Mines, but affiliated with it.

internet

No need to capitalize.

intramural fields

it's/its

“It’s” means “it is,” while “its” is the possessive of “it.” *It’s cold out today. The cat licked its tail.*

IT

Jargon abbreviation for “information technology”; do not use in formal text.

italics

Use italics for book titles, film titles and other whole works. (See **titles and names**.) Also see the **Punctuation and Grammar Guidelines**.

J

junior

Acceptable adjective and noun that can be used interchangeably for a third-year student (with 60-89.9 credit hours). Only capitalized when referring to the class: *the Junior Class*.

Jr., Sr.

Abbreviate as Jr. or Sr. only with full names of persons. Use a comma between the last name and the abbreviation: *Mr. John C. Doe, Jr. ’57*.

K

Kafadar Commons

L

LAIS

Liberal Arts and International Studies, Division of

Latino/a

Hispanic is the preferred term for those whose ethnic origin is in a Spanish-speaking country. *Latino* is acceptable for Hispanics who prefer that term (feminine form is *Latina*). See **Hispanic**.

lay, lie

“Lay” is an action word and needs a direct object. Other forms of “lay” are “laid” and “laying.” *She laid the pencil on the window sill. I will lay the book on the table. The prosecutor tried to lay the blame on him.*

“Lie” indicates a reclining position along a horizontal plane or telling an untruth. Other forms of “lie” are “lain” and “lying.” *She was lying on the couch, contemplating the ceiling. He is lying down. He lay on the beach all day.*

lectures

Put the full titles of lectures in quotation marks: *The subject of his lecture is “The World of Ambrose Bierce.”* Topics need no quotation marks: *She will speak about the fiction of Ambrose Bierce.* Capitalize lecture titles and lecture series titles, but not any preceding modifiers: *She delivered the fourth annual Hennebach Lecture Series.*

library

Second reference for Arthur Lakes Library.

M

M Climb

No hyphen. Annual freshman climb up Mount Zion to whitewash the M and ring in the fall semester.

Mabel M. Coulter Student Health Center

MacArthur Fellow

MAC

Second reference for the Mines Activity Council. The part of student government that sponsors Homecoming and other special events.

magazine names

Capitalize and italicize. Do not capitalize “magazine” unless it’s part of the journal’s name, *Harper’s Magazine*, *Mines magazine*.

magna cum laude

“With great distinction.” 3.70 – 3.899 GPA. See also **cum laude** and **summa cum laude**.

man, mankind

Widely perceived as sexist constructions, so best to avoid them. Substitute “people,” “human” or “humankind.”

Marquez (Mar-cus) Hall

A new petroleum engineering building planned for construction.

matching gift program

A grant or contributions program in which corporations and other employers match their employees' charitable donations to qualifying organizations.

McBride Honors Program

The Guy T. McBride, Jr. Honors Program in Public Affairs for Engineers.

Melville F. Coolbaugh Award**MEP**

Second reference for the Minority Engineering Program.

Meyer Hall**Mexican-American**

See **Hispanic**.

mid-

Use a hyphen only when a capitalized word follows: *mid-American*, *midterm*, *midcentury*.

millions, billions

Use numerals with "million" or "billion." *I need \$6 million to buy that house.* Do not go beyond two decimal places in standard prose: *7.26 billion people.*

Mines

Acceptable second reference for Colorado School of Mines. (See **Colorado School of Mines**.)

The possessive of Mines is Mines'—the apostrophe follows the "s."

Mines' expert faculty are well-known for cutting-edge research initiatives.

Mines Activity Council (MAC)**Mines Century Society**

A lifetime giving recognition society for donors who make gifts totaling \$100,000 and more throughout their lifetimes. The Mines Century Society has five levels of distinction: Copper (\$100,000 - \$499,999), Silver (\$500,000 - \$999,999), Gold (\$1,000,000 - \$2,999,999), Platinum (\$3,000,000 - \$4,999,999) and Diamond (\$5,000,000+). While multiple levels of distinction exist, do not capitalize "level": *We are pleased to welcome you to the Mines Century Society at the Platinum level. The Smiths are Gold level members of the Mines Century Society.*

Mines Heritage Society

A donor recognition society for those who have chosen to include Mines in their estate plans through bequests and other deferred gift arrangements.

Mines magazine

The title of the publication is *Mines*. However, to avoid confusion with the school, it often makes sense to refer to it as *Mines magazine*. The word "magazine" should never be italicized or capitalized.

Mines Medal**Mines Park**

minority and ethnic groups

See African-American, American Indian, Asian-American, Hispanic and ethnic groups.

Minority Engineering Program (MEP)

Mobile Science Show (MSS)

months

Months should not be abbreviated in running text. If only the month and year are used, there is no need for a comma between them. *The event will be held in May 2009. Classes begin on August 16, 2009.* See also **years**.

Morgan Hall

Mr., Mrs. and Ms.

Courtesy titles are generally omitted, unless a person refers to him or herself in that way. There is no plural. If several women who prefer *Ms.*, for example, must be listed in a series, repeat *Ms.* before each name.

MSS

Second reference for Mobile Science Show.

multicultural

No hyphen.

multidisciplinary/interdisciplinary

“Multidisciplinary” indicates that two or more disciplines are involved, but may be working separately. “Interdisciplinary” indicates that two or more disciplines are working in conjunction with each other.

music house

Also known as the **Z.K. House**

N

names and titles

See **titles and names**.

Nathaniel P. Hill Society

A giving society recognizing donors of \$5,000 to \$10,000 in a given year; part of the **President’s Council**.

National Center for Atmospheric Research (NCAR)

National Renewable Energy Laboratory (NREL)

nationwide

One word.

Native American

American Indian is preferred.

NCAR

Second reference for National Center for Atmospheric Research.

newspapers

Italicize newspaper names; do not capitalize the definite article unless it is also italicized on the masthead: *The Oredigger*; *Rocky Mountain News*.

news release format

For guidance regarding news releases, contact the public relations office, which handles distribution of the school's news.

nicknames

A nickname should be used in place of a person's given name only when it is the way the individual prefers to be known: *Jimmy Carter*.

When a nickname is inserted into the identification of an individual, use quotation marks: *Sen. Henry "Scoop" Jackson*. Also, *Jackson is known as "Scoop."*

Nobel Laureate

Nobel Prize, Nobel Prizes

The five prizes established under terms of the will of Alfred Nobel are Nobel Peace Prize, Nobel Prize in chemistry, Nobel Prize in literature, Nobel Prize in physics, Nobel Prize in physiology or medicine.

Capitalize prize in references that do not mention the category: *He is a Nobel Prize winner*. *She is a Nobel Prize-winning scientist*.

Lowercase "prize" when not linked with the word Nobel: *The peace prize was awarded Monday*.

non-

Follow AP style: The rules of prefixes apply, but in general do not use a hyphen when forming a compound that does not have special meaning and can be understood if not used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations, such as "non-nuclear."

nonprofit (n.; adj.)

One word.

nonresident (n.; adj.)

One word.

NREL

Second reference for the National Renewable Energy Laboratory.

numbers

Write out numbers less than 10 and numbers beginning sentences, except when referring to ages or calendar years, which always appear as numerals. Use numerals for 10 and above. Also use numerals for percentages, years, credit hours, ratios, scores, ages, interstates and route numbers, and computer storage capacities.

They had 10 dogs, six cats and 97 hamsters.

They had four four-room houses, 10 three-room houses and 12 10-room houses.

Last year 993 freshmen entered college, (not 993 freshmen entered college last year).

1976 was a very good year.

Fractional quantities are expressed in numerals: 8 1/2-by-11-inch piece of paper. Spell out amounts less than 1 in text, using hyphens between the words: two-thirds, four-fifths, seven-sixteenths.

“Percent” is written out, but numbers appearing as percent are expressed as numerals: 97 percent of the group.

