

Laramie County Community College

Writing Style Guide

Revised July 2010

This guide is intended for use by anyone writing for or about Laramie County Community College. It covers basic guidelines that will be observed on the website, in the Talon, news releases, advertisements and other publications produced by the LCCC Public Relations Department. LCCC employees are encouraged to use this guide for reference when producing materials for students, employees, the media and the public.

This guide contains information that is specific to LCCC and the college environment. It includes information for the proper use of names, spellings, punctuation, capitalization, usage, etc. For many terms, there is more than one “correct” version, but adhering to the guide will create consistency.

Any information not addressed here should be referenced through the AP Stylebook.

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academic degrees

associate degree, not *associate's*

bachelor's degree

master's degree

doctorate degree, *Ph.D.*

No apostrophe in *Bachelor of Arts* or *Master of Science*.

If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology*.

Use abbreviations as *B.S.*, *M.A.*, *LL.D.* and *Ph.D.* only when the need to identify many individuals by degree would make the preferred form cumbersome. Use these abbreviations only after a full name, never after just a last name.

When used after a name, set it off by commas. *John Snow, Ph.D., 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. Wrong: *Dr. Pam Jones, Ph.D.* Right: *Dr. Pam Jones, a chemist*.

academic departments

Use lowercase except for words that are proper nouns or adjectives: *the department of history*, *the history department*, *the department of English*, *the English department*, or when *department* is part of the official and formal name: *University of Connecticut Department of Medicine*. See [campus structure](#), [departments](#) and [divisions](#).

Academic Quality Improvement Program

The program the college uses for institutional accreditation. *AQIP* is acceptable on second reference.

academic titles

Capitalize and spell out formal titles such as *chancellor*, *chairman*, etc., when they precede a name. Lowercase elsewhere. Lowercase modifiers such as *department* in *department Chairman Jerome Wiesner*.

ACES

The formal title is Adult Career & Education System. *ACES* is acceptable on second reference. The center provides combined training in academics, communication skills and job-specific basic computer skills, among others.

acronyms

Use acronyms sparingly, replacing them with the appropriate common noun when possible. Always spell out on first reference unless noted otherwise. Provide the acronym in parentheses directly after first reference: *The college recently opened its Integrated Systems Training Center (ISTC). The center operates on an open-entry basis.*

addresses

See the **AP stylebook**.

Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82007

Albany County Campus
1125 Boulder Drive
Laramie, WY 82070

Eastern Laramie County Outreach Center
P.O. Box 580
Pine Bluffs, WY 82082

F.E. Warren Air Force Base Outreach
1205 Blackpowder Road
Cheyenne, WY 82005

adviser

Not *advisor*.

Administration Building (AB)

Houses the President's Office, LCCC Foundation, Business Services, Human Resources, Accounting, etc. See **buildings**.

Agriculture Building (AG)

See [buildings](#).

Albany County Campus

Lowercase in other forms: *The Laramie campus, the campus in Albany County*. The college opened a new facility in 2006 at 1125 Boulder Drive.

alumnus, alumni, alumna, alumnae

Use *alumnus* [alumni in the plural] when referring to a man who has attended a school. Use *alumna* [alumnae in the plural] for similar references to a woman. Use *alumni* when referring to a group of men and women.

Andrikopoulos Business & Technology Building (B)

Use on first reference. Full name: *Anthony G. and Barbara F. Andrikopoulos Business and Technology Building*. Dedicated in August 2006. See [buildings](#).

AQIP

See [Academic Quality Improvement Program](#).

arena (AREN)

Capitalize when referring to the indoor arena on campus. Use LCCC if needed for clarity. *The rodeo will be held in the LCCC Arena.* Do not use *LCCC College Arena*; it is redundant.

Arp Building (ARP)

Not an acronym. The building is named after the Arp family, which donated the majority of land the college now occupies. Houses the Children's Discovery Center. See [buildings](#).

