

Clark University Editorial Style Guide

The Clark University Editorial Style Guide is a resource for frequently asked questions. The style guide is based on the Associated Press Stylebook, with minor alterations for Clark-specific usage. Sports entries (page 15) are based on the Sports Style Guide and Reference Manual. If you have any questions or would like to add an entry — or report an error! — please contact [Melissa Lynch](#) at ext. 7441.*

This is not intended as a guide for academic publications.

abbreviations — Before using an abbreviation or acronym, write out the whole word or title and include the abbreviation in parenthesis. Use the abbreviation on subsequent reference.

academic degrees — Use periods for two-letter acronyms (M.A.), but no period for three or more letters (MPA, MSIT).

- B.A. – Bachelor of Arts
- M.A. – Master of Arts
- MBA – Master of Business Administration
- MSF – Master of Science in Finance
- MSC – Master of Science in Communication
- Ph.D. – Doctor of Philosophy

Use an apostrophe in bachelor’s degree, master’s, etc., but there is no possessive in Bachelor of Arts or Master of Science. When referring to degrees in general, lowercase the first letter of the degree and use “degrees” (they all had master’s degrees in engineering; the brothers received doctoral degrees.). Capitalize formal names of academic degrees (Bachelor of Science, Bachelor of Arts in Accounting).

academic subjects — Academic subjects are not capitalized unless referring to a language. She teaches chemistry. Her research is in screen studies. The student majors in environmental science. He teaches English. Academic department names are capitalized: “This event is sponsored by the Visual and Performing Arts Department.”

* Other good sources of answers to your grammar questions: [Chicago Manual of Style](#) and [Grammar Girl](#).

academic titles — Capitalize and spell out formal titles such as president, dean, provost, chair, professor, etc., only when they precede a name. Lowercase elsewhere. E.g., Dean of the College Betsy Huang is a member of the Undergraduate Review Board. Betsy Huang, dean of the college, was present at the meeting. The dean approved the measure. Professor Karen Frey studies arctic sea ice. Karen Frey, professor of geography, studies arctic sea ice.

addresses — Abbreviate Ave., Blvd., and St. *only* with a numbered address (Clark is on Main Street. Clark’s address is 950 Main St.). Use figures in address numbers. Spell out First through Ninth when used as street names. Use figures with two letters for 10th and above (e.g. 7 Fifth Ave., 100 21st St.). Use postal abbreviations for states (e.g., MA, NH, CA) **only** with a mailing address that includes a zip code. Within text, spell out the state name; if necessary for space, abbreviate as follows (but never abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas or Utah):

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

admissions, admittance — Admittance is physical entry into a space. Admission is figurative entry or a sense or right or privilege of participation. (Students apply for admission to Clark University.)

adviser — Never advisor.

affect/effect — Affect is usually the verb, meaning “to influence.” Effect is usually the noun, but can also be used as a verb meaning “to cause.” Examples: The game will affect the standings. He will effect many changes in the company. The effect was overwhelming. He miscalculated the effect of his actions.

African American — Noun and adjective. No hyphen (a change made by the AP in 2019).

afterward — Not afterwards.

ALANA — an acronym that stands for African-, Latino/a-, Asian-, and Native-American. Use hyphens.

all right — Never alright. Hyphenate only as a modifier (he is an all-right student).

already, all ready — Already means having occurred. All ready means prepared.

alumni/a/ae/us

- alumna = female singular
- alumnae = female plural
- alumnus = male singular
- alumni = male plural OR mixed-gender group
- When referring to a group of Clark graduates, alumni is preferred, but alumnae/i is acceptable if you deem it more appropriate for your audience. (Many alumnae/i attended reunion. Alumni joined students at the event.)

AM, FM — Radio frequencies; uppercase, no periods.

Ampersand (&) — In general, do not use unless part of a company’s formal name.

area codes — Do not use parentheses around area codes: 508-793-7441, not (508) 793-7441.