Express very large numbers in figures: 2.3 million or billion

Scientific measurements and grouped statistical information are expressed in figures: 45 pounds, 3 cubic feet; 1 win, 7 losses, 3 ties. Scores appear in numbers.

For ordinals, spell out *first* through *ninth* when they indicate sequence in time or location: *first base, the First Amendment, he was first in line*. Starting with 10th use figures.

Some punctuation and usage examples:

- Act 1, Scene 2
 - a 5-year-old girl
 - DC-10
 - a 5-4 court decision
 - 2nd District Court
 - the 1980s, the ‘80s
 - the House voted 230-205 (fewer than 1,000 votes)
 - Carter defeated Ford 40,827,292 to 39,146,157 (more than 1,000 votes)
 - 5 cents, \$1.05, \$650,000, \$2.45 million
 - No. 3 choice, Public School 3
 - 0.6 percent, 1 percent, 6.5 percent
 - a pay increase of 12 percent to 15 percent
 - a ratio of 2-to-1, a 2-1 ratio
 - a 4-3 score
 - minus 10, zero, 60 degrees
- See also **millions, billions, percentages**.

O

offices

Lowercase individual offices (see **capitalization**). Often the “Office of” in a formal office name can be dropped for internal audiences: *The public affairs office updates the style guide each year*. If lowercasing the name of the office causes the sentence to be unclear (*Faculty records are handled in academic affairs*), rewrite the sentence: (*Faculty records are handled in the academic affairs office*). See **Appendix B** for a complete list of campus offices and programs.

OIA

Office of Institutional Advancement. Former name of the **Colorado School of Mines Foundation**, or CSM Foundation, Inc.

on-campus, on campus

On-campus is an adjective, but *on campus* is a prepositional phrase. *I live on campus. I live in an on-campus residence hall.*

online

One word.

ORC

Second reference for Outdoor Recreation Center.

The Oredigger/Oredigger(s)

The student newspaper when italicized; when not italicized, refers to Mines’ athletes or athletic teams: *The Oredigger* features student-written articles on campus life. *The*

Orediggers defeated the competition at the last game. The Oredigger wrestling squad earned recognition on the NWCA's All-Academic Top 15 list.

Outdoor Recreation Center (ORC)

Outstanding Alumnus Award

over/more than

“Over” generally refers to spatial relationships: *The plane flew over the city.* “More than” is preferred with numerals: *Their salaries went up more than \$20 a week.*

P

PE exam

Second reference for Professional Engineer's exam. If using with a name as a formal title, write out rather than abbreviate.

percentage

Spell out the word “percent,” unless there are so many percentages that it becomes unwieldy. Use numerals for the numbers appearing as a percent.

Use a singular verb when “percent” stands alone or when a singular word follows an “of” construction: *The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there.*

Use a plural verb when a plural word follows an “of” construction: *He said 50 percent of the members were there.*

Use decimals, not fractions: 2.5 percent. For amounts less than 1 percent, precede the decimal with a zero: *The cost of living rose 0.6 percent.*

See also **numbers**.

Petroleum Institute (PI)

Institute of engineering higher education and research in Abu Dhabi, UAE, which was created in 2001. The PI is affiliated with Colorado School of Mines and the University of Maryland–College Park.

phone numbers

Use periods or hyphens between elements: 303.273.3294 or 303-273-3294, and always include an area code (not in parentheses). Extensions may be indicated by an “x”:
800.555.1212 x1234 or 800-555-1212 x1234

physical education

Avoid PE as second reference. At Mines, PE typically refers to petroleum engineering; students take PA courses—physical activity courses.

PI

Second reference for principal investigator.

Also commonly used as an abbreviation for the **Petroleum Institute**, a UAE university affiliated with Mines.

Pikes Peak

No apostrophe.

plurals

For compound words, add the “s” to the noun, rather than the modifier: *attorneys general*, *sons-in-law*, *lieutenant colonels*.

For acronyms and numerals, add an “s” with no apostrophe: *VIPs*, *1980s*.

For single letters, however, do add an apostrophe: *His report card was all A’s and B’s*.

political affiliations

Capitalize political parties and their adherents but not their generic ideologies (unless derived from a proper noun): *One can be a democrat without being a Democrat*. Similarly: *socialist/Socialist/socialism/Socialism*, *fascist/Fascist*, *communist/Communist*, but always *Marxist* and *capitalist*.

possessives

See **possessives** in the **Grammar and Punctuation Guidelines** section.

postdoctoral

No hyphen; adjective only. Avoid in print the noun “postdoc,” which is informal, academic jargon for a postdoctoral position or research or funding, or for someone engaged in postdoctoral work.

postgraduate

No hyphen; adjective only. Avoid “postgrad.”

prefixes

See **prefixes** in **Grammar and Punctuation Guidelines** section.

PREP

Second reference for Preparation for Engineering Program.

Preparation for Engineering Program (PREP)

president

Uppercase only before the name: *President M.W. Scoggins appeared*. *Josiah Meigs, president of Colgate University, attended*. When used without the name, use lowercase: *The president will attend the meeting*.

President’s Council

An annual giving recognition society for donors who make gifts of \$1,000 or more between July 1 and June 30 of a given **fiscal year**. While multiple levels of giving exist, do not capitalize “level”: *We are pleased to welcome you to the President’s Council at the Simon Guggenheim Society level*. *The Smiths are Guggenheim level members of the President’s Council*.

president’s office

Official name is Office of the President; lowercase when using “president’s office.”

principle/principal

“Principle” is a noun, which refers to a fundamental truth or a primary source: *the principle of free speech*. “Principal” is both a noun and adjective, and refers to someone or something first in authority or importance: *the principal ingredient*, *the school principal*.

principal investigator

Always lowercase; **PI** is allowed for second reference.

Professional Engineer's (PE) exam

If using with a name as a formal title, write out rather than abbreviate.

professor, professorship

There are three basic academic ranks: assistant professor, associate professor and professor (sometimes called “full professor”). Promotion from one level to the next depends on the candidate’s record in fulfilling assigned responsibilities of teaching, research and service; the decision is made by the candidate’s department and submitted to higher levels of the administrative structure for approval or rejection. The complex rules and policies governing the process are overseen by academic affairs. See also **endowed chairs, endowed professorships, faculty and staff**.

Prospector

Italicized. The Colorado School of Mines yearbook.

public safety

Second reference for Department of Public Safety.

Pulitzer Prizes

Capitalize “Pulitzer Prize,” but lowercase the categories: *Pulitzer Prize for journalism*.

Also: *She is a Pulitzer Prize winner. He is a Pulitzer Prize-winning author.*

Q

quotation marks

Periods and commas always go inside the quotation marks, while semicolons and colons go outside. Other punctuation goes inside the quotation marks if/when it’s part of the quotation. *You never saw “The Matrix”? “Out, damned spot!” cries Lady Macbeth.* See also **quotation marks** in the **Punctuation and Grammar** section.

R

Randall Hall

range

Constructions indicating a range (of time, for example, or other inclusive numbers) use an en dash, not a hyphen: *7–10 p.m.; 1995–1997; A–F; pages 211–15; April 2 – 12, 2008.* See also **time** and **dates**.

reaccreditation

One word—no hyphen.

recreation center/rec center

Second reference for Colorado School of Mines Student Recreation Center. When referring to “the recreation center” or “the rec center,” use lowercase.

registrar

Lowercase except when used as a title before a name. *Jane T. Doe has been registrar at Mines for several years.*

registrar’s office

Office of the Registrar is the official name; “registrar’s office” should be lowercase.

Reserve Officers Training Corps (ROTC)

residence hall

The preferred term for on-campus student living accommodations; do not use “dorm” or “dormitory.”

Mines provides five on-campus residence halls: Morgan, Thomas, Bradford, Randall and Weaver Towers. Mines Park is an apartment complex near campus that offers family housing in addition to single student housing.

résumé

Since technology has made it easy to use diacritical marks, there is no need to risk confusion with “resume.”

reunion

Like homecoming or commencement, reunion is capitalized when referring to a specific event (*Reunion 2008*).

reunion giving program/reunion class gift

A Colorado School of Mines Foundation giving program oriented around alumni reunion years, wherein each reunion class collectively gives back to Mines with their reunion class gift. The tradition of reunion giving inspires many alumni to make their first gift to Mines, to increase their level of annual support or to make a significant investment in Mines programs or people.

