

Marriott School

Style Guide

July 2006

The Marriott School's policy follows the *Chicago Manual of Style*, except in certain matters related to the university and the Church. Exceptions and standards are presented in Marriott School, BYU, and Church style guides unless otherwise noted.

Marriott School Use this official name. In first reference, use *the Marriott School of Management at Brigham Young University (or at BYU) or Brigham Young University's (or BYU's) Marriott School of Management*. In secondary references, use *the Marriott* or *the school*. The acronym *MSM* is not appropriate.

CAPITALIZATION: Do not capitalize the definite article *the* before *Marriott School* or *school*. When used as a secondary reference without *Marriott* or *Brigham Young*, *school* (or *the school*) and *university* (or *the university*) should not be capitalized.

Example: *Jones graduated in 1998 with a master of accountancy degree from Brigham Young University's Marriott School. He was one of the school's top students.*

TITLES: Official letterhead, envelopes, etc. should read *Marriott School, Brigham Young University*. If the title appears on separate lines of text, the words *Marriott School* should appear on the first line, with *Brigham Young University* on the line below.

DESCRIPTIONS: The Marriott School should be referred to as a *business school*. References to the school of management or management school are permitted particularly when referring to the school's Master of Public Administration program.

Example: *According to BusinessWeek magazine, the Marriott School at Brigham Young University is one of the nation's leading business schools.*

Example: *The Marriott School at Brigham Young University is a leading management school with a nationally recognized graduate program in public administration.*

HISTORY: The Marriott School was named in 1988. Degrees earned at BYU before 1988 are from BYU and not the Marriott School.

Example: *Johnson earned his BS in accounting from BYU in 1986 and his MBA from the Marriott School in 1990.*

Academic Degrees and Honors

CAPITALIZATION: The names of academic degrees and honors should be capitalized when following a personal name, whether abbreviated or written in full (Chicago 7.26):

Examples: *Clyde M. Haverstick, Doctor of Law*

Joseph Hershall, MD

Lee Wallek, Fellow of the Royal Academy

But when academic degrees are referred to in such general terms as *doctoral*, *doctor's degree*, *bachelor's degree*, *master of science*, they are not capitalized.

Example: *She earned her bachelor's degree from the University of Michigan.*

PUNCTUATION: Although Chicago recommends placing periods between letters of degree acronyms, Marriott School style is to drop the periods on all degree names.

Example: *He earned his MBA and PhD degrees in finance at Brigham Young University.*

ABBREVIATIONS: The following list includes frequently used abbreviations for academic degrees and professional and honorary designations (Chicago 14.11).

AB, Artium Baccalaureus (Bachelor of Arts)	LittD, Litterarum Doctor (Doctor of Letters)
AM, Artium Magister (Master of Arts)	LLB, Legum Baccalaureus (Bachelor of Laws)
BA, Bachelor of Arts	LLD, Legum Doctor (Doctor of Laws)
BD, Bachelor of Divinity	MA, Master of Arts
BFA, Bachelor of Fine Arts	MD, Medicinae Doctor (Doctor of Medicine)
BS, Bachelor of Science	MFA, Master of Fine Arts
DB, Divinitatis Baccalaureus (Bachelor of Divinity)	MS, Master of Science
DD, Divinitatis Doctor (Doctor of Divinity)	PhB, Philosophiae Baccalaureus (Bachelor of Philosophy)
DDS, Doctor of Dental Surgery	PhD, Philosophiae Doctor (Doctor of Philosophy)
DO, Doctor of Osteopathy	PhG, Graduate in Pharmacy
DVM, Doctor of Veterinary Medicine	SB, Scientiae Baccalaureus (Bachelor of Science)
FAIA, Fellow of the American Institute of Architects	SM, Scientiae Magister (Master in Science)
FRS, Fellow of the Royal Society	STB, Sacrae Theologiae Baccalaureus (Bachelor of Sacred Theology)
JD, Juris Doctor (Doctor of Law)	
JP, Justice of the Peace	
LHD, Litterarum Humaniorum Doctor (Doctor of Humanities)	

Accenture (formerly Andersen Consulting, a branch of Arthur Andersen) is the correct spelling of a large technology-consulting firm. Andersen Consulting became known as Accenture on 1 January 2001.