Asian American — Noun and adjective. No hyphen (a change made by the AP in 2019).

bachelor’s degree — See academic degrees.

but yet — Redundant if used together. Pick one.

campuswide — One word. Also universitywide, citywide, statewide, worldwide.

cancel, canceled, canceling, cancellation — Not cancelled (British spelling).

capital, capitol — Capital is the city where the seat of government is located. Capitol is the building.

Clark magazine — Published twice yearly, fall and spring.

The Clark Fund — No capital “t” when used in the middle of a sentence. Alumni and friends support the Clark Fund.

class year — Use an apostrophe (’) before the class year: Joe Schmoe ’65.

- For alumni: A class year following a person’s name indicates that he/she is an alumnus/a of Clark. Do not use “Clark alumnus” in addition to the class year, as in Clark alumnus Tom Dolan ’62. It is redundant.
- For current students: Use the student’s graduation year instead of first-year, sophomore, junior, senior (Jane Doe ’06).
- Graduate degrees: Use a comma; the year comes after the degree (John Smith, Ph.D. ’00; Joe Schmoe ’12, M.A. ’13)

co- — Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: co-author, co-chairman, co-defendant, co-host, co-owner, co-partner, co-pilot, co-signer, co-star, co-worker. No hyphen in other combinations: cocurricular, coeducation (but co-ed), coequal, coexist, cooperate, coordinate.

cocurricular — Never hyphenated.

coeducation, coeducational — no hyphen (see co-). But **co-ed** (this is a departure from AP style) — although “female student” is preferred.

commas

- *Always* use the serial comma (aka “Oxford comma”) after the penultimate item in a list of three or more items, before ‘and’ or ‘or’ (He will major in English, philosophy, or psychology). This is a departure from AP style, which mandates the use of a serial comma only when needed for clarity.
- In quotes, commas *always* go inside the second quotation mark — no exceptions.
- Use a comma in numbers greater than 999: Clark has more than 2,000 students.

composition titles

- Book titles: Use quotation marks and capitalize the first word, last word and essential words (“A Tale of Two Cities”).
- Magazine, newspaper, or journal titles may be italicized (this is a departure from AP Style).
- Capitalize all words in a title except articles (a, an, the); prepositions of three or fewer letters (for, of, on, up, etc.); and conjunctions of three or fewer letters (and, but, for, nor, or, so, yet, etc.) — unless any of those start or end the title.

continual/continuous — Continual means a steady repetition. Continuous means unbroken, uninterrupted.

course prefixes — All caps; e.g., BIO, not Bio; HIST, not Hist.; PSYC, not Psyc.

commencement — Only capitalize if used in the formal name: 75th Commencement.

course titles — Capitalize the important words; do not use quotation marks.

coursework — Noun, one word.

cross-referenced — Not cross-listed.

currently/presently — Currently means now; presently is in the near future.

dash — The en dash (–) and em dash (—) have specific uses and are not interchangeable with the hyphen. Put a space on both sides of the em dash, but not the en dash.

- Use the en dash to indicate a range: 2009–2020; 4–6 p.m.; May–July 2019. But if the range is introduced with “from,” do not use a dash: from 2009 to 2020.
- Use the em dash to denote an abrupt change in thought in a sentence or an emphatic pause, or in place of parentheses: Through her long reign, the royal family has adapted — usually skillfully — to the changing taste of the time.
- Use the em dash in place of commas to set apart a list in a sentence: He noted the qualities — intelligence, humor, independence — he liked in an intern.

database

data — Takes a singular verb and pronoun (a change made by the AP in 2019).

data processing — Noun and adjective; do not hyphenate if used as an adjective.

daylong — One word.

departments — Uppercase formal names (History Department; International Development, Community, and Environment Department).

decision-making, decision-makers — Hyphenated in all uses.

developing nations — Never “Third World.” Do not confuse with “nonaligned,” which is a political term.

different — Takes the preposition “from,” not “than.”

directions — Lowercase north, south, northeast, northern, etc. when they indicate compass direction. Capitalize when they designate regions (the Northeast.)

e.g., i.e. — e.g. is an abbreviation of “*exempli gratia*,” or “for example”; i.e. is an abbreviation of “*id est*,” or “that is.” Both are **always** followed by a comma. For example, “Please submit a writing sample, e.g., a blog post or graded essay.” “Students may choose from first-year residence halls, i.e., Wright, Bullock, or Johnson Sanford.”

email — But for all other words describing electronic items, use a hyphen: e-commerce, e-newsletter, e-reader, e-book.

