The OES Communications Department uses the Chicago Manual of Style, 15th edition, as the authority on style questions. For spelling, we use Webster’s New World College Dictionary, 4th edition. For research papers, the MLA Handbook for Writers of Research Papers should be used. However, we also have a number of local style rules regarding capitalization and usage. Below is a list of the common ones. If you would like to know the style for a certain construction, or if you would like a style to be added to this list, please contact marketing@oes.edu. Following the list of local styles is a list of general styles that people often ask about. Unless otherwise noted, those styles conform to the Chicago Manual of Style.

**OES Style for Letters and Publications**

1. The school logo should not be used without consulting the graphic designer about its proper use.
2. The school should be called Oregon Episcopal School or OES when referred to by name. No periods in acronym. In official communications, when the word “school” represents OES, it should be capitalized. However, in magazines and newsletters and other less formal publications, it is not capitalized.
3. When referring to grades at OES, spell out and use lower case. Avoid using ordinal numbers (4th, 7th, etc.) except in material where brevity is essential. Note: Prekindergarten is abbreviated as Pre-K.
4. The Belltower is one word and is capitalized when referring to the campus landmark. (General references to a bell tower are two words, not capitalized.)
5. Use the term “alumni” when referring to groups of men and women who have graduated from the School. This is consistent with the policy at other institutions that were all-female schools before they began admitting males. If you are referring to a single-gender group, use “alumnae” for women or “alumni” for men.
6. Capitalize Board of Trustees, or simply Board, when referring to the OES body. It is not capitalized when referring to other boards of trustees.
7. The name of the campus building is The Drinkward Center for Math, Science, and Technology (note comma after “Science”). On second reference it should be called “the Drinkward Center.” Please refrain from calling it the MST building. It can be abbreviated as DC in listings of class locations and such. The meeting room should be called the Drinkward Volunteer Room (or the DVR).
8. Capitalize Lower School, Middle School, Upper School, and Beginning School, and spell out in first usage and names. Later references can use LS, MS, and US. Do not use BS for Beginning School, and make sure references to US are clearly referring to the division rather than the United States. Note that the Beginning School is part of the Lower School.
9. St. Helen’s Hall uses an apostrophe. Although the name was inspired by Mount St. Helens, which has no apostrophe, the founding documents use the apostrophe and so we follow that usage.
10. Spell out St. Helen’s Hall and Bishop Dagwell Hall except when identifying graduates, e.g., Pat Kelley SHH ’55. If you want a shorter reference for St. Helen’s Hall, call it “The Hall” rather than SHH.

11. When referring to all alumni, say “alumni of St. Helen’s Hall, Bishop Dagwell Hall and OES.” Never assume that “OES” is sufficient to denote all three schools.

12. Capitalize the names of departments, such as the History Department or the Department of Philosophy and Religion. But lowercase general names of subjects unless it’s a proper name. Example: He studied biology, history, and English.

13. The official name of the church on campus is “Episcopal Parish of St. John the Baptist,” but it is usually referred to as “St. John the Baptist parish.” It may be abbreviated as SJB in listings of where events will occur, but that abbreviation should not be used in text. Rather, call it “St. John’s” on second reference. However, when writing about OES events held in the Chapel, call it the “OES Chapel” rather than the Chapel in St. John’s.

14. The diocesan cathedral is called Trinity Episcopal Cathedral. On second reference it may be called Trinity Cathedral.

15. Use first and last names of people on first reference, and on further references use first name only, except for the bishop, who is referred to as Bishop Michael Hanley on first reference and Bishop Hanley afterward. Do not use the titles “Mr.” or “Mrs.” or “Ms.” except when referring to a Lower School or Middle School teacher in the divisional newsletter or other materials directed specifically toward students. For example, in the magazine, we refer to the head of Lower School as David Lowell and on second reference as David, but in the Wednesday Express he should be referred to as “Mr. Lowell” in all references.

General Styles From the Chicago Style Manual

**Abbreviations**

1. When using specific dates, spell out the name of the month.
2. Write out the names of states unless using a mailing address.
3. Write out the names of organizations, including colleges and universities, on first reference, for example, use Oregon State University, not Oregon State or OSU. On second reference it may be called Oregon State or OSU.
4. Nicknames used with full names should be put in quotation marks, but a nickname used instead of a formal name does not require quotation marks.

