

Quick Style Guide

BELLISARIO COLLEGE: We're the Donald P. Bellisario College of Communications on first reference. Bellisario College on subsequent references. Not "the College," it's the Bellisario College.

PENN STATE: The University's communicative name is Penn State. The Pennsylvania State University is for contracts and diplomas, that's it. In all other instances, Penn State is sufficient.

BUILDINGS/LOCATIONS: The University's style is 123 Smith Building. Number first, then name and building spelled out and capitalized. So, 60 Willard Building. And room numbers would be 1 Carnegie Building, not 001. Our only exception is Carnegie Cinema. No room number. For auditoriums ... Kern Auditorium; Freeman Auditorium, HUB-Robeson Center; Alumni Hall, HUB-Robeson Center; Heritage Hall, HUB-Robeson Center.

MONTHS: Capitalize in all uses. Abbreviate (Jan., Feb., Aug., Sept., Oct., Nov. and Dec.) when used with a specific date. Spell out when using alone, or with a year alone.
January 2020 / Jan. 5, 2020

DATES: April 1, March 15, Aug. 10
Not ... April 1st, March 15th, Aug. 10th

It's adviser, not advisor



PennState
Donald P. Bellisario
College of Communications