Emerita/Emeritus — Denotes individuals who have retired, but retain their rank or title. Not all retired individuals have emeritus status.

entitled, titled — Entitled means a right to do something; titled means what something is called. Charles Dickens wrote a book titled “A Tale of Two Cities.” She is entitled to the award.

faculty — In customary American usage, faculty is a collective noun taking a singular verb when referring to faculty as a group. (The faculty is researching the topic.) When referring to faculty as a group, use “who,” not “that.” The plural can be expressed by using “faculty members”: Faculty members are gathering.

farther, further — Farther refers to physical distance. Further is an extension of time or degree.

female — Adjective; woman/women is the noun.

fewer, less — Use fewer for individual items (items that can be counted); less for bulk, time, or quantity. (Fewer than 100 students attended; I will be there in less than 10 minutes.)

fieldwork — One word. Work done or observations made in the field, as opposed to that done or observed in a laboratory or classroom.

financial aid — Noun; financial-aid is the adjective.

first annual — No such thing. An event becomes “annual” when it is held for more than one year.

first-year student

First-Year Intensive — A type of course at Clark that all first-year students are required to take.

fractions — Spell out amounts of fewer than one using hyphens. Convert anything more than one to decimals. One-quarter of the year. 1.5 percent.

Frances L. Hiatt School of Psychology — Not Francis.

French Canadian — A noun. Never hyphenate.

fundraising — Fundraising, fundraiser; one word in all cases.

GMAT — Graduate Management Admissions Test (no periods).

GPA — grade-point average; GPA is acceptable in all references. Do not use G.P.A., gpa, or g.p.a.

grade-point average — Not grade-point-average or grade point average; GPA is acceptable in all references.

GRE — Graduate Record Examination (not G.R.E.)

GSOM — Graduate School of Management

grassroots — One word, no hyphen.

gray — Not grey.

Gustaf H. Carlson School of Chemistry

Harrington House — Officially the Frances A. Harrington House, it's the residence of the Clark University president. Use Harrington House in most references.

high school — Noun; high-school is the adjective.

hyphens — Use of hyphens is far from standardized. Clark is guided by AP Style and Webster's New World College Dictionary, 5th edition (available online at YourDictionary.com). In general:

- Hyphenate compound modifiers before a noun: first-quarter touchdown, bluish-green dress, full-time job, tuition-free year, liberal-arts college, high-school teacher, know-it-all attitude, fifth-year-free program.
- No hyphen after very or adverbs ending in ly: very pretty girl, easily remembered rule.
- Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: She works full time. She is well aware of the consequences. The children are soft spoken. The play is second rate.
- Phrases used as modifiers are normally hyphenated: a happy-go-lucky person, a here-today-gone-tomorrow attitude. However, a foreign phrase used as a modifier is not hyphenated: a bona fide offer, a per diem allowance. And compound modifiers formed of capitalized words should not be hyphenated: Old English poetry, Third World country, Iron Age manufacturer.

IDRISI — Not an acronym; software produced by Clark Labs.

Inc. - Do not set off with commas when used as part of a corporate name: *Time Warner Inc.*

International Development, Community, and Environment Department — Spell out on first reference; "IDCE" is acceptable in subsequent use. Note the use of the serial comma.

internet — Not capitalized.

irregardless — Technically, it's a word. Don't use it.

its/it's — Its is possessive (The University reached its goal.). It's is a contraction of "it is" (It's a sunny day).

Jr., Sr. — Do not precede with a comma (Joe Johnson Jr.) except in business correspondence.

Latin American — Noun and adjective; no hyphen (change made by the AP in 2019).

letter grades — use capital letter and the corresponding plus or minus symbol (A+, B-, C); not A plus, B minus.

liberal arts — Noun. Hyphenate when used as an adjective if it precedes the noun it modifies: liberal-arts education.

login, logon, logoff — But two words as a verb. (Enter your login details. I log in to my account.)

mapmaking — One word. Can use “mapping” as an alternative.

master’s degree — See *academic degrees*.

