

Guidelines for Proofing the OLLI Catalog:

The final word is the *Chicago Manual of Style (CMS)*. There are five copies in the OLLI Tallwood office for you to take home and use while proofing. We also refer to the *Merriam-Webster* dictionary for spelling questions, which is available online at: www.m-w.com. The following guidelines are intended to make the proofing process easier.

While proofing the catalog, please use the tracking changes in your word processing program. Under EDIT, choose CHANGES, then RECORD, then SHOW.

Course description:

Line 1: Course number, is preceded by an F for Fairfax; L for Loudoun; or R for Reston; then two spaces then the title of the course. A colon, not a dash, is used to separate two parts of a course title. The title of the course is bolded.

F101 The Wonderful World of the Symphony Orchestra

R606 *Questions of Value*, Patrick Grim

L903 Trip Tales

R113 *Aida and Tosca: Grand Opera at its Grandest*

Line 2: Day and time are separated by an en-dash, which is a dash as wide as the letter n, then the dates, also separated by an en-dash. (Where to find the en-dash? On the tool bar, choose 'insert', then 'special characters', then 'general punctuation', an en-dash is 'U+2013'). Using Word on Mac: from the Menu bar, choose "insert, then 'Symbol,' then 'Special Characters.'

Monday, 2:00–3:30, Sept. 22–Nov. 10

Line 3: If not standard for the term, add, for example: Four sessions

Line 4: We no longer use Tallwood, Lake Anne Church, etc. The only time we use the location is when the course takes place in other than our three regular locations; we then add the location. For example: Church of the Good Shepherd

Line 4: Instructor, moderator or coordinator

If there are two, separate their names with a comma, not an 'and'.

Line 5: If there is a class limit, it is added here: Class limit: 25

Description of course content:

- Single space at the end of sentences. Enable "show non-printing characters" so you can catch sentence endings that are double spaced.

- Do use a calendar when proofing to ascertain that the day of the course matches the

date, and the times match the course times.

- The size of the font doesn't matter in proofing; keep it a size that is easy to read. The program associate will change the document to the correct font size when the catalog is formatted.
- Use italics for book titles, plays, movies and periodicals.
- Use quotation marks for short stories.
- Write out numbers up to ten; use figures for numbers 11 and above, unless it starts a sentence.
- Because of space limitation, we do not follow CMS when writing ordinal numbers. We use 19th century, 21st century.
- Omit commas before 'and' in a series, except when it is necessary for clarity.
The meal consisted of soup, salad, and macaroni and cheese.
- When referring to a specific century by number, the c in century is lower cased, as in 19th century.
- We refer to George Mason University as George Mason; never GMU!
- At George Mason it is:
College of Visual and Performing Arts
New Century College
Department of English
- All prepositions in titles are now lower cased, for simplicity.
- BCE and CE are now used without periods. 480 BCE.
- If requested by the instructor, academic titles are used in the narrative of the bio, but not on the Instructor line of the heading.
- Avoid acronyms, including a.m. and p.m., as far as possible. OLLI is an exception.
- Email, no hyphen (not capped, except when it starts a sentence), but *E-News* will have a hyphen and be italicized.
- Some common words and their correct spelling and capitalization: a website; web page; the Internet, the net, an intranet; name tag; term, not semester; registration form; confirmation letter; seasons without caps (fall, winter, spring, summer); email; carpool;

ID card

- Titles: Our preference is to use lower case as much as possible because it makes the copy cleaner and easier to read thus: Professor Smith, but Tom Smith, professor of history; President Obama, but Barack Obama, president of the United States.; Secretary of State Hillary Clinton, but Hillary Clinton, secretary of state.
- BA, MA, PhD without periods. Lower case bachelor of arts, etc. Do not capitalize the field unless it is a proper noun. See CMS for more information on titles.
- The United States, but U.S. citizen (U.S. used as an adjective) USA without periods.
- Form the plurals of numbers with 's' only, no apostrophes, as in 1600s.
- Dates: No comma between month and year: Feb. 1918, but April 5, 2001, the year is preceded and followed by a comma.
- Dashes: An em-dash is used to set off parts of a sentence—a sentence should contain no more than two. The en-dash is used to connect times.
- Hyphens: Two to four-word modifiers that express a single thought (state-of-the-art, out-of-order) should be hyphenated when it precedes a noun. If the individual words can be used to modify the noun, don't hyphenate.
- When citing a website, bold it: **www.oli.gmu.edu**, do not underline it.

See 8.186 and 8.187 in the 16th edition of the CMS for guidelines of titles for websites, web pages, blogs and blog entries.