

**North Orange County Community College District
North Orange Continuing Education**

Style Guide

**Compiled in June 2019
by the Campus Communications Office of
North Orange Continuing Education**



About the Style Guide

All of us strive to inspire our readers by providing information about the critical role that we play in our communities. As such, it is important to serve the goal of effective communication in a common voice and with consistent branding.

The Campus Communications Office of North Orange Continuing Education (NOCE) created this Style Guide as a reference for all who write and edit documents. Its primary resources are *The California Community Colleges Chancellor's Office Style Guide* and *The Associated Press Stylebook 2010*.

The NOCE Style Guide is a condensed version of *The California Community Colleges Chancellor's Office Style Guide*; a complete copy of this document is available via PDF upon request. A complete reference list used by *The California Community Colleges Chancellor's Office Style Guide* is included at the end of this guide.

For questions, please contact the NOCE Campus Communications Office at 714.808.4671.

Style Guide A-Z

This section includes a bit of grammar, punctuation, and commonly misspelled or misused words, as well as the style used at the Chancellor's Office. This guide defers to Associated Press (AP) style and its listed resources, not MS Word Spell Check.

- **a, an:**
 - Use *a* before a consonant sound: *a historical time. a one-year employee. a universal theme.*
 - Use *an* before a vowel sound: *an energy crisis. An honorable administrator. an 1840s invention. an NOCE employee.*
- **a lot:** Used as two words, *not* alot.
- **abbreviations:** Similar to acronyms, if there's a chance of misunderstanding, spell it out. Do not abbreviate titles before an individual's name, except Mr., Ms., Mrs., and Dr.
- **academic degrees:**
 - Either say *bachelor of arts* or *master of arts* (no apostrophe) or *bachelor's degree* or *master's degree*, not *bachelor's of arts* or *master's of arts*.
 - Associate degree has no apostrophe or *s*.
 - When the degree mentioned is specific: *Master of Business Administration*, both the degree and the field are capitalized.
 - However, if the word *degree* is used, then it is *not* capitalized: *master of arts degree in business administration*.
- **academic majors:** Lowercase all majors except those that are proper nouns: a country (European History), a language (German, French, English, Spanish), etc. when used with the word degree.
 - *She has a bachelor's degree in history.*If the major accompanies a specific degree, it is capitalized.
 - *Master of Science in Education. Bachelor of Science in Nursing.*
- **academic year:** Use a slash for an academic/fiscal year: *2019/20*.
- **acronyms:** In general, avoid using acronyms for identity. Some readers, especially those outside the realm of our organization, find unfamiliar acronyms confusing. Therefore, when writing for the community use acronyms sparingly; don't make "alphabet soup." Think of acronyms as an option, not a requirement.
 - When the choice is made to use an acronym, the first mention of a proper noun is spelled out: *Career Technical Education*.

- If there is subsequent reference to it in the remaining text, the acronym follows in parentheses: *Career Technical Education (CTE)*. The acronym, *CTE*, may then be used consistently in place of the words *Career Technical Education*.
 - However, if a proper noun is followed by minimal or no additional reference in the remaining text, there is no point in including the acronym.
 - Never use an acronym on first reference.
- **afterward**: Correct as *afterward*, not afterwards.
 - **alumnus, alumni, alumna, alumnae, alum**:
 - *Alumnus* is a graduate or former student of a specific school, college, or university.
 - *Alumni* is plural for alumnus.
 - *Alumna* is a woman who is a graduate or former student of a specific school, college, or university.
 - *Alumnae* is the plural for alumna.
 - *Alum* is the shortened, informal version of an alumnus or an alumna.
 - **a.m., p.m.**: Lowercase, with periods.
 - **ampersand**: Best to avoid in text unless part of a proper noun.
 - **awards**: Capitalize them: *Classified Employee of the Year Award*.
 - **backward**: Correct as *backward*, not backwards.
 - **basic skills**: Not capitalized unless part of a proper noun.
 - *The students will improve their basic skills in the areas of math and reading.*
 - *NOCE's Basic Skills Program includes elementary math.*
 - **biannual, biennial, bimonthly, biweekly**
 - *Biannual* means twice a year.
 - *Biennial* means every two years.
 - *Bimonthly* means every other month.
 - *Biweekly* means every other week.
 - **board of governors**:
 - Capitalize when using it after California Community Colleges: *California Community Colleges Board of Governors*.

