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Purpose
This guide is a tool to help the College’s faculty and staff present a consistent, professional message and image to the community. It includes commonly confused phrases, preferred capitalization, acronyms, etc. Please adhere to these guidelines whenever you are corresponding on behalf of the College.
Academic Degrees
In general usage, spell out degrees in lowercase letters. Use an apostrophe when writing bachelor’s degree or master’s degree but not when writing associate degree. There is no possessive when writing bachelor of (degree name), master of (degree name), associate of (degree name). For a doctorate, use doctorate in (name of field). Do not write associate in (degree name). When listing certificates and career studies certificates, use “in” when referencing the program of study.

Examples:
John Smith earned an associate of applied arts degree in visual arts with a studio specialization.
Jane Doe earned a certificate in homeland security.

Use degree abbreviations only after the full name of a person. Use periods with academic degrees. Examples: Mike Jones, M.F.A., Sandy Teller, B.A., Dorothy Sandston, Ph.D.

Some commonly used degree abbreviations:
Associate of Applied Arts – A.A.A.
Associate of Applied Science – A.A.S.
Bachelor of Arts – B.A.
Bachelor of Science – B.S.
Doctor of Arts – D.A.
Doctorate of Education – Ed.D.
Doctorate of Philosophy – Ph.D.
Master of Arts – M.A.
Master of Education – M.Ed.
Master of Fine Arts – M.F.A.
Master of Liberal Arts – M.L.A.
Master of Science – M.S.

Academic Divisions, Departments and Offices
Capitalize division and office names. Use the guidelines below:

Admissions and Records Office (may also Admissions and Records; A&R may be used on second reference)
Bookstore
Business Office
Community College Workforce Alliance
Counseling and Student Success Centers (may also use Counseling Center or Student Success Center when referencing a specific aspect of the department)
Creative Services
Department of Business and Accounting
Department of Career Pathways
Department of Emergency Medical Services
Department of Engineering
Department of English
Department of Exercise and Health
Department of Funeral Services
Department of Humanities and Social Sciences
Department of Industrial Technology
Department of Information Technology
Department of Mathematics
Department of Natural Sciences
Department of Nursing
Department of Public Services
Department of Visual and Performing Arts
Division of Arts, Humanities and Social Sciences (AHSS may be used on second reference)
Division of Engineering, Business and Public Services (EBPS may be used on second reference)
Division of Learning and Student Success (see Office of Vice President of Learning and Student Success)
Division of Mathematics, Natural and Health Sciences (MNHS may be used on second reference)
Facilities
Financial Aid
Human Resources
Information Technology Services Center (ITSC may be used on second reference)
Institutional Effectiveness
Instructional Technology
John Tyler Community College Foundation
Library
Military and Veterans Education
Office of Student Activities (Student Activities may also be used)
Office of the Dean of Students
Office of the President
Office of the Vice President of Learning and Student Success (see Division of Learning and Student Success)
Office of the Vice President of Finance and Administration (Finance and Administration may be used on second reference)
Old Dominion University Distance Learning
Public Relations
Security Services
Student Information Center
Testing Centers

**Academic Programs**

Uppercase program names.

Examples:
- Nursing Program
- Liberal Arts Program
Adjunct Faculty Member
Use the term adjunct faculty member instead of adjunct professor or adjunct instructor.

Administration
Lowercase in all uses.

Affect/Effect
Affect, as a verb, means to influence: The game will affect the standings.
Affect, as a noun, is best avoided. It occasionally is used in psychology to describe an emotion.
Effect, as a verb, means to cause: He will effect many changes in the company.
Effect, as a noun, means the result: He miscalculated the effect of his actions.

Ages
Always use figures for people and animals but not for inanimates.

Examples:
The girl is 15 years old.
The law is eight years old.

Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.

Example:
A 5-year-old boy won the prize.

Do not use an apostrophe when writing decades.

Example:
The woman is in her 30s.

Alumna, Alumnae, Alumni, Alumnus

- *alumna* - singular, female
- *alumnae* - plural, women only
- *alumni* - plural, men only or men and women
- *alumnus* - singular, male
- *alum*-singular, male or female; appropriate only in informal contexts
Annual
An event cannot be described as annual until it has been held for at least two successive years. Do not use the term first annual.

