Table of Contents

References for Style, Usage, and Spelling .......................... 3
University Nomenclature ......................................................... 4
  University Name Chart
  Use of the Term School and References to Schools Within Colleges or Schools
  Updated University Logo Lockups
  Names of Majors, Departments, and Programs
  Use of The in the University Name
Abbreviations and Acronyms .................................................... 7
Addresses and University Buildings ............................................. 8
Alphabetizing ................................................................. 8
Dates and Time ................................................................. 9
Fonts ........................................................................ 10
Lists ........................................................................ 10
Numbers ........................................................................... 10
Punctuation ..................................................................... 10
  Apostrophes
  Brackets
  Colons
  Commas
  Dashes
  Parentheses
  Periods
  Semicolons
  Slashes
Spacing ........................................................................ 13
Titles, Names, and Terms ....................................................... 13
  Proper Names
  Departments and Offices
  Degrees
  Majors, Minors, and Concentrations
  Grades
  Titles of Forms
  Alumni
  Groups
  Professional Titles
  The University
  Semesters
  Courses
  Lectures and Panel Discussions
  Conferences
  Artworks and Photographs
  Concerts
  Exhibitions
  Movies and Television and Radio Programs
  Musical Works
  Dance
  Books, Plays, Short Stories, and Poems
  Dissertation Titles
  Websites and Blogs
  Web Addresses
REFERENCES FOR STYLE, USAGE, AND SPELLING

This style guide takes precedence over all other references. For questions not answered in this document, consult the following works in the order listed:

- Style Guide word list
- *Webster’s Third New International Dictionary*
UNIVERSITY NOMENCLATURE

The first time a school is mentioned in copy, you must use the full name; short names can be used in subsequent references. In longer pieces, intersperse the full name throughout the document.

Do not use the schools’ former names when an updated version exists.

University Name Chart

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>SHORT NAME FOR EXTERNAL-FACING MATERIALS (such as viewbooks, catalogs, advertisements, and brochures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The New School</td>
<td>the university</td>
</tr>
<tr>
<td>Schools of Public Engagement (we are encouraged to use the names of schools and programs within the Schools of Public Engagement instead—see section following this chart)</td>
<td>Public Engagement</td>
</tr>
<tr>
<td>The New School for Social Research</td>
<td>NSSR (full name must be used before acronym is introduced)</td>
</tr>
<tr>
<td>Parsons School of Design</td>
<td>Parsons</td>
</tr>
<tr>
<td>Eugene Lang College of Liberal Arts</td>
<td>Lang</td>
</tr>
<tr>
<td>College of Performing Arts</td>
<td>Performing Arts</td>
</tr>
</tbody>
</table>

Use of the Term School and References to Schools Within Colleges or Schools

The term school or college is now used for the clusters of departments and programs formerly known as divisions of The New School. Some of these groupings contain smaller units, also called schools or sub-schools.

Parsons consists of the following five schools:
• School of Art and Design History and Theory (acceptable short name/logo: Art & Design History & Theory)
• School of Art, Media, and Technology (acceptable short name/logo: Art, Media & Technology)
• School of Constructed Environments (acceptable short name/logo: Constructed Environments)
• School of Design Strategies (acceptable short name/logo: Design Strategies)
• School of Fashion (acceptable short name/logo: Fashion)

The Schools of Public Engagement includes the following schools and programs:

• Milano School of Policy, Management, and Environment (acceptable short name/logo: Milano)
• School of Languages (acceptable short name/logo: Languages, TESOL, or MA TESOL, depending on context)
• School of Media Studies (acceptable short name/logo: Media Studies)
• Bachelor’s Program for Adults and Transfer Students (acceptable short name/logo: Adult Bachelor’s)
• Creative Writing Program (acceptable short name/logo: Creative Writing)
• Julien J. Studley Graduate Programs in International Affairs (acceptable short name/logo: International Affairs or SGPLA)

The College of Performing Arts consists of the following schools:

• Mannes School of Music (acceptable short name/logo: Mannes)
• School of Drama (acceptable short name/logo: Drama)
• School of Jazz and Contemporary Music (acceptable short name/logo: Jazz)

Unless it is clear from context, always identify these smaller units, or schools, with reference to their home college or school—for example, the School of Languages at the Schools of Public Engagement or the School of Art, Media, and Technology at Parsons. For short, you can use the form Parsons’ [name of school within Parsons] except with the School of Fashion: Always use the School of Fashion at Parsons rather than Parsons’ School of Fashion.