- Lowercase *board of governors* when referring to the California Community Colleges Board of Governors alone in text, or when board of governors precedes California Community Colleges: *board of governors of the California Community Colleges*.
- **board, board of directors, board of trustees:** Capitalize only when part of a proper name.
 - *The North Orange County Community College District’s Board of Trustees meeting is held on the second and fourth Tuesday of each month.*
 - *The board of trustees approved the meeting’s agenda.*
 - *It is important to inform the board of that decision.*
- **California:** Lowercase *state of*, except when it is part of the official name of a government agency. It is preferred to spell out *California* in text, rather than Calif. Don’t use CA in text; use only in addresses.
- **California State University:** Always spell out the official name of a *California State University* on first reference.
 - “California State University, [campus].” The following campuses should be written this way upon first reference: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fullerton, Los Angeles, Monterey Bay, Northridge, San Bernardino, San Marcos, and Stanislaus.
 - First reference: *California State University, Fullerton*.
 - On second reference, these campuses may be referred to as “CSU [campus]” or “Cal State [campus]”: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fullerton, Los Angeles, Monterey Bay, Northridge, San Bernardino, San Marcos, and Stanislaus.
 - Second reference, *CSU Fullerton* or *Cal State Fullerton*.
 - The following campuses are officially “[campus] State University.” On second reference, they may be shortened to “[campus] State”: Humboldt, San Diego, San Francisco, San Jose, and Sonoma.
 - For example, *San Diego State University*. Then on second reference, *San Diego State*.
 - The following campuses are exceptions to the rules above: California State University, Fresno (Fresno State); California Maritime Academy (Cal Maritime); California Polytechnic State University, San Luis Obispo (Cal Poly, San Luis Obispo); California State Polytechnic University, Pomona (Cal Poly, Pomona); California State University, Long Beach (CSULB); and California State University, Sacramento (Sacramento State).
- **cancelled vs. canceled:** Both are correct. *Cancelled* is the British spelling whereas *canceled* is the American spelling.

- **California Community Colleges, The:** When referring to the 112 colleges as a system, it should be noted as *The California Community Colleges*.
- **capitalization:** See special section on *Capitalization* at the end of this style guide.
- **CCCCO vs. Chancellor's Office vs. System Office:** *California Community Colleges Chancellor's Office* is the correct term. To shorten on second reference, or for informal communication: *the Chancellor's Office*. Not CCC or CCCCCO or System Office.
- **centers, SCE:**
 - In formal documentation and informal documentation, use *Anaheim Campus, Cypress Center, and Wilshire Center*.
- **certificate program names**
 - Capitalize specific certificate program names: *Pharmacy Technician Certificate Program*. *Rachel is a student in the Pharmacy Technician Certificate Program at NOCE*.
 - Do not capitalize certificate when using it in a generic manner: *Rachel will receive her certificate from NOCE*.
 - **The following NOCE Career Technical Education Programs should include the word *Certificate* in the title:**
 - **Administrative Assistant Certificate Program**
 - **Early Childhood Education Certificate Program**
 - **Electrical Trainee Certificate Program**
 - **Management Certificate Program**
 - **Medical Assistant Certificate Program**
 - **Pharmacy Technician Certificate Program**
- **chancellor:** In text, capitalize titles, including *chancellor*, only when they precede the name: *Chancellor Dr. Cheryl Marshall*. Lowercase titles when used alone or when following names: *the chancellor*. *Dr. Cheryl Marshall, chancellor*.
- **colleges:**
 - Use *College* with names of the colleges: *Fullerton College*, not Fullerton.
 - If a college has a unique name, always use the full name of the college: *College of the Sequoias*, not Sequoia College or *Sacramento City College*, not Sacramento College.
- **committee, group:**
 - Unless a committee or group is officially recognized and formally named, avoid capitalizing. For example: *The committee will review the applications to select interview candidates*.