Anybody, Any Body, Anyone, Any One
One word for an indefinite reference.
   Example:
       Anyone can do that.

Two words when the emphasis is on singling out one element of a group.
   Example:
       Any one of them may speak up.

Blackboard
An online learning tool used to deliver distance education courses and enhance traditional classroom courses.

   Capitalize in all instances. Always write as one word.

Bulleted Lists
The following guidelines should be followed when using bulleted lists:

   Capitalize the first word of full sentences.
      Example:
         Competition Requirements
            • Entrants must be 18 years of age or older.
            • All work submitted must be original.
            • An application must be completed.

   Capitalize the first word of short lists.
      Example
         The College offers flexible scheduling options such as:
            • Evening classes
            • Weekend classes
            • Hybrid courses
            • Online courses
Lowercase the first word of lists beginning with a verb.
Example:
Increase scholarship applications by:
- e-mailing students
- mailing postcards to students and their families
- advertising scholarships on the College’s homepage

Do not use bullet points unless there are at least two items listed.

**Campuses, Locations and Buildings**
Below is a list of the proper names of the College’s locations and buildings:

**Locations**
- Chester Campus
- Midlothian Campus
- Nursing Education Center
- Community College Workforce Alliance at Featherstone Professional Center

**Buildings**
- Administration Building
- Bird Hall
- Eliades Hall
- Godwin Hall
- Goyne Hall
- Hamel Hall
- Moyar Hall
- Nicholas Center
- Facilities – Chester
- Facilities – Midlothian

- The word campus always should be capitalized when writing Chester Campus or Midlothian Campus. Lowercase the word campus when it’s used alone. Lowercase the word campuses when referring to the Chester and Midlothian campuses.

  **Examples**
  - The performance will take place at the Chester Campus.
  - Students visited the campus.
  - Classes are offered at the Chester and Midlothian campuses.

- The College has two campuses, the Chester Campus and the Midlothian Campus. No other College facility should be identified as a campus.
**Campuswide**
Write as one word. Also citywide, countywide, statewide, nationwide and worldwide.

**Cannot, Can not**
Both cannot and can not are acceptable, but the first is much more common. You would use can not when the “not” forms part of another construction, such as “not only.”

**Chair**
Capitalize as a formal title if used before a person’s name. Lowercase in all other cases. Avoid gender specific nouns such as chairman and chairwoman.
- Example:
  - College Board Chair John Doe called for a vote.
  - John Doe is chair of the committee.

**Child Care**
Write as two words.

**Classes/Courses**
Lowercase when referring to classes and courses. Uppercase if referring to the specific name of a class or if the class uses a proper noun or numeral.
- Examples:
  - I took a history class and a math class.
  - I took History 101 and Math 102.

**Classroom**
Write as one word.

**College**
Capitalize in all references made to John Tyler Community College, lowercase elsewhere.
- Examples:
  - The College will be closed on July 4.
  - John Tyler Community College is working with another college to develop new distance education programs.
**College Board**
The College Board should be listed as the John Tyler Community College Board on first reference. College Board or the board should be used in subsequent references. If using the abbreviation JTCC, write JTCC Board. Always capitalize College Board. Always lowercase the board or board member. If JTCC Board is used, the first reference should be written as follows:
John Tyler Community College (JTCC) Board

**College Name**
On first reference, the College always should be identified as John Tyler Community College. To avoid repetition, John Tyler, Tyler, the College, or JTCC may be used in subsequent references. Because of the prominence of the word Tyler in the College logo, John Tyler is preferred over JTCC. Capitalize College when used to refer specifically to John Tyler Community College. Lowercase the word college in all other references. JT should not be used.

If JTCC is used, the first reference should be written as follows:
John Tyler Community College (JTCC)

**Comma (,)**
The following guidelines address some of the most frequent questions about the use of commas.

- **Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.** However, if the sentence includes a longer series, a comma may be used before the conjunction to avoid confusion.
  
  Examples:
  The student took math, English and history.
  The College offers options that allow students to transfer to a four-year institution, switch careers, improve their job skills, and enter the workforce.

