Editorial Style Guide
Updated April 2014


A notable exception to this rule is the treatment of academic citations among SIT faculty and staff: SIT Graduate Institute and SIT Study Abroad faculty and staff should consistently apply APA style for all academic citations in syllabi and pre-departure material. Reference guides to the APA academic citation style are available through the World Learning library website: http://libguides.sit.edu/apa.

If you have questions or know of items to be added to the editorial style guide, please send them to kathryn.schoenberger@worldlearning.org. The guide includes basic elements of The Chicago Manual of Style and items that are specific to World Learning.

World Learning In-House Editorial Style Guide

A

Aboriginal  Indigenous communities of Australia

aboriginal  Having existed in a region from the beginning, e.g., aboriginal forest

academic citations  SIT Graduate Institute and SIT Study Abroad faculty and staff should consistently apply APA style for all academic citations in syllabi and pre-departure material. Reference guides to the APA academic citation style are available through the World Learning library website: http://libguides.sit.edu/apa.

academic degrees  Do not use periods: BA, MAT, PhD. This differs from Chicago.

academic directors  SIT Study Abroad in-country program directors. Do not use the acronym AD with communications intended for any external audience. Lowercase when used alone. Use capitals before a name.

The academic directors will meet on Tuesday.

SIT Study Abroad Academic Director John Smith will address the group.

accents and diacritical marks  Be consistent in applying these, especially to foreign place names and phrases. Use English spelling when referring to World Learning program names, e.g., Panama, not Panamá.

The SIT Study Abroad program in Panama explores tropical conservation and sustainable development.
acronyms  If necessary to use acronyms, on first reference spell out the entire name. If references appear more than once in a single document, include the acronym in parentheses after the first reference, then use acronym alone on later references. Avoid using when at all possible for any materials intended for external audiences that might find them confusing. Do not use WL for World Learning or EIL for The Experiment in International Living. If necessary to shorten the latter, use The Experiment on second reference.

The grant is funded by the United States Agency for International Development (USAID). The aim of the USAID grant is …

The Experiment in International Living was founded in 1932. The Experiment now has programs in more than 20 countries.

The United States Agency for International Development (USAID) provides funding support for many World Learning programs.

adjectives that need en dashes  In compound adjectives with one element that is an open compound, use an en dash (Control + NUM- on a PC, Option + hyphen on a Mac) instead of a hyphen between the open compound and the other element.

Noble Peace Prize–winning Trustee Emerita Wangari Maathai

Also use the en dash when two or more of the elements are hyphenated compounds. See Chicago.

Advancement  The World Learning Department of Institutional Advancement and External Relations is responsible for fundraising and donor relations. Formerly known as Philanthropy Department or Development Department.

advisor  Not adviser

African American  Do not use hyphen, whether noun or adjective. Avoid Afro.

among  Do not use amongst.

AM/PM  Use small caps without periods (in most cases): AM, PM. (Note: This is an exception to Chicago.)

ampersand (&)  Avoid using whenever possible.

Andalucía

Andalusian

animism

apartheid

archaeology

Argentine  The preferred adjective when referring to Argentina

art exhibition titles  Put art exhibition titles in italics.

B

BA, BS  Bachelor of Arts, Bachelor of Science. Please note no periods between letters.

bionetwork
board of trustees, Board of Trustees  Capitalize only when part of full and formal title, World Learning Board of Trustees, lowercase all other references.

The World Learning Board of Trustees will meet in October. The board of trustees voted on the strategic plan. The board met in the conference room. The trustees were honored with a reception and dinner.

buildings  Capitalize if formal title. Use full name on first reference. May be abbreviated or shortened thereafter, as appropriate.

The Stephen and Nita Lowey International Center (IC), the IC
The Donald B. Watt Library, the library

C

café

Capacity Building Services (CBS)  A former unit of World Learning’s International Development and Exchange Programs. It is now a part of IDEP’s Exchange and Training Unit. Capacity Building Services and CBS are no longer used.

capstone paper, capstone seminar

Career and Practicum Services Center  Assists SIT Graduate Institute students and alumni in planning, preparing, and promoting their professional development for field-based internships and their careers.

Case Studies, case studies  Capped and plural when referring to International Honors Program options, lowercase and singular or plural, as appropriate, for generic or other use.

catalog

CD

CD-ROM

Center for Intercultural Programs  Former name for the Language and Culture Department at SIT.

centuries  In most cases, spell out: twenty-first century.