Parsons’ School of Design Strategies or the School of Design Strategies at Parsons
the School of Media Studies at the Schools of Public Engagement

Consider recasting sentences to avoid the close repetition of the word school (e.g., The Schools of Public Engagement offers students many ways to prepare to enter emerging fields. Programs at the School of Media Studies, for example, enable….)

In headlines, use the schools’ full names (not preceded by The). In running text, the names are preceded by the (lowercase):

The event was sponsored by the Milano School of Policy, Management, and Environment.

Updated University Logo Lockups: TNS Version, Version with the School Names, Version with NS Offices, and Version with Disciplinary Categories

The updated university logos, created in collaboration with Pentagram, are grouped in four categories and are available for download:

• The New School logo (one- and three-line versions)
• The New School/schools logos
• The New School/offices, institutes, and centers (e.g., TNS/Public Programs or TNS/Alumni) logos
• The New School/disciplinary groupings (The New School/Design, Liberal Arts, Management, Media & Technology, Performing Arts, Social Research) logos

Names of Majors, Departments, Programs, and Offices

Capitalize full names of majors, departments, programs, and offices. The word program itself is not capitalized except in cases where program is part of the department name (e.g., the Creative Writing Program).
Maria is an Economics major.
Simon Critchley is the chair of the Department of Philosophy.
the Office of Student Services BUT the Student Services office
Mary Smith, professor of politics
Mary Smith, professor in the Politics department
the BFA Communication Design program

In general, do not use acronyms for the names of departments, offices, schools, and programs (e.g., SFS for Student Financial Services) in external-facing communications such as webpages, mailers, and formal announcements sent by email. Acronyms can be used in internal communications (between administrative offices, for example), provided that it is clear what they refer to.

**Use of The in the University Name**

When The New School is used as a noun phrase, *the* is capitalized—even in the middle of a sentence.

> The faculty at The New School is made up instructors who practice what they teach.
> Staff members in The New School’s communications department write press releases.

When The New School is used as an adjective phrase, however, *the* is not capitalized. In the first example below, *the* is modifying Marketing and Communication department, not New School, and is therefore not capitalized.

> Staff members in the New School Marketing and Communication department write press releases.
> Jose attends Harvard University; Patty attends The New School.

Drop *the* altogether when it does not fit into the syntax of the sentence.

> To enter the building, please use your New School ID.
ABBREVIATIONS AND ACRONYMS

In general, spell out all words (including days of the week, months of the year, units of measure, and words like street, avenue, floor, and room in addresses) in running text. Do not use ampersands or plus signs instead of and in running text unless they are part of an official name (e.g., Barnes & Noble; Diller Scafidio + Renfro). See DATES AND TIME in this guide for more information.

Exceptions

Consult the Style Guide word list for other exceptions.
Abbreviate Saint in place names (and in family names if that is the style used by the individual).
Abbreviate United States (as U.S., with no space between the initials) as an adjective but not as a noun.
In expressions of time, use the abbreviations a.m. and p.m. Use lowercase unless the rest of the text is set all in caps.
When musical works are cited by a number, use the abbreviation No. before the numeral.

Symphony No. 5 in C Minor
Abbreviate Jr. and Sr. when they follow a personal name. In running text, a comma precedes and follows the abbreviation. No comma precedes roman numerals. The abbreviations fr. and Sr., as well as roman or arabic numerals such as II or 3rd, after a person’s name are part of the name and so are retained in connection with any titles or honorifics. Note that these abbreviations are used only with the full name, never with the surname only.