- **Use commas before conjunctions such as “and” or “but” if the conjunction links two clauses that could stand alone as separate sentences.**
  
  Example:
  We visited Washington, and our senator greeted us personally.

**Commencement**
Capitalize when used as the formal name of a ceremony. Lowercase in all other uses.
Commonwealth of Virginia
Virginia is a commonwealth. Capitalize Commonwealth when specifically referencing Virginia.
Examples:
The College is located in the Commonwealth of Virginia.
The Commonwealth is preparing for hurricane evacuations from Norfolk.

Community College Workforce Alliance
The Community College Workforce Alliance, a partnership between John Tyler Community College and J. Sargeant Reynolds Community College, is dedicated to providing world-class workforce development training and services to members of the public and private sector in Virginia.

Community College Workforce Alliance should be used on first reference. On second reference CCWA may be used. If CCWA is used, the first reference should read as follows:
Community College Workforce Alliance (CCWA)

Content Disclaimer

Content Disclaimer
John Tyler Community College provides its web site, catalog, handbooks and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registration of www.jtcc.edu, and the associated social media sites of www.facebook.com/johntylercc, www.twitter.com/johntylercc, www.flickr.com/johntylercc, www.instagram.com/johntylercc and www.youtube.com/johntylercommcollege, is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student’s academic program advisor or a member of the counseling office. In addition, a student’s or prospective student’s reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Links for references to other materials and web sites provided in the above-referenced sources are also for information purposes only and do not constitute the College’s endorsement of products or services referenced.
Corequisite
Write as one word.

Coursework
Write as one word.

Courtesy Titles
Refer to men and women by their first and last name. Use the courtesy titles Mr., Miss, Ms. or Mrs. only in direct quotations, invitations or programs. Also see Names of People.

Curriculum, Curricula and Curricular
The word curriculum is a singular noun. Curricula is a plural noun. Curricular is an adjective.
   Examples:
   Students enrolled in the Nursing curriculum must take part in clinicals.
   She is enrolled in both the Human Services and Child Care curricula.
   The deans are meeting to discuss four curricular programs.

Dates
No comma is needed when writing the month and year.
   Example:
   The catalog will be released in August 2012 and ready for distribution during the fall semester.

Always use Arabic figures, without st, nd, rd or th.
   Examples:
   Incorrect – Registration will take place on October 10th, 2012.
               Registration will take place on October 10th.
   Correct – Registration will take place on October 10, 2012.
             Registration will take place on October 10.

When referencing periods of years, do not use an apostrophe with the “s.”
   Examples:
   Incorrect – He grew up in the 70’s.
               He grew up in the 70s.
   Correct – He grew up in the 70s.

Repeat only the final two digits of the second number when writing inclusive years.
   Example:
The 2011-12 academic year

Use a hyphen to separate dates that are used to indicate a timeframe.
Example:
Fall registration is November 12 – 30, 2012.

Capitalize the names of months in all uses.

When abbreviating months, use the following abbreviations: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov. and Dec. Do not abbreviate May, June or July.

Spell out the month when using alone or with a year.

**Dean's List**
The dean’s list is an academic honor. To be named to the dean’s list a student must be full-time (12 or more college credits, exclusive of developmental credits) and have earned a minimum 3.2 grade point average for the semester.

Lowercase in all uses.
Example
He is on the dean’s list.

**Doctor/Dr.**
Use Dr. in first reference as a formal title before the name. Do not use the title in subsequent references (use the person’s last name only). Do not use the degree abbreviation after a person’s name if Dr. appears before the name.
Examples:
Correct: Dr. John Doe
Correct: John Doe, Ph.D.
Incorrect: Dr. John Doe, Ph.D.

**E-mail**
Write as e-mail. Do not use email or E-Mail.

**Every day, Everyday**
Every day is an adverb.
Example:
She goes to work every day.

Everyday is an adjective.
Example:
He wears everyday shoes.

**Federal**
Capitalize federal as part of corporate or government bodies that use the word as part of a formal name. Lowercase federal when used as an adjective.