- Do capitalize the official, proper names of long-standing committees and groups. For example: *The NOCE Technology Committee meeting will be held on Thursday, June 6, 2019* or *The Provost's Cabinet meeting will take place in Room 506.*
- **community education vs. tuition vs. fee-based:** *community education* is preferred over tuition classes or fee-based classes.
- **dates:** no comma after the year in a date in text: *September 2, 2009 is reserved for your event.* It is preferred to use the year after the date.
- **department names:** see *Program names.*
- **DSP&S vs. DSPS:** Spell out *Disabled Student Programs and Services* on first reference. Spell out "and"; do not use the "&" symbol. On second reference, use *DSPS* as the acronym with no periods between letters; do not use *DSP&S.*
- **District-wide vs. District wide:** Use *District-wide.*
- **e-mail:** *E-mail* is hyphenated and lowercased within a sentence: *Jody will e-mail you her presentation.*
- **e.g.:** Means "for example": *She organized her sock drawer by length, e.g., ankle, crew, knee-high.* Using *for example* is preferred over *e.g.*
- **English as a Second Language vs. English as a second language:** No dashes between words; always lowercase the words *as* and *a*. Because it is a proper noun, *English* is always capitalized.
 - Capitalize the phrase if referring to the specific department or course.
 - *NOCE has an English as a Second Language Program to assist students.* (a specific division/department)
 - *Students who qualify for EOPS often take Business English as a Second Language to succeed in the program.* (a specific course title)
 - Do not capitalize if used in a generic manner:
 - *NOCE is offering several levels of English as a second language (ESL) courses in the fall.* (generic)
 - *Students who qualify for EOPS often take an English as a second language course to succeed in the program.* (generic)
- **fax:** Not an acronym and therefore not capitalized; *fax* is an abbreviation for facsimile.

- **federal:** Not capitalized unless part of a proper noun.
 - *The Federal Department of Housing and Urban Development.*
 - *That program is offered through a federal grant.*

- **first come, first served:** This phrase is lowercased and does not include hyphens; a comma should be included after “come”: *first come, first served.*
 - *The students coming to register for the program will be admitted on a first come, first served basis.*

- **fiscal vs. monetary:** *Fiscal* is used for budgetary matters; *monetary* is used for money supply.
 - *Receipts must be processed before the end of the fiscal year.*
 - *The program had a monetary need to supply all of the textbooks.*

- **flier:** Although having many definitions, *flier* is the proper spelling for “a small handbill; circular.” *Flier* is preferred over flyer.

- **forms, names of:**
 - When referring to a specific form, use the full name and capitalize it: *You will need to fill out a Refund Petition Form.*
 - When using forms as a generalization, do not capitalize: *The students were filling out their various registration forms while standing in line.*

- **full-time vs. full time; part-time vs. part time:** Hyphenate only when used as an adjective preceding a noun.
 - *Lynda is a full-time instructor.*
 - *We considered having an intern full time, but four days worked better.*

- **government:** Always lowercase and never abbreviated. The exception is proper nouns.
 - *State government, U.S. government, federal government. The government raised taxes.*
 - *The Government Accountability Office issued a report on community college funding.*

- **governor:** Same capitalization rules as titles:
 - Capitalize when specific and preceding a person’s name: *California Governor Gavin Newsom.*
 - Lowercase when the title follows the person’s name: *Gavin Newsome, governor, will sign the bill today.*
 - Lowercase when using the word in a generic manner: *The governor’s initiative will be put on the ballot.*

- **health care**: *Health care* should be written as two words, not healthcare.
- **high tech**: *High tech* is an acceptable phrase.
- **in regard to**: *In regard to* is the proper phrase, not in regards to.
- **insure, ensure, assure**:
 - *Insure* is for insurance: *Life and disabilities policies insure one's income.*
 - *Ensure* means guarantee: *The company ensures the accuracy of their testing.*
 - *Assure* means to set the mind at ease: *I assure you the fingerprints don't match.*
- **italic type**: Italicize titles of publications, names of ships or trains, movie titles, works of art, foreign phrases, legal case names, or for emphasis.
- **its vs. it's**: *Its* is one word, shows possession and doesn't have an apostrophe. *It's* is a contraction of two words, it is.
 - *It's likely that the Career Technical Education Program will add more classes this term.*
 - *Francesca knitted a scarf that was treasured by its new owner.*
- **junior, senior**: Abbreviate *Jr.* or *Sr.* and use as a full name, with no comma. Each is a unique, separate person.
 - *William Allen Smith Jr.*
 - *William Allen Smith Sr.*
- **Kids' College and Teen Program**: Written correctly as possessive and with the word "and": *Kids' College and Teen Program*. On second reference, the acronym *KC&TP* can be used.
 - *The Kids' College and Teen Program (KC&TP) added new summer swim classes. The KC&TP swim classes are for children ages 0-17.*
- **Lifeskills Education Advancement Program**: Use the full name on first reference with *lifeskills* as one word: *Lifeskills Education Advancement Program*. On second reference, *LEAP*, can be used.
 - *The Lifeskills Education Advancement Program (LEAP) coordinates many of NOCE's community education courses. The Older Adults Program, Parenting Program, and the Kids' College and Teen Program are also under LEAP.*
- **lifelong**: As an adjective, *lifelong* is spelled as one word.