Example: *With its recently gained independence from Arthur Andersen, Accenture is free to consult AA's clients without upsetting the SEC.*

Andersen (formerly Arthur Andersen) is the correct spelling of one of the Big Five accounting firms. The name change was announced 5 March 2001.

Example: *Shortly after Andersen Consulting changed its name to Accenture, Arthur Andersen, the parent company with the rights to the name, simplified its name to Andersen.*

Awards Names of awards and prizes are capitalized, but some terms used with names are not. (Chicago 7.73)

Example: *Nobel Prize, Nobel laureate, Pulitzer Prize, Rhodes Scholarship (but Rhodes scholar)*

BYU awards:

Excellence in Teaching Award

Alumni Service to Family Award

Distinguished Service Award

Honorary Alumni Award

Karl G. Maeser Excellence in Teaching Award

Student Award for Excellence in Teaching

Big Five A term no longer used unless referring to the past. See Big Four entry.

Big Four According to a *New York Times* article on 27 December 2002, the fall-out of Arthur Andersen shrank the Big Five to the Big Four. **Big Four** refers to the four largest accounting and professional services firms—Ernst & Young, KPMG, PricewaterhouseCoopers, and Deloitte & Touche.

When writing the term in reference, headlines, or text, capitalize the B and F but not subsequent terms like *accounting firm*.

Example: *Ernst & Young and other Big Four accounting firms felt that selling off their consulting branches was in their best interest.*

Building and other words such as *avenue, boulevard, bridge, church, fountain, hotel, park, room, square, street, or theater* are capitalized when part of an official or formal name.

Example: *The N. Eldon Tanner Building, completed in early 1983, is the first Brigham Young University academic building to be financed completely by contributions.*

BusinessWeek is the correct spelling of the name of a popular business magazine. When writing the name, write it as one word, capitalize the B and W, and italicize it.

Example: *According to BusinessWeek, the popular B-school had fallen in the rankings.*

Career Center See *Center*.

Center Capitalize in title, but not in secondary references.

Example: *There is a new Corporate Development and Career Services Center. The center will not open until fall semester.*

Center for Entrepreneurship Capitalize the C in center and the E in entrepreneurship when the title is used in its entirety.

Example: *The Marriott School's Center for Entrepreneurship is a resource for business and non-business students alike.*

Economic Self-Reliance Center Always hyphenate Self-Reliance and when referring to the center, capitalize the R.

Example: *The mission of the Economic Self-Reliance Center is to bring practitioners, scholars, and the community together to help families throughout the world become economically self-reliant.*

Steven and Georgia White Business Career Center Refer to as Steven and Georgia White Business Career Center, Marriott School Business Career Center, or the Business Career Center—but never White Business Career Center.

Example: *The Steven and Georgia White Business Career Center offers employers a seamless recruiting system.*

Rollins eBusiness Center When referring to the Marriott School's e-business center, correct spellings include the Kevin and Debra Rollins Center for eBusiness, and the Rollins Center for eBusiness (with a lowercase *e*, no hyphen, and a capital *B*). You can also say the Rollins eBusiness Center. When not attaching the Rollins name to the center, hyphenate e-business.

Examples: *The Rollins Center for eBusiness fosters the study and teaching of how information technology is changing business and management processes. The e-business center is attracting top faculty, . . .*

Century Use lowercase letters, numerals, and nonsuperscript letters when referring to a specific century. (AP page 43)

Example: *Ecology is a hot topic for 21st-century businesses.*

Chief Officers When referring to the chief officers of an organization in headlines, titles, and text, spell out first references to all titles except CEO. After the first reference, the acronyms of other titles may also be used.