Rhodes Scholar

An international award for study at the University of Oxford, England.

RMAC

Second reference for Rocky Mountain Athletic Conference.

room numbers/office numbers

The building is capitalized and precedes the number: *Berthoud 205*; *CSM Annex 119*. See also **buildings**.

ROTC

Reserve Officers' Training Corps (plural possessive)

S**SAT**

Scholastic Assessment Test. As with GPAs, federal law prohibits releasing individual student scores except with the explicit written permission of the student (not a parent).

scholarship

Lowercase except for named awards: *He received a scholarship from the company. She received the Acme Scholarship.*

school

Like “Mines,” “school” can be used as a second reference for Colorado School of Mines. It is only capitalized when used as part of the formal name. *I'm relieved the school isn't raising tuition this year. I wish school was over for the semester.*

SDAS

Second reference for Student Development and Academic Services.

seasons

Lowercase, unless part of a formal name: *fall semester, SAE Spring Fling.*

second-year student(s)

Synonym that can be used interchangeably for sophomore (31–60 credit hours). Hyphenate the adjective: *He is in his second year; he is a second-year student.*

semesters

Lowercase fall, *spring semesters* and *summer field session*.

semiannual

Twice a year, synonym for **biannual**.

semicolon

See **semicolon** in the **Punctuation and Grammar Guidelines** section.

senior

Acceptable adjective or noun that can be used interchangeably for **fourth-year student** (with more than 90 credit hours). Students who have been undergraduates for more than four years are still called seniors; when necessary, they may be called fifth-year students or fifth-year seniors (or sixth-year, or whatever is accurate).

Sr., Jr.

Abbreviate as Jr. or Sr. only with full names of persons. Use a comma between the last name and the abbreviation: *Mr. John C. Doe, Jr. '57.*

serial commas

See **comma** and **semicolon** in the **Punctuation and Grammar Guidelines** section.

Shareholders Society

A giving society for corporate and foundation donors.

Simon Guggenheim Society

A giving society recognizing donors of \$25,000 or more in a given year; part of the **President's Council**.

slash (/)

The slash is acceptable in descriptive phrases such as *24/7* or *9/11*. Otherwise, only use in special situations, such as fractions or to denote the ends of a line in quoted poetry. See also **Punctuation and Grammar** section.

Social Security

Capitalized, but do not uppercase the noun that follows: *Social Security number*, *Social Security tax*.

software titles

Capitalize them, but computer game titles require quotation marks: *Adobe Acrobat 9*; *"Mario Kart."*

sophomore

Acceptable adjective and noun that can be used interchangeably for **second-year student** (with 30–59.9 credit hours). Do not capitalize, unless it's used as a class designation: *the Sophomore Class*.

SPACE

Second reference for Office of Special Programs and Continuing Education.

species, genus

In scientific or biological names, capitalize the first, or generic, Latin name for the class of plant or animal and lowercase the species that follows: *Homo sapiens*, *Tyrannosaurus rex*.

In second references, use the abbreviated form: *P. borealis*, *T. rex*.

spring break

Lowercase.

state names

Spell out state names when they stand alone: *Let's go to Colorado*. Abbreviate state names when used with a city name: *Golden, CO* or *Golden, Colo*. Use the U.S. Postal Service abbreviation (CO) when conserving space, as in a table or with multiple listings. Use AP Style state abbreviations (Colo.) in communications with the media and other appropriate text.

state of Colorado

Steinhauer Field House

Strategic Plan

Adopted in 2004, the Strategic Plan identifies four key focus areas: earth, energy, materials and environment. The school now uses three key focus areas to brand itself: earth, energy and environment. Capitalize when referring to Mines' formal document; lowercase for general usage.

Stratton Hall

street names/addresses

Abbreviating *St.*, *Ave.* and *Blvd.* when using a numerical address is best: *1600 Pennsylvania Ave.* Spell them out and capitalize when part of a formal street name without a number: *Pennsylvania Avenue*. Lowercase and spell out when used alone or with multiple street names: *Massachusetts and Pennsylvania avenues*.

Always use figures for an address number: *10 Seaside Drive*. Spell out and capitalize First through Ninth when used as street names; use figures with two letters for *10th* and above: *7 Fifth Ave.*, *100 21st St.*

Abbreviate compass points in numbered addresses: *222 E. 42nd St.*, *562 W. 43rd St.*, *600 K St. N.W.* Do not abbreviate if the number is omitted: *East 42nd Street*, *West 43rd Street*, *K Street Northwest*.

When referring to a post office box, use the abbreviation *PO Box* (no periods necessary).

The preferred format for campus addresses:

Name of Person

Name of Department/Division

Building Name, Room Number

Colorado School of Mines

Street Address

Golden, CO 80401

student-athlete

A hyphenated noun.

student center

Second reference for Ben H. Parker Student Center.

Student Development and Academic Services (SDAS)

Student Recreation Center

Lowercase "recreation center" or "rec center" on second reference.

subscript

It is preferred to use the correct notation style for elements and chemicals, for example H_2O . (In MS Word, the superscript and subscript commands are found in the Format Menu under the “Font” key.)

summa cum laude

“With greatest distinction.” 3.90 – 4.00 GPA. See also **cum laude** and **magna cum laude**.

Summer Minority Engineering Training Program (SUMMET)**summer session**

There are two kinds of courses offered during the summer: field session (there are two each summer) and summer school, where some regular academic courses are offered. None are capitalized.

SUMMET

Second reference for Summer Minority Engineering Training Program.

T**team**

Do not capitalize baseball team, football team, etc. *The Oredigger football team won the game.*

Test of English as a Foreign Language (TOEFL)**that, which**

“That” singles out an item being described, but “which” can be more broadly used. Rule of thumb: if a comma is required, use “which.” If no comma is necessary, use “that”: *Houses that are built today are usually more energy efficient. The common flea, which lives all over North America, is impossible to eradicate.*

the

Treat “the” as part of a publication’s title or an organization’s name (capitalizing, italicizing, including in quotes, as appropriate) only when so treated by the publication or organization in question; check the masthead or website to be sure. For example, *He attended Colorado School of Mines. She requires her students to read “The Lottery” each year. He subscribes to The Christian Science Monitor. He is marketing manager at the Coca-Cola Company.*

The Mines Fund

The focus of Mines’ Annual Giving program; provides annual unrestricted financial support for current institutional needs.

The Parents Fund

A component of Mines’ Annual Giving program; raises unrestricted financial support for current institutional needs from parents of current and former students.

third-year student(s)

Synonym that can be used interchangeably for **junior**, and is a student with 60-89.9 credit hours. Hyphenate the adjective: *He is in his third year; he is a third-year student.* “Junior” is only capitalized when it is used as the title of a class: *the Junior Class.*

Thomas Hall**time**

Use a consistent form throughout documents: *from 3 to 5 p.m., or 3 – 5 p.m.* See also **a.m.,p.m.**

titles and names

Use full names and titles on first reference. In formal contexts, on second and subsequent references, use only last names, without courtesy titles, for both men and women regardless of marital status. When referring to alumni in informal contexts, first names can be used on second reference.

Use lowercase for titles unless they are directly before a name and function as part of the name: *Joe Spencer, chief operating officer and chairman of the board, was universally respected for his exemplary leadership of ACME Corporation.* However, *Chief Operating Officer and Chairman of the Board Joe Spencer was universally respected for his exemplary leadership of ACME Corporation.*

If a comma separates the title from the person's name, the title is written in lowercase: *Acme Corporation's chief operating officer and chairman of the board, Joe Spencer, was universally respected for his exemplary leadership.* Since these distinctions are not immediately obvious to casual readers, it is best to construct sentences so that titles are written in lowercase consistently, thus avoiding issues of parity. Named professorships are always capitalized.

