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The Office Marketing & Communications and others in the University producing written materials should adhere to the guidelines outlined in this style guide, which are based, in part, on *The Associated Press Stylebook* (2020) but also use guidelines unique to the needs of Yeshiva University.

The *Webster's New World College Dictionary (5th Edition)* is the preferred reference for English spelling and punctuation. It can be searched online at <https://www.yourdictionary.com/about/websters-new-world-college-dictionary.html>

- 1) Bachelor's degree, master's degree, associate degree [no 's with associate degree]
 - a) She received a bachelor's degree in history. He received a master's degree in philosophy. He has an associate degree in management.
- 2) Bachelor of Arts, Master of Science [no 's when using initial capitals]
 - a) She received a Bachelor of Arts in Modern History. He received a Master of Science in Mathematics.
- 3) B.A., J.D., Ph.D., LL.M. [use periods; if a person has more than two, set apart by commas]. However, MBA does not use periods.
 - a) Joan Marcus, B.A., Ph.D., spoke last week...
- 4) Do not capitalize majors, programs, specializations or concentrations of study when they are not part of an official department name or title. (NOTE: the exception is for English and foreign languages).
 - a) She majored in economics. He is a French major.
- 5) When referring to the conferral of a degree, do not include "doctoral" or the word "recipients" for multiple awards.
 - a) Gov. Cuomo received an honorary degree from Yeshiva University. Honorary degrees were awarded to Gov. Cuomo and Elliot Gibber.

AP Stylebook (2020) prescribes the title of "Dr." in the following ways (the italics are part of the original text):

- 1) Use *Dr.* in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of optometry, doctor of osteopathic medicine, doctor of podiatric medicine, or doctor of veterinary medicine: *Dr. Jonas Salk*.
- 2) The form *Dr.*, or *Drs.*, in a plural construction, applies to all first-reference uses before a name, including direct quotations. Do not continue the use of *Dr.* in subsequent references.
- 3) Do not use *Dr.* before the names of individuals who hold other types of doctoral degrees. Instead, when necessary or appropriate for a specific audience: *Cassandra Karoub, who has a doctorate in mathematics, was lead researcher*. In a list: *Stephanie D'Ercole, Ph.D.*

- 2) The second reference and continuing references throughout the article will use the title and last name: Dr. Falluja
 - a) Dr. Oriana Falluja, professor of biology at Stern College for Women, has published a new article on genetics. The research that Dr. Falluja has pursued includes ...

- 1) Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave.
 - a) Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue.
 - b) Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.
- 2) All similar words (alley, drive, road, terrace, etc.) always are spelled out.
- 3) Always use figures for an address number: 9 Morningside Circle.
- 4) Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above.
 - a) 7 Fifth Ave.
 - b) 100 121st St.
- 5) Compass Points/Quadrants of a city
 - a) He lived at 222 E. 42nd St., He lived on East 42nd Street.
 - b) She resided at 600 K St. NW, She lost her phone in the vicinity of K Street Northwest.
 - c) No periods in compass points: NW, N.W.
- 6) Highway Designations
 - a) Use these forms, as appropriate in the context, for highways identified by number: U.S. Highway 1, U.S. Route 1, U.S. 1, state Route 34, Route 34, Interstate Highway 495, Interstate 495. On second reference only for Interstate: I-495.
 - b) When a letter is appended to a number, capitalize it but do not use a hyphen: Route 1A.
- 7) Post Office Boxes
 - a) Use periods: P.O. Box 7000, PO Box.
- 8) For envelope invitations, use New York, NY, not Manhattan.

- Adviser, not advisor

- 1) All composition titles should use uppercase for primary words.
- 2) Books and periodicals (magazines, newspapers) are in italics and without quotes: *War and Peace*, *The New York Times*
- 3) Articles in journals or magazines are in quotes and don't use italics: "The Style of Stylishness" in *Tablet*.
- 4) Poems are in quotes and don't use italics. (The title of a book of poetry is treated like any other book.)
 "The Red Wheel"

1) Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major

- 1) Centuries are lowercase unless part of a proper name
 - a) He was born in the 20th century and worked for 20th Century Fox.
- 2) The numbers in centuries follow the rules for numerals: spelled out under 10
 - a) first century, 11th century
- 3) Centuries are hyphenated if used as part of an adjective
 - a) His work focused on 19th-century American literature, His work focused on the American literature of the 19th century.

Use lowercase:

- 1) the department of history, the history department
- 2) the department of English, the English department
- 3) University housing
- 4) dining services

for when “department” is part of the official and formal name. The official and formal name is created by using “Yeshiva University” or one of its schools to preface the department name.