- **log in, log on, log off:** When used as an adjective, a hyphen is added.
 - *I want to log in.*
 - *Please give me the log-in code.*

- **more than vs. over:**
 - The preferred term in reports for numbers is *more than*, not over: *Enrollment was predicted at more than 45,000 students.*
 - *Over* is a better choice for special relationships: *The plane flew over the city.*
 - *Over* is more commonly used for ages: *Seniors are over 62 years.*

- **multicolored, multimillion, multilateral, multicampus, multilingual, multilanguage:** all used as one word, no spaces or hyphens.

- **noncredit vs. non-credit:** *noncredit* should be spelled as one word with no hyphen.

- **nondiscrimination, nonprofit:** used as one word, no spaces or hyphens.

- **numbers:** Numbers 0 through 9 should be spelled out in any reference except when referencing time (see entry for **time** for more details on this) or ages. Numbers 10 and above should be referenced by using numbers, except when the number is at the beginning of a sentence then it should be spelled out.
 - *Jane Doe has registered for three classes.*
 - *John Smith has worked for NOCCCD for 20 years*
 - *Twenty-five students are enrolled in the painting class*
 Also:
 - Following dates, omit th, rd, st, nd: not December 21st, but rather *December 21*
 - Grade numbers (unless they begin a sentence): *She passed the 7th grade.*
 - Age of student/s: *Welcome seminars are primarily geared for new students over 18.*
 - Always use figures for people and animals (but not for inanimates): *The girl is 8 years old; the law is eight years old.*
 - Only use hyphens for ages expressed as adjectives before a noun: *A 5-year-old boy. The boy is 5 years old.*
 - When using generic ages, use an s with no apostrophe: *The woman is in her 30s.*
 - Use periods to separate numbers in phone numbers: 714.808.4500.
 - Amounts of money: *Healthy treats cost \$1.25 and up.*
 - Dimensions: *The basketball player is 6 feet 4 inches tall.*
 - Highways: *Most Southern California visitors have traveled on the I-5.*

- In bulleted lists, numbers and percent symbols (8%) may replace words, especially for data:
 - CTE 8%
 - HSDP 10%
 - ESL 16%
- When using a percentage in a paragraph, spell out *percent*: *When looking at comparative data, the program is up three percent over last term.*
- **off campus, on campus**: as an adverb, no hyphens; as adjective, hyphens.
 - *Most Lifeskills Education Advancement Program classes are hosted off campus.*
 - *On-campus English as a Second Language classes are full this term.*
- **online**: *Online* is written as one word, no hyphens.
- **on-site**: Hyphenate as adjective or adverb.
- **page numbers**: Use figures and lowercase page. The abbreviations are *p.* for page and *pp.* for *pages*. Do not abbreviate in running text: *The table is on page 47.*
- **part-time vs. part time**: Hyphenate only when used as an adjective preceding a noun.
 - *Lynda is a part-time instructor.*
 - *We considered having an intern part time, but realized we needed someone that could work full time.*
- **postsecondary**: written as one word, no hyphens.
- **preregistration, preregistered**: written as one word, no hyphens.
- **program names**: Always use capitalization when referring to specific program or department names. For example: *High School Diploma Program* or *English as a Second Language Program*
- **program name abbreviation / acronym**: Always spell out the full program name first, then use the abbreviation acronym in parenthesis. Use abbreviation acronym in document after first reference is spelled out such as *High School Diploma Program (HSDP)* or *English as a Second Language (ESL) Program*
 - *Sheri took classes in the High School Diploma Program (HSDP) in the 2012 Fall Term. Last semester, she completed 30 credits in the HSDP toward her diploma.*

- **room:**
 - Capitalize the word room only when used with a specific number: *Introduction to Computers will be held in Room 116.*
 - Lowercase the word in generic references: *The room will need to be cleaned before the term begins.*

- **seasons, semesters, and terms:**
 - Capitalize when referring to a specific term or season: *2019 Fall Term.*
 - Do not capitalize it when referring to the season in a generic manner: *Our program has a larger enrollment in the fall term than in the winter term.*

- **SLO vs. SLOs:** Spell out *Student Learning Outcomes (SLO)* on first reference. On second reference, use *SLO*, not SLOs.