The winner was Mr. Henry Smith III.
William Jones, Sr., was head of the committee.
James Jefferson, Sr., spoke first. After Mr. Jefferson sat down . . .
Dexter Harrison III, MD, spoke last. In closing, Dr. Harrison reiterated . . .

Always abbreviate affiliations and academic degrees that follow a name, leaving no spaces between the letters in the abbreviations. Mr., Mrs., Ms., and Dr. are dropped if another title precedes or follows the name.

Roger Clark, AIA
Marta Díaz, MD
John Thomas, PhD

In running text, spell out such words as Street, Avenue, Boulevard, North, and Southwest when they are part of a proper name or part of an address. Use abbreviations such as SE (Southeast) and NW (Northwest) for directions when they are used in addresses.

Insert a space between two initials preceding a name when periods are used. Do not use spaces between three initials preceding a name.

T. S. Eliot BUT W.E.B. Du Bois
When a historical figure is commonly referred to by initials only, do not use periods or spaces between the initials.

FDR JFK LBJ
In general, omit periods in acronyms. Consult the dictionary for the standard forms of common acronyms. Introduce acronyms at the first use, particularly in external communications. Use the following style:

The event is sponsored by the Schwartz Center for Economic Policy Analysis (SCEPA).

Avoid inventing acronyms. In general, do not use acronyms to refer to divisions, schools, departments, and administrative offices (e.g., SFS for Student Financial Services) in external-facing communications such as webpages, mailers, and formal announcements sent by email. Acronyms can be used in internal communications (between administrative offices, for example), provided that it is clear what they refer to.
ADDRESSES AND UNIVERSITY BUILDINGS

In addresses in running text, spell out and capitalize street, avenue, west, and east. Spell out and lowercase room and floor. Do not use superscripts in street names and floor numbers. Spell out avenue names and use numerals for street names.

79 Fifth Avenue, 5th floor
13th Street and Fifth Avenue

Official names of buildings and facilities named for major donors must be used in all formal announcements (short forms of the names are often acceptable):

- Arnhold Hall, 55 West 13th Street
- Sheila C. Johnson Design Center, 66 Fifth Avenue (Sheila C. Johnson Center for short)
- Albert and Vera List Academic Center, 6 East 16th Street (List Academic Center for short)
- John L. Tishman Auditorium, University Center, 63 Fifth Avenue (Tishman Auditorium for short)
- The Auditorium at 66 West 12th Street (formerly John L. Tishman Auditorium)
- Wollman Hall
- Theresa Lang Community and Student Center (Theresa Lang Center for short)
- Hirshon Suite
- Malcolm Klein Reading Room

The building at 65 West 11th Street is technically part of Alvin Johnson/J.M. Kaplan Hall, but because the Lang center is there, it is commonly called informally the Lang building (lower case). Do not refer to it as the Eugene Lang Building—that building has not been named for Eugene M. Lang or any member of his family, although it might be someday.

The address of the University Center is 63 Fifth Avenue. The address of Kerrey Hall is 65 Fifth Avenue.

ALPHABETIZING

Exceptions to the following rules can be made in accordance with individuals’ wishes. In alphabetizing names, articles such as de and van are considered part of the last name, even if they’re lowercase.

Peter Cotton
George Del Monte
Tess D’Urberville

Compound last names are alphabetized according to the first element if they are hyphenated and by the second if they’re not.

William H. Taft
Paul A. Thomas-Anderson
John M. Timber
Mary Nichols Turner

Entries including two or more people with different family names are alphabetized according to the family name of the first person in the entry.

Vernon and Irene Castle
Carole Lombard and Clark Gable
Sophia Loren
Alphabetize names of companies and organizations by the first letter of the first word, even if they’re named after an individual. An exception is foundations, which are alphabetized by the last name of the person they’re named after.

Carnegie Corporation of New York
Annie E. Casey Foundation
Child Welfare Fund
Condé Nast Publications

**DATES AND TIME**

In dates in running text, omit –st, –nd, –th, etc. after dates that follow the month, with the exception of dates used as adjectives (e.g., *July 4th fireworks*).

