



EASTERN WASHINGTON UNIVERSITY
EDITORIAL STYLE GUIDE

ABOUT THE GUIDE

This style guide is published by Eastern Washington University's Marketing & Communications Department.

University Marketing & Communications oversees grammatical standards for all materials, print and online, which emanate from the university to its various audiences. While there may be more than one "right" way to write a sentence, it is important to conform to one style to establish desired consistency.

Marketing & Communications follows **The Associated Press Stylebook (AP Style)** as its house style, with a few exceptions, and follows the **Merriam-Webster's Collegiate Dictionary** for spelling.

If you have any questions, please contact our writing staff at 509.359.6422 or 509.359.2396.

TABLE OF CONTENTS

EASTERN-SPECIFIC GUIDE

General Information	5
Mailing Address and Main Phone Number	5
Publications	5
University Websites	6
Fiscal Year	6
Residence Halls	6
Colleges	6
EWU Spokane	7
Campus Buildings	7

GENERAL STYLE GUIDE

Abbreviations	8
Alumnus/a/i/ae	8
Ampersands	8
Capitalization	9
Class Years	10
Collective Nouns	10
Dates	11
Degrees	12
Holidays	12
Hyphenated Words	12
Italicization	13
Lists	13
Money	14
Numbers	14
Punctuation – Apostrophe	16
Colons	16
Commas	17

Hyphens and Dashes	18
Periods	19
Quotation Marks	19
Semicolons	20
Social Media Terms	20
Technology Usage	21
Technology Terms	21
Telephone Numbers	22
Theater/Theatre	22
Time	22
Titles	22
Commonly Misspelled/Misused Words	23
RAS Syndrome (Redundant Acronym Syndrome Syndrome)	27

EASTERN-SPECIFIC GUIDE

GENERAL INFORMATION

Eastern Washington University was founded in 1882 by Benjamin A. Cheney. The university is a regional, comprehensive public university located in Cheney, Washington, with programs offered at campuses in Cheney, EWU Spokane at the Riverpoint Campus, and at several campus locations throughout the state of Washington.

Mary Cullinan, PhD, is the 26th president of Eastern, the university's first female president to serve in a permanent capacity, and the only female public university president in the state of Washington.

The university's mission statement is:

EWU expands opportunities for personal transformation through excellence in learning.

EWU offers 135 areas of study, nine master's degrees, 12 graduate certificates, 39 graduate programs, two educational specialist degrees and one applied doctorate. Enrollment, as of fall 2014, is 13,453.

MAILING ADDRESS AND MAIN PHONE NUMBER

526 5th Street,
Cheney, WA 99004

509.359.6200

PUBLICATIONS

The Easterner is the student-produced newspaper, published weekly, fall through spring quarters.

easterneronline.com (509.359.4318)

Eastern The Magazine for Eastern Washington University Alumni and Friends is the alumni magazine, published three times a year.

ewu.edu/easternmagazine, easternmagazine@ewu.edu (509.359.6422)

UNIVERSITY WEBSITES

Eastern Washington University's home page

ewu.edu

Eastern 24/7 – news and information for the EWU community

ewu.edu/eastern247, eastern247@ewu.edu (509.359.2396)

FISCAL YEAR

The university's fiscal year runs July 1-June 30. The style is FY15.

RESIDENCE HALLS

Use residence hall versus dorm. Eastern has eight residence halls:

- » Anderson Hall
- » Brewster Hall
- » Dressler Hall
- » Dryden Hall
- » Morrison Hall
- » Pearce Hall
- » Streeter Hall
- » snyamncut

Note: *In the Salish language, words are not capitalized. To honor the Salish language, the name of the newest residence hall on campus is lowercased and without "hall." snyamncut (pronounced: sin-yam-en-suit), is the word for place of gathering, with the connotation of it being a special place of emotional attachment, a place of the heart.*

COLLEGES

College of Arts, Letters & Education (**CALE**)

College of Business and Public Administration (**CBPA**)

College of Health Sciences & Public Health (**CHSPH**)