**Founders Day**
Held in October of each year. Capitalize both words. Do not use an apostrophe in Founders.

**FTE**
FTE stands for full-time equivalent. Sum total of all credit hours, annually, divided by a full-time student’s course load (30 credits). In the first reference write out full-time equivalent. Subsequent references may use FTE. Full-time equivalent student (FTES) also may be used.

**General Assembly**
Capitalize when preceded by the state name. Retain capitalization when the state name is dropped but when the reference is specifically to Virginia’s legislature. If using the word assembly only, do not capitalize.

**Governor**
Capitalize and abbreviate as Gov. or Govs. when used as a formal title before one or more names in regular text. Capitalize and spell out when used as a formal title before one or more names in a direct quotation. Lowercase and spell out in all other uses.

**Grade Point Average**
Write grade point average (in lower case) for the first reference. In subsequent references, GPA may be used. When using GPA, the first reference should be written as follows:
Grade point average (GPA)
Example:
He earned a 3.5 grade point average (GPA) in biology his first year and a 4.0 GPA in biology his second year.

Grades
Use quotation marks around a letter grade in a sentence.
Examples
She received an “A” in the course.
There is a “W” on his transcript.
She earned three “Bs” and two “Cs.”

Help Desk
Write as two words. Lowercase.

Health Care
Write as two words.

Honors List
The honors list is an academic honor. To be named to the list, a student must have completed at least 24 credit hours at John Tyler and have achieved a cumulative grade point average of at least 3.5.

Lowercase in all uses.
Example:
He is on the honors list.

Hyphenated Terms
Hyphenate compound adjectives before a noun. When the compound appears after the noun, the hyphen is not used.
Examples:
Two-year college
Part-time employee
In-person registration
Register in person
Internet
Is a vast computer network linking smaller computer networks worldwide, such as www.jtcc.edu.

Capitalize when referencing the Internet. Lowercase when used as an adjective, such as internet classes.

Intranet
A computer network with restricted access, as within a company. John Tyler Community College’s intranet is often referred to as Tyler Ties.

Lowercase in all references.

John Tyler Community College Foundation
The John Tyler Community College Foundation is an independent, nonprofit, tax-exempt 501(c)(3) organization, dedicated to supporting the College through fundraising, grants, scholarships and alumni relations.

On first reference, John Tyler Community College Foundation should be written. In subsequent references, the Foundation (Foundation is capitalized when specifically representing JTCC’s Foundation) or the JTCC Foundation may be used. If JTCC Foundation is used, the first reference should be written as follows:
John Tyler Community College (JTCC) Foundation

John Tyler Community College Foundation Board
On first reference, John Tyler Community College Foundation Board should be written. In subsequent references, JTCC Foundation Board, Foundation Board or the board may be used. Always capitalize Foundation Board. Always lowercase the board or board member. If JTCC Foundation is to be used, the first reference should be written as follows:
John Tyler Community College (JTCC) Foundation Board

John Tyler Community College Foundation Board of Directors
Lowercase if not used with the full title of the organization.

Examples:
The board of directors of the JTCC Foundation met today.
The John Tyler Community College Foundation Board of Directors met today.

Legislative Titles
Use Del., Dels., Rep., Reps., Sen. and Sens. as formal titles before one or more names in regular text. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase in all other uses.

Use U.S. or state before a title only if necessary to avoid confusion:
Example:

Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

Adhere to the following guidelines when addressing legislative representatives: (For a complete list of Virginia protocol and etiquette when addressing government entities, visit http://hodcap.state.va.us/publications/09-30-13-VA-protocol-guide.pdf).

State Senator
Address – The Honorable Jane/John Smith
Salutation – Dear Senator Smith
Conversation – Senator Smith

State Delegate
Address – The Honorable Jane/John Smith
Salutation – Dear Mr./Mrs./Miss Smith
Conversation – Mr./Mrs./Miss Smith

Login, Log In, Logon, Log On, Logoff, Log Off
Login, logon, and logoff are nouns. Log in, log on and log off are verbs.
Examples:
I forgot the login to my computer.
I log in to my computer.

myTyler
The portal used to access Blackboard, student e-mail, and the Student Information System is known as myTyler. This should be written as one word, with a lowercase “m” and a capital “T.”
Names of People
In first reference, use the individual’s full name. Leave out middle initials unless he or she prefers to use it or if it’s used in a formal context. In subsequent references, use last names only. Also see Courtesy Titles.