April 4 is my sister’s birthday.
Washington was born on the 22nd of February.
February 22 is Washington’s Birthday.

[See also NUMBERS.]

Never abbreviate the name of the month when it stands alone without a specific date.

Last February was very cold.

In full dates (including the day), set off the year with commas.

July 25, 2005, was a sunny day.

No commas are used in dates specifying only a month and a year.

July 2005 was extremely humid.

In spans of dates, use the form 2006–2007, not 2006–07 or 2006–7 (with an en dash, not a hyphen).

For decades, use the style 1980s or eighties; avoid using the style ’80s.

[See also PUNCTUATION (Apostrophes).]

In designations of centuries, follow the usual rules for numbers (spelling out those below eleven).

the 21st century
the ninth century

Use the following forms for expressions of time:

6:30–9:30 p.m.
10:00 a.m.–12:00 noon
12:00–4:00 p.m.
9:15 p.m.–12:00 midnight
12:00–3:00 a.m.
Note that an en dash is used to indicate a span of time and that space is left before a.m. and p.m. In running text, use 12:00 noon (or just noon) and 12:00 midnight (or just midnight) to avoid ambiguity. Do not use forms like from 5:00–6:30 p.m.; use from 5:00 to 6:30 p.m. or just 5:30–6:30 p.m. Do not omit zeroes from expressions of time: Use 9:00 p.m., not 9 p.m., for example.

**FONTS**

The official university font is now Neue. If you do not have this font, you can download it from the university’s DIY Service page at newschool.edu/marketing-communication/diy-service. Review the Neue Random PDF guide attached to the font files to read special instructions for enabling the font’s full features.

**LISTS**

Items in lists, whether set off or run in, should be parallel in structure: either all fragments or all complete sentences, not a combination. Set-off list items always begin with a capital letter, even if they are fragments; they end with a period only if they are complete sentences. List items that are fragments should be expressed in the same grammatical form (e.g., participial phrases, infinitive phrases) whenever possible.

The goals of the program are to:

- Help students understand the demands of performance
- Enable students to discover their individual voice
- Provide students with essential skills

We faced a number of difficulties in completing the project:

- The site was remote and hard to reach.
- Our supplies ran short.
- Bad weather caused delays.

Extra leading should generally be left above and below set-off lists, especially if there is extra leading between list items.

**NUMBERS**

Spell out numbers one through ten; use numerals for numbers larger than ten, including ordinals (e.g., 19th). One exception to this rule is numbers of credits, which should be expressed in numerals (e.g., 9 credits). In addition, numbers starting a sentence (including years) must be spelled out; revise sentences when necessary to avoid starting a sentence with a year. Do not use superscripts (e.g., 23rd).

For phone numbers in the United States, use the form 000.000.0000. Use x (lowercase), not ext., for extensions.

212.229.5667 x0000

For international phone numbers, use the format 00 00 00 00 00 0 (do not begin with a plus sign; do not use hyphens; include a space every two digits).

[See also DATES.]

**PUNCTUATION**
Apostrophes

Use ’s to form the possessive of singular common nouns ending in s. Use only an apostrophe, not ‘s, to form the possessive of proper nouns ending in s.

- the witness’s account
- Professor James’ class
- Parsons’ collaboration with Lang

To form the possessive of a plural noun ending in s, add only an apostrophe.

- the Joneses’ donation

Always check to be sure that apostrophes immediately following a word space are correctly set.

BA ’08 NOT BA ’08

Do not use an apostrophe to form the plurals of centuries and decades, acronyms and other abbreviations without periods.

- PhDs
- URLs
- 1980s
- the 1950s and 1960s

However, if the abbreviated form must be used, such as for space reasons, use an apostrophe to indicate the omission of the numbers that refer to the century. If in a given context it is necessary to refer to the decade without reference to the century, spell out the decade.

- the eighties NOT the ’80s

Brackets

Use brackets to enclose editorial explanations, comments, or corrections inserted in quotations.

“Fourscore and seven [87] years ago . . .”
“[Students in the program] are asked to complete a thesis project.”