Example: *Appointed chief information officer in 1980 by the CEO and president of his company, Johnson was the most senior CIO at the conference.*

Church The official name of the church is The Church of Jesus Christ of Latter-day Saints. This full name was given by revelation from God to Joseph Smith in 1838.

While the term "Mormon Church" has long been publicly applied to the church as a nickname, it is not an authorized title, and the church discourages its use.

When writing about the church, please follow these guidelines:

In the first reference, the full name of the church is preferred: The Church of Jesus Christ of Latter-day Saints.

Please avoid the use of "Mormon Church," "LDS Church" or "the Church of the Latter-day Saints."

When a shortened reference is needed, the terms "the church" or "the Church of Jesus Christ" are encouraged.

When referring to church members, the term "Latter-day Saints" is preferred, though "Mormons" is acceptable.

"Mormon" is correctly used in proper names such as the Book of Mormon, Mormon Tabernacle Choir or Mormon Trail, or when used as an adjective in such expressions as "Mormon pioneers."

The term "Mormonism" is acceptable in describing the combination of doctrine, culture and lifestyle unique to The Church of Jesus Christ of Latter-day Saints.

When referring to people or organizations that practice polygamy, the terms "Mormons," "Mormon fundamentalist," "Mormon dissidents," etc., are incorrect. The Associated Press Style Guide notes: "The term 'Mormon' is not properly applied to the other ... churches that resulted from the split after [Joseph] Smith's death."

Lowercase when used in such terms as “church activities” or “the church.”

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-respondent (in a divorce suit)
co-signer
co-star
co-worker

(the above examples represent several exceptions to Webster’s New World Dictionary in the interests of consistency.)

Use no hyphen in other combinations:

coed
coeducation
coequal
coexist
coexistence
cooperate
cooperative
coordinate
coordination

Cooperate, coordinate and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel. (*The AP Stylebook*, 2000, p. 50)

Computerworld is the correct spelling of the name of a popular magazine. When writing the name, write it as one word, capitalize the *C* but not the *W*, and italicize it.

Example: *According to a recent job satisfaction survey by Computerworld, . . .*

Comma in a series Place a comma after last element in a list of two or more items.

Example: *Students came from Japan, China, and Korea.*

Conference should be capitalized only if it is part of the official title of the conference.

Example: *The Eighth Annual Management Conference was a success. The conference had more participants than ever before.*

Dash There are several different kinds of dashes that differ in length and use.

1. Em dash:(—) Use the em dash to denote a sudden break in thought that causes an abrupt change in sentence structure (Chicago 5.106).

Examples: *The anticipated result of this effort—and it is already proving to be correct—is that local students who take these courses will be in a stronger position to find meaningful employment.*

Use the em dash to give emphasis or explanation (Chicago 5. 107).

Example: *MTC missionaries consume 167,000 gallons of milk—the entire production of a three-hundred-cow dairy.*

An em dash can also be used to separate a subordinate, modifying element from the main element in a name.

Example: *Brigham Young University—Hawaii*

2. En dash: (–) Use the en dash to connect continuing, or inclusive, date, time, or reference numbers.

Example: 1968–72	pp. 38–45
10:00 A.M. –5:00 P.M.	John 4:3–6:2
May–June 1967	13 May 1965–9 June 1966
<i>but</i>	
from 1968 to 1972 (<i>never</i> from 1968–1972)	
from May to June 1967 (<i>never</i> from May–June 1967)	
between 1968 and 1970 (<i>never</i> between 1968–70)	
between 10:00 A.M. and 5:00 P.M.	

3. Hyphen: (-) Use the hyphen to separate numbers that are not inclusive such as telephone numbers and social security numbers (Chicago 5.120).

Examples: *He can be reached at (801) 387-3224.*

Use the hyphen for compound words and in word division (Chicago 6.32B42, 6.43B58).