If titles are included in lists, they are often uppercase.

Do not capitalize titles in generic usage: *The deans met with the president. The vice president attended the meeting.*

See also: **faculty ranks and titles.**

courtesy titles – Generally omitted, unless a person refers to him or herself in that way. There is no plural. In a formal list (of participants or donors, for instance), “Mr.,” “Mrs.,” “Miss” and “Ms.” should be omitted, except when a woman has chosen to use her husband's name. *Jane Doe*, but *Mrs. Joseph Doe*, *Mr. and Mrs. John Doe*. Mixed: *Dr. and Mrs.*, *Mr. and Dr.* If several women who prefer Ms., for example, must be listed in a series, repeat Ms. before each name. See also **Mr., Mrs. and Ms.**

leadership titles – Use whatever title the group uses for its leader: “chairman,” “chairwoman,” “chairperson” or “chair.” If the information from the group does not make clear the title the group uses, “chair” is preferred. (The Mines Board of Trustees uses “chairman.”)

titles of events – Capitalize, in quotation marks, the full, formal titles of workshops, conferences, seminars, speeches, art exhibitions and similar events: *A workshop titled “The Use of the Library” will be held next week.* Use lowercase for subject matter: *The library will offer a workshop on library use.*

titles of works – italicize the names of the following:

- books
- newspapers and magazines
- plays and films
- television or radio series
- art exhibitions, exhibits and other gallery displays
- paintings and other artworks
- operas and other long musical compositions

Use quotation marks to set off the titles of shorter works:

- short stories, magazine or newspaper articles, poems
- individual episodes of television or radio series
- songs and short musical compositions
- lectures and speeches

toward/towards

“Toward” is the standard American usage, while “towards” is British. There should be no “s” at the end of toward, backward, afterward or forward.

trademarks

Trademarks should be capitalized. Some commonly forgotten trademarks: *Allen wrench*, *Band-Aid*, *Fiberglas*, *Freon*, *Frisbee*, *Heimlich Maneuver*, *Kleenex*, *Laundromat*, *Lucite*, *Magic Marker*, *Plexiglas*, *Scotch Tape*, *Styrofoam*, *Xerox*.

U

under way

Two words, unless used as an adjective before a noun in a nautical sense. *The project is under way. There is an underway flotilla.*

United States Geological Survey (USGS)**university-wide**

An exception to the general rule of omitting the hyphen in “-wide” constructions. See also – **wide**.

URL

The term for addresses on the web; the acronym stands for Universal Resource Locator, which need never be used. Never allow a web address to break over two lines with a hyphen; break if necessary using a required soft return following a slash or other mark of punctuation that is part of the address.

It is not generally necessary to include “http: //.” as long as the web is specified. See also **http**.

U.S.

Follow AP style in which the abbreviation is acceptable as a noun or adjective for United States.

USGS

Second reference for United States Geological Survey.

V

van Diest Gold Medal**versus**

Best to abbreviate as vs. in all cases.

Volk Gymnasium

vice presidents

vice president, not vice-president

See **Appendix H – Administrative Structure** for a listing of vice presidents.

W

WAC

Second reference for Writing Across the Curriculum.

Weaver Towers

website/webpage

One word, no capitalization. Also: *webcam*, *webmaster*, *webcast* and *the web*.

white

Preferred over *Caucasian*. (Caucasian assumes ancestry in the Caucasus Mountains region.)

who, whom

“Who” is the subject of a sentence, never an object, but “whom” is the object of a verb or preposition. Also use “who” when referring to people or animals that have names. *To whom is it addressed? Who is there? She’s the person who called.*

–wide

Usually not hyphenated (exceptions are listed in this guide). *Citywide*, *countrywide*, *nationwide*, *statewide*, *worldwide*.

Winfield S. Stratton Society

A giving society recognizing donors of \$10,000 to \$24,999 in a given year; part of the **President’s Council**.

WISEM

Second reference for the Office of Women in Science, Engineering and Mathematics.

worldwide

World Wide Web

It is not necessary to use the full term, and, when shortened, “web” should be lowercase. See **URL**, **http** and **website/webpage**.

work-study

“Work-study” is an adjective (not a noun): *Our department has 12 work-study students.*

Writing Across the Curriculum (WAC)

X

Xerox

A trademark for a brand of photocopy machine. Never a verb. Use a generic term, such as “photocopy.”

X-ray

Y

Yahoo

A trademark for an online computer service.

years

For decades, add an “s” with no apostrophe: *The 1980s are known as the “Reagan Years.”* ‘80s *but not* ‘80’s. (For centuries, the 20th century is preferred, rather than the 1900s.)

academic years – use all four digits of each year, separated by an en dash (see **dashes**) with no spaces (2007-2008).

fiscal years – The Mines fiscal year runs from July 1 to June 30. When referring to the fiscal year, the name is taken from the year in which the fiscal year ends, rather than when it begins. FY09 begins on July 1, 2008 and ends on June 30, 2009.

class years – Use the final two digits of the year, preceded by an apostrophe and a single space (Grace Slick '07). See also **apostrophes**, **class years**, **dates**, **decades**.

young alumni

Refers to all Mines alumni who have graduated in the past nine years.

Young Alumnus Award/Young Alumna Award

Z

Z.K. House

Also known as the **music house**.

Zip code

Use all-caps *ZIP* for *Zoning Improvement Plan*, but always lowercase the word *code*. Run the five digits together without a comma, and do not put a comma between the state name and the ZIP code: *New York, NY 10021*.

Zip drive, Zip disks

Uppercase. They are registered trademarks.

Punctuation and Grammar

This section provides a handful of pointers on issues of common confusion. Consult the *AP Style Guide* for more detailed guidelines.

apostrophes (')

Since the apostrophe usually indicates the possessive, avoid its use when making an acronym plural unless the acronym ends in an “s,” or it is needed to avoid confusion in some other way. *You’ll find DMVs in every state.*

When listing alumni in school publications, it is desirable to indicate their year of graduation and the level of the degree. No comma is necessary between the last name and class year. For undergraduate degrees, simply use an apostrophe, followed by the two-digit year: *Smith ’64*. For a master’s or doctoral degree, use MS or PhD (with no periods) to denote the level of their degree: *Smith MS ’64*. If multiple degrees have been earned, separate them with a comma and space: *Smith ’64, MS ’76, PhD ’82*.

For current students, do not use this notation, as it implies that they’ve earned a degree. Instead, refer to the class year or expected graduation year: *Smith, Class of 2011*; *Smith, sophomore*.

When including specific information about the type of degree an alumni received, do not insert the degree abbreviation between the name and class year, but rather list separately: *Joe Smith ’64, Petroleum Engineering*. See also **class years**.

bullets

Use bulleted lists if the order of the items is not important. (See **lists**, below.) Bullets substitute for alpha-numeric designation of items in a list. In bulleted lists within text passages, there is no need for commas or semicolons at the end of each item. However, if an item in the bulleted list is a complete sentence, then the first word should be capitalized and there should be a period at the end of the sentence.

Example:

- This is the first bullet point, and it’s a complete sentence.
- Because these items are complete sentences, periods appear at the end of each item.
- Each item in this list is capitalized because each is a complete sentence.

but...

- peas
- cheese slices
- bread
- milk

Avoid mixing sentence and partial sentence items within a bulleted list. If this cannot be avoided, maintain consistency in punctuation between items (i.e. avoid use of periods and either capitalize all items or none).

collective nouns

These nouns can denote a unit or individual items. When indicating a unit, they take singular verbs and pronouns, but if the noun refers to individual members, it takes a plural verb. Typically, *faculty, class, committee, crowd, family, group, herd, jury, orchestra* and *team* denote a unit, and take singular verbs.