Except in transcripts, there is no need to use brackets to indicate changes in capitalization made to fit quotations into the syntax of a sentence.

- The dean stated that “students expressed interest in the new program.” NOT
- The dean stated that “[s]tudents expressed interest in the new program.”

- About her experience at The New School, Mary Ann says, “When I graduate, I’ll have the knowledge to pursue a career in international relations.” NOT
- About her experience at The New School, Mary Ann says, “[w]hen I graduate, I’ll have the knowledge to pursue a career in international relations.”

Use parentheses, not brackets, for parenthetical expressions in regular (not quoted) running text.

Colons

Colons are used to introduce lists (both run in and set off), quotations, examples, and amplifications.

- Students read works by a variety of contemporary writers: Kazuo Ishiguro, Ian McEwan, Orhan Pamuk, Ismail Kadare, and Tobias Wolff.
Do not use a colon after a verb or preposition and its direct object. The following examples demonstrate incorrect usage of a colon.

**INCORRECT**

Students read works by contemporary writers such as: Kazuo Ishiguro, Ian McEwan, Orhan Pamuk, Ismail Kadare, and Tobias Wolff.

The list of writers includes: Kazuo Ishiguro, Ian McEwan, Orhan Pamuk, and Tobias Wolff.

See also Lists.

Capitalize complete sentences following a colon; lowercase fragments.

- There was one ingredient missing from the cake: sugar.
- Ahmed finally came to a decision: He would play basketball for an hour, then study for the exam.

**Commas**

Use the serial comma (a comma before and in a series of three or more items).

- Deadwood, Lost, Six Feet Under, 24, and The West Wing were all nominated for an Emmy in the category of Best Dramatic Series.

Use a comma after an introductory phrase of two words or more and after an introductory clause (a phrase including a subject and verb) of any length.

- On Tuesday, he reviewed the document.
- Yesterday we watched The Great Escape on TV.
- While they walked, they discussed the lecture.

Use commas to set off nonrestrictive elements—words, phrases, and clauses that are not essential to the meaning of the sentence.

- The man who is reading a newspaper is my cousin Michael.
- They turned to look at the man, who was reading a newspaper.

**Dashes**

**En dashes** generally signify “to”; they are used primarily in spans of numbers. Do not leave space before and after an en dash.

- John Smith, 1940–1989, was a New School professor.
- See pages 66–89.

[See also **DATES AND TIME**.]

**Em dashes** are used primarily to set off an amplifying or explanatory element.

- Mannes School of Music—founded in 1916—became part of the university in 1989.
- Three students—Denise, Brian, and Renée—missed the exam.

An em dash (or a colon) can also be used before a word or phrase (such as these or all these) that sums up a preceding list.

- Deer, rabbits, chipmunks—all the animals came running.

**Parentheses**

Parenthetical material that stands alone as a sentence is capitalized and punctuated like any other sentence. Parenthetical
material within another sentence is lowercased and is not followed by a period, even if it is a complete sentence; question marks and exclamation points, however, should be retained.

Ernesto decided to try an art class for a change of pace. (He usually took science and math.) Janet headed for the door (she had the information she needed) but was called back by her boss. The student was nervous (who wouldn’t be?).

**Periods**

In general, do not use periods between the letters in an acronym.

[See also LISTS.]

**Semicolons**

Semicolons can be used to connect two or more independent clauses that are not joined by a conjunction.

It’s almost 9:30; we’re late for our appointment.

Use semicolons to separate items in a list only when the items contain internal commas:

John, Lisa’s brother; Fred, Sally’s ex-husband; and Tina, Fred’s little sister, went to the library.

**Slashes**

Slashes generally indicate alternatives; do not use them in place of *and*. An exception is dual degrees (e.g., BA/BFA).

**SPACING**

Use only a single space after a period or a colon.

[See also LISTS.]

**TITLES, NAMES, AND TERMS**

[See also WORD LIST.]

**Proper Names**

Proper names are capitalized.

Bill de Blasio is the mayor of New York City.