College of Science, Technology, Engineering and Mathematics (**CSTEM**)

College of Social Sciences (**CSS**)

CAMPUS BUILDINGS

- » Aquatics Center
- » Art Building
- » Cadet Hall
- » Cheney Hall
- » Cheney Normal School Heritage Center (One-Room School House)
- » Communications Building
- » Computing and Engineering Building
- » Hargreaves Hall
 - Note: The second floor reading room in Hargreaves Hall is a named room, the Walter and Myrtle Powers Reading Room.*
- » Huston Hall
- » Indian Education Center
- » Isle Hall
- » Jim Thorpe Fieldhouse
- » John F. Kennedy Library (JFK Library is acceptable)
- » Kingston Hall
- » Martin Hall
- » Monroe Hall
- » Music Building
- » Patterson Hall
- » Pence Union Building (PUB)
- » P.E. Activities (PHASE)
- » P.E. Classroom Building
- » Radio-TV Building (RTV Building)
- » Red Barn
- » Robert Reid Lab School
- » Roos Field (The Inferno at Roos Field)
- » Science Building
- » Senior Hall
- » Showalter Hall
- » Special Events Pavilion/Reese Court
- » Sutton Hall
- » Tawanka Commons
- » Theatre Building
- » University House (President's Residence)
- » University Recreation Center (URC)
- » Washington State Digital Archives Building
- » Washington State Patrol Crime Lab
- » Williamson Hall

EWU SPOKANE (formerly known as the Riverpoint Campus)

Eastern Washington University's anchor building on the University District campus in downtown Spokane is the Eastern Washington University Center (EWU Center), 668 N. Riverpoint Blvd. It was previously known as the Phase I Classroom Building. The College of Business & Public Administration, the College of Health Science & Public Health and other programs are located in the EWU Center.

GENERAL STYLE GUIDE

ABBREVIATIONS

When abbreviating types of degrees, do not use periods after letters. (**Note:** *This differs from AP Style.*)

BA, MFA, PhD

When mentioning an organization's name, use the company style of abbreviation, capitalization and punctuation.

AT&T

Wal-Mart Stores Inc.

Washington Trust Bank

Abbreviate **United States** only when it is used as an adjective. Spell out when used as a noun.

One U.S. dollar is equivalent to .60 British pounds.

EWU is the only university in the United States with a research facility in a national wildlife refuge.

In addresses, only abbreviate **Street, Avenue and Road** when there are space constraints.

Use a state postal abbreviation when coupled with a ZIP code. Spell out state names in other cases.

(**Note:** *This is a change to AP Style, effective in 2014.*)

Correct: Eastern Washington University, 526 5th Street, Cheney, WA 99004

Eastern is located in Cheney, Washington.

Incorrect: I live in Wash.

ALUMNUS/A/I/AE

A male graduate is an **alumnus**. A female graduate is an **alumna**. Use **alumni** when referring to a group of men or a mixed gender group. Use **alumnae** when referring to a group of women.

AMPERSANDS

In print materials, do not use ampersands. Always spell out **and** in text. However, ampersands are OK when there are space constraints, or if they are part of a name, AT&T for example.

CAPITALIZATION

Capitalize titles that immediately precede personal names.

In print, lowercase titles when they follow personal names.

Eastern Washington University President Mary Cullinan

Mary Cullinan, president of Eastern Washington University

Capitalize names of Eastern's academic departments and administrative offices.

Department of Dental Hygiene, Dental Hygiene Department

Office of Grant and Research Development

Capitalize campus in Riverpoint Campus but do not capitalize in Cheney campus.

Official titles of forms should be in regular font and all words except for prepositions and articles should be uppercased. Informal mentions are lowercased.

Submit the Course Withdrawal Form by Sept. 10.

Make sure your health form is filled out correctly.

When referring to Eastern as "the university," do not capitalize the u.

When referring to a specific quarter or season leave lowercased.

He is registered for fall quarter.

The class begins in the spring.

Capitalize "commencement" when referring to a specific ceremony. General references are lowercased.

Todd McFarlane spoke at Eastern's 2013 Commencement.