- **Social Security:** Social Security is always capitalized when referencing the U.S. system.

- **Southern California, Northern California:** Capitalize *Southern* and *Northern* when using with California: *Southern California. Northern California.*

- **staff:**
 - Use a singular verb if you are considering the group as a unit: ***The entire staff is contributing to the gift.***
 - If, however you are speaking of the staff as individuals, the sentence would read: ***Staff (members) are notified about an opportunity to study abroad.***
 - *Staffs* is the plural form and should be used when referring to multiple members of a single personnel support group: *the staffs of several departments volunteered to help.*

- **state:** When talking about California in a generic manner, lowercase *state*, unless it is at the start of a sentence. For example: *The state provides funding to NOCE for classes.*

- **statewide:** written as one word, no hyphens.

- **systemwide:** written as one word, no hyphens.

- **technology terms:** Below is a list of commonly used computer and Internet terms, acronyms, and software programs. For definitions and expanded information on the terms listed here, consult a computer/Internet dictionary or style guide, such as *The Elements of Internet Style*, published by EEI Press.

Adobe Dreamweaver
Adobe Flash
Adobe Illustrator
Adobe InDesign
Adobe Photoshop
AutoCAD
backup
bit map (or bit-mapped)
blog (Web log)
CAD (computer-aided design)
CD-ROM
computer-assisted instruction (CAI)
database
download
e-mail
Ethernet
Flash Player
firewall
Internet (capitalize when referring to the World Wide Web)
internet (lowercase when used informally to refer to a group of LANs
connected by means of a common communications protocol);
intranet
Internet Explorer
JPG or JPEG (joint photographic experts group)
keyword
laptop computer
listserv
Microsoft PowerPoint
Multimedia
PC
PNG (portable network graphic)
pop-up menu, pull-down menu
reboot, reformat
screen saver (two words)
spreadsheet
TIFF (tagged image file format)
Troubleshooting
URL (uniform resource locator)
user ID (two words)
website; webcast
World Wide Web, Web, WWW

- **term vs. trimester:** Because NOCE has three trimesters and a summer term, it is more consistent to refer to each quarter as a *term*.

- **time:** Use lowercase *a.m.* or *p.m.* with periods. *Noon* and *midnight* are acceptable and preferred to 12 noon or 12 midnight (both repetitious). Use times of just hours to read *9 a.m.* **WRONG:** 9:00 a.m.; nine a.m.
 - *Registration opens at 7 a.m.*
 - *The office closes at 4:30 p.m.*
 - *Wilshire Players will perform at noon.*
- **titles:**
 - Capitalize titles only when used immediately before a name in text: *Chancellor Jack Scott will arrive at noon.*
 - When the title follows a name, lowercase: *Jack Scott, chancellor, will arrive at noon.*
 - When referenced without a name (generic), lowercase: *the chancellor.*
- **title 5:** Not title V; not capitalized unless at the beginning of a sentence or caption.
- **toward:** correct as *toward*, not *towards*
- **tuition vs. fee-based vs. community education:** see *community education*.
- **University of California:** Always spell out *University of California* on first reference. *UC* is acceptable in subsequent references.
 - When referring to a specific campus, use a comma followed by the campus name: *University of California, [campus]*.
 - *University of California, Davis.* Not, *University of California at Davis* or *University of California – Davis.*
 - The campuses and their preferred abbreviations are: Berkeley (UC Berkley), Davis (UC Davis), Irvine (UC Irvine), Los Angeles (UCLA), Merced (UC Merced), Riverside (UC Riverside), San Diego (UC San Diego), San Francisco (UCSF), Santa Barbara (UC Santa Barbara), Santa Cruz (UC Santa Cruz).
 - Do not say “Universities of California” as the plural. Instead, use *University of California campuses*.
- **upward:** Correct as *upward*, not *upwards*.
- **veterans benefits:** No apostrophe in either word.
- **waitlist vs. wait list vs. wait-list:** correctly used as one word, no hyphen: *waitlist*

- **workforce, workplace, workstation:** Each are correctly used as one word, no hyphen.
- **work site:** Correctly used as two words, no hyphen.
- **year round:** Written as two words: *year round*. The word would be capitalized only if it is starting at the beginning of the sentence.
 - *The Older Adults Program offers classes year round.*
 - *Year round courses are offered through the Older Adults Program.*
 - WRONG: year-round, yearround, Year Round

The Rules on Capitalization

This section reviews capitalization and presents the style used at the Chancellor's Office.