Nationalities and Race
Capitalize the proper names of nationalities, peoples, races, tribes, etc. African American, Arab, Asian, Caucasian, Cherokee, Eskimo, Asian, and Hispanic. Lowercase black and white (noun and adjective).

Noncredit
Write as one word.

Nondiscrimination Policy
The College’s nondiscrimination policy should be included in all major print publications and on the College web site as follows:

Nondiscrimination Policy
John Tyler Community College (JTCC) does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation or disability in its programs or activities. Also, JTCC does not discriminate against pregnant and/or parenting students. Inquiries related to the College’s nondiscrimination policy should be directed to Ms. Sandra Kirkland, Dean of Students, or Michelle Spencer, Assistant Dean of Student Development. Ms. Kirkland can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at skirkland@jtcc.edu or phone at 804-706-5208/804-594-1566. Ms. Spencer can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at mspencer@jtcc.edu or phone at 804-706-5067/804-594-1534. Please note that any gender-based discrimination or sex-based discrimination to include sexual misconduct should be directed to Sandra Kirkland, Dean of Students and Title IX Coordinator and/or Michelle Spencer, Assistant Dean of Student Development, and Deputy Title IX Coordinator. Please refer to the JTCC Title IX policy at http://www.jtcc.edu/downloads/about/2014-15_Title_IX_Policy.pdf for policy and procedures related to Title IX.

Numerals
Spell out zero through nine; use numerals for 10 and greater.

Numbers should always be spelled out at the beginning of a sentence.

Use a comma with numerals of 1,000 and above to separate every three digits.

Use numerals when referring to academic credit and page numbers.
On Campus, On-campus
On-campus is a unit modifier. On campus shows location.
   Examples:
   Students work in on-campus labs.
   She works on campus.

Online
Write as one word.

Percent
One word. Do not use the percent sign (%) unless in tabular material.

Phi Theta Kappa
An international honor society that recognizes the academic achievements of community and junior college students. John Tyler Community College has two Phi Theta Kappa chapters, Tau Rho (Chester Campus) and Beta Omicron Omicron (Midlothian Campus).

Phi Theta Kappa should be written out, not abbreviated.
   Examples:
   Tau Rho Chapter of Phi Theta Kappa
   Phi Theta Kappa, Tau Rho Chapter
   Beta Omicron Omicron Chapter of Phi Theta Kappa
   Phi Theta Kappa, Beta Omicron Omicron Chapter

Prerequisite
Write as one word.

President
Capitalize president only as a formal title before one or more names. Lowercase in all other uses.
   Examples:
   President Reagan
   Presidents Carter and Clinton
The president said he would veto the measure.
President Edward “Ted” Raspiller
Dr. Edward “Ted” Raspiller, president of John Tyler Community College

Professor
Never abbreviate. Capitalize when used as a formal title before a full name. Lowercase in all other instances.

Quotation Marks
The period and comma always go inside the quotation marks. The dash, the semicolon, the question mark and the exclamation point go inside the quotation marks when they apply to the quoted material only.

Room Numbers
Always write out the complete room number. Do not use hyphens.
Examples:
Correct – N102a, B123, E320b, H206

Room numbers begin with a letter, or designator. Room designators are specific to each building.

Chester Campus
A = Goyne Hall
B = Bird Hall
G = Godwin Hall
M = Moyar Hall
N = Nicholas Center

Midlothian Campus
B = Administration Building
E = Eliades Hall
H = Hamel Hall

Semesters
Capitalize the name of a semester when you are using the term and the year. Lowercase when you are speaking about the fall, spring or summer term generally. Do not put a comma between the semester and year.
Examples:
The Fall 2009 semester begins in August.
The fall semester begins in August.

State
Lowercase state in all references. Virginia is a commonwealth.

State Board for Community Colleges
The State Board for Community Colleges is the governing body of the Virginia Community College System. Appointed by the Governor for up to two four-year terms, the board’s 15 members set policy for all of Virginia’s community colleges.