*A thousand bushels is a good yield.
A thousand bushels were created.
The entire faculty is meeting today.
Many faculty are working on their projects this weekend.*

colons (:)

A colon is used to introduce a list, quotation or explanatory material. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence or quotation.

Example: *He promised this:* The company will make good on all the losses.

but...

There were three considerations: expense, time and feasibility.

Do not use a colon between the subject of a sentence and its verb, nor between verbs and objects, or between prepositions and their objects.

Incorrect: *Those going on the picnic are:* Mike, John and Sean.

Correct: *The following will be going on the picnic:* Mike, John and Sean.

Do not use colons after expressions like “such as,” “namely.”

Use the colon for indicating time elapsed (1:31:07.2), time of day (7:42 p.m.), and biblical and legal citations (2 Kings 2:14; Missouri Code 3:245-260).

Colons go outside quotation marks unless they are part of the quotation itself.

commas (,)

-Commas are used to separate items in a series. Contrary to many commonly used academic styles, the final comma before the “and” is omitted in AP style unless it is needed for clarification.

Example: *The flag is red, white and blue. He would nominate Sally, Joan or Mark.*

In a series that includes multiple phrases, the final comma is kept for clarity.

Example: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.*

Similarly, if one of the items in the series includes a conjunction, the final comma is kept.

Example: *I had orange juice, toast, and ham and eggs for breakfast.*

(Note that if one of the items in a series includes a comma, then items in a list are separated by a semicolon—see “**semicolons**” listing below.)

-Commas are used to set off longer introductory clauses or phrases.

Example: *After the crowd dispersed and only he and the trapeze artist remained, they looked at each other across the rink in silence. When the fire alarm went off for the third time that night, the motel clerk finally called the fire department.*

But a comma is not needed after a brief introductory phrase if its omission would not change the meaning or clarity of a sentence.

Example: *For six nights floodwaters threatened the future of Fort Wayne.*

-Commas separate independent main clauses joined by conjunctions.

Example: *Seven men were arrested this morning on the east side, and 10 more were taken into custody six hours later.*

-A comma is used to attribute full quotes.

Example: *Clark says, "The Grady College is highly regarded nationally with research and outreach programs that are truly world class."
But... Williams said that Parks' legacy "represents the power of the individual."*

-Use a comma to separate adjectives of equal weight modifying a noun.

Example: *Meteorologists forecast another hot, humid summer.*

-Use commas to separate items in a series, omitting the comma before the last item in a simple series. *The new director enjoys sailing, cooking, stamp collecting and gardening.*

-Use commas to set off non-restrictive (non-essential) clauses, phrases and modifiers from the rest of the sentence, a clause that supplies additional information of some sort about the preceding noun, but is not critical to identifying it.

Example: *Margaret Amstutz, assistant to President Michael F. Adams, says the fund's aim is to help projects that could otherwise slip past other university funding sources.*

-Commas are used to separate nonessential appositives from the rest of the sentence. (An appositive qualifies a noun.)

Example: *A noisy eater at the best of times, Jim slurped his mashed potatoes as the visitor delivered his grave news.
As the visitor delivered his grave news, Jim, a noisy eater at the best of times, slurped his mashed potatoes.*

Note that comma placement with appositives can significantly change the meaning of a sentence.

Example: *I hate bureaucrats, who think only of the bottom line.* (All bureaucrats are money-obsessed.) *I hate bureaucrats who think only of the bottom line.* (Some bureaucrats are money-obsessed.)

Or... *My son, Aaron, is a superb fly-fisherman.* (I have only one son. He is quite the angler.) *My son Aaron is a superb fly-fisherman.* (I have more than one son. Aaron is the one who catches lots of fish.)

-Commas (and periods) are generally placed inside quotation marks (colons and semicolons go outside the quotation marks).

dashes (—)

The em dash (—) is the true dash, used for parenthetical remarks or abrupt changes of thought, epigraphs and datelines. Because there was no dash character on a typewriter keyboard, dashes were traditionally indicated by two hyphens (--). Computers offer the ability to produce a proper dash. The em dash is named for the amount of letterspace that a capital M occupies in a line of type. MS Word will create an em dash when you hit the space bar after a word or number that is immediately preceded by WORD OR

NUMBER/HYPHEN/HYPHEN/WORD OR NUMBER:

It was a blustery day—the first of many to follow—and rain had begun to fall. (In this sentence, the first em dash was created from two hyphens when space was inserted after “the.”)

The en dash (–) is shorter than an em dash (it takes up the amount of letterspace occupied by a capital N) and is longer than a hyphen. It is used for continuing or inclusive numbers or words (*range constructions: pages 7 – 10; Jan. 5 – 9; E – P; Monday – Friday*), but not when the word “from” is used (*1968 – 1972 or from 1968 to 1972, never from 1968 – 72*). MS Word will create an en dash when you hit the space bar after a word or number that is preceded by WORD OR NUMBER /SPACE/HYPHEN/HYPHEN/SPACE/ WORD OR NUMBER: *The Smiths will be away July 14 –18* due to unforeseen circumstances. (In this sentence, the en dash was created from two hyphens when the space was inserted after “18.”)

An en dash is also used in place of a hyphen in a compound adjective when one of the elements is an open compound (*post–Civil War period; Peabody Award–winning program, Athens–Clarke County government*), when referring to one campus of a multi-campus university (*University of Wisconsin–Madison*), when combining two equal elements (*Paris–Rome train*) or when combining two hyphenated compounds (*quasi-public–quasi-judicial body*).

ellipses (...)

In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces on either side. Use in direct quotes and other texts to indicate omitted words. (The punctuation from the original stays, however.) Avoid using ellipses at both the beginning and end of a direct quote. When an ellipsis is used just before other punctuation, omit the space that precedes the three dots: *“Four score and seven years ago...,” is one of the most famous phrases in American history.* If the words that precede an ellipsis constitute a complete sentence, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: *I no longer have a strong enough political base. ...*

exclamation points (!)

Use sparingly, if at all. Appropriate for warnings, but unnecessary to indicate emphasis. Place the mark inside quotation marks when it is part of the quoted material: *“Watch out!”* she shouted. Place the mark outside the quotation marks when it is not part of the quoted material: *I absolutely hated attending the week-long conference, “Best Practices 2008”!*

hyphens (-)

-Hyphens can be used to avoid ambiguity when using two or more adjectives before a noun or to form a single idea from two or more words. Favor minimalism in applying the hyphen. When in doubt, insert a hyphen only where the lack of one impedes readability.

Examples: *I became part of a coalition of refugee-rights organizations.* (Addition of hyphen clarifies meaning.)

I promote a single-payer health insurance system. (Addition of hyphen clarifies meaning.)

Sting is a well known rock star. (Hyphen not necessary as confusion is unlikely.)

No hyphen is necessary when adjectives fall after the noun.

Examples: *The health insurance system I favor is one single payer.*

I joined an organization concerned with refugee rights.

-No hyphens needed after adverbs ending in “ly”: *The happily married couple took an extended vacation.*

-In general, no hyphens are needed with the following prefixes:

ante, anti, bi, counter, extra, infra, inter, intra, macro, meta, micro, mid, mini, over, post, pre, pro, pseudo, re, semi, sub, super, supra, trans, ultra, un, under. See also **prefixes**.

italics

Italics are used to indicate “wholes”—book titles, movie titles, newspapers and magazines, television and radio programs, databases, websites and homepages, aircraft and spacecraft. (Quotation marks are used for “parts,” like magazine articles.)

Avoid using italics for emphasis.

lists

Use bulleted lists if the order of the items is not important, and use a numerical list if the items are to be considered in a particular order. It’s best to introduce a list with a grammatically complete sentence, followed by a colon. If possible, the items in a list should be similarly constructed. For example, start each with a verb ending in *-ing*. See also **bullets**.

parentheses ()

Parentheses are used to set off nonessential material (or to set off letters or numbers in a list). If the parenthetical is part of a larger sentence (and it itself not a complete sentence), punctuation goes outside of the closing parenthesis or wherever the sentence ends. If, however, the parenthetical is a complete sentence, the punctuation all remains inside the parentheses:

The purebred red setter has the reputation (justified or not) of lacking intelligence.