Examples: *He was once a three-term governor.*

We must look ahead as we move into the 21st century.

Place a hyphen before the noun that the following compound adjectives modify:
all- (*all-inclusive study or that study is all inclusive*)
full- (*compound adjectives only: full-length mirror or the mirror is full length*)
upper-, lower-, mid-, etc. (*some exceptions: highland, midlife, lowbrow*)
quasi- (*adjectives only: quasi-legislative or quasi-judicial*)
self- (*but not self plus a suffix: self-supported vs. selfless*)
-century (*adjectives only: 5th-century or the 5th century*)

Place a hyphen in established clichés.

Examples: *up-to-date, over-the-counter*

When a prefix stands alone, add a hyphen.

Example: *The atrium is both over- and underused by the students.*

Dates The preferred style is day-month-year with no internal punctuation (Chicago 8.36).

Examples: *The conference will begin on 28 August 1999.*

Students participated from 27 April to 5 June.

When a period of time is identified by month and year, no internal punctuation is necessary or appropriate (Chicago 8.39).

Example: *The next alumni board meeting will be in March 2002.*

Dot-Com Always write this term in two words with a hyphen. It can be used as an adjective or a noun. When in a title, capitalize both dot and com.

Example: *A large number of students went to work for dot-coms.*

E-business Use a lowercase *e* and *b* and a hyphen except when beginning a sentence (E-business). For more on the Kevin and Debra Rollins Center for eBusiness, see *Center*.

Example: *The Marriott School hosts a top-ranked e-business research facility called the Rollins Center for eBusiness.*

E-commerce Use a lowercase *e* and a hyphen, except when beginning sentences.

Examples: *The school offers multiple courses in e-commerce. E-commerce courses are offered to graduate as well as undergraduate students.*

Email Use a lowercase *e* and no hyphen.

Example: *The Alumni Association is preparing to launch a lifetime, web-based email system that could be used by all BYU graduates.*

Faculty 1) Can be used as a collective noun meaning “the teaching and administrative staff in an educational institution.”

Example: *Most of the faculty prefers to use hardback books rather than online texts.*

2) Can also be used in the plural sense meaning “faculty members.”

Example: *The faculty collaborate in their teaching to highlight key concepts that bridge multiple disciplines and streamline the learning process.*

Fortune 500 Use a capital *F* and the number 500.

Example: *General Electric, a Fortune 500 company, announced plans to merge with Honeywell.*

George W. Romney Institute of Public Management See *Institute*.

Global Management Center In first reference, the entire name of the center should be spelled out preceded by Marriott School. In subsequent references, global center or GMC can be used. GMC will be used in email and URL addresses.

Example: *The Marriott School's Global Management Center was formed 1 July 2002. The GMC offers a certificate in international business.*

*Note: The Global Management Center is funded by a grant from the Department of Education's Center for International Education and Research (CIBER) program.

H. Taylor Peery Institute of Financial Services See *Institute*.

Institute Capitalize in title, but not in secondary references.

Example: *In 1976, the Institute of Retail Management was founded by American Stores at Brigham Young University.*

Institute of Marketing is the correct name of the institute first founded by American Stores as the Institute of Retail Management at BYU in 1976. In 1997, the institute changed its name and expanded to include marketing, and retail sales and services.

George W. Romney Institute of Public Management is the correct name for the Marriott School's public management institute. The institute was named in 1998 and may be referred to as the Romney Institute, the Romney Institute of Public Management, or the Institute of Public Management.

H. Taylor Peery Institute of Financial Services is the correct name for the Marriott School's financial services institute. It was founded and named in 2001. The institute may also be referred to as the Peery Institute, the Peery Institute of Financial Services, or the Financial Services Institute.

William G. Dyer Institute for Leading Organizational Change is the correct name for the organizational behavior institute established in 2003. In the second reference it may also be called the Dyer Institute for Leading Organizational Change or Dyer Institute.