Arts & Humanities

See [divisions](#).

Associated Student Government

ASG is acceptable on second reference.

athletic director

Use the singular *athletic* unless otherwise in a formal title.

athletic program

Lowercase unless *Golden Eagles Athletics* or *Athletic Department*. LCCC reintroduced its athletic program in 2002 after eliminating its teams in 1992. The program consists of the following, which are lowercased:

men's soccer team

men's basketball team

women's soccer team

women's volleyball team

spirit squad

equestrian team or horse showing team

rodeo team

audiovisual

One word. Capitalize when referring to the campus department that deals with the production of sound and visual works for the college. *AV* is acceptable on second reference. *The Audiovisual Department recorded the president's speech.*

Auto Diesel Building (AD)

See [buildings](#).

B


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board of trustees

Always lowercase: *Laramie County Community College board of trustees*. Acts as a collective noun and takes a singular verb. *The board of trustees is holding its first meeting.*

bookstore

Capitalize when referring to either of the college's bookstores. There is one located on the Cheyenne campus and the Albany County Campus. Use LCCC or ACC if needed for clarity. *The students will pick up supplies at the LCCC Bookstore. She will stop by the ACC **B** Bookstore.*

boots

The college has two 8-foot tall boots as part of a fundraiser and public art project for the Cheyenne Depot Museum. Added in 2008, the boots are located in front of the Fine Arts Building and on the southwest side of campus. Do not capitalize. The boot on the southwest side is called “LCCC, An Eye on the Future.”

Blue Arches

Identifies the entryway into the Community College Center on the north end of campus.

buildings

All proper names of buildings should be capitalized and use an ampersand when needed. *Fine Arts Building, Career & Technical Building*. Retain capitalization in informal instances when *building* is assumed: The class will be held in *Fine Arts*. When used with a room number, abbreviate only upon second reference: *The meeting will be held in Fine Arts, Room 123. It then will move to FA 165.*

Administration Building (ADM)

Agriculture Building (AG)

Andrikopolous Business & Technology Building (B)

Arena (AREN)

Arp Building (ARP)

Auto Diesel Building (AD)

Career & Technical Building (CT)

Center for Conferences & Institutes (CCI)

Central Plant North

College Community Center (CCC)

Education & Enrichment Center (EEC)

Fine Arts Building (FA)

Health Science Building (HS)

Ludden Library

Modular (MA)

Physical Education Building (PE)

Plant Maintenance Building (PM)

Residence Hall (RH)

Science Center (SC)

Student Services Building (SS)

The Training Center (TC)

Business, Agriculture & Computer Technology

Business, Ag & Computer Tech is acceptable on second reference. See [divisions](#).

Business Training & Development

A part of Workforce & Community Development.

cafeteria

Lowercase.

canceled

Not *cancelled*.

campuswide

One word. Like *statewide*.

Campus Safety & Security**campus structure**

The college is made up of six service areas. Capitalize the formal name and use an ampersand (&).

President's Office or Office of the President

Business Services

Instructional Services

Integrated Technology Services

Student Services

Workforce & Community Development

Career & Technical Building (CT)

Houses the Adult Career & Education System, Integrated Systems Training Center, the Career Center, UW Outreach and auto body courses. The name was changed in 2008 from Construction Trades Building. See [buildings](#).

catalog

Capitalize when used with a year. *The 2008-09 Catalog is available online*. Lowercase in other uses.

Campus Safety & Security

LCCC's Campus Safety & Security is available 24 hours a day, seven days a week by calling 307.630.0645.

Center for Career & Technical Education

Do not use as an acronym. The center manages the credit programs for the Workforce & Community Development division.

Center for Community Engagement

The center works to create civic responsibility, informed citizenship and lifelong community involvement through service learning, scholarships, community involvement and partnerships with other organizations and institutions.

Center for Conferences & Institutes (CCI)

CCI is acceptable on second reference. See [buildings](#).