Civil Society and Governance (CSG)  A unit of the World Learning International Development and Exchange Programs. This division connects local communities with public and private sector institutions to promote citizen engagement for good governance and to foster policies at the local, national, regional, and global levels that respect basic human rights. Spell out on first reference.

compound words and words with prefixes and suffixes  In general, consult Merriam-Webster’s Collegiate Dictionary, fourteenth edition, first. Refer to The Chicago Manual of Style for guidance on compounds that do not appear in Merriam-Webster.

commas in series  A comma should be used before a conjunction at the end of a series: We are comparing apples, oranges, and nectarines.

Conflict Transformation Across Cultures (CONTACT)  CONTACT can refer to several peacebuilding programs offered by SIT Graduate Institute. Within the CONTACT family of programs there is the three-week Summer Peacebuilding Program in Brattleboro, Vermont; the two-week Peacebuilding Training and Education program in Nepal, also called CONTACT South Asia; the one-year, low-residency Graduate Certificate in Conflict Transformation; and the Master of Arts and CONTACT Joint Program. On first reference, spell out.

course titles  Capitalize but do not use italics or place within quotation marks.

coursework
cross-cultural

CTETR  Former name for Center for Teacher Education, Training, and Research. Now part of the World Learning International Development and Exchange Programs Education unit.

D

Washington, DC  Location of World Learning International Development and Exchange Programs headquarters. Note World Learning style is to use no dots in DC. Set off DC after Washington in running copy.

The Washington, DC, office of World Learning
dashes and hyphens  There are three varieties of horizontal lines: hyphens (the shortest), en dashes, and em dashes (the longest). Each has a specific use. (See separate entries.)
dates  When writing month, date, and year, use a comma between the date and year: January 6, 2008. If using only the month and year, a comma is not necessary (but neither is it wrong!): January 2008. In running text, a comma is not necessary following the year, unless it seems helpful for clarity.

DC Center, SIT Graduate Institute  Refer to the Washington, DC, location of SIT Graduate Institute activities as SIT Graduate Institute Washington, DC Center. On second reference or in places where shorter copy is demanded, use SIT Graduate Institute DC Center or SIT DC Center. Note no comma after DC for this specific name use only. Also see Vermont campus.
decades  Decades can be spelled out, or numbers with apostrophes can be used. No apostrophe is placed between the decade and the letter s (i.e., never 1980's).

the eighties and the nineties
the 1980s
the '80s and the '90s
degrees  Do not use periods: BA, MAT, PhD. This differs from Chicago. When necessary to establish academic credentials, place after the name.

Karen Stromgren Blanchard, PhD

Delphi International  The former name for a segment of the Exchange and Training Unit, a division of the World Learning International Development and Exchange Programs. ETU organizes exchanges for professionals from more than 140 countries each year.
departments and offices  Lowercase when written informally; capitalize formal, full names.

admissions office, but Office of Admissions
development  At World Learning, the term development refers to international development programs. It is not used to refer to fundraising efforts currently handled through the Department of Institutional Advancement and External Relations.
development  One of World Learning's three program areas, along with education and exchange. This area includes specific programs such as IDEP's HIV/AIDS, Grants Solicitation and Management, and Civil Society and Governance units.
Dharamsala
diaspora  Lowercase, except when referring to the Jewish Diaspora.

**Department of Student Services**  Former name for the Office of Campus Life.

**disabilities, persons with**  Persons with disabilities is the preferable phrasing in lieu of disabled persons.

**Donald B. Watt Library**  The Donald B. Watt Library supports patrons within SIT Graduate Institute, SIT Study Abroad, and other members of the World Learning community. Do not refer to the library as the SIT Library, the School for International Training Library, or the World Learning Library.

**E**

.edu  When communicating with educational audiences regarding SIT, SIT Study Abroad, and/or SIT Graduate Institute, always include a reference to the educational domain URL [www.sit.edu](http://www.sit.edu), [www.sit.edu/graduate](http://www.sit.edu/graduate), or [www.sit.edu/studyabroad](http://www.sit.edu/studyabroad). If possible and appropriate, include a second listing for [www.worldlearning.org](http://www.worldlearning.org).