**Numbers**

1. Write out numbers less than 10, use numerals for 10 and over.
2. However, always use numerals for dates, ages, and scores.
3. In a series of numbers that includes numbers 10 and over, use numerals for all.
4. Write out any number that occurs at the beginning of a sentence.
5. When referring to a school year, use the construction 2015-16.
6. Refer to decades as the nineties, or the 1990s, or the ’90s.
7. Use a colon and minutes with times even when referring to a precise hour: School will begin at 8:00 a.m. Note that a.m. and p.m. are lowercase and have periods.
8. For phone numbers, use hyphens throughout: 503-246-7771.
**Punctuation**

1. When listing three or more items, use a comma before the conjunction. Example: Lunch consisted of peas, beans, and barley sprouts. When elements in a series involve internal punctuation, or when they are very long or complex, they should be separated by semicolons. Example: We ate ham and eggs for breakfast; peas, beans, and barley sprouts for lunch; and steak and potatoes for dinner.

2. When using the year with the date, set it off with commas. For example, “August 20, 2007, was a rainy day.” No comma is needed for a month and year: “August 2007 was a rainy month.”

3. When used with the name of a city, the state should be set off with commas. Example, “Portland, Oregon, is home to Oregon Episcopal School.”

4. Use apostrophes for possessives but not for nonpossessive plurals except for letters and symbols. Examples: Plural: girls, women, princesses, Joneses. Possessive singular: girl’s, woman’s, Jones’s, Smith’s. Possessive plural: girls’, women’s, princesses’, Joneses’, Smiths’. Letters or symbols: All the students received A’s and B’s on their report cards.

5. Use an apostrophe with degrees such as bachelor’s degree, including when the word “degree” is not used, as in “He finished his master’s last summer.” Do not use periods with an abbreviation for a degree: MA, BA, PhD, etc.

6. The period and comma always go within quotation marks in American usage (the British do it differently). The dash, semicolon, question mark, and exclamation point may go either inside or outside depending on whether they refer to the quoted matter or the full sentence.

7. Hyphenate compound modifiers unless the compound modifiers are a proper name or the first word ends with the letter “Y.” Example: An all-school assembly. A curly haired boy. A Middle School activity.

8. Do not hyphenate prefixes unless followed by a proper noun or a compound noun, or if it would create confusion. Examples: His project was nontechnical. Many students are from non-Western countries. The students had a pre-study hall party. He had a pre-existing medical condition.

**Capitalization**

1. Official titles before names are capitalized, but they are lowercase when they follow a name. For example, Head of School Mo Copeland leads OES. However, OES is led by Mo Copeland, head of school. Other examples include David Lowell, head of Lower School and Ann Sulzer, head of Middle School.

2. Identifying labels such as “teacher” or “trustee” are not capitalized before a name.

3. Do not capitalize titles of officers of a class, team, or social organization. For example: Student body president John Doe, or team captain Mary Smith.

4. Do not capitalize a.m. and p.m. (but do use periods).

5. Capitalize “Class” when referring to a specific graduating class such as the Class of 2007.
**Titles of Publications**
1. Use italics for the titles of freestanding publications including books, newspapers, journals, and magazines; movies and television series; plays regardless of whether it is freestanding or part of a collection of plays; operas and other long musical compositions; paintings.
2. Use quotation marks for titles of portions of larger published works such as articles in magazines, chapters in books, and poems (unless a poem is a full-length book, such as Dante’s Inferno, in which case it is italicized); a particular episode of a television series; a song.

**Design Recommendations for Documents and Research Papers (from the MLA)**
1. Use 8.5x11-inch paper.
2. Use Times New Roman font.
3. Use 12-pt type size.
4. Doublespace for research papers; however, it might be preferable to single-space in some other documents to save space and paper.
5. Set margins to one inch on all sides.
6. Indent first line of each paragraph one-half inch, using tab.
7. Center the title.
8. Double space between title and first line of text.
9. For bibliography, footnotes, works cited, etc., use the MLA Handbook for Writers of Research Papers.

**Miscellaneous**
10. Traveling and counseling have one “L.”
11. Use “ensure” instead of “insure” unless referring to insurance policies.
12. Write out “percent” instead of using the symbol except when brevity is essential.
13. Use “and” instead of using the ampersand except when the ampersand is officially part of a name, as in Lewis & Clark College.
14. Following the period at the end of a sentence, use one space, not two.