Central Plant North

The newer plant on campus that was completed in 2009. See [buildings](#).

Children's Discovery Center

CDC is acceptable on second reference, but avoid the use of acronyms.

class descriptions

Any information regarding class or course descriptions must be exactly the same as the information provided by Instructional Services in the current LCCC catalog. See [class names](#).

class names

Lowercase classes and courses unless using the specific and complete title or if the name carries a proper noun or numeral. *Biology 1001, the biology course, Western Civilization*.

clubs and teams

Lowercase campus clubs unless you use the specific and complete title. *Across Cultures Club, Sonography Club, Speech and Debate Team, Wingspan*. But: *speech team, student newspaper club*.

college

Capitalize only when part of a proper name. *Dartmouth College, Laramie County Community College*. But: *Thousands of students attend the college*.

College Community Center (CCC)

Houses The Filling Station, cafeteria, Student Lounge and LCCC Playhouse. CCC is acceptable on second reference. See [buildings](#).

Commons

See **Residence Hall Commons**.

community college

Always spell out unless needed for space in ads, posters or flyers. *Western Wyoming CC*. Capital letters and no periods. See [college](#).

courses

See [class descriptions](#) or [class names](#).

curriculum

Singular. *Curricula* is the plural form.

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dates

Do not use ordinal numbers: *12th, 22nd*. *The event will be held from April 10-12*.

dean's list

See [honor roll](#).

departments

Capitalize formal and complete names of campus departments. The word *department* may be dropped if the meaning still makes sense. The *LCCC Foundation, Scholarships & Financial Aid, Public Relations Department*. See [academic departments](#), [campus structure](#), [divisions](#).

Dining Services

The on-campus service that provides meals for the campus community.

Disability Resource Center

DRC is acceptable on second reference, but avoid the use of acronyms. The center provides comprehensive, confidential services for LCCC students with documented disabilities.

divisions

Refers to the academic areas in Instructional Services. Capitalize the formal name and use an ampersand (&). LCCC has five divisions. They are:

Albany County Campus

Arts & Humanities

Business, Agriculture & Computer Technology

Education, Natural & Social Sciences

Health Sciences & Wellness

dollar amounts

See [prices](#).

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EaglesEye

The college's internal website or web portal. One word. Located at <http://eagleseye.lccc.wy.edu>. Do not delete *http://*.

Eastern Laramie County Outreach Center

An outreach center, not a separate campus. Its office address:

Eastern Laramie County Outreach Center

P.O. Box 580

Pine Bluffs, WY 82082

307.245.3595

Education, Natural & Social Sciences

See [divisions](#).

e-mail

Lowercase, except at the beginning of a sentence. Hyphenate.

Esther and John Clay Fine Arts Gallery

Located in the Fine Arts Building. Holds art shows throughout the year. Admission is free.

ESOL

English for Speakers of Other Languages. Not *English to Speakers of Other Languages*. ESOL is acceptable on second reference.

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F.E. Warren Air Force Base

Warren Air Force Base or *WAFB* is acceptable on second reference, but avoid acronyms. An outreach center, not a separate campus.

F.E. Warren Air Force Base
1205 Ziemann Blvd.
Cheyenne, WY 82005
307.773.2113

Fine Arts Building (FA)

See [buildings](#).

first annual

Do not use. Say *first* instead. See **AP Stylebook**.

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GEAR UP

No hyphen. The acronym is acceptable on first reference for *Gaining Early Awareness and Readiness for Undergraduate Programs*.

GED

The acronym is acceptable on first reference for *General Educational Development*. No periods.

Golden Eagles

The college mascot, whose official name is Talon. Use in the plural form when used as a modifier. *Golden Eagles Athletics*. *Golden Eagles volleyball camp*.

GPA

The acronym is acceptable on first reference for *grade point average*. No periods.

Greenway

The Greater Cheyenne Greenway is a system of paths that serve as a gateway to the parks and neighborhoods of the community. The Greenway runs through campus.