**Education**  A unit of World Learning International Development and Exchange Programs that works with individuals, communities, and institutions to develop their capacity in educational programming. The Education unit works with partners to strengthen the quality of basic education, increase the relevance of secondary and higher education to the workforce, and support systems to improve the partners' English language instruction.

**education**  One of World Learning's three general program areas, along with exchange and development. This area includes specific programs such as The Experiment in International Living, SIT Study Abroad, SIT Graduate Institute, and Teaching English as a Second Language (TESOL).

**ellipses**  To indicate an omission within a sentence, use three periods, separated from each other and from the text before and after by a space. (On a Mac, obtain ellipses by typing Option + semicolon.) To indicate an omission following a sentence, use four periods, with no space before the first period.

> We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights . . . life, liberty and the pursuit of happiness. . . . To prove this, let facts be submitted to a candid world.

**em dash**  The longest dash. Used to set off an amplifying or explanatory element and may at times be used in place of parentheses, commas, or a colon. (To insert on a PC, use Ctrl + Alt + the minus symbol on the NUM keypad.) Note, these take no space before or after the dash. See Chicago.

> You will learn to be aware of the effect of your informants' biases—and your own—on the design of field study projects and the interpretation of data.

**email**  Not e-mail

**en dash**  A medium-length dash used between ranges of numbers and instead of a hyphen for compound adjectives with one element that is an open compound. (To insert on a PC, use Ctrl + Alt + the minus symbol on the NUM keypad; use Option + hyphen on a Mac.)

8–10 PM

_Pulitzer Prize–winning novelist Toni Morrison_

Also use the en dash when two or more of the elements are hyphenated compounds. See Chicago.

**eras**  Use small caps without periods: BC, AD, BCE. (This is an exception to Chicago, which calls for points.)
Euro

**exchange** One of World Learning’s three program areas, along with education and development. This area includes programs such as IDEP’s International Visitor Leadership Exchange Programs.

**Exchange and Training Unit (ETU)** A division of World Learning International Development and Exchange Programs that designs and implements training and exchange programs for thousands of youth, students, and professionals from more than 140 countries each year. Spell out on first reference. The former Visitor Exchange Program (VEP) and Capacity Building Services (CBS) units were combined to create ETU. VEP and CBS are no longer used.

**The Experiment in International Living** The founding program of World Learning. The full name is always written with —"The" as in —"The Experiment in International Living." After fully spelling out on first reference, it may be referred to as —"The Experiment" (note the article and capital T) when referring to the program. Do not use the acronym EIL on pieces designed for an external audience.

> The Experiment in International Living is the original program of World Learning. The Experiment was founded in 1932.

**F**

**fall and spring** Capitalize in display copy or program titles; use lowercase in running copy when using generically or referring to a semester.

> Duration Fall/Spring 15 weeks

> This program will have credit redistributions beginning in the fall 2012 semester.

**fax** Not FAX

**Federation EIL** Federation of National Representations of The Experiment in International Living.

> World Learning is one of more than 25 members of the Federation of National Representations of The Experiment in International Living, a group of private, nonprofit, nonpolitical, and nondenominational organizations incorporated in Switzerland in 1954.

**fieldwork**

**filmmaking**

**firsthand**

**FORECAST II** A USAID-funded group of programs managed by the Exchange and Training Unit of World Learning’s International Development and Exchange Programs. World Learning was also a recipient of the first FORECAST award.

**foreign words and phrases** Do not italicize unless they are unfamiliar. In general, if the word or phrase appears in *Merriam-Webster’s* foreign-word section, it is considered familiar. If a definition follows, it is enclosed in parentheses or quotation marks. See *Chicago Manual of Style*.

> c’est la vie

> cogito, ergo sum

> unter vier Augen (between ourselves)

**full time, full-time** Hyphenate when used as a compound adjective. *She has a full-time job. He works full time.*

**fundraising** One word
G

géopolitique, géopolitical

glottal stop The glottal stop is indicated with an inverted comma. Examples: Hawai‘i, Savai‘i, and, 'Upolu. If impossible to reproduce the inverted comma (open single quotation mark) an apostrophe may be alternately used. Do not delete altogether.

GPA Grade point average

grades Put in roman type and capitalize (no quotes): The University of Havana requires a B average for acceptance.