Capitalize State Board for Community Colleges. Lowercase the word board if used in subsequent references.

Student Information System (SIS)
The Student Information System is an online service that allows students to register for classes, pay tuition, access personal information, view and print unofficial transcripts and more. On first reference, Student Information System should be written out.

If SIS is to be used, the first reference should be written as follows:
Student Information System (SIS)

Telephone and Fax Numbers
Telephone and fax numbers should be written in figures. Use hyphens as separators, even when using area codes. Do not use dots or parentheses.

Example:
804-555-1212

Times
Use a colon to separate hour from minutes.
To make sure times are clear, always use a.m. and p.m. Always lowercase and use periods. Make sure there is a space between the time and a.m. or p.m.
Use numbers, except in the case of a formal invitation, when spelling out the time is appropriate.
Use noon or 12:00 p.m. not 12 noon.
Use midnight or 12:00 a.m. not 12 midnight.

Avoid redundancies such as 10:00 a.m. in the morning or 11:00 p.m. Monday night.

When writing a time range, write a.m. or p.m. after each time, unless the start and finish times both occur during a.m. hours or during p.m. hours.

Examples:
10:00 a.m. – 2:00 p.m.
10:00 – 11:00 a.m.

It is acceptable to use either of the following formats when writing time ranges in text:
Fool for Art will run from 10:00 a.m. – 5:00 p.m.
Fool for Art will run from 10:00 a.m. to 5:00 p.m.

**Titles of People**

Capitalize formal titles before a name or names.

Examples:
President Michael Mooney
Dean James L. Huffman
Associate Professor Louis Kuo

Lowercase formal titles after a name or names.

Examples:
Michael Mooney, president
Phyllis Yes, professor of art
Dinah Dodds, dean of the Division of Arts and Sciences
Scott Staff, vice president for the Office of Public Relations

Lowercase titles standing alone.

Examples:
the president
the dean

Abbreviate most civil, religious, medical, and military titles. On second reference simply use the individual’s last name with the title.

Examples:
Rev. Paul Phillips
Dr. Tom Timmons
Maj. Gen. Frank Collins

If a person holds more than one title, do not list both in front of the person’s name.
Correct: President Marshall W. Smith
Dr. Marshall W. Smith, president of John Tyler Community College
Incorrect: President Dr. Marshall W. Smith

Titles of Works
Apply these guidelines to the titles of articles, books, journals, lectures, magazines, movies, newspapers, operas, plays, poems, songs, speeches, television programs and works of art.

- Capitalize the principal words, including prepositions and conjunctions of four or more letters in all examples.
- Capitalize an article – a, an, the – or words of fewer than four letters only if it is the first or last word in the title.

Italicize titles of books, journals, lectures, magazines, movies, operas, plays, poems, songs, speeches, television programs, and works of art. Exceptions – the Bible and books that are primarily catalogs of reference materials, such as almanacs, directories, dictionaries, encyclopedias and handbooks.

Put quotes around the names of articles, essays, short stories found in books, magazine, journals and newspapers.

Tuition
When referencing tuition, only list the base rate, excluding the applicable fees. An appropriate way to reference tuition is as follows:
Tuition for Virginia residents is $(current tuition amount) per credit hour, not including applicable fees.

When writing about tuition rates, you may note that “Tuition and fees are set by the State Board for Community Colleges and are subject to change.”

When comparing John Tyler Community College’s tuition to tuition charged by four-year public institutions in Virginia, consider using a statement similar to the following:
Rates at John Tyler typically run just over one-third of the average tuition and fees of Virginia’s four-year public institutions.

Virginia Community College System (VCCS)/Virginia’s Community Colleges
The Virginia Community College System, headquartered in Richmond, was established in 1966 by the Virginia General Assembly. It is comprised of 23 community colleges in the Commonwealth of Virginia.

In first references, Virginia Community College System or Virginia’s Community Colleges should always be written. In subsequent references, VCCS may be used. System Office may also be used in subsequent references. If VCCS is used, the first reference should be written as follows:
Virginia Community College System (VCCS)
Capitalize when referencing the World Wide Web or the Web.
Do not capitalize when used as an adjective, such as web page or web site.

web page – write as two words.
web site – write as two words.
webmaster – write as one word.