The purebred red setter has the reputation of lacking intelligence. (Whether or not this stereotype is justified is not our concern.)

possessives

While users of English disagree on how to form the possessive of singular nouns ending in “s,” AP adds only an apostrophe to singular proper nouns. For example: *Charles’ book*, *Dickens’ house*.

For joint possessives, use the “’s” only with the last name in the series: *Tim, Colleen and Alex’s house*. For individual possession, each name takes the possessive: *Tim’s and Colleen’s cars*.

prefixes

Generally do not use hyphens with words starting with a consonant; do hyphenate when the word that follows begins with the same vowel that the prefix ends with (*pre-election*). There are numerous exceptions to this rule; consult a dictionary for the correct spelling of a particular word.

Do use a hyphen if the word is capitalized (*the pre-Thatcher era*) and to join doubled prefixes (*sub-subparagraph*). See also **hyphens** above.

quotation marks

Use to indicate quoted speech or writing. Also use to indicate certain titles, such as articles in magazines, newspapers or professional journals; essays and short stories; chapters of books; and episodes of radio or television series. If quotation marks are used, then italicizing the title is unnecessary.

Periods and commas go inside quotation marks, while semicolons and colons go outside. Other punctuation goes inside the quotation mark if it is part of the direct quote.

You never saw “The Matrix”?; *“Out, damned spot!” cries Lady Macbeth.*

Single quotes are used inside double quotation marks. *“She said that she liked to hear the poem ‘Redemption’ recited.”*

ranges

Constructions indicating a range (of time, or other inclusive numbers) use an en dash (not a hyphen) and include spaces either side of the dash: *7 – 10 p.m.*; *1995 – 1997*; *A – F*; *pages 211 – 15*, *April 2 – 12*, *2008*. See also **dash**, **times** and **dates**.

semicolons

Use a semicolon to connect two independent clauses that are not related, thus avoiding comma splices or run-on sentences: *Mines' colors are silver and blue; black and Colorado red may be used as accent colors.*

Semicolons may also be used to separate the elements of a series when the elements themselves include commas. Do not use semicolons in a series if commas will work. Note that using semicolons in this way does not dictate the use of a colon to introduce the series (and the converse: using a colon does not require the use of semicolons). When semicolons are used, include one before the conjunction at the end of the series: *Newly appointed members of the task force are April Spring, vice president for university advancement; August Winter, director of instructional services; June Person, professor of education; and Julius Caesar, head of the Western world.*

Semicolons should be placed outside quotation marks. Semicolons should not be used to introduce lists or quotations.

slashes (/)

The slash is acceptable in descriptive phrases such as 24/7 or 9/11. Otherwise, only use in special situations—fractions or to denote the ends of a line in quoted poetry.

spacing

Commas and periods should be followed by a single blank space.

that, which

“That” singles out an item being described, but “which” can be more broadly used. Rule of thumb: if a comma is required, use “which.” If no comma is necessary, use “that”: *Houses that are built today are usually more energy efficient. The common flea, which lives all over North America, is impossible to eradicate.*

who, whom

“Who” is the subject of a sentence, never an object, but “whom” is the object of a verb or preposition. Also use “who” when referring to people or animals that have names. *To whom is it addressed? Who is there? She's the person who called.*

Appendix A – Academic Departments, Divisions and Programs

Applied Physics Program
Chemical Engineering Department
Chemistry and Geochemistry Department
Economics and Business Division
Engineering and Technology Management Program
Engineering Division (houses civil, electrical, environmental and mechanical specialties)
Engineering Systems Program
Environmental Geochemistry Program
Environmental Science and Engineering Division
Geochemistry Program
Geology and Geological Engineering Department
Geophysics Department
George S. Ansell Metallurgical and Materials Engineering Department/Metallurgical and Materials Engineering Department
Guy T. McBride, Jr. Honors Program in Public Affairs for Engineers/McBride Honors Program
Hydrological Science and Engineering Program
Interdisciplinary Degrees
International Political Economy of Resources Program
Liberal Arts and International Studies Division
Materials Science Program
Mathematical and Computer Sciences Department
Minority Engineering Program
Military Science: Air Force and Army ROTC
Mineral Economics Program
Mineral Exploration and Mining Geosciences Program
Mining Engineering Department
Nuclear Science and Engineering Program
Petroleum Economics and Management Program
Petroleum Engineering Department
Petroleum Reservoir Systems Program
Physics Department
Writing Across the Curriculum

Appendix B – Administrative and Campus Offices and Programs

Academic Computing and Networking
Admissions Office
Alumni Association or Office of Alumni Relations
Career Center
Colorado School of Mines Foundation, Inc.
Controller's Office
Cooperative Education Program
Department of Public Safety
Distribution and Mail Services
Division of Finance and Administration
Environmental Health and Safety
Facilities Management
Financial Aid Office
Graduate School
Legal Services
Office of Academic Affairs
Office of Budget and Fiscal Planning
Office of Human Resources
Office of Innovation in Learning and Teaching (housed in the Trefny Institute for Educational Innovation)
Office of Internal Audit
Office of International Programs
Office of Planning and Policy Analysis
Office of Research Administration
Office of Research and Technology Transfer
Office of Special Programs and Continuing Education
Office of Student Financial Aid
Office of the President
Office of University Advancement (housed in CSM Foundation)
Office of Women in Science, Engineering and Materials
Payroll (housed in the Controller's Office)
Planning and Construction
Procurement Services (Purchasing, Materials Management and Copy Center)
Public Relations
Registrar's Office
Research Administration
Special Programs and Continuing Education
Student Activities
Student Affairs
Student Development and Academic Services
Student Health Center
Student Life – Housing
Student Publications
Telecommunications

Appendix C – Institutes and Centers

Advanced Coating and Surface Engineering Laboratory
Advanced Control of Energy and Power Systems
Advanced Materials and Polymer Laboratory
Advanced Steel Processing and Products Research Center
Advanced Water Technology Center
Center for Assessment of Science, Technology, Engineering and Mathematics
(part of the John and Sharon Trefny Center for Educational Innovation)
Center for Automation, Robotics and Distributed Intelligence
Center for Combustion and Environmental Research
Center for Engineering Education
(part of the John and Sharon Trefny Center for Educational Innovation)
Center for Environmental Risk Assessment
Center for Experimental Study of Subsurface Environmental Processes
Center for Intelligent Biomedical Devices and Musculoskeletal Systems
Center for Mine Mechanization
Center for Petrophysics
Center for Research on Hydrates and Other Solids in Hydrocarbon and Other Aqueous Fluids
Center for Revolutionary Solar Photoconversion
Center for Rock Abuse
(Rock Physics Lab)
Center for Solar and Electronic Materials
Center for Space Resources
Center for Wave Phenomena
Center for Welding, Joining and Coatings Research
Chevron Center of Research Excellence
Colorado Advanced Materials Institute
Colorado Alliance for Bioengineering
Colorado Alliance for Underground Science and Engineering
Colorado Center for Advanced Ceramics
Colorado Energy Research Institute
Colorado Institute for Fuels and High Altitude Engine Research
Colorado Institute for Macromolecular Science and Engineering
Colorado Research in Education and Wind
Earth Mechanics Institute
Energy and Mineral Field Institute
Excavation Engineering and Earth Mechanics Institute
Forging Research and Software
Institute for Global Resources Policy and Management
International Ground Water Modeling Center
John and Sharon Trefny Institute for Educational Innovation
Laboratory for Intelligent Automated Systems
M.K. Hubbert Center for Petroleum Studies
Petroleum Exploration and Production Center
Petroleum Institute
Physical Acoustics Laboratory
Reservoir Characterization Project
Simulation and Theory of Atomic-Scale Material Phenomena
W.J. Kroll Institute for Extractive Metallurgy