**Departments and Offices**

Full official names of departments and offices are capitalized. (Deans or officers determine the official names of offices or departments.)

I work in Marketing and Communication.
I received a letter from the Department of Philosophy.
Please contact someone in the communications office with press inquiries.

[See also UNIVERSITY NOMENCLATURE (Names of Departments, Programs, and Offices).]
Degrees
Capitalize formal names of degrees.

- Master of Architecture
- MA in Psychology
- Bachelor of Science in Environmental Studies

Lowercase generic terms for degrees or references that differ from the formal names.

- master’s degree
- bachelor’s degree
- master’s in history

In general, omit periods in abbreviations of degree names. The only exception is MArch when it is used in an all-caps head (to prevent misreading), as in the last example.

- PhD
- MA
- MA TESOL
- MArch

MArch and MFA LIGHTING DESIGN

Majors, Minors, and Concentrations
Capitalize names of majors, minors, and concentrations.

- Janice decided to major in Media Studies.

Grades
Letter grades are capitalized and set in roman type. No apostrophe is used in plural forms.

- This semester I got one A and two Bs.

Titles of Forms
Titles of forms are capitalized and set in roman type without quotation marks.

- Please submit your Admission Reply Form by June 15.

Alumni
Correct forms of alumni:

- Singular, male (formal, e.g., in news items): alumnus
- Singular, female (formal, e.g., in news items): alumna
- Singular, male or female (informal): alum (but use alumni, not alums, as the plural form)
- Two or more graduates, any combination of genders: alumni

Alumna and alumnus are seldom used. Instead, use graduate first (because we usually want to stress the difference between having earned a degree and having attended, particularly in the case of benefits).

- A graduate of The New School, he went on to become a famous jazz saxophonist.

In class notes, alumni profiles, and other copy where degrees and graduation years are listed, use the following styles:
Scrooge McDuck, MBA ’01, is one of the world’s most prominent misers. He enjoys quacking in his spare time.
Aphra Behn, MFA Playwriting ’65, wrote The Rover in 1677.
Ramona Quimby, BFA Design and Technology ’16, went on to become president of the United States.

For Parsons alumni of earlier years (when certificates were awarded for four-year degrees), omit any degree-type label (Cert. or CRGD). Simply use the program name and the year.

Isaac Mizrahi, Fashion Design ’82
Kay Unger, Fashion Design ’68

Groups

Names of groups such as boards are not capitalized unless the full official name is used.

Members of the Board of Trustees of The New School include ...
In September, the Board of Trustees will meet to discuss ...
On behalf of the board, we thank you for your gift.
For a list of trustees, please contact ...

Professional Titles

Professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name. Titles are normally lowercased when following a name or used in place of a name. When a department is included in a person’s official title, the department is capitalized but the title part (e.g., vice president) is not. (For further information and examples, see Titles and Offices, 8.21–8.35, in the Chicago Manual of Style.)

Bob Kerrey, former president of The New School, will be speaking tonight.
Speaking tonight is President David E. Van Zandt.
One of the panelists was Professor John Smith.
One of the panelists was John Smith, professor of history.

Exception: In formal contexts—such as a signature in a letter, a list of donors displayed in the front matter of a book, or a list of corporate officers in an annual report—titles are usually capitalized even when following a personal name.

David E. Van Zandt, President
Tim Marshall, Provost

Capitalize titles that are highly specialized or contain a proper name.

Deepak Nayyar is the Distinguished University Professor of Economics.
Edward Nell is the Malcolm B. Smith Professor of Economics.

The University

Lowercase generic references to the university and to institutes, centers, colleges, offices, and departments.

The Vera List Center for Art and Politics hosts events regularly. The center is part of The New School.

Semesters

Do not capitalize the names of academic semesters.
the fall 2009 semester

Courses
Titles are set in roman type, with headline-style capitalization.

Mary decided to take Introduction to Media Studies.

Lectures and Panel Discussions
Titles of lectures and panel discussions are set in quotation marks, with headline-style capitalization; titles of lecture series are set roman, with headline-style capitalization.