Submit a graduation application in order to participate in commencement.

Capitalize federal only when it is part of an official name. In general references, it should be lowercased.

He applied for a job at the Federal Bureau of Investigation.

The federal government administers a variety of student aid programs.

In headlines and titles of works, capitalize “important” words. Only capitalize conjunctions and prepositions if they have five or more letters. But do capitalize a preposition that links to the verb.

How to Gain Course Credit Through Volunteering

Volunteering: How to Sign Up

Capitalize specific regions of the United States.

East Coast; Midwest; the North; Pacific Northwest; the South; Southern California

When dealing with hyphenated compounds in titles, capitalize both words

A One-Act Play

CLASS YEARS

Always capitalize the C in Class when referring to a specific class.

The Class of 1970 is having its reunion this year.

Do not use a comma between a person’s name and his/her year of graduation. Also note that the apostrophe should be a single right quotation mark.

Joan Smith '97

Add a comma between name and year of graduation when noting a type of degree.

Joan Smith, '97 BA English, is a member of the Board of Trustees.

COLLECTIVE NOUNS

A collective noun describes a group. It can take a singular or plural verb, depending on whether it’s describing a unit or individuals. When in doubt, add in the word members and use the plural verb.

The faculty is planning a holiday party.

Staff are in disagreement about the proposed policy.

DATES

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate those with more than five letters. Spell out when using alone, or with a year alone.

Jan. 20, 2017; March 10, 2015; September 2016

His vacation is scheduled for December.

When a phrase lists only a month and a year, do not separate the year with commas.

When a phrase refers to a month, day and year, set off the year with commas.

January 1972 was a cold month.

Feb. 14, 1987, was the target date.

She testified that it was Friday, Dec. 3, when the accident occurred.

In tabular material, use these three-letter forms without a period:

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

When using month, day, year format, use commas before and after the year.

The meeting June 4, 2014, will be held in the PUB.

When using only month and year, no comma is needed after the month.

The building will open in September 2015.

For academic years, use an en dash and complete numbers for both years. No space.

2014–2015

When noting centuries, use figures. When noting decades, use figures.

21st century, the '70s, the 1980s.

DEGREES

If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as:

John Jones, who has a doctorate in psychology.

Do not use Dr. before the names of individuals who hold honorary doctorates. Use PhD (no periods).

Use Dr. in first reference as a formal title before the name of an individual who holds a doctor of medicine, doctor of dental surgery, doctor of optometry, doctor of osteopathic medicine, doctor of podiatric medicine or doctor of veterinary medicine.

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

Use such abbreviations as BA, MA, MS, PhD (no periods) only when the need to identify individuals by degree on first reference would make the cumbersome. Use these abbreviations only after a full name – never after just a last name.

When used after a name, an academic abbreviation is set off by commas: John Snow, PhD, spoke. Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.

Not: Dr. Joe Smith, PhD, gave the lecture.

HOLIDAYS

Note apostrophe placement/absence:

Veterans Day

Presidents' Day

Martin Luther King Jr. Day

HYPHENATED WORDS

Many words with prefixes that are in common usage do not use hyphens (e.g., multicultural, nonrefundable, interoffice). Refer to the Merriam-Webster's Collegiate Dictionary to check specific words.

ITALICIZATION

Italicize book titles, video game titles, movie titles, opera titles, magazine titles, titles of articles, newspaper titles, TV shows, titles of lectures, speeches and works of arts. (**NOTE:** this differs from AP Style.)

LISTS

If items in a list are short phrases, list within text.

Your application must include the following: a cover letter, three letters of recommendation and school transcripts.

Or it might make more sense design-wise to set it vertically. This is also the preferred style for the web.

Your application must include the following:

- a cover letter
- three letters of recommendation
- school transcripts

No punctuation is needed after these list items because they do not individually form a complete sentence.

When items in a list are several long phrases, it is a good idea to set them vertically. If the phrases complete a sentence begun with the introductory element, use semicolons after the phrases. Insert a period at the end of the last phrase.