Internet Always capitalize

Example: *No special software is required; all that you need is a connection to the Internet.*

JPEG, GIF, PDF Always capitalize these acronyms unless you are using them as file extensions.

Example: *Please submit photos as JPEG or GIF files and send text in PDF format.*

Kevin and Debra Rollins Center for eBusiness See *Center*.

(a) MAcc Always prefix MAcc with *a* (note: the degree is a Master of Accountancy and not of Accounting).

Example: *Earning a MAcc is no small feat.*

(an) MBA Always prefix MBA with *an*. (Chicago 14:15)

Example: *She earned an MBA in 1983 from the Marriott School of Management.*

Management Society Capitalize the *M* and *S* when referring to the Management Society in a publication. Capitalize *chapter* when referring to a specific chapter.

Example: *The Denver, Colorado, Management Society Chapter was founded in May.*

Marriott Alumni Magazine The Marriott School's alumni magazine was named *Exchange* until June 2001 when it was renamed *Marriott Alumni Magazine*. Quotations from and references to these publications should reflect this change. *Marriott Alumni Magazine* should be spelled out in first reference, but may be referred to as *MAM* in subsequent references.

Examples: *Exchange reported the happenings of the business school professionally for more than two decades. Marriott Alumni Magazine continues this great tradition.*

Microenterprise Always use as one word lowercase the *e*. The preferred term to use is microenterprise instead of microfinance. If microfinance is part of an official title then it should remain microfinance.

Numbers Spell out the following (Chicago 8.3):

—Whole numbers from one through ninety-nine.

Example: *There are twenty-three students in the MOB class of 1999.*
The three new parking lots will provide space for 540 more cars.

—Any of the whole numbers that are followed by *hundred, thousand, hundred thousand, million,* and so on.

Example: *The lecture hall can seat up to four hundred students.*

—Any number that begins a sentence (Chicago 8.9).

Examples: *Two hundred and forty-three students attended the training seminar.*
One hundred ten men and 103 women will receive advanced degrees this quarter.

Note that specific numbers like twenty-one, thirty-nine, forty-seven and so on are hyphenated, whether used alone or as part of a larger number.

Example: *At age twenty-six he was the youngest CEO to ever head the company. Nineteen eighty-three was the year the Tanner Building was dedicated.*

When spelled-out numbers would cluster thickly in a sentence or paragraph, it is often better to use numerals.

Example: *The ages of the eight members of the city council are 69, 64, 58, 54 (two members), 47, 45, and 35.*

If a number between one thousand and ten thousand can be expressed in terms of hundreds, that style is preferred to numerals.

Example: *In response to the question, he wrote an essay of fifteen hundred words.*

Very large numerals may be expressed in numerals followed by *million*, *billion*, and so forth:

Example: *Total membership should rise to 11.2 million by the end of this year as we usher in the new millennium and should reach at least 18.4 million by 2020.*

MILITARY UNITS: Spell out numerals of one hundred or less designating military subdivisions (Chicago 8.58).

Examples: <i>Fifth Army</i>	<i>Seventy-Seventh Regiment</i>
<i>Second Infantry Division</i>	<i>323d Fighter Wing</i>
<i>Third Battalion, 122d Artillery</i>	<i>Twelfth Armored Division</i>

MONEY: Follow the rules above to determine whether to spell out or leave as a numeral. If the number is spelled out, so is the unit of currency, and if numerals are used, the symbol \$ or ¢ is used (Chicago 8.23).

Examples: *The fare has been raised to twenty-five cents (or 25¢ or \$.25).*
The committee raised a total of \$325.
Hundreds of collectors paid five dollars each to attend the annual event.

ORDINAL NUMBERS: 1st, 2nd, 3rd, etc. is acceptable when referring to rankings.