CAPITALIZATION

The starting point is Bryan Garner's rule, "Use lowercase unless a rule calls for capitalization." He adds, "Some writers overuse capitalization for emphasis. That's bad style." AP style also simplifies by eliminating unnecessary capitals to improve readability.

Referencing both AP and Garner's style: a general usage is not capitalized, a specific usage is. This is the criteria for choosing capitalization.

Capitalize proper nouns, the unique identification for a person, place, or thing.

Monica. Germany. Apple. The Beatles. Broadway. Pacific Ocean.

Capitalize most abbreviations and acronyms: *ESL*. (no periods between letters)

Capitalize specific laws: *No Child Left Behind* but not the names of generic laws, theories, and hypotheses: *law of effect*.

Capitalize titles only when used immediately before a name in text: *Chancellor Jack Scott will arrive at noon.*

When the title follows, lowercase: *Jack Scott, chancellor, will arrive at noon.*

When referenced without a name, lowercase: *the chancellor.*

Capitalize specific courses, programs, initiatives and department titles, such as Anthropology 101, Algebra II, Yoga for Relaxation, French for Travel, English as a Second Language.

Sierra College has an English as a Second Language Division to assist students. (a specific division/department)

Students who qualify for EOPS often take Business English as a Second Language to succeed in the program. (a specific course title)

Do not use quotes around the names of courses.

Capitalize formal names of tests and models.

California Basic Educational Skills Test, but not when generic: *Students will be given a basic skills test to establish competency in reading, writing and mathematics.*

Do not capitalize generalities: any department, any course such as geography, biology, science, language course titles, such as English as a second language. (as an area of study)

Sierra College is offering several levels of English as a second language (ESL) courses in the fall. (generic)

Students who qualify for EOPS often take an English as a second language course to succeed in the program. (generic)

Capitalize	Don't Capitalize
U.S. History to 1865 (specific course title)	American history (and other subjects of study; general reference)
Introduction to English as a Second Language; the English as a Second Language Program (a department or specific course title)	English as a second language, English for speakers of other languages (generic)
Oregon State	state of Oregon
Western Hemisphere	western United States
2012 Summer Term	summer term
U.S. Postal Service	I went to the post office.
Room 116 (used with number)	We will assign a room number.
President Abraham Lincoln	Abraham Lincoln was president.
Sacramento County	Placer and Sacramento counties
Federal Bureau of Investigation	the federal government
Star-Spangled Banner	the national anthem
Bachelor of Arts	bachelor's degree in art
Department of Marine Biology	the biology department
Office of Admissions and Records	OAR, the admissions office
Democrat (refers to the political party)	democrat (general philosophical term)

Style Guide Resources

References reviewed in the preparation of the NOCE Style Guide include those used in the California Community Colleges Chancellor's Office Style Guide:

The Associated Press Stylebook 2010, Associated Press

The Chicago Manual of Style (15th Edition), University of Chicago Press Staff, 2003

Strunk & White, *The Elements of Style* (Fourth Edition), Longman, 1999

Bryan A. Garner, *Garner's Modern American Usage* (Third Edition), Oxford University Press, 2009

Bill Walsh, *The Elephants of Style*, McGraw-Hill, 2004

Williams / Colomb, *Style: Lessons in Clarity and Grace* (10th Edition), Longman, 2010

Mignon Fogarty, *Grammar Girl's Quick and Dirty Tricks for Better Writing*, Holt Paperbacks, 2008

A Glossary of Legislative Terms, California State Legislature

Dictionary.com, LLC., 2012

Additional resources, including the style books of other higher educational institutions and organizations:

American Management Association; Bloomsburg University; California Dept. of Education; California State University, Sacramento; City of San Antonio Disability Access Office; Foundation for California Community Colleges; Grinnell College; Los Angeles County Office of Education; Ragan Communications; St. Norbert College; United States Census Bureau; United States Postal Service; University of California, Davis; University of California, Los Angeles; University of Colorado at Boulder; and University of Connecticut.