For web addresses in text, do not include http://.

Workforce
Write as one word.
ACRONYMS
The following are commonly used acronyms. When using them in correspondence, always list the organizations full name first followed by the acronym in parentheses. The acronym may be used in subsequent references.

AACC American Association of Community Colleges – the national association of all two-year institutions in the United States

ACE American Council on Education – national association of higher education institutions that studies higher education and occasionally recommends policy

ACOP Advisory Council of Presidents – all community college presidents in Virginia who meet periodically (bi-monthly) with the Chancellor of the System to determine policy

ADN Associate Degree Nursing – the technical name for the type of nursing program found at JTCC and other community colleges

AG Attorney General; also the Attorney General’s Office of the Commonwealth of Virginia. The VCCS has an AAG – Assistant Attorney General – permanently assigned to it.

CBC Chesterfield Business Council – the Chesterfield branch of the Greater Richmond Chamber of Commerce

CCWA Community College Workforce Alliance – the noncredit workforce training arm jointly administered by JTCC and JSRCC

CJW Chippenham / Johnston-Willis Medical Center – a HCA hospital (actually two – administered as one)

CO Capital Outlay – the office and procedures by which buildings are constructed in the Commonwealth

COP Council of Presidents – presidents of all public two- and four-year colleges in Virginia

DHRM Department of Human Resource Management – a Virginia state governmental unit that deals with all aspects of human resources

DIT Department of Information Technology – a Virginia state governmental unit that deals with all aspects of information technology, including the purchase of computing hardware and, occasionally, software

DOA Department of Accounts – a Virginia state governmental unit that deals with the accounting processes for state budgets

DPB Department of Planning and Budget – a Virginia state governmental unit that deals with the budget of the Commonwealth, including revenue and expenditures
Emergency Operations Plan – a plan that outlines how College personnel would handle various types of emergency situations

Full-Time Equivalent – the amount of an entity needed to equal a full-time situation. For student enrollment, the most common usage, it is the number of students required to produce thirty credit hours per year. Since most community college students are part-time, the number is almost invariably lower than the total number of students enrolled. At a typical residential senior institution, most students take a full load; thus, the FTE of that institution is usually very close to the actual headcount of persons enrolled.

General Assembly – the legislative body of the Commonwealth of Virginia. It is comprised of a lower house – the House of Delegates and an upper house – the Senate. It and its predecessor organization – the House of Burgesses – represents one of the oldest democratic assemblies in the world.

Greater Richmond Chamber of Commerce – the Chamber of Commerce for all of metropolitan Richmond

Greater Richmond Technology Council – a voluntary association of individual and organization members who maintain an interest in the state of technology in the metropolitan Richmond area.

Hospital Corporation of America – the holding corporation for a number of Richmond area hospitals with which JTCC has many nursing clinical arrangements, scholarships, and other linkages relating to the nursing program

Information Technology Services Center

The federal Office of Education – government agency dealing with education throughout the United States

A software product recently purchased by Oracle Corporation that provides a student and financial information system for higher education institutions (sometimes abbreviated as PS)

Quality Enhancement Plan – a project required as part of the reaffirmation of accreditation process in which an institution takes a component of its administration or academic area and attempt to substantially improve it

Southern Association of Community, Junior, and Technical Colleges – an association of public and private two-year institutions in the SACS region

Southern Association of Colleges and Schools Commission on Colleges – the accrediting body for elementary and secondary schools and higher education in the southeastern
United States, which includes the states of Alabama, Florida, Georgia, Kentucky, Louisina, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia

**SCHEV**
State Council for Higher Education in Virginia – oversight agency for all higher education in the Commonwealth

**SREB**
Southern Regional Education Board – a think tank that produces research and narrative documents periodically concerning the state of higher education in the South

**TAT**
Threat Assessment Team – a team comprised of College personnel who are charged with addressing all reported behavioral or mental health incidents, which occur on a John Tyler campus, off-site location or electronic site, including e-mail, blogs and Blackboard postings