Grants Solicitation and Management (GSM) A division of the World Learning International Development and Exchange Programs. On behalf of USAID and its missions, the GSM division manages the process of providing grants and any necessary training to private voluntary and nongovernmental organizations in more than 30 countries. Spell out in first reference.

guest house

H

Hawai‘i Note the glottal stop indicated with an inverted comma. See glottal stop entry.

healthcare (noun or adjective)

high school Do not use hyphen, whether a noun or an adjective.

HIV/AIDS Use HIV/AIDS when referring to the infectious disease in general and HIV when talking about the virus or stage before serious symptoms occur. Readers are more likely to know the acronym for both rather than acquired immunodeficiency syndrome and human immunodeficiency virus. Also a division of the World Learning International Development and Exchange Programs unit.

home page The main page or site of an individual or organization on the World Wide Web.

homestay One word

hyphenation of proper nouns Compound proper nouns are often open, but some are hyphenated, and a few are closed. In most cases, we leave them open. Refer first to Merriam-Webster’s, second to Chicago.

Asian American literature
African American family
Native American traditions
Latin American history

hyphens Used for word breaks at the ends of lines and in hyphenated words. Avoid hyphenating (breaking a word) at the end of a column. Avoid ladders (hyphens appearing at the end of three or more lines in a row).

I

ID, IDs
Independent Study Project  Spell out on first reference. May be abbreviated as ISP in subsequent references.

in-depth

i.e., e.g. Use comma.

Inc. Abbreviation for incorporated should appear capitalized, followed by a period. Omit the preceding comma. John B. Smith Inc.

initials Use periods in initials in personal names, except when people are referred to by the initials of their family and given names—some American presidents, for example. Don’t use periods in acronyms or abbreviations with all caps.

   J.D. Salinger; FDR; Washington, DC; NOW; IRS

International Center (Brattleboro campus) Refer to by full name on first reference. The Stephen and Nita Lowey International Center. Thereafter Lowey Center or IC is permissible.

International Development and Exchange Programs  A unit of World Learning based in Washington, DC, that works in more than 20 countries to enhance the capacity of individuals, communities, and institutions to take ownership of their own development, secure just and effective policies and structures, and create sustainable positive change. Do not refer to as World Learning for International Development, or WLID. World Learning may be used alone when referring to international development and exchange programs if there is not a need to differentiate from other programs in World Learning, such as SIT Study Abroad or SIT Graduate Institute.

International Honors Program (IHP) is a component of the SIT Study Abroad portfolio. IHP offers students a unique comparative learning opportunity to investigate significant global issues in at least four contrasting countries during one or two semesters. IHP students study issues relating to public health, the environment, globalization, urban planning, governance, social justice, and human rights.

the Internet

J

Jr. Do not use a comma before Jr: Jeff Jones Jr. See Chicago. Also, do not use a comma before II or III: Adlai E. Stevenson III

K

1 Kipling Road  In addresses, include the number 1 before Kipling to enable physical delivery to the Vermont campus versus the World Learning Brattleboro post office box. Necessary for shipments from vendors such as UPS, DHL, etc.

Kiswahili  Language taught on SIT Study Abroad programs in Kenya and Tanzania. Preferred over Swahili.

L

lecture titles  The name of a lecture series should be italicized; the names of individual lectures within a series are put in quotation marks.
library  The Donald B. Watt Library. Do not refer to the library as the SIT Library, the School for International Training Library, or the World Learning Library.

lifelong

listserv

logos  World Learning and program logos are a combination of the title/titles and symbol used together.

long term, long-term  Hyphenate only when using as a compound modifier. We are assessing the long-term prospects. It will improve in the long term.

M

Maasai

master, master’s degrees  Do not capitalize unless referring to proper names of specific programs. The possessive apostrophe is not used when referring to specific programs: master’s degree, but Master of Arts in Teaching. He has a master’s in psychology.