To apply for the program, students must:

1. Fill out the application form online;
2. Have recommenders send letters to the department chair; and
3. Have their GRE scores sent from the testing site.

If one item in a list is a complete sentence, then all list items must take a period.

To become a member of the volunteer organization:

1. Fill out a release form.
2. Commit to volunteering five hours a month.
3. Minors must have their parents sign a permission form.

MONEY

Dollars – always lowercase. Use figures and the \$ sign in all except casual references or amounts without a figure.

The book cost \$4.

Dad, please give me a dollar.

Dollars are flowing overseas.

Admission is \$10.

For specified amounts, the word takes a singular verb:

He said \$500,000 is what they want.

For amounts of more than \$1 million, use up to two decimal places. Do not link the numerals and the word by a hyphen:

He is worth \$4.35 million.

He proposed a \$300 billion budget.

The form for amounts less than \$1 million: \$4, \$25, \$500, \$1,000, \$650,000.

NUMBERS

Spell out the numbers nine and below. Use figures for numbers 10 and above. But there are exceptions to this rule.

Always use figures for quarter hours/credits, dates, times, ratios, votes, scores, percentages, ages and page numbers.

She is only taking two classes this quarter.

He will turn 7 next month.

More information about immunizations may be found on page 8.

The deadline is Sept. 3.

Each graduate course is 4 credits.

The alumna is 105 years old.

Spell out ordinal numbers of nine and below, space permitting. Use figures for 10 and above.

She waited for the second train to arrive.

The office is located on the 14th floor.

Spell out numbers at the beginning of a sentence.

Eighty people attended the performance.

When referring to something that can be counted, use “more” rather than “over”.

She has written more than 80 journal articles.

The university boasts more than 60 student groups.

Use commas in numbers with four or more digits.

The incoming class included 2,345 transfers.

Do not use commas in SAT scores, though.

The average SAT score is 1500.

Use figures for percentages, and spell out percent. It is OK to use the percent symbol in tables and statistics, and when there are space constraints.

The school's acceptance rate is 48 percent.

For plurals of figures, add an s and do not use an apostrophe.

He spent the later part of the 1970s in the Peace Corps.

PUNCTUATION

Note: There should be only one character space after a period, exclamation point or question mark—not two.

Apostrophe

The apostrophe is used to indicate a possessive or to stand in for missing letters or numerals.

Charlie's phone is ringing.

Sabrina is a member of the Class of '82.

Colons

Colons are often used to introduce a list. If a complete sentence introduces a list, use a period instead.

A complete application for the conference includes:

1. Abstract of research
2. Outline of lecture
3. Application form

WebMD suggests taking three steps to prevent osteoporosis.

1. Exercise
2. Increase calcium intake
3. Minimize alcohol consumption

If a colon introduces a quotation, formal statement or more than one sentence, capitalize the first letter.

The comedian looked out into the crowd: "Mom, are you here?"

If a colon introduces an incomplete sentence or a complete sentence closely related to the first clause, don't capitalize the first letter.

The professor congratulated the students: their performance was rated the highest in the competition.

Commas

Do not put a comma before the conjunction in a simple series.

The flag is red, white and blue.

He would nominate Tom, Dick or Harry.

Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

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

Use a comma also before the concluding conjunction in a complex series of phrases.

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

In names with a Jr. or Sr., do not insert a comma before Jr. Do not use a comma before II or III either.

Vernon Adams Jr. was the quarterback.

Jules Allston III is the new team captain.

When including a person's academic degree, use a comma before and after the degree.

William Young, PhD, made the special announcement.

In place names, set off each word with a comma.

Cheney, Washington, is 20 minutes from Spokane.

Add a comma after expressions such as for example, however and therefore.

However, graduate students may attend this lecture.

Add a comma after i.e., and e.g., [i.e., means "that is." e.g., means "for example."]

He does his best writing in the quietest place on campus, i.e., the fourth-floor study lounge.

Mary gets the most work done at small coffee shops, e.g., the Espresso Royale on Newbury Street.

Hyphens and Dashes

Use hyphens in temporary compounds to show that two or more words are forming one idea.