Example: *The students placed 2nd, 3rd, and 4th in a Java programming contest and 3rd and 4th place in a database design contest during the conference.*

PERCENTAGES: Spell out the word *percent* in text. It is acceptable to use the symbol % if numerous percentages are being listed in a text or if used in tables or graphs.

Example: *The activity level increased by 4.5 percent in one year. Reactivation increased 17% in Chile, 14% in Bolivia, 18% in Brazil, and 16% in Argentina.*

PLURALS: The plurals of spelled-out numbers are formed like the plurals of other nouns. The plurals of numerals are formed by adding *s* alone. (Chicago 8.64).

Examples: *The students were in their twenties and thirties.*
Among the scores were two 240s and three 238s.
The 1980s and 1990s have seen great technological developments.

Office Do not capitalize. When preceded by “Marriott School,” capitalize all but “office.”
Examples: *Applications are available in the MBA office.*
Marriott School Undergraduate Programs office, Marriott School External Relations office.

Online Do not capitalize unless at the beginning of a sentence, and use as one word.
Example: *Candidates can apply online for admission to the MBA program.*

PricewaterhouseCoopers is the correct spelling of the name of the Big Five accounting firm. The company was formed in 1998 when the Pricewaterhouse and Coopers & Lybrand merged.
Examples: *Though both Pricewaterhouse and Coopers & Lybrand were begun in London, their founders never foresaw that PricewaterhouseCoopers, the company formed in the 1998 merger, would have nine offices in London alone by the year 2000.*

Possessives ending with the letter s Marriott School style is to use s’ instead of s’s.
Example: *Rollins’ company.*

Program Do not capitalize. The only exception within the school is Mentor Program.
Example: *The school’s Master of Accountancy program is highly ranked.*

References to people Use full name on first reference. On following references, use the last name only, or use personal pronouns he, she, his, or her.

Rollins eBusiness Center See *Center*.

School Do not capitalize unless used in official school title.
Examples: *The Marriott School is housed in the seven-story Tanner Building. The flags were displayed in the school’s atrium.*

September 11 is preferred when referring to the day characterized by the terrorist attacks in New York, Washington, and Pennsylvania in 2001. The term 9/11 is an acceptable abbreviation. When not referring to the historic day, follow the international date standard: day month year (11 September 2002).

Examples: *the events of September 11*
the September 11 tragedy
September 11, 2001

When a day alone is mentioned, spell the ordinal number out.
Example: *The tenth will always be important, even as it stands in the shadow cast by the eleventh.*

Spacing Place only one space after periods and all other punctuation marks.

States and cities No state is needed when the following cities are mentioned:

Atlanta
Baltimore
Boston
Chicago
Cincinnati
Cleveland
Dallas
Denver
Detroit
Honolulu
Houston
Indianapolis
Las Vegas
Los Angeles
Miami
Milwaukee
Minneapolis
New Orleans
New York
Oklahoma City
Philadelphia
Phoenix
Pittsburgh
Provo
St. Louis
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle
Washington

See *AP Stylebook*'s dateline entry.

Steven and Georgia White Business Career Center See *Center*.

Tanner Building See *Building*.

Time Times of day in even, half, and quarter hours are usually spelled out in text. (Chicago 8.47).

Examples: *The directors expected the meeting to continue until half past three.*
First-year students must be in their rooms by midnight on weekdays.
The family always ate dinner at seven o'clock.

But numerals are used (with zeros for even hours) when the exact moment of time is to be emphasized.

Examples: *The program is televised at 2:30 in the afternoon.*

The county will return to standard time tomorrow morning at 2:00.

Abbreviations for divisions of the day (A.M., P.M.) are usually set in small caps.

Numerals are used with these abbreviations, but not with *o'clock* (Chicago 8.48).

Examples: *At 4:00 P.M. or 4 P.M.*

4:32 P.M.