See also www.mines.edu/research/ord/centers_institutes.html

Appendix D – Campus Buildings

Alderson Hall
Arthur Lakes Library
Ben H. Parker Student Center
Berthoud Hall
Bradford Residence Hall
Brooks Field
Brown Building
Chauvenet Hall
Coolbaugh Hall
Coolbaugh House
CSM Annex
CTLM Building
EMI Drilling Lab
Engineering Hall
General Research Lab
Green Center
Guggenheim Hall
Hall of Justice
Hill Hall
Mabel M. Coulter Student Health Center
Marquez Hall (slated for 2009 groundbreaking)
Meyer Hall
Mines Park
Morgan Residence Hall
Outdoor Recreation Center
Plant Facilities
Public Safety
Randall Residence Hall
Steinhauer Field House
Stratton Hall
Student Recreation Center
Thomas Residence Hall
Weaver Towers
Z.K. House

Appendix E – Common Acronyms

AQWATEC	Advanced Water Technology Center
ASCSM	Associated Students of Colorado School of Mines
BELS	Bioengineering and Life Sciences (minor)
C2B2	Colorado Center for Biorefining and Biofuels
CB	Chemistry and Biochemistry
CERI	Colorado Energy Research Institute
CGC	Chemistry and Geochemistry
CH	Chemistry
CRE	Chemical Engineering
CREW	Colorado Research in Energy and Wind
CRSP	Center for Revolutionary Solar Photoconversion
CSMAA	Colorado School of Mines Alumni Association
CTLM	Center for Technology and Learning Media
EB	Economics and Business
EGCV	Civil Engineering
EGEL	Electrical Engineering
EGEV	Environmental Engineering
EGMC	Mechanical Engineering
ENG	Engineering
EPICS	Engineering Practice Introductory Course Sequence
ETM	Engineering and Technology Management Program
FERPA	Family Education Rights and Privacy Act
GE	Geology
GECO	Golden Energy Computing Organization
GEGN	Geology and Geological Engineering
GEMF	Geological Engineering – Exploration Option
GP	Geophysics
GPGN	Geophysical Engineering
GSA	Graduate Student Association
LAIS	Liberal Arts & International Studies
MAC	Mines Activity Council
MATC	Mathematics and Computer Science
MEP	Minority Engineering Program
MME	Metallurgical and Materials Engineering
MN	Mining Engineering
MT	Metallurgy
MSS	Mobile Science Show
NCAR	National Center for Atmospheric Research
NREL	National Renewable Energy Laboratory
ORC	Outdoor Recreation Center
PE	Petroleum Engineering
PH	Physics
PREP	Preparation for Engineering Program
RMAC	Rocky Mountain Athletic Conference
ROTC	Reserve Officers' Training Corp
SDAS	Student Development & Academic Services
SPACE	(Office of) Special Programs and Continuing Education
SUMMET	Summer Minority Engineering Training Program
TOEFL	Test of English as a Foreign Language
UND	Undecided (major)
USGS	United States Geological Survey
WAC	Writing Across the Curriculum
WISEM	(Office of) Women in Science, Engineering and Mathematics

See also **Appendix I – Professional Associations & their Acronyms.**

Appendix F – Degrees

Bachelor's Degrees

Bachelor of Science
Basic Engineering – BE
Chemical/Petroleum/Refining – BS CPR
Chemical Engineering – BS Chem Eng
Chemistry – BS Chem
Economics and Business – BS Econ
Engineering – BS Eng
Geological Engineering – BS Geol
Geophysical Engineering – BS Geop
Mathematics – BS Math
Mathematical and Computer Science – BS Math & Comp Sci
Metallurgical Engineering – BS Met
Metallurgical & Materials Engineering – BS Met & Mat Eng
Mineral Engineering – BS Min Eng
Mining Engineering – BS Min
Petroleum Engineering – BS Pet
Physics – BS Phy

Master's Degrees

Master of Science
Applied Mechanics – MS Appl Mech
Chemical/Petroleum/ Refining – MS CPR
Engineering & Technology Management – MS Eng & Tech Mgmt
Engineering Systems – MS Engr Sys
Environmental Sciences – MS Env Sc
Geochemistry – MS Geochem
Geological Engineering – MS Geol
Geophysical Engineering – MS Geop
International Political Economy of Resources – MIPER
Mathematics – MS Math
Mathematical & Computer Science – MS Math & Comp Sci
Materials Science – MS Mat Sc
Metallurgical & Materials Engineering – MS Met & Mat Engr
Metallurgical Engineering – MS Met
Mine Health and Safety – MS MH & S
Mineral Economics – MS Min Ec
Mineral Engineering Chemistry – MS Chem
Mining Engineering – MS Min
Petroleum Engineering – MS PRE
Physics – MS Phy

Master of Engineering

Applied Mechanics – MEng Appl Mech
Chemical/Petroleum/Refining – MEng CPR
Engineering Systems – MEng Engr Sys
Geological Engineering – MEng Geol
Geophysical Engineering – MEng Geop
Metallurgical Engineering – MEng Met
Mining Engineering – MEng Min
Petroleum Engineering – MEng Pet

Professional Master

Petroleum Reservoir Systems – Pro Ms Pet Res Sys

Doctoral Degrees

Doctor of Philosophy

Applied Chemistry – PhD Appl Chem

Applied Physics – PhD Appl Phy

Chemical/Petroleum/Refining – PhD CPR

Chemistry – PhD Chem

Engineering Systems – PhD Engr Sys

Environmental Science – PhD Env Sci

Geochemistry – PhD Geochem

Geological Engineering – PhD Geol E

Geology – PhD Geol

Geophysical Engineering – PhD Geop E

Geophysics – PhD Geop

Materials Sciences – PhD Mat Sci

Mathematical and Computer Science – PhD Math & Comp Sci

Mathematics – PhD Math

Metallurgical and Materials Engineering – PhD Met and Mat Sci

Mineral Economics – PhD Min Ec

Mineral Engineering – PhD Min E

Mining Engineering – PhD Min

Petroleum – PhD Pet

Petroleum Engineering – PhD Pet E

Petroleum Refining Engineering – PhD PRE

Physics – PhD Phy

Doctor of Science

Chemical/Petroleum/Refining – DSc CPR

Chemistry – DSc Chem

Geochemistry – DSc Geochem

Geological Engineering – DSc Geol E

Geophysical Engineering – DSc Geop

Metallurgical Engineering – DSc Met

Mineral Engineering – DSc Min Eng

Mining Engineering – DSc Min

Petroleum Engineering – DSc Pet

Petroleum Refining Engineering – DSc PRE

Physics – DSc Phy

Honorary Degrees

Doctor of Engineering – H'YR (e.g. H'09)

Honorary Member, CSMAA –H'YR (e.g. H'09)

Appendix G – Endowed Chairs and Professorships

Amax Distinguished Chair in Environmental Science and Engineering
Bruce Grewcock Professorship in Mining
The Baker Hughes Distinguished Chair in Borehole Geophysics/Petrophysics
Charles Boettcher Chair in Petroleum Geology
Charles F. Fogarty Professorship in Metallurgical Engineering
Charles Franklin Fogarty Professorship in Economic Geology
Charles Henry Green Professor of Exploration Geophysics
Chesbro' Distinguished Chair in Petroleum Engineering
Clare Booth Luce Professorship in Engineering
CMG/CSM Reservoir Modeling Research Chair in Petroleum Engineering
Cyprus Amax Minerals Development Professorship
Domingo Moreno Developmental Professorship in Mineral Economics
Forging Industry Educational and Research Foundation (FIERF) Professorship
Gaylord and Phyllis Weaver Distinguished Professorship in Chemical Engineering and Petroleum Refining
Gerard August Dobelman Distinguished Chair in Engineering
George R. Brown Distinguished Chair in Engineering
George S. Ansell Distinguished Chair in Metallurgy
Harrison Western Professor in Metallurgical and Materials Engineering
Harry D. Campbell Endowed Chair in Petroleum Engineering
Hennebach Visiting Professorship and Program in the Humanities
Herman F. Coors Professorial Chair in Ceramics
James R. Paden Distinguished Chair in Engineering
John Henry Moore Distinguished Professor in Metallurgy
Trustees Professor of Metallurgical and Materials Engineering
William J. Coulter Professor of Mineral Economics in the Economics and Business Division
William K. Coors Distinguished Chair in Chemical Engineering
W.M. Keck Foundation Distinguished Chair in Exploration Science