The entry-level class starts spring quarter.

Compounds that include proper nouns or –ly adverbs are not hyphenated.

She has conducted research in a number of Middle Eastern countries.

She is an internationally known expert in her field.

Hyphenate modifiers when they come before nouns. Leave them open when they follow nouns.

Mary has a well-used copy of Wuthering Heights.

Mary's copy of Wuthering Heights is well used.

When the second part of a hyphenated expression is omitted, keep the hyphen.

The Spokane- and Cheney-bound passengers were delayed for six hours.

Do not hyphenate compound nationalities. (Note: differs from AP Style)

She identifies herself as Asian American.

His interests include African American literature and world music.

The “en dash” is used when referring to ranges of numbers, years and times. Typically an “en dash” replaces the word “through”. It is slightly longer than a hyphen.

The open house program is June 3–6.

The professor's office hours are 3:30–4:30 p.m.

Using the phrase “from...to” with an “en dash” is redundant. The en dash implies this phrase.

The library is open 9 a.m.–6 p.m.

Not: The library is open from 9 a.m.–6 p.m.

If one element in a compound adjective is two or more words, use an “en dash” instead of a hyphen.

The Andy Warhol–style paintings sold first.

The “em dash” signifies a break in thought in a sentence. It is stronger than using commas. An “em dash” is what most consider a “dash”. It is significantly longer than the hyphen and slightly longer than the en dash.

He started his first semester—for the second time—because he had fallen ill.

En and em dashes should be closed—no spaces between letters and dashes.

To create an en dash on a Mac, press option and hyphen keys. To create an en dash in Word, type this exactly without any other keys in between: word, space, hyphen, space, word, space. 1993 – 1995

To create an em dash on a Mac, press option, shift and hyphen keys. To create an em dash in Word, type something--something and it will automatically turn into something—something.

Periods

Use a period after a numeral in a vertical list, not a parenthesis.

1. Contact your doctor.
2. Fill out the appropriate form.
3. Submit the form.

When a word that takes a period ends a sentence, it is not necessary to add another period.

Wednesday was Janet's first day with McBride and Co.

When a URL or email address ends a sentence, use a period.

For more information, **contact njones@ewu.edu.**

Quotation Marks

Periods and commas go inside quotation marks.

She said, "I'm tired of this misinformation being sent out to everyone."

Colons and semicolons go outside of quotation marks.

Her nickname was "The Mole"; his was "The Informer."

Question marks, dashes and exclamation points go inside if they are part of the quotation. If not part of the quotation, they go outside.

"Let's go!" Philip whined.

What did she mean by "I would watch your back"?

Semicolons

Use a semicolon between two sentences that are closely related.

He submitted an op-ed to the newspaper; he believed the reporter's account was biased.

Use a semicolon to separate items in a list if any of the list items contain a comma.

He conducted research at universities in Leeds, England; Rabat, Morocco and Dresden, Germany.

SOCIAL MEDIA TERMS

blog (noun, verb)

blogger (noun)

Facebook

Flickr

Google

Instagram

iPhone

iPod

LinkedIn

Microsoft (Use MSN only when referring to website or instant messenger.)

Pinterest

podcast

RSS feed

Tumblr

Twitter

tweet (noun or verb)

wiki, wikis (noun)

Wikipedia

Yahoo!

YouTube

TECHNOLOGY USAGE

In print materials, do not include `http://` or `www` in URLs.

For more information, please visit **ewu.edu**.

In print materials, website and email addresses should be bold within text. Lowercase all letters, unless the address is case-sensitive.

To learn more about the Office of Admissions, visit **ewu.edu/admissions**.

In interactive PDFs, use regular font and a color to signify that the link is active.

To learn more about the Office of Admissions, visit **ewu.edu/admission**.

If a URL has to be broken at the end of a line, break it at a period or a slash.