**VC**
Vice Chancellor

**VCCS**
Virginia Community College System

**Virginia Community College System Institutions**

- **BRCC** Blue Ridge Community College, Weyers Cave
- **CVCC** Central Virginia Community College
- **DCC** Danville Community College, Danville
- **DSLCC** Dabney S. Lancaster Community College, Clifton Forge
- **ESCC** Eastern Shore Community College, Melba
- **GCC** Germanna Community College, Locust Grove & Fredericksburg
- **JSRCC** J. Sargeant Reynolds Community College, Richmond (three campuses)
- **JTCC** John Tyler Community College, Chester and Midlothian
- **LFCC** Lord Fairfax Community College, Middletown area (two campuses)
- **MECC** Mountain Empire Community College, Big Stone Gap
- **NVCC** Northern Virginia Community College, Washington, DC area (six campuses)
- **NRCC** New River Community College, Dublin
- **PDCCC** Paul D. Camp Community College, Franklin area (two campuses)
- **PHCC** Patrick Henry Community College, Martinsville
- **PVCC** Piedmont Virginia Community College, Charlotteville
- **RCC** Rappahannock Community College, Warsaw and Glenns
- **SSVCC** Southside Virginia Community College, Keysville area (two campuses)
- **SWVCC** Southwest Virginia Community College, Richlands
- **TCC** Tidewater Community College, Tidewater region (four campuses)
- **TNCC** Thomas Nelson Community College, Hampton Roads area (two campuses)
- **VHCC** Virginia Highlands Community College, Abingdon
- **VWCC** Virginia Western Community College, Roanoke
- **WCC** Wytheville Community College, Wytheville
**Proofreading Marks**
The following are standard proofreading marks. Please use these marks to ensure your edits are clearly communicated.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Insert period</td>
<td>John Tyler Community College has two campuses ✗</td>
</tr>
<tr>
<td>✱</td>
<td>Insert comma</td>
<td>The flag is red, white and blue.</td>
</tr>
<tr>
<td>🔄</td>
<td>Insert colon</td>
<td>The class begins at 8:30 a.m.</td>
</tr>
<tr>
<td>📝</td>
<td>Insert semicolon</td>
<td>He lives in Chesterfield, Virginia; his brother resides in Washington, D.C. and his sister lives in Baltimore.</td>
</tr>
<tr>
<td>🤔</td>
<td>Insert question mark</td>
<td>What section of English is he taking?</td>
</tr>
<tr>
<td>🚫</td>
<td>Insert exclamation mark</td>
<td>Stop!</td>
</tr>
<tr>
<td>📨</td>
<td>Insert apostrophe</td>
<td>Dr. Smith's dog is named Duncan.</td>
</tr>
<tr>
<td>📁</td>
<td>Insert hyphen</td>
<td>full-time student</td>
</tr>
<tr>
<td>#</td>
<td>Insert space</td>
<td>Science is fun.</td>
</tr>
<tr>
<td>/</td>
<td>Lowercase</td>
<td>His name was misspelled.</td>
</tr>
<tr>
<td>≡</td>
<td>Uppercase</td>
<td>the College is closed for Thanksgiving.</td>
</tr>
<tr>
<td>🎥</td>
<td>Delete</td>
<td>Commencement is held in May.</td>
</tr>
<tr>
<td>🔍</td>
<td>Close up</td>
<td>He can't remember his login.</td>
</tr>
<tr>
<td><strong>Paragraph</strong></td>
<td>Thank you for your help. Sincerely,</td>
<td></td>
</tr>
<tr>
<td><strong>Transpose</strong></td>
<td>Once a time/upon</td>
<td></td>
</tr>
<tr>
<td><strong>Spell out</strong></td>
<td>The session will take place on Sat at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Italics</strong></td>
<td>I enjoyed reading <em>Pride and Prejudice</em>.</td>
<td></td>
</tr>
<tr>
<td><strong>Boldface</strong></td>
<td>For more information, visit <a href="http://www.jtcc.edu">www.jtcc.edu</a>.</td>
<td></td>
</tr>
<tr>
<td><strong>STET</strong></td>
<td>Disregard a proofing mark.</td>
<td></td>
</tr>
</tbody>
</table>