Master of Science in Communication — Not Communications.

magazine, newspaper titles — Capitalize essential words in title; italicize. No quotation marks. (The article was in *Time* magazine and the journal *Nature*. The professor was interviewed by *The Boston Globe*.) The use of italics is a departure from AP Style.

Middle East — Middle Eastern (adj.)

Native American — Noun and adjective; no hyphen (change made by the AP in 2019).

newspaper, magazine titles — Capitalize essential words in title; italicize. No quotation marks. (The article was in *Time* magazine and the journal *Nature*. The professor was interviewed by *The Boston Globe*.) The use of italics is a departure from AP Style.

nongovernment — do not hyphenate. (See prefixes and suffixes.)

nongovernmental organization — Use NGO sparingly, and only on the second reference. Usually refers to a nonprofit, humanitarian organization.

nonmajors — do not hyphenate. (See prefixes and suffixes.)

nonprofit — adjective and a noun. Do not hyphenate. (See prefixes and suffixes.)

numbers — Spell out one through nine.

- **Dollars:** use a “\$” followed by a numeral. Do not include .00 if the figure does not include cents: Admission is \$5. The shirt cost \$17.98. The goal is \$100 million. Use figures with million or billion in all except casual cases (I’d like to make a billion dollars).
- **Percent:** Use a figure and spell out percent, except in headlines. Always use a figure with percentages (2 percent). *This is a departure from AP style, which changed to the use of the % in 2019.*
- **Ages:** Always use figures. A 5-year-old boy; the boy is 5 years old. The boy, 7, has a sister, 10. The race is for 3-year-olds. The woman is in her 30s (*no apostrophe!*).
- **Phone numbers:** Use hyphens only. 508-793-7441, not (508) 793-7441 or 508.793.7441.
- **Centuries:** Do not spell out. 21st century; 19th century (do not use superscript for st, th, rd). Hyphenate when used as a modifier (19th-century writer; 17th- and 18th-century fashion)
- **Times:** Use a.m. and p.m., lowercase, with periods. Use 8 p.m., not 8:00 p.m.; 11 a.m., not 11:00 a.m.; 5:15 a.m. Avoid the redundant “10 a.m. this morning.” Use noon and midnight, not 12 p.m. and 12 a.m., to avoid confusion.
- **Dates:** Always use Arabic figures *without* st, nd, rd, or th. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out months when using alone, or with a year alone. He joined the company in February 2016. That event usually happens in November. The event is planned for May 8. Join us on Sept. 15, 2019.
- **Weights:** Use figures. The baby weighed 6 pounds, 7 ounces. She had a 6-pound, 7-ounce boy. The employee must be able to lift 50 pounds.

office titles — No apostrophe (Dean of Students Office, Dean of the College Office).

online — One word in all cases when referring to the computer connection. (The article is available online. Clark has an online store. I do all my shopping online.)

over, more than — Use “over” for spatial relationships. Use “more than” for amounts that can be counted (More than \$100,000 was raised; I saw more than 10 students at the diner; the poster hangs over that desk.).

parentheses — Period outside, unless the phrase within the parentheses is a sentence. (The author is a faculty member.) She is the author (a faculty member).

peacemaker, peacemaking — One word, no hyphen; not peace-maker or peace-making.

periods — **Leave only one space after periods, always.** If you are in the habit of leaving two spaces, you can go back and change all of them at once by using “find and replace.” **Always put commas and periods inside your quotation marks.** “It’s a beautiful day outside,” she said.