TECHNOLOGY TERMS

CD, CDs

cellphone (one word)

database

DVD, DVDs, DVR

e-commerce, e-business, e-newsletter

email (noun and verb)

fax (noun and verb)

home page (two words)

Internet

log in, log out (verb)

login, logon, logoff (noun, adjective)

multimedia

online

sign up (verb, not hyphenated)

sign-up (noun and adjective)

URL, URLs

username

voicemail (**Note:** differs from AP Style)

web, web address, web page (**Note:** lowercased differs from AP Style)

website

TELEPHONE NUMBERS

Use periods for telephone numbers in printed materials. Use dashes in online publications.

509.359.6200, 800.359.7200

Online: 509-359-6200

When noting extensions in internal publications, use ext.

THEATER/THEATRE

At Eastern, the fields of study in performing arts are spelled with an **re**: musical theatre, theatre education, theatre studies. **Theater** is the preferred spelling when used as a general noun.

TIME

Use figures except for noon and midnight. Use a colon to separate hours from minutes. When noting a time, use a.m. and p.m. (lowercased).

Avoid redundancies such as 10 a.m. this morning, 10 p.m. tonight or 10 p.m. Monday night.

8:30 a.m., 6:45 p.m., 7 p.m.

If both times in an inclusive period are in the morning or afternoon, only use a.m. or p.m. after the second time noted.

10:30–11 a.m.; 2–3 p.m.

Use midnight rather than 12 a.m. and use noon rather than 12 p.m.

Do not put a 12 in front of either midnight or noon.

The dance is from 10 p.m.–midnight.

The luncheon is from noon–1:30 p.m.

TITLES

Italicize titles of books, magazines, newspapers, TV networks, plays, movies and TV and radio series.

My favorite reality TV show is *The Voice*.

I read *The New York Times* every day.

Jess Walter's book *Beautiful Ruins* was a best-seller.

The *Discovery Channel*, ABC

Most website titles should be set in regular font. If the site has a printed counterpart, italicize the title.

Visit the Boston Cares website for more information.

Please refer to the online version of Encyclopedia Britannica.

COMMONLY MISSPELLED/MISUSED WORDS

The following words and phrases are commonly misspelled/misused.

- » acknowledgment
- » afterward (not afterwards)
- » amid (not amidst)
- » among (not amongst)
- » best-seller/ best-selling (AP Style: *hyphenate in all uses*)
- » campuswide/ nationwide
(AP Style: *no hyphen with the suffix wide*)
- » co-author, co-chair
- » co-curricular
- » course work
- » cross-cultural
- » firsthand
- » fundraising
- » health care (two words)
- » in regard to (not in regards to)
- » interdisciplinary
- » judgment
- » kickoff (noun and adjective)
- » kick off (verb)
- » multicultural, multiracial
- » nonfiction
- » nonprofit
- » regardless (not irregardless)
- » resume (now acceptable for *résumé*)
- » till (not 'til)
- » toward (not towards)
- » work-study
- » yearlong
- » year-round

Affect is almost always a verb and means to influence or have an effect on. **Effect** is usually a noun and means an outcome or result. It can sometimes be a verb, meaning to produce or make happen.

The bad weather affected the soccer game schedule.

The documentary about dolphin poaching had a powerful effect on me.

Among is used when there are more than two objects. **Between** is used when there are two objects.

She divided the candy evenly among the four children.

Between you and me, I don't think he should have said that.

To **assure** is to make certain to a person/people. To **ensure** is to make certain that an event will/won't happen. To **insure** is to be paid or pay money in the case of loss.

Chloe assured her mother that she wouldn't be late to the party.

Chloe bought a new watch to ensure that she would not be late to the party.

Chloe insured her car for the maximum amount since she parks it on the city street.

Awhile is an adverb. **A while** is a noun phrase that follows "for" or "in."

She waited at the restaurant awhile before deciding to leave.

They stopped at a rest stop for a while.

To **cite** means to refer to something as a source of information or proof. A **site** is a location or place.

He cited Wikipedia as his source.

The department members toured the future building site.

Communication is the exchange of information through talking, gestures or writing. **Communications** refers to the methods/systems used for the information exchange (phone/radio/TV).

She is researching nonverbal communication in children this quarter.