In the evening, the students went to hear Professor Rivera’s lecture, “How I Became a Writer.”
The center co-sponsors the Robinson Memorial Lectures.

Conferences
Substantive titles are set in quotation marks, with headline-style capitalization. Generic titles are set in roman type, with headline-style capitalization.

“Free Inquiry at Risk: Universities in Dangerous Times”
the United Nations Climate Change Conference 2007

Omit the quotation marks if the title of conference is a stand-alone headline.

Artworks and Photographs
Titles of paintings, drawings, sculptures, installations, photographs, and cartoon strips are set in italics, with headline-style capitalization (unless styled otherwise by the artist). An exception is anonymous works of antiquity, which are set in roman type.

Leonardo’s painting The Adoration of the Magi
Andreas Feininger’s photograph 42nd Street
the Venus de Milo

Titles of series of artworks are set in roman, with headline-style capitalization.

Concerts
Titles are set in roman type, with headline-style capitalization.

We saw a number of Jazz students and faculty members performing in Miles and Miles.

Exhibitions
Titles are set in italics, with headline-style capitalization.

The group went to see Egyptian Art in the Age of the Pyramids.

Titles of exhibition catalogs are set like other book titles: in italics, with headline-style capitalization.

Movies and Television and Radio Programs
Titles of films and of TV and radio programs are set in italics, with headline-style capitalization. Titles of episodes are set in quotation marks.

“Two Cathedrals”
The West Wing
Names of networks and channels are set in roman type, with headline-style capitalization.

the Discovery Channel

Musical Works

Titles of operas, oratorios, tone poems, and long musical compositions, as well as album titles, are italicized. Song titles are set in quotation marks.

The Magic Flute
the Messiah
Kind of Blue
“I Will Survive”

Classical compositions are often identified with generic titles, including the name of a musical form and a number, sometimes along with a key. Such titles are set in roman type; the words designating the form and key are styled as shown in the examples below. Descriptive titles of works, which often follow generic titles, are set in italics.

Symphony No. 6 in F Major, Pastoral
Beethoven’s Sixth Symphony
Sonata in B-flat Major

Dance

Titles of full-length works are set in italics. Titles of individual dances from a longer piece are set roman, in quotation marks.

Merce Cunningham’s Sounddance
“Waltz of the Flowers” from The Nutcracker

Books, Plays, Short Stories, and Poems

Titles of plays and books are italicized.

King Lear
Moby-Dick

Titles of epic poems are italicized. Titles of individual poems and short stories are enclosed in quotation marks. Titles of books of poetry are in italics.

Dante’s Inferno
“Where the Sidewalk Ends,” the title poem in Shel Silverstein’s collection Where the Sidewalk Ends

When newspapers and periodicals are mentioned in text, an initial the, even if part of the official title, is lowercased (unless it begins a sentence) and not italicized. The word magazine should not be italicized unless it is part of the official name.

David Pogue reviewed digital media players in the New York Times this week.
TIME magazine is one of the many periodicals the library receives.

For more information and examples, see Chapter 8 in The Chicago Manual of Style, 15th edition.

Dissertation and Thesis Titles

Titles are set in italics, with headline-style capitalization.
Websites and Blogs
Titles of websites and blogs are set in roman type, with headline-style capitalization and no quotation marks.

Web Addresses
Omit http:// (not https://), www., and a final slash. Try all URLs in copy to make sure they work.

newschool.edu
my.newschool.edu

Apps and Electronic Games
Names of apps and electronic games are set in roman type, with headline-style capitalization.

Music Note Flashcards
Flash N Furious

New Media
Names of new media are set in roman type.

Twitter
LinkedIn

PERSONAL PRONOUNS

Use they, them, their, and theirs to refer to an antecedent noun of indeterminate gender.

Every student must present their project to the class.
If a student has difficulty completing the task, they can meet with the instructor.

Revise such sentences whenever possible to avoid the use of these words—by using plural instead of singular antecedents, by substituting articles for or omitting possessive pronouns, by repeating the antecedent noun, and in other ways.

