

FIT STYLE GUIDE

FIT-RELATED USAGE

BOARD OF TRUSTEES

Capitalize Board of Trustees when referring to FIT's board.

COLLEGE

When referring to FIT, the word *college* is lowercase.

The college offers more than 45 majors.

COLLEGE BODIES

Capitalize the names of college bodies.

President's Cabinet

Diversity Council.

COMMITTEES

Capitalize the names of FIT committees.

Enrollment Management Committee

DEGREES

Capitalize full names of degrees.

Associate in Applied Science

Bachelor of Fine Arts

Bachelor of Science

Master of Arts

Master of Fine Arts

Master of Professional Studies

Use lowercase for partial names of degrees.

associate degree (no apostrophe)

bachelor's degree

master's degree

Capitalize degree abbreviations.

AAS

BFA

BS

MA

MFA

MPS

DEPARTMENTS AND OFFICES

Capitalize the word *department* in an academic department's full name.

Illustration Department

Capitalize the word *office* in an office name.

Office of Admissions

When the name of the department or office is not used, the word *department* or *office* is lowercase.

The department has five faculty members.

FIT

Write FIT in capital letters without periods.

INSTITUTIONAL DOCUMENTS

Capitalize official names of institutional documents, such as reports and plans.

FIT Strategic Plan

Facilities Master Plan

Middle States Self-Study

MAJORS AND PROGRAMS

Capitalize major names and do not use acronyms for majors.

Fashion Business Management (not FBM)

Do not capitalize the word *program* following a major name.

The Fashion Design program offers a number of specializations.

SCHOOLS

Lower case *the* before FIT school names used in sentences.

If you are interested in noncredit courses, the Center for Continuing and Professional Studies offers ...

School Names are as follows.

School of Art and Design

Jay and Patty Baker School of Business and Technology (short form: Baker School of Business and Technology)

School of Graduate Studies

School of Liberal Arts

Center for Continuing and Professional Studies

SEMESTERS AND SESSIONS

When referring to spring and fall semesters, capitalize *spring* and *fall*. When referring to summer and winter sessions, capitalize *summer* and *winter*. (Note: summer and winter are sessions, not semesters).

Fall semester

Summer session

When referring to summer sessions 1 and 2, use Arabic numerals, not Roman.

Summer 1 (not Summer I)

Summer 2 (not Summer II)

Do not use summerim and winterim.

STUDENT CLUBS

Capitalize names of student clubs and organizations.

Comic Book Club

Merchandising Society

TITLES

Job titles are lowercase after a person's name and upper case before a person's name.

Jamie Jones, assistant vice president for Advanced Studies

Assistant Vice President for Advanced Studies Jamie Jones

The assistant vice president for Advanced Studies is responsible for...

FIT CAMPUS LOCATIONS

PHYSICAL ADDRESSES

FIT's mailing address is:

227 West 27th Street
New York, NY 10001-5992

When giving the address to provide physical location (rather than for mailing), use the following address, as campus buildings do not display street numbers:

Seventh Avenue at 27th Street
New York, NY 10001

Write the room number after the location name, but before the address:

Communications and External Relations, Room B905
Seventh Avenue at 27th Street
New York, NY 10001

BUILDINGS

Refer to FIT's buildings by their full names. Do not use letters.

David Dubinsky Student Center (short form: Dubinsky Student Center)

Business and Liberal Arts Center

Marvin Feldman Center (short form: Feldman Center)

Fred P. Pomerantz Art and Design Center (short form: Pomerantz Center)

Shirley Goodman Resource Center (short form: Goodman Resource Center)

FLOORS

Lowercase floor references in copy, and uppercase floor references for addresses and listings. Write out floors one through nine. Use numerals for floors 10 and above.

The classroom is on the eighth floor.

New Student Orientation, David Dubinsky Student Center, Sixth Floor

GLADYS MARCUS LIBRARY

The library's full name is the Gladys Marcus Library. After first reference, the informal name can be used.

Reference desks in the library are located ...

THE MUSEUM AT FIT

The museum's full name is The Museum at FIT. After first reference, the informal name can be used.

Exhibitions at the museum include ...

RESIDENCE HALLS

Always refer to residence halls as residence halls, not dormitories or dorms.

Alumni Hall

Coed Hall

George S. and Mariana Kaufman Residence Hall (short form: Kaufman Hall)

Nagler Hall

ROOMS

Capitalize the word room and the building letter. No space is needed between the building letter and room number.

Room B905

STREET NUMBERS

Write out streets numbered one through nine and use numerals for streets numbered 10 and above. Write out the name of the avenue when referring to a New York address.

First Avenue

Tenth Avenue

First Street

21st Street

Capitalize street, avenue, boulevard, etc. except when referring to multiples.

First Street, First and Second streets

FIT is between Seventh and Eighth avenues.

SPECIALIZED ROOMS AND FACILITIES

Specialized rooms and facilities are capitalized.

Annette Green Fragrance Foundation Studio

Game Room

FIT-SPECIFIC USAGE

MENSWEAR

When referring to FIT's Menswear program, menswear is one word, without an apostrophe s. (Women's wear, children's wear, etc., are written as two words with an apostrophe s.)

PRECOLLEGE PROGRAMS

Where possible, refer to precollege programs as "programs for high school and middle school students."

HYPHENS

Do not hyphenate the following words:

precollege

coed

noncredit

nondegree

PHONE NUMBERS

FIT phone numbers are written as follows: 212 217.7999 (no period after area code)

PUNCTUATION AND USAGE

SERIAL COMMAS

Use serial commas when listing three or more items in a series. The last comma follows the next-to-last item.

FIT has this, that, and the other.

TIME

When the hour is whole, leave out the minutes.

7 am, not 7:00 am

When referring to two times and one time has minutes, use minutes for both.

6:20-9:00 pm, not 6:20-9 pm

In catalog listings, include the minutes when the hour is whole.

7:00 am

WEB-RELATED USAGE

ADDRESSES

The domain for FIT's email and website is fitnyc.edu.

Email addresses: `firstname_lastname@fitnyc.edu`

Website: `www.fitnyc.edu`

To refer to specific FIT web addresses, put them in parentheses at the end of the sentence. Use `www.`, but not `http://`.

The Strategic Plan may be found on the College's website. (`www.fitnyc.edu/strategic-plan/`)

EMAIL

Lowercase the word *email* as a single word.

ONLINE

Write the word *online* as a single word.

WEB, WEBSITE

Lowercase the word *web* when referring to the World Wide Web. Lowercase the word *website* as a single word.