The company used a variety of communications methods to promote the new product line.

To **compliment** means to give someone praise. **Complimentary** means to offer for free. To **complement** means that something completes or perfects something.

Marc complimented Janet on her table decorating skills.

Parking at the event is complimentary.

The vase of white roses complemented the red tablecloth.

Comprise means to contain, include or be made up of. **Compose** is to combine or make up. Something is composed of something, not comprised of something.

The United States comprises 50 states.

Fifty states compose the United States.

Something that is **continual** is frequently repeated or intermittent. Something that is **continuous** never stops.

The neighbors' continual drum practice at all hours of the night was too much for her.

He made a doctor's appointment after suffering a continuous headache for three days.

Dual (adjective) means consisting of two parts, elements or aspects. **Duel** is a contest between two people. Three people cannot duel.

He has a dual degree in history and law.

They are going to duel it out with swords at noon.

To be **entitled** is to have a right to something. To be **titled** is to be named something.

Employees of Eastern are entitled to a free STA bus pass.

Professor Jones' most recent book is titled *The Unending Search*.

Every day is an adverbial expression. **Everyday** is an adjective.

I get a large coffee at Dunkin' Donuts every day.

Going out for lunch is not an everyday occurrence.

Farther pertains to physical distance. **Further** pertains to a figurative distance.

She ran farther than she ever had before.

His boss replied, "No further discussion is necessary."

Use **fewer** for countable things. Use **less** for mass amounts.

There were fewer people at the meeting this week.

He should have used less salt in the recipe.

To **imply** means to suggest. To **infer** means to draw as a conclusion.

Jon's emphatic response implied that he liked the plan.

Marianne inferred from their conversation that he was not telling the whole truth.

Its is the possessive form of **it**. **It's** is the contraction for **it is**.

The plant lost all of its leaves because he forgot to water it.

It's time to play the music; it's time to light the lights.

A **peak** is a summit or crest. A **peek** is a quick glance. To **pique** is to arouse or annoy.

The brothers hugged each other when they reached the mountain's peak.

She furtively looked up from her book and peeked at what he was reading.

The interesting smell wafting from the kitchen piqued Peter's interest.

Premier means first in importance or rank, or a chief official. A **premiere** is a first performance or broadcast of a play, film, etc.

Ewart Brown is the premier of Bermuda.

The film's world premiere took place at the Independent Film Festival of Boston.

Principal means someone or something first in rank, degree or importance. A **principle** is a fundamental truth, assumption or law.

Stephen was the principal player on this year's soccer team.

It's the principle of the thing!

Stationary is a state of immobility. **Stationery** is writing material.

The construction equipment stayed in a stationary position.

Ms. Petulweth wrote to him using her new stationery.

That is restrictive. It identifies a particular item being talked about. **Which** is nonrestrictive. It adds something to an item already identified. It is only used restrictively when preceded by a preposition.

She bought a scarf that matched her coat.

She ordered a chai latte, which is her favorite hot drink.

She found the folder in which the wills were stored.

Whose is possessive. **Who's** is the contraction for who is.

He wondered whose Cross pen was left on the table.

Who's attending the public MBTA hearing?

Your is possessive. **You're** is the contraction for you are.

Can I borrow your muffin tin?

You're a rock star!

RAS SYNDROME (REDUNDANT ACRONYM SYNDROME SYNDROME)

ATM not ATM machine. It stands for Automated Teller Machine.

GRE/GMAT not GRE/GMAT exam. It stands for Graduate Record Exam/Graduate Management Admission Test.

ISBN not ISBN number. It stands for International Standard Book Number.

LCD not LCD display. It stands for Liquid Crystal Display.

LED not LED light. It stands for Light Emitting Diode.

NPR not NPR radio. It stands for National Public Radio.

PIN not PIN number. It stands for Personal Identification Number.

RSVP not “Please RSVP.” The French translates to “Respond, please.”

SAT/ACT not SAT/ACT test. It stands for Scholastic Assessment Test/American College Testing.

[Note: As of 1996, ACT is not an acronym, since the organization now does more than college testing.]