Master of Arts degree programs offered by SIT
Master of Arts in Peacebuilding and Conflict Transformation
Master of Arts in International Education (On Campus and Low Residency)
Master of Arts in Intercultural Service, Leadership, and Management (Self-Designed Program)
Master of Arts in Sustainable Development (Vermont and Washington, DC)
Master of Arts in Teaching English to Speakers of Other Languages (On Campus and Low Residency)
    May be referred to as Master of Arts in TESOL on second reference

MAT  Master of Arts in Teaching programs or degree  Previous way to refer to these degrees. MAT should never be used with external audiences. See Master of Arts degree programs offered by SIT.

mission  The World Learning mission is to empower people and strengthen institutions through education, exchange, and development programs.

monthlong  One word

Mughal  Instead of Mogul

N

newsgroup

nonformal

nongovernmental organization (NGO)  Spell out in first reference.

nonprofit  One word

noun plus gerund  Unless these compounds appear closed or hyphenated in Merriam-Webster’s, they should be open.

    decision making
    problem solving
    bookbinding

noun plus participle  Adjectival compounds consisting of a noun plus a participle are usually
numbers  Spell out one through nine; use digits for numbers over nine. Use figures with currency: $25. Use the en dash (Control + NUM- on a PC, Option + hyphen on a Mac) between a range of numbers: students in grades 10–12.

Use appropriate commas with four- and seven-digit numbers, e.g., 1,000 or 1,000,000

See also ordinal numbers and percentages.

O
ongoing
online

ordinal numbers  Do not use ordinal numbers in dates. Write December 5 rather than December 5th.

orphans  Eliminate orphans (last line of a paragraph starting a page or column or first line of a paragraph ending a page or column).

OurWorld  The official online community of World Learning. Written as OurWorld, with capital O and W, and no space in between words.

Office of Campus Life  The Office of Campus Life and Division of Student Affairs, in partnership with SIT’s Career and Practicum Services Center, provides co-curricular support through a wide range of services and activities, including counseling services, disability support services, international student and scholar services, student activities, and leadership opportunities. Formerly the Department of Student Services.

P
part time, part-time  Hyphenate when used as a compound modifier. She works part time. He has a part-time job.

peacebuilding, peacekeeping

percent  One word

percentages  Use figures and the word —"percent" for numbers expressing percentages, e.g., 95 percent. In financially oriented copy (mainly the treasurer’s report and development publications) it is acceptable to use figures with the percent sign, e.g., 95%.

PhD  Doctoral degree designation. Please note, no periods between letters.

Philanthropy  The World Learning department formerly known as Philanthropy is now the Department of Institutional Advancement and External Relations (also known as simply Advancement).

place names  Use commas to set off individual elements in addresses, the names of states in running copy, and names of geographical places or political divisions. There is no comma between a state and the zip code in an address and no period after the two-character state abbreviation.

Brattleboro, Vermont, is the location for the main World Learning campus.
PO Box
policymaking
postapartheid
postcolonial, precolonial
post-conflict, post-independence, post-revolutionary pre-departure
program Do not capitalize unless part of a formal name, e.g., SIT Graduate Institute’s CONTACT Summer Peacebuilding Program. The SIT Study Abroad program lasts 16 weeks.
program areas World Learning’s three program areas are education, exchange, and development. All of the organization’s specific programs fit under at least one of these program areas.
program names Use the English equivalent, without accents or diacritical marks, in foreign spellings. SIT Study Abroad's Panama program is offered in both semesters.
programs, World Learning In addition to World Learning International Development and Exchange Programs, The Experiment in International Living, SIT Study Abroad, and SIT Graduate Institute are all programs of World Learning and should be referred to as such in communications and running copy.

SIT Graduate Institute, a program of World Learning, offers master’s degrees in several dynamic fields as well as continuing education and professional development.

Avoid a double reference to programs, e.g., International Development and Exchange Programs, a unit of World Learning, is headquartered in Washington, DC.

Q
quotes One space between single and double quotes

R
rainforest One word
reentry
résumé Not resume

Returned Peace Corps Volunteer Capitalize each word.

S
savannah
schoolchild, schoolchildren

School for International Training Use when referring to the institution’s accreditation or founding.

The School for International Training (SIT) is accredited by the New England Association of Schools and Colleges, Inc.

Founded in 1964 as the School for International Training, SIT now offers …
Limited use is also acceptable to provide clarity or in external media (such as *The Economist*) where style guides limit the use of abbreviations.

**seasons and semesters** Do not capitalize, e.g., fall semester.

**SIT** The accredited higher education institution of World Learning. Founded as School for International Training. Do not refer to the institution as SIT alone, but as SIT Study Abroad; SIT Graduate Institute; or, if necessary, SIT, the accredited higher education institution of World Learning; SIT, a program of World Learning; or World Learning/SIT when appropriate. Do not pronounce as sit. Note no periods or extra spaces in SIT.