Ph.D. — See academic degrees. For use with a class year, see **class year**. Plural is Ph.D.s; doctorates, doctoral degrees is preferred.

planets — Capitalize proper names of planets (Jupiter, Mars, etc.). Capitalize Earth when used as the proper name of our planet. Lowercase when referring to it in a general sense. She dug the roots out of the earth. The astronauts returned to Earth.

policymaker/policymaking — one word; do not hyphenate.

pore/pour — Pore means to gaze intently (she pored over the books); pour means to flow in a continuous stream.

postgraduate, postdoctoral — Adjectives; no hyphens. (See prefixes and suffixes.)

possessive nouns

- **Singular nouns not ending in s:** Add ’s (the church’s needs, the girl’s toys, the VIP’s seat)
- **Singular common nouns ending in s:** Add ’s (the hostess’s invitation, the witness’s story, the bus’s engine)
- **Singular proper nouns ending in s:** Use only an apostrophe (Achilles’ heel; Agnes’ book; Dickens’ novels, Jesus’ life, Kansas’ schools)
- **Plural nouns not ending in s:** Add ’s (the alumni’s contributions, the women’s march, the children’s books)
- **Plural nouns ending in s:** Add only an apostrophe (the girls’ toys, the horses’ food, the ships’ wake, states’ rights)

prefixes and suffixes

- Normally, prefixes and suffixes are joined with a second element without a hyphen, unless doing so would double a vowel or triple a consonant: antianxiety, anticrime, antiwar, but anti-intellectual; childlike, but bell-like.
- Many common prefixes, such as co-, de-, pre-, pro-, and re-, are added without a hyphen although a double vowel is the result: coordinate, preeminent, reenter.
Note: Clark uses the hyphen in its pre-professional program names (see next entry).
- A hyphen is used when the element following a prefix is capitalized or when the element preceding a suffix is a proper noun: anti-American, America-like, sub-Saharan.
- The hyphen is usually retained in words that begin with all-, ex- (meaning “former”), half-, quasi- (in adjective constructions), and self-: all-around; ex-governor; half-life but halfhearted, halfpenny, halftone, halfway; quasi-scientific but a quasi success; self-defense but selfhood, selfish, selfless, selfsame.
- Certain homographs require a hyphen to prevent mistakes in pronunciation and meaning: recreation (enjoyment), re-creation (new creation); release (to let go), re-lease (to rent again).

Pre-professional advising programs at Clark — Pre-law; pre-medical, pre-med; pre-professional; pre-veterinary (do not shorten to pre-vet).

Presidents of Clark

- G. Stanley Hall 1888–1920
- Carroll D. Wright 1902–1909 (Clark College, undergraduate)
- Edmond D. Sanford 1909–1920 (Clark College, undergraduate)
- Wallace W. Atwood 1920–1946
- Howard B. Jefferson 1946–1967
- Frederick H. Jackson 1967–1970
- Glenn W. Ferguson 1970–1973
- Mortimer H. Appley 1974–1984
- Richard P. Traina 1984–2000
- John E. Bassett 2000–2009
- David P. Angel 2009–

principal/principle — Principal is a noun meaning someone or something first in rank, authority, importance of degree. Principle is a noun meaning a fundamental truth, law, doctrine, or motivating force.

Professorships — Find the list of endowed professorships at Clark [here](#).

professional titles — Capitalize only when the title appears first as an official part of the person’s name: President David Angel; David Angel, president of Clark University; David Angel is president of Clark University; the Clark University president, David Angel.

quotation marks — The period and the comma go within the quotation marks — always. The dash, the semicolon, the question mark, and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence. “I can’t believe it!” she said. Is Robert Goddard the “father of modern rocketry”?

rain forest — Noun, two words.

renown/renowned — Renown is a noun. Renowned is an adjective.

seasons — Lowercase all seasons — fall, winter, spring, summer — unless part of a proper name.

self- — An exception to the prefix rule. Join to base with a hyphen: self-perception, self-knowledge, self-awareness; but selfless, selfish, selfhood.

semester courses — Two words.