All students must present their projects to the class.
A student who has difficulty completing the task can meet with the instructor.

Respect the preferences of individuals who wish to be referred to by they, them, their, and theirs or other pronouns.

Jason was able to apply their skills in a number of community projects.
WORD BREAKS AND URL BREAKS

Do not break words over a line unless it is absolutely unavoidable. In general, follow Merriam-Webster’s Collegiate Dictionary, 11th edition, and The Chicago Manual of Style, 15th edition, for guidance on word division.

Avoid breaking URLs whenever possible; reword sentences if necessary.

WORD LIST

Listed here are terms that are often spelled or styled incorrectly or that The New School spells differently from Merriam-Webster. Use the following spellings for these words and phrases.

<table>
<thead>
<tr>
<th>advisor</th>
<th>noncredit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fund</td>
<td>non-immigrant alien (n.); non-immigrant-alien (adj.)</td>
</tr>
<tr>
<td>artist-in-residence</td>
<td>online</td>
</tr>
<tr>
<td>Art Deco</td>
<td>on-site (adj. and adv.)</td>
</tr>
<tr>
<td>Art Nouveau</td>
<td>PDF</td>
</tr>
<tr>
<td>Arts and Crafts movement</td>
<td>peacebuilding</td>
</tr>
<tr>
<td>black &amp; white (n. and adj.)</td>
<td>percent</td>
</tr>
<tr>
<td>changemaker</td>
<td>policymaker</td>
</tr>
<tr>
<td>check in (verb phrase); check-in (n.)</td>
<td>postproduction</td>
</tr>
<tr>
<td>check out (verb phrase); checkout (n.)</td>
<td>pre-law</td>
</tr>
<tr>
<td>co-founder</td>
<td>preproduction</td>
</tr>
<tr>
<td>compare-and-contrast (adj.)</td>
<td>Q&amp;A</td>
</tr>
<tr>
<td>DOC</td>
<td>Qur’an</td>
</tr>
<tr>
<td>dual-degree (adj.)</td>
<td>South, Southern (in reference to the region in the United States)</td>
</tr>
<tr>
<td>editor-at-large</td>
<td>student–teacher ratio (note use of n dash)</td>
</tr>
<tr>
<td>editor in chief</td>
<td>Tantric</td>
</tr>
<tr>
<td>email</td>
<td>theater</td>
</tr>
<tr>
<td>FAQ (not FAQs or FAQ’s)</td>
<td>3D</td>
</tr>
<tr>
<td>fingerspelling</td>
<td>TIFF</td>
</tr>
<tr>
<td>first come, first served (adj. and adv.)</td>
<td>time frame</td>
</tr>
<tr>
<td>Founding Fathers</td>
<td>timeline</td>
</tr>
<tr>
<td>Francophone (n. and adj.)</td>
<td>2D</td>
</tr>
<tr>
<td>fundraising (n. and adj.)</td>
<td>University in Exile</td>
</tr>
<tr>
<td>Garment District</td>
<td>Upper West Side</td>
</tr>
<tr>
<td>GIF</td>
<td>versus (except in names of legal cases, where v. is used)</td>
</tr>
<tr>
<td>Global South</td>
<td>Web</td>
</tr>
<tr>
<td>health care (n.); health-care (adj.)</td>
<td>webmail</td>
</tr>
<tr>
<td>inter-media (n. and adj.)</td>
<td>webpage</td>
</tr>
<tr>
<td>land-grant (adj.)</td>
<td>website</td>
</tr>
<tr>
<td>log in (verb phrase); log-in (n.)</td>
<td>Western</td>
</tr>
<tr>
<td>log on, log on to (verb phrase); log-on (n.)</td>
<td>widescreen (n.); wide-screen (adj.)</td>
</tr>
<tr>
<td>multimedia (n. and adj.)</td>
<td>Wi-Fi</td>
</tr>
<tr>
<td>Muslim</td>
<td>word processing (n.); word-processing (adj.)</td>
</tr>
<tr>
<td>newcard</td>
<td>work-in-progress</td>
</tr>
</tbody>
</table>