11:30 A.M.

eight o'clock

midnight

Titles

CAPITALIZATION: Civic, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name, as part of the name (Chicago 7.16):

Examples: *President Buchanan* *Professor Newton*
General Eisenhower *Prince Charles*

The title is also capitalized if it refers to more than one name:

Examples: *Mayors Cermak and Walker*
Professors Meek and Dyer

Among professional titles, named academic professorships and fellowships are usually capitalized wherever they appear, especially if they are accompanied by a personal name (Chicago 7.22):

Examples:

the professor; Professor T. Peter Norsag; Mary M. Warren, Alfred R. Wellman Distinguished Service Professor; Professor Warren; Arthur M. Trouville, Wellington Kingsley Professor Emeritus; a professor emeritus; Margaret J. O'Neal, professor emerita; Marcello Sonata, professor of music

the chair of the department; Farland P. Whithermaster, chair of the Department of Chemistry

the president; the president's office; President Serafina; Olga Serafina, president of Causwell University; President and Dr. Serafina; Alfred Beamish, president of Hostwell Corporation; Mr. Beamish; president of the corporation; Vice President George Nadamura; George Nakamura, vice president of the corporation

Fulbright scholar

PUNCTUATION: Use commas to set off words identifying a title or position following a person's name.

Example: *W. Steve Albrecht, associate dean of the Marriott School, was honored as Accountant of the Year by Beta Alpha Psi, a national professional accounting and business information fraternity.*

University Do not capitalize unless part of BYU's official title, *Brigham Young University*.

Examples: *Colonel Reid Grawe is commander of the Brigham Young University Army Reserve Officer Training Corps (ROTC) Battalion. He joined the university in June 1999.*

URLs In most cases, do not include <http://> or www before a web site. These designations are no longer necessary. When used with other contact information—phone, fax, and email—web is preferred.

For example: *External Relations Office*
Phone: (801) 422-7696
Fax: (801) 422-0501
Web: marriottschool.byu.edu

URLs Line Breaks Chicago says when a URL must be broken over a line in a printed work, breaking after a slash is preferable (also break after a double slash). On the other hand, breaking a URL after a dot (leaving what looks like a period at the end of a line) might cause difficulties for the reader. It would be better to place the dot at the beginning of the next line.

Using a hyphen to break a long word at the end of a line is not a good idea, since some URLs contain hyphens as part of the address; moreover, a hyphen that's part of a URL should never appear at the end of a line. Further rules are as follows: break *before* a tilde (~), a hyphen, an underline (_), a question mark (?), or a percent symbol (%); or *before* or *after* an equals sign or an ampersand (&).

URLs and Periods Chicago has embraced the view that punctuation marks following a URL will be readily enough perceived as belonging to the surrounding text. Do not set off a URL with angle brackets or quotes.

Example: *Visit us on the web at marriottschool.byu.edu.*

U.S. News & World Report When spelling out the entire name of the popular magazine, there is no space between U.S. and News and the entire name is italicized. When referring to the publication simply as U.S. News, there is a space between the two entities and italics are not used.

Examples: *U.S. News & World Report is a weekly national newsmagazine devoted largely to reporting and analyzing national and international affairs, politics, and business. U.S. News is available online at www.usnews.com.*

Vice President Always abbreviate as *VP* without periods in headlines, titles, and within text.

Example: *Thomas Jones, VP, was trained by the company's president after the previous VP retired.*

The Wall Street Journal When writing the publication's name in text, italicize the entire name including *The* with the *T* capitalized. Subsequent reference to the publication as "the journal" should not be italicized or capitalized.

Example: *The Marriott School was recently named one of The Wall Street Journal's ten "hidden gems." The journal went on to . . .*

Washington, D.C. Place periods and no spaces between the *D* and *C*.

Example: *Dr. Steven Johnson was invited to a microcredit summit in Washington, D.C.*

Web site Use as two words and lowercase *web* and *site*.

Example: *The Marriott School launched its new web site in August 1999.*