> *Donald Steinberg is the president of World Learning/SIT.*

**SIT Graduate Institute** The correct name for campus and field-based graduate programs of SIT. **Note the word The does not appear before SIT.** Also note no periods in SIT and no hyphen, dash, colon, or other punctuation between SIT and Graduate Institute.

> *Jane Fernandez spoke to the new faculty at SIT Graduate Institute.*

> *World Learning congratulates SIT Graduate Institute’s Class of 2012, a group of exceptional leaders committed to pursuing social justice at home and abroad.*

**SIT Study Abroad** The undergraduate field-based academic program of SIT. Note no periods in SIT and no hyphen, dash, colon, or other punctuation between SIT and Study Abroad. The acronym SSA is strictly for internal audiences only.

**South Asian**

**spring and fall** See fall and spring.

**Sr.** Do not use a comma preceding Sr. *Jeff Jones Sr.* See *Chicago*.

**STAR Network** A former World Learning–administered program designed to provide encouragement, financial support, and technical assistance to locally led initiatives that advance women’s economic and political leadership in the nations of the former Yugoslavia.

**states** Spell out the names of states in running text and set off with commas when following the name of a city. (See *Chicago Manual of Style* for cities that can stand alone without a state.) In lists, addresses, or informal communications, postal abbreviations may be used.

**sub-Saharan**

**Swahili** See *Kiswahili*.

**symposia**

**T**

**tai chi or tai chi chuan**

**telephone numbers** World Learning style is not to use parentheses around the area code for US numbers or the country code or, if included, the city code for international numbers. Use hyphens only between the last two series of numbers. Do not use periods to separate elements. 802 258-3212, 44 20 7353-1515. Toll-free numbers do not require a 1 prefix, e.g., 888 272-7881. Use a lowercase x without space to indicate extensions. x4420.

**TELIC Teaching English Language Learners in Content Classes** TELIC is a graduate certificate course that provides professional development to help teachers better meet the needs of English language learners (ELLs) in mainstream classes. Formerly called ACCESS Actively Connecting Content, English, Students, and Standards.

**that/which** That is the defining, or restrictive, pronoun; which is the nondefining, or nonrestrictive, pronoun.

> *The lawn mower that is broken is in the garage. (Tells which lawn mower.)*
The lawn mower, which is broken, is in the garage. (Adds a fact about the mower in question.)

times
- AM and PM; no periods, small caps (Option + Apple + h on a Mac keyboard)
- Use an en dash (Ctrl + Alt + the minus symbol on the NUM keypad on a PC, Option + hyphen on a Mac) with inclusive times. No spaces before or after dash.
- Balance the number of digits in times; for example, if an event starts at eight-thirty and ends at eleven, add zeros to eleven.
  6–7 PM; 8:30–10:00 PM
- For events that begin in AM and end in PM or vice versa, include AM or PM after the first time:
  9 AM–1 PM; 9:30 PM–2:00 AM
- Whenever possible use noon and midnight instead of 12 PM and 12 AM.

titles  Italicize titles of books, periodicals, newspapers, plays, motion pictures, television and radio programs, and long musical compositions. See Chicago.

title capitalization  Capitalize all words except articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length. Capitalize hyphenated and open compounds using the following rule: first elements are always capitalized; subsequent elements are capitalized unless they are articles; prepositions; coordinating conjunctions; or such modifiers as flat, sharp, and natural following musical key symbols; second elements attached to prefixes are not capitalized unless they are proper nouns or proper adjectives. If a compound (other than one with a hyphenated prefix) comes at the end of a title, its final element, whatever part of speech it may be, is always capitalized. See Chicago.

A Run-in with Authorities

Avoiding a Run-In

titles, professional  Civil, military, religious, and professional titles are lowercased after the name or when standing alone, and only uppercased when they immediately precede a personal name, as part of the name. Titles are lowercased before the name if used in apposition to it (not as part of the person's name), or if they are descriptive titles. See Chicago.

The orientation will be conducted by the academic director and program assistant.

Nuria Pena is the academic director of the Argentina: Regional Integration, Development, and Social Change program.