- 1) the Yeshiva College Department of History, the department of history at Yeshiva College
- 2) Yeshiva University Department of Finance, the department of finance at Yeshiva University

- 1)

In general, use *fewer* for individual items (number) and *less* for indefinite amounts (volume).

- 1) Less money, fewer dollars
- 2) More machines, fewer workers, less effort
- 3) Fewer donuts, less sugar

- 1) Spell out numbers one to nine and use figures for 10 and up.
 - a) Eight, nine, 10, 11
- 2) Ages always use figures and are hyphenated when expressed as adjectives before a noun or as a substitute for a noun, but no hyphen is used when dollar figures appear as an adjective.
 - a) She had a 5-year-old boy. The boy is 5 years old.
 - b) The boy, 7, has a sister, 10.
 - c) The woman, 21, has a daughter 2 months old.
 - d) The law is 8 years old.
 - e) The race is for 3-year-olds.
 - f)

- d) A full-time job (He works full time)
 - e) A know-it-all attitude
- 2) Use hyphens to link all the words in the compound except the adverb *very*, all adverbs that end in *-ly* and when expressing a range.
- a) He had a very devil-may-care attitude about things.
 - b) A very good time
 - c) An easily remembered rule
- 3) When large numbers must be spelled out, use a hyphen to connect them.
- a) Twenty-one, fifty-five

- 1) When a web or email address falls at the end of a sentence, or when the web or email address stands alone, do not use a period.
- 2) Avoid breaking a web address between lines but if this is not possible, split it directly before a slash or a dot.

- 1) University style uses a period between the area code and the phone number, not parentheses or dashes.
- a) 646.xxx.xxxx
- 2) Always include the area code as even local phone numbers now require that you dial it before the number.

- 1) Use figures except for midnight and noon.
- 2) Do not capitalize midnight or noon unless it appears at the beginning of a sentence or alone in a graphic treatment.
- 3) A colon separates hours from minutes and "a.m." and "p.m." are lowercase with periods.
- a) 11 a.m.
 - b) 1 p.m.
 - c) 3:30 p.m.

As an Adjective

Use periods in the abbreviation for United States within text when U.S. modifies a noun:

- U.S. Sen. Bill Smith
- U.S. Postal Service

In headlines, though, periods are not used:

- US Sen. Bill Smith Issues New Statement
- US Postal Service Issues New Stamps

As a Noun

Do not use U.S. to mean "United States" when speaking about the country:

- Not "He traveled extensively around the U.S." but "He traveled extensively around the United States."

- 1) Capitalize and spell out all titles when they precede a name; lowercase in other uses.
 - a) Rabbi Dr. Ari Berman, President of Yeshiva University (see “Referencing Rabbi Dr. Berman” for more detail)
 - b) Joseph Sherman, executive vice president and chief financial officer
 - c) Senior Vice President for University Development Tom Smith

NOTE 1: On second/subsequent reference use Dr. or Rabbi, accordingly.

NOTE 2

The graduation year is always listed first followed by the school abbreviation with no space in between. School and year come directly after the name and are NOT preceded by a comma.

- Rabbi Herbert C. Dobrinsky '50YUHS, '54YC, '57R, '80F, vice president for institutional advancement, was honored today at...

1) Hebrew terms used in YU publications are spelled

- conforms to the Jewish dietary regulations

Maariv

- evening prayer service

masechta

- Talmudic tractate

mashgiach (plural: mashgichim)

- spiritual adviser – also used for kosher certification adviser

mashgiach ruchani (plural: mashgiachim ruchani)

- spiritual guidance counselor

masora

- textual criticism of the Hebrew scriptures

Mazal

- good luck

Mazal Tov

- Congratulations

Megillah (plural: Megillot)

- one the five sacred books read on festivals

melave malka

- celebratory meal at the end of Shabbat

menorah (plural: menorot)

- a candelabra used on Chanukah

mezuzah (plural: mezuzot)

- a case holding a scroll of Hebrew verses displayed on the doorpost

Midrash (plural: Midrashim)

- a commentary or interpretation of biblical texts

mifgash (plural: mifgashim)

- meeting

Mincha

- afternoon prayer service

minyan

- quorum of ten Jewish men

mitzvah (plural: mitzvot)

- commandment

mussar/Mussar

- virtue-based ethics
- Capitalized: a Jewish ethical, educational and cultural movement that developed in 19th-century Lithuania

musmach (plural: musmachim)

- rabbinic graduate

rabbi

- a teacher or mentor in most modern Jewish movements [Jewish Virtual Library]

rebbe (plural: rebbeim)

- a Yiddish-German word that connotes a spiritual leader and master of theology in the Hasidic movement [Jewish Virtual Library]

tzitzit

- garment worn by Jewish males

yahrzeit

- anniversary of a person's death

yarmulke

- male head covering – see