Appendix H – Administrative Structure

Colorado School of Mines Administration

Steven Castillo – Provost and Executive Vice President
Michael Dougherty – Associate Vice President for Human Resources
Daniel Fox – Vice President for Student Life
Peter Han – Chief of Staff
Nigel Middleton – Senior Vice President for Strategic Enterprises
Anita Pariseau – Director Alumni Relations and Executive Director, CSMAA
John Poate – Vice President for Research and Technology Transfer
M. W. Scoggins – President
Kirsten Volpi – Senior Vice President for Finance and Administration and Treasurer
Anne Walker – General Counsel
Molly Williams – Vice President for University Advancement

Cabinet

Associate Provost for Academic and Faculty Affairs
Associate Provost for Educational Innovation
Associate Vice President for Human Resources
Chair, Administrative Faculty Council
Chair, Association of Classified Employees
Chair, Department Heads/Division Directors
Chief Information Officer
Chief of Staff
Dean of Graduate Studies
Dean of Students
Director of Alumni Relations
Director of Enrollment Management
Director of Integrated Marketing Communications
Executive Director, CSM Foundation
Executive Vice President
General Counsel
President
President, Faculty Senate
Provost
Senior Vice President for Finance and Administration and Treasurer
Senior Vice President for Strategic Enterprises
Special Advisor to the President for Diversity
Special Assistant to the President
Vice President for Research and Technology Transfer
Vice President for Student Life
Vice President for University Advancement

Colorado School of Mines Board of Trustees

Vicki Cowart MS '77
Frank DeFilippo '72
John Dorgan – Faculty Trustee (non-voting member)
Damian Illing – Student Trustee (non-voting member)
Terry Fox '89
L. Roger Hutson '82 – Vice Chairman
Michael Nyikos – Chairman
James Spaanstra
Terrance G. Tschatschula – Secretary

CSM Foundation Board

Harry D. Campbell '42 – Honorary Governor
Stephen D. Chesebro' '64
John K. Coors '77
Marshall C. Crouch III '67 – Vice Chair
Bruce E. Grewcock '76
Robert G. Harston – Treasurer
Howard E. Janzen '76 '77
Harold M. Korell '68
John P. Lockridge '52
Robert E. McKee III '68
Charles S. McNeil '71
F. Steven Mooney '56
Wayne W. Murdy
Michael S. Nyikos – Secretary
Neal E. Schmale '68
Fred C. Schulte '68
Charles E. Shultz '61
Ted P. Stockmar '43 – Honorary Governor
Terrance G. Tschatschula – Vice Chair
David J. Wagner – Board President and Chair
George F. Wood '65

CSMAA Board

Zach Aman '09 – Undergraduate Student Representative
Dan Baker '01 – Graduate Student Representative
Harry J. Briscoe, Jr. '71, MS '72 – Regional Director, Gulf Coast
Tracy Q. Gardner '96, MS '98 – Director at Large
Julia B. Hoagland '90 – President-Elect
John T. Howe '83 – Regional Director, Rocky Mountain
H. R. Klingensmith '75 – International Director
Martin G. Kuhn '63, MS '67, PhD '69 – Regional Director, Southwest
Stefan G. Magnusson '82, MS '85 – Regional Director, East
Joseph P. Mahoney '86 – President
Richard H. Mandel, Jr. '53 – Treasurer
Anita M. Pariseau – Executive Director, CSMAA
Barry D. Quackenbush '65 – Regional Director, Central
Brandon L. Segura '06 – Director at Large
Jafar Tabaian '00 – Director at Large
Kelly T. Taga '00 – Secretary
Terrance G. Tschatschula – Board of Trustees Representative
Paul C. Wareham '85 – Regional Director, Metro Denver
William A. Warfield '75 – Regional Director, West

Appendix I – Professional Associations & their Acronyms

AADE	American Association of Drilling Engineers
AAPG	American Association of Petroleum Geologists
AAPT	American Association of Physics Teachers
ACerS	American Ceramic Society
ACS	American Chemical Society
AEA	American Economic Association
AFS	American Foundrymen's Society
AGU	American Geophysical Union
AIChE	American Institute of Chemical Engineers
AIME	American Institute of Mining, Metallurgical and Petroleum Engineers
AIPG	American Institute of Professional Geologists
AISI	American Iron and Steel Institute
AMS	American Mathematical Society
AMTA	American Membrane Technology Association
API	American Petroleum Institute
APS	American Physical Society
ARMA	American Rock Mechanics Association
ASMS	American Society for Mass Spectrometry
ASM Intl	ASM-International: the Materials Information Society
ASM	American Society for Microbiology Environmental Science & Engineering
ASMR	American Society for Mining and Reclamation
ASCE	American Society of Civil Engineers
ASEE	American Society of Engineering Education
ASHRAE	American Society of Heating Refrigeration and Air-Conditioning Engineers
ASLO	American Society of Limnology and Oceanography
ASME	American Society of Mechanical Engineers
AVS	American Vacuum Society
AWWA	American Water Works Association
AWS	American Welding Society
AGC	Associated General Contractors
AWM	Association for Women in Mathematics
ACM	Association of Computing Machinery
AEG	Association of Engineering Geology
AERE	Association of Environmental and Resource Economics
CIM	Canadian Institute of Mining, Metallurgy, and Petroleum
----	Combustion Institute
EEGS	Environmental and Engineering Geophysical Society
EAGE	European Association of Geoscientists and Engineers
GPA	Gas Processing Association
GAC	Geological Association of Canada
GSA	Geological Society of America
----	IEEE Computer Society
IEEE	Institute for Electrical and Electronics Engineers
INFORMS	Institute for Operations Research and Management Science
IAEE	International Association of Energy Economics
IHSS	International Humics Substances Society
IMWA	International Mine Water Association
IPTI	International Petroleum Technology Institute
ISEE	International Society of Explosive Engineers
IWA	International Water Association
MRS	Materials Research Society
MAA	Mathematical Association of America
MMSA	Mineral & Metallurgical Society of America
MEMS	Mineral Economics and Management Society
MSA	Mineralogical Society of America
NAE	National Academy of Engineering
NAS	National Academy of Science

LAST UPDATED 03/24/11

NACE	National Association of Ceramic Engineers
NACE	National Association of Corrosion Engineers
NEHA	National Environmental Health Association
NGWA	National Ground Water Association
NSSGA	National Sand, Stone, and Gravel Association
NACS	North American Catalysis Society
NADCA	North American Die Casting Association
OSA	Optical Society of America
SAS	Society for Applied Spectroscopy
SCB	Society for Conservation Biology
SIAM	Society for Industrial and Applied Mathematics
SME	Society for Mining, Metallurgy, and Exploration
SEPM	Society for Sedimentary Geology
SAE	Society of Automotive Engineers
SBE	Society of Black Engineers
SCA	Society of Core Analysts
SEG	Society of Economic Geologists
SETAC	Society of Environmental Toxicology and Chemistry
SEG	Society of Exploration Geophysicists
SHPE	Society of Hispanic Professional Engineers
SME	Society for Mining, Metallurgy and Exploration
SPE	Society of Petroleum Engineers
SPPE	Society of Petroleum Evaluation Engineers
SPWLA	Society of Petroleum Well Log Analysts
SWE	Society of Women Engineers
SSSA	Soil Science Society of America
TMS	The Minerals, Metals and Materials Society
WEF	Water Environment Federation
WJTA	Water Jet Technology Association
WIM	Women in Mining