Shaich Family Alumni and Student Engagement Center — Clark’s newest facility. Do not use “ASEC” in formal, external correspondence.

staff — Staff is a collective noun taking a singular verb, when referring to staff as a group. (Staff is eligible for the benefit.) Use “staff members” for plural: Staff members plan to be on hand.

stakeholder — One word.

startup — Noun and adjective. “Start up” is the verb.

states — Only use postal abbreviations for states (e.g., MA, NH, CA) when used with a mailing address that includes a zip code. Within text, spell out whether standing alone or with a town or city name, or abbreviate as need for space (see *addresses*).

streets — Capitalize street when used in proper names (Main Street, Downing Street). Exception: two streets named together (Park and Main streets). Abbreviate street only when used in a formal street address: 130 Woodland St. The house is located on Woodland Street.

student-athlete — Hyphenate in all uses. Do not use scholar-athlete.

that/which — Use that and which to refer to inanimate objects and animals without names. Use that for essential clauses, important to the meaning of a sentence, and without commas (“I remember the first day that I came to Clark”). Use which for nonessential clauses, where the pronoun is less necessary, and use commas (“The team, which finished last a year ago, is in first place”). **Tip:** If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise, use *that*. **Bonus tip:** In many cases, you can delete “that.” Read your sentence out loud to determine if it’s necessary.

theater — Not theatre, unless it is used in a proper name. However, the Theatre Arts Program is part of the Visual and Performing Arts Department. Little Center Theater. Richard C. Daniels Theater.

they, their, they’re — Generally plural, but acceptable for use as a singular and gender-neutral pronoun. “They” always takes a plural verb, even when used in a singular context. “The student wants to live on campus; they are planning to live in Wright Hall.” Do not use “themselves”; rephrase if necessary.

Third World — Avoid use of this term. “Developing nations” is more appropriate when referring to the economically developing nations of Africa, Asia and Latin America.

titles — See *academic titles*.

toward — Not towards.

universitywide

upward — Not upwards.

U.S. — Include periods; use as an adjective (John Smith retired from the U.S. Army.). Use United States as a noun. (Clark is one of the smallest research universities in the United States.) In headlines, it’s US (no periods).

Washington, D.C. — Always use a comma and periods.

web — Do not capitalize. Also:

- **webcast**
- **webmaster**
- **web page**
- **website**

who/whom — Use who and whom for references to human beings and to animals with names. Use who when someone is the subject of a sentence, clause or phrase. (The man who rented the room left the window open. Who is there?) Use whom when someone is the object of a verb or preposition. (The woman to whom the room was rented left the window open. Whom do you wish to see?)

woman/women — Noun; female is the adjective.

worldview — One word.

yearlong — One word.

SPORTS TERMS

All- — Capitalize “All” when it is part of a proper name. Keating was named an All-American. The National League won the All-Star Game 10-1.

All-America, All-American — Use All-America in reference to a team or honor: He made the All-America team. He was an All-America selection. Use All-American in reference to an individual: She is an All-American.

All-Star, all-star — Capitalize as part of a proper name: When is the NHL All-Star Game? Armstrong was chosen to be an NCAA All-Star. Lowercase all-star in other references: The NFL all-star game is the Pro Bowl. Several high-school all-stars were selected to our team.

baseball terms — at-bat (n.), backstop, ballgame, ballplayer, base line, base path, base runner, base running (n.), base-running (adj.), bullpen, center field, center fielder, curveball, designated hitter, doubleheader, double play (n.), double-play (adj.), extra-base hit, extra-inning game, fair ball, fastball, first-base line, first baseman, fly out (v.), fly-out (n.), foul ball, foul line, foul tip, ground-rule double, hit batsman, home plate, home run, home-run hitter, inside-the-park home run, knuckleball, lead off (v.), lead-off (adj.), leadoff (n.), left-center field, left-center-field fence, line drive (n.), line-drive (adj.), line up (v.), lineup (n.), no-hitter, outfielder, pinch hit (v.), pinch-hit (n, adj.), pinch hitter, playoff (n., adj.), pop-up (n.), RBI (singular), RBIs (plural), right-center field, right field, sacrifice fly, sacrifice hit, second baseman, second-base umpire, shortstop, shut out (v.), shoutout (n., adj.), squeeze bunt, stand-up double, strike out (v.), strikeout (n., adj.), switch-hitter, third-base coach, third-base line, strike zone, triple play, wind up (v.), windup (n.).

bases — On first reference, write first base, second base, third base, home plate. On second reference, first, second, etc.

