

## **ARR Course Calendar Style Guide**

October 14, 2004

Here are a few key stylistic rules to follow when updating your section of the calendar and to create a document with consistent language.

### **Capitalization**

As a general rule, use capitalization sparingly. Capitalize all proper nouns (official names of faculties, schools, departments, buildings, etc.).

Examples:

Faculty of Arts, Arts faculty, the Faculty (when referring to a specific one), “send your letter to the appropriate faculty”

Department of Human Resources, Human Resources department

Stewart Biology Building, Arts Building, Burnside Hall

McGill University, the University (when referring to McGill), “any Quebec university faculty” (when referring to professors)

### **Lists of officers, or faculty members, etc.**

See attached list of University abbreviations.

Example :

Enrica Quaroni; B.A., Ph.D.(McG.)

[first name last name, semi-colon after prof’s name, comma after degree, institution name in parentheses]

### **Dates**

Examples:

June 1, 2005;

Wednesday, June 1, 2005

June 2005 (no comma)

The December 25 deadline for registration (no “the” or commas or hyphens)

## **Time**

Examples:

9:00 a.m.

3:15 p.m. (periods are optional but be consistent)

## **Headings:**

Be consistent in capitalization

Example:

Grading and Credit

Registration for First-Year Seminars

## **Spelling**

The Canadian Oxford Dictionary is our standard.

Examples:

adviser — unless inconsistent with faculty use)

coursework

e-mail

extracurricular

Fall term, Winter term, Summer term, the term, two terms, the Spring term

Montreal (no accent)

on-line

Quebec, Quebec City (no accent)

Website

## **E-mail addresses**

If an e-mail address ends a sentence include the normal closing period.

Example:

For more information please email [arr@mcgill.ca](mailto:arr@mcgill.ca).

## **Phone/fax numbers**

Examples:

(514) 398-1212

For more information telephone (514) 398-1212.

## **URLs**

If a link ends a sentence include the normal closing period. It is not necessary to include “http://” in URLs (unless the URL does not include “www”).

Examples:

[www.mcgill.ca/students](http://www.mcgill.ca/students)

<http://ssmu.mcgill.ca/qpirg>

For more information see [www.mcgill.ca/students](http://www.mcgill.ca/students).