Gymnasium

Capitalize when referring to the room in the Physical Education Building. Use LCCC if needed for clarity. *The event will be held in the LCCC Gymnasium*. Gym also is acceptable. See [buildings](#).

Hathaway Scholarship

Created by the state and approved by the Legislature in March 2006. The scholarships, which are merit- and need-based, may be used at the University of Wyoming or any state community college.

health care

Two words. Hyphenate as a modifier: *The office provided good health care. She visited the health-care center.*

Health Science Building (HS)

Not *Health Sciences*. *HS* is acceptable on second reference. The building opened in 2009. See [buildings](#).

Health Sciences & Wellness

See **divisions**.

High Plains Register

An annual literary and arts magazine published by students. Do not italicize or place in quotes. Avoid use of the acronym *HPR*, substituting the word *magazine* or *publication* instead.

home-school

Also, *home-schooled*, *home-schooler*. Hyphenated in every form except the noun *home schooling*.

honor roll

Always lowercase. The *president's list*, *vice president's list*. Students who earn president's list honors must have a cumulative grade point average of 4.0; those who earn vice president's honors must have a cumulative GPA of 3.5 to 3.99.

HVAC/R

Acceptable upon first reference. Stands for Heating, Ventilation, Air Conditioning and Refrigeration. This is a degree and certificate program in Workforce & Community Development.

Integrated Systems Training Center

ISTC is acceptable on second reference, but avoid the use of acronyms. Formally the Rocky Mountain Industry Training Center. The center offers a combination of computer-based and hands-on skills training in the following nine core skill areas: electrical, electrical motor control, hydraulics, pneumatics, mechanical systems, basic power distribution, industrial piping, programmable logic control (PLC's) and HVAC programs.

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Laramie County Community College

Spell out upon first reference. Subsequent references can be abbreviated to LCCC. When referring to LCCC as *the college*, leave *college* lowercased.

Ludden Library

Full name: Randall W. and Yvonne D. Ludden Library. Dedicated in June 2006. See [buildings](#).

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Mall

The walkway separating the north and south sides of campus. It runs from the Residence Halls to the Career & Technical Building. The Mall is part of the [Greenway](#).

Matching the Spirit

A campaign through the LCCC Foundation that uses matching funds from the state to raise money. Italicize. The campaign began in 2004 and will continue through 2010.

Multipurpose Room

No hyphen. Capitalize when referring to the room in the Physical Education Building. Use LCCC if needed for clarity. *The event will be held in the LCCC Multipurpose Room.* MPR is acceptable on second reference. See [buildings](#).

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O


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off campus, on campus

Hyphenate only when used as a modifier. *The meeting was held off campus. The on-campus event went smoothly.*

offices

Capitalize formal and complete names of campus offices; lowercase informal names and incomplete designations. The *President's Office*, the *Counseling & Advising Office*. But: *the secretary's office, the division office.*

online

One word, no hyphen.

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Capitalize when used with a number. *The class can be found on Page 87.*

phone numbers

See [telephone numbers](#).

Physical Education Building (P.E.)

P.E. Building is acceptable on second reference. The building houses the Multipurpose Room and Gymnasium. See [buildings](#).

Plant Maintenance Building (PM)

See [buildings](#).

president's list

See [honor roll](#).

prices

Use dollar sign. Do not use decimal point for even dollar amounts.

Right: \$99 or \$149.50

Wrong: \$99.00 (*add reference under cost and dollar amounts*)

programs

Lowercase academic programs. The *equine studies program*, the *surgical technology program*. Any information regarding program descriptions or requirements must be exactly the same as the information provided by Instructional Services in the current LCCC catalog.

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R


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Registered trademark symbol (®)

Use only when mandated. Not necessary for press releases or other journalistic uses, such as the LCCC website or Wingspan. When used, use only for first reference, and place in superscript to avoid confusion and to create consistency.