basketball terms — alley-oop, backboard, backcourt, backcourtman, baseline, crossover dribble, double dribble (n.), double-dribble (v.), downcourt, dunk, fast break, field goal (n.), field-goal (adj.), foul line, foul shot, four-corner defense, free throw, free-throw line, front court, full-court press, halfcourt, half-court press, halftime, hook shot, jump ball, jump shot, lay-up, man-to-man (n., adj.), midcourt, out-of-bounds (adj.), pivotman, technical foul, timeout, tip in (v.), tip-in (n.), three-pointer, three-point line, three-point shot, three-second rule, throw in (v.), throw-in (n., adj.), turn over (v.), turnover (n.), zone.

coach — Capitalize when used as part of an official title or when used without a modifier: Coach Joe Brady, Head Basketball Coach Pat Glispin. If coach is preceded by a modifier, use lowercase: third base coach Jimmy Jones. Lowercase coach when it stands alone, follows the name, or is set off from the name by commas: The coach, Karen Farrell, played volleyball in college.

crew — Clark crew or Clark rowing team; never Clark crew team.

crew (rowing) terms — bow, coxless, coxswain, ergometer, experienced, Head of the Charles, New England Fours Championship, novice, oarsman, oarsmen, port, regatta, shell, skull, starboard, stern.

cross country — Two words. He runs cross country; otherwise, hyphenate when used as a compound modifier when it precedes the noun it modifies: cross-country team, cross-country skiing, cross-country runner.

diving terms — armstand dive, back dive, forward dive, free, inward dive, layout (n., adj.), pike, platform, reverse dive, straight, tuck, twisting dive, springboard.

ECAC — Eastern College Athletic Conference. Spell out on first reference.

field hockey terms — corner hit, free hit, obstruction, offside, penalty corner, penalty stroke, push back (n.)

innings — For example, first inning, seventh-inning stretch.

lacrosse terms — attackman, defenseman, flipoff (n.), midfielder, Pilgrim League (league members include Babson College, Clark University, Lasell College, Maine Maritime Academy, MIT, Massachusetts Maritime Academy, Norwich University, Springfield College, Western New England College and Wheaton College).

NCAA — Sports. National Collegiate Athletic Association does not need to be spelled out on first reference.

NEWMAC — Acronym for New England Women’s and Men’s Conference. Spell out on first reference. The members are: Babson College, Clark University, Massachusetts Institute of Technology (MIT), Mount Holyoke College, Smith College, Springfield College, U.S. Coast Guard Academy, Wellesley College, Wheaton College, Worcester Polytechnic Institute (WPI).

Pilgrim League — Lacrosse. Members include Babson College, Clark University, Lasell College, Maine Maritime Academy, MIT, Massachusetts Maritime Academy, Norwich University, Springfield College, Western New England College, Wheaton College.

play off, playoff — Two words for the verb; one word for use as a noun or adjective.

postseason, preseason — No hyphen.

soccer terms — center circle, corner kick, charge, forward, free kick, fullback, goal kick, goalie, goalkeeper, halfback, linesman, offside, overhead kick, penalty area, penalty kick, shinguard, striker, sweeper, stopper, wings.

softball terms — batter’s box, catcher’s box, dead ball, ground-rule double, on-deck circle, sacrifice fly, windup

swimming terms — backstroke, breaststroke, butterfly, flip turn, freestyle, gravity wave, lane, lanelines, long course, medley relay, negative split, Olympic-style pool, relay exchange, roll, short-course pool, sidestroke, split, swimmer’s ear, touchpad.

tennis terms — ace, ad-in, ad-out, back court, backhand, baseline, center mark, deuce, dink, double fault (n.), double-fault (v.), drop shot, earned point, error, fault (n., v.), foot fault (n.), foot-fault (adj., v.), forecourt, ground stroke, hard court (n.), hard-court (adj.), hold serve, kill, let, linesman, lob, love, match point, midcourt (n., adj.), poach, seed service line, set, set point, smash, straight sets, volley.

volleyball terms — advantage, attack line, backcourt, backline, back row (n.), back-row (adj.), block, center line, collective screen, dink, front row (n.), front-row (adj.), rally-point (adj.), red card, serve, service zone, set spike, yellow card.