SIT Professor Ryland White, Professor White

President Steinberg; Donald Steinberg, president and CEO of World Learning/SIT; the president
former president Weinberg (title used in apposition)

journalist Gwenn Ifill (descriptive title)

toward  Note no s.

trademarks  Words that are registered trademarks should be capitalized. When in doubt, check the dictionary. World Learning, School for International Training, SIT, and The Experiment in International Living and its infinity design are registered trademarks of World Learning Inc. The U.S. Experiment in International Living is a trademark of World Learning Inc. The circle design is a trademark of World Learning Inc.

Coca-Cola

Cyclone fence (but chain-link fence)

Dumpster
King Arthur flour

Kleenex (but tissue)

Xerox (but photocopier)

The symbols ® and ™, which often appear on product packaging and in advertisements, need not be used in running text. See Chicago.

Training and Educational Services (TES) A former division of World Learning International Development and Exchange Programs (IDEP), now part of the IDEP Education unit. Also formerly known as The Center for Teacher Education and Training (CTETR).

T-shirt

U

Ulaanbaatar

underlining Do not use underlining unless copy indicates an active link to another document or file. For selective emphasis use bold or italics when warranted.

University Relations Manager SIT Study Abroad liaisons with sending schools. The acronym URM is for internal audiences only.

URL (uniform resource locator) A URL consists of three parts: a type (usually "http:"), a directory path consisting of folder names separated by slashes ("/"), and an optional filename. In many cases, the directory will be the root (no folders). Filenames usually end in .htm or .html.

World Learning maintains websites in both the .org and .edu domains. When communicating with educational audiences regarding SIT, SIT Study Abroad, and/or SIT Graduate Institute, always include a reference to the educational domain URL www.sit.edu, www.sit.edu/graduate, or www.sit.edu/studyabroad. If possible and appropriate, include a second listing for www.worldlearning.org.

All normal rules of punctuation following a URL apply, so the following sentence is correct: SIT’s website can be visited at www.sit.edu.

US Abbreviation for United States. No periods, unless referring to the U.S. Department of State or other government agency which requires the use of periods.

USAID United States Agency for International Development. Spell out in first reference. The U.S. Agency for International Development is an independent agency that provides economic, development, and humanitarian assistance around the world in support of the foreign policy goals of the United States. A frequent funder of projects administered by the World Learning International Development and Exchange Programs unit.

V

Vermont campus, SIT Graduate Institute Refer to the Vermont location of SIT Graduate Institute activities as SIT Graduate Institute Brattleboro, Vermont Campus. On second reference or in places where shorter copy is demanded, use SIT Graduate Institute Vermont Campus or SIT Vermont Campus. Note no comma after Vermont for this specific name use only. Also see DC Center.

Vietnam

viewbook
vision  World Learning envisions a just world driven by engaged citizens and thriving communities.

Visitor Exchange Program  A previous division of the World Learning International Development and Exchange Programs. Formerly called Delphi International, VEP is no longer used, and this division is now part of the Exchange and Training Unit (ETU). It organizes exchanges for professionals from more than 140 countries each year.

voice mail

W

Washington, DC  Location of World Learning International Development and Exchange Programs headquarters. Note no periods in DC. Set off DC after Washington in running copy.

    The Washington, DC, office of World Learning

web page
website

weeklong  One word

widows  Eliminate widows (fewer than two full words on a line) unless otherwise indicated.

WL is NOT an approved external acronym and should never be used for external communications.

World Learning

The World Learning Exchange  A forum for sharing ideas, resources, and networks among alumni and other members of the World Learning community. It includes virtual and person-to-person access to networking opportunities, educational resources, and funding sources. On first reference, list as the World Learning Exchange; for the second reference and beyond, The Exchange is acceptable.

World Wide Web

worldwide  One word

X

x  Use the abbreviation x for extension, with no space: x2222.

Xhosa/isiXhosa  The former relating to the people and culture; the latter to the language.

X ray  (noun)

X-ray  (adjective)

x-ray  (verb)

Y

years  Use the en dash (Control + NUM- on a PC, Option + hyphen on a Mac) and no extra spaces between inclusive years: 1997–1998.

For months and years together without dates, do not use a comma, e.g., March 2008.
Youth Peacebuilding Camps

Z

Zulu/isiZulu The former relating to the people and culture; the latter to the language.

Thank You

Thank you for adhering to World Learning editorial style guidelines. If you have questions or know of items to be added, please send them to kathryn.schoenberger@worldlearning.org.