Residence Hall Commons

Commons is acceptable upon second reference. *The students will meet in the Residence Hall Commons. Residence Life staff members hold many student activities in the Commons.*

Residence Hall (RH)

Capitalize when referring to on-campus housing at LCCC. The college has three individual residence halls, all connected via the Commons. The north and east halls opened in 2006. See [buildings](#).

room numbers

Use figures and capitalize *room* only when used with a figure: *Room 149*. No space between the building and room number: *Room SC304*.

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SAGE TRiO

A federally funded program that serves LCCC students who are low-income, first-generation college, and/or students with disabilities. SAGE stands for Students Achieving Goals in Education.

Scholarships & Financial Aid

The official name for the department.

Science Center

Not *Science Building*. See [buildings](#).

Security

See Campus Safety & Security.

S.E.E.K.

Summer Educational Experiences for Kids. *S.E.E.K.* is acceptable upon second reference.

semester

Lowercase. Capitalize fall, spring and summer only if they are followed by the year. Do not use *semester* between the term and the year; it is redundant. Right: *Fall 2007, Summer 2008*. Wrong: *Winter Semester 2007*.

school year

2007-08 school year, 2000-01 basketball season. Do not use a back slash or m dash.

student-athlete**student classifications**

Do not capitalize *freshman, sophomore, junior, senior or graduate student*.

student handbook

Capitalize when used with a year. *2007-08 Student Handbook*. The handbook is updated yearly and is available online.

Student Activities Board

A group of students who plan and organize activities, such as barbecues, dances, noontime parties and family fun nights, to help make student life more enjoyable. *SAB* is acceptable on second reference, but avoid the use of acronyms.

Student Services Building (SS)

Includes Admissions, Scholarships & Financial Aid, the LCCC Bookstore, Student Records, Counseling and Advising, etc. See [buildings](#).

Student Success Center

Capitalize. Do not use as an acronym. Includes tutoring, among other academic services, at both campuses.

System for Student Success

Capitalize. Do not use as an acronym. Includes Disability Resource Center, Exam Lab and the Student Success Center.

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Talon

Full name: *The Laramie County Community College Talon*. *Talon* or *Talon magazine* is acceptable on first reference. Do not italicize or place in quotes. The magazine is published by the LCCC Public Relations Office.

Talon is also the official name of Golden Eagles mascot.

telephone numbers

Use a period to separate numbers. Do not use a 1 before toll-free numbers: 307.778.LCCC, 800.522.2993. For news releases, follow AP style: 307-778-LCCC.

Laramie County Community College

307.778.LCCC or 800.522.2993

Albany County Campus

307.721.5138

Eastern Laramie County Outreach Center
307.245.3595

F.E. Warren Air Force Base Outreach
307.773.2113

theater

Use theater, and not theatre, unless a formal name. *LCCC Theatre Club*. But: *theater instructors*, *theater classes*.

titles

See the **AP stylebook**.

The Training Center (TC)

Not *The Training Center Building*. See [buildings](#).

U



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Union Pacific Centennial Room

Do not use *U.P. Centennial Room*. Located in the Center for Conferences & Institutes. Comprises rooms 129 and 130. See [buildings](#).

University of Wyoming

UW is acceptable on second reference.

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vice president's list

See [honor roll](#).

W



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website

One word. Use a period at the end if the site falls at the end of a sentence. Use *http://* if *www* is not part of the address. Sites should not be underlined in print materials. Do not capitalize letters within the address unless absolutely necessary for readability.

Western Undergraduate Exchange

WUE is acceptable on second reference, but avoid the use of acronyms. The Western Undergraduate Exchange is a program through which students in participating states may enroll

in designated institutions and programs in other participating states at a reduced tuition level. Participating states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. Wyoming community colleges also extend the WUE rate to Nebraska students.

Wingspan

Laramie County Community College's student newspaper. Do not italicize or place in quotes.

Workforce & Community Development

See [campus structure](#).

XYZ


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