Style Guide

The George Washington University
School of Medicine and Health Sciences
Office of Communications and Marketing
When in doubt, follow AP style and the university identity standards and guidelines, with the following exceptions:

**Abbreviations/acronyms** — include an unfamiliar abbreviation in parentheses after a proper noun before using it on second reference. See list of common abbreviations below:
- The George Washington University: GW (*Note: Never GWU)
- The GW School of Medicine and Health Sciences: SMHS
- The George Washington University Cancer Center: GW Cancer Center
- The Institute for Patient-Centered Initiatives and Health Equity: IPCIHE
- The Virginia Science and Technology Campus: VSTC
- The Milken Institute School of Public Health at GW: Milken SPH
- Children’s National Health System: Children’s National
- The National Institutes of Health: NIH
- The George Washington University Medical Faculty Associates: MFA
- The George Washington University Hospital: GW Hospital

Some names are usually abbreviated on first reference, such as:
- FDA
- CDC
- GPA

**Academic titles** — see titles.

**Across, around** — across the United States, around the world

**Adopt-a-Doc** — an MD program scholarship launched in 2012 that provides a minimum of $20,000 spread over the course of four years. The program promotes mentor relationships by pairing donors with medical students. First reference: Adopt-a-Doc program, when referring to the collective initiative; Adopt-a-Doc scholarship, when referring to a specific gift; Adopt-a-Doc scholar; Adopt-a-Doc donor.

**Adviser** — not advisor

**AIDS** — acceptable in all references for acquired immune deficiency syndrome, sometimes written as acquired immunodeficiency syndrome. The scientific name for the virus is human immunodeficiency virus, or HIV (never HIV virus). Can be written as HIV/AIDS. Compound modifier: HIV-positive patient; HIV-negative individual.

**Affect, effect** — Affect is a verb, meaning influence. (Ex. A new study reveals that drug shortages affecting emergency care have skyrocketed in the United States in recent years.) Effect is generally used as a noun, meaning result. (Ex. The effect was overwhelming.) Effect can be used as verb, meaning to cause. (Ex. He will effect change in his new position.)

**African American** — do not hyphenate. Black is also acceptable. Refer to subject for his/her preference. See nationalities/race.

**Age** — always use figures. Ages written before a noun or as a substitute for a noun use hyphens. (Ex. The 26-year-old patient. The patient, who is 26 years old.)

**Alma mater**

- **Alumnus** (singular male), **alumni** (plural, male+female), **alumna** (singular female), **alumae** (plural female only)

**Alumni class year** — always use year contraction after degree; make sure apostrophe curves away from the number (Ex. Jeffrey S. Akman, MD ’81, RESD ’85); list degrees highest to lowest

**A.M.** — see time.

**Ampersand (&)** — never use in place of “and.” Only use when it is part of an official title.

**Apostrophe** — see Punctuation.

**Bachelor’s degree** — do not capitalize discipline.

**Benefit, benefited, benefiting**

**Biannual, biennial** — Biannual means twice a year; synonym to semiannual. Biennial means every two years.

**Bimonthly** — means every other month. Semimonthly means twice a month.

**Biweekly** — means every other week. Semiweekly means twice a week.

**Board certifications** — see certifications.
board of trustees – capitalize only when using the full organization title (Ex. the George Washington University Board of Trustees). Do not capitalize board or trustee on second reference.

brackets – see Punctuation.

bullet points – Items that conclude an introductory sentence should be lowercase and punctuated with a comma or semicolon at the end of each item, except for the last, which should have a period. Use a conjunction before the last bulleted item.

When each item of the list completes the introductory sentence,
- list items should begin with lowercase letters;
- all but the last item should end with a comma or semicolon;
- the second-to-last item ends with a conjunction preceded by a comma or semicolon; and
- the last item ends with a period.

Bulleted items that are not part of an introductory sentence may be uppercase or lowercase but should not receive punctuation.

Campus – capitalize when referencing the proper name of GW campuses (Ex. Foggy Bottom Campus, Virginia Science and Technology Campus). Lowercase on second reference. Lowercase when referencing more than one campus.

cancel, canceled, canceling, cancellation

capital – when referring to the city where a seat of government is located, use lowercase.

capitalizations – in general, avoid unnecessary capitalizations. For disciplines, never capitalize (Ex. He's a professor of medicine at the GW School of Medicine and Health Sciences). Always capitalize for departments, endowed titles, and emeritus professorships (Ex. Alan Wasserman, MD, is the chair of the Department of Medicine. Alan Wasserman, MD, chair of the Department of Medicine, Eugene Meyer Professor of Medicine, and professor of medicine at SMHS, is the longtime moderator of the “Frontiers in Medicine” lecture series.)

On second references, include GW for university and centers and institutes (Ex. GW Cancer Center). Examples of common GW references that should be lowercased include the building, the board, the campus, the office, the department, the project. First references should be capitalized only in their complete proper form (Ex. The Department of Medicine offers fellowship training programs. The department is hosting Medical Grand Rounds during the 2017-18 academic year.)

Capitol – capitalize U.S. Capitol and the Capitol when referring to the building in Washington, D.C.

Capitol Hill

centers/institutes – capitalize GW-affiliated centers.

century – lowercase and spell out numbers less than 10 (Ex. the first century, the 21st century, 18th-century medicine).

certifications (as well as fellowships/professional associations/board certifications) – do not include certifications, fellowships, professional associations, or board certifications (Ex. FAACP, FACOG) in stories; do include in listings or citations (Ex. SMHS Board of Advisors list in Medicine + Health). Do not use periods. Check with editor for possible exceptions.

chair – preferred to chairman or chairperson. Capitalize when used before a name.

citations (Fusion) – follow JAMA style guidelines.
(http://guides.med.ucf.edu/ld.php?content_id=5191991)

class year – for medical students, cite MS and roman numeral designating class after name (Ex. Shantum Misra, MSII, submitted an abstract to Fusion). Can also use first-year, second-year, etc. to designate medical student class (preferred in stories). For residents, use roman numeral designating class after PGY (post-graduate year). (Ex. Stephanie Cho, PGY IV, is chief resident in psychiatry.)

colon – see Punctuation.

comma – see Punctuation.

Commencement – refers to the specific GW ceremony conferring of degrees on the National Mall. It is a proper noun and should be always capitalized. Schools and programs do not hold commencement ceremonies, they hold graduation celebrations or
diploma ceremonies. (Ex. Participants in the May 2016 Commencement gathered on the National Mall in the shadow of the Capitol. Later that day, more than 5,000 family and friends packed Lisner Auditorium for the annual MD Diploma Ceremony.)

compliment, complement — compliment is a noun or verb that means praise or the expression of courtesy; complement is a noun and verb meaning completeness or the process of supplementing something. (Ex. The professor was flattered by his colleague’s compliments on his lesson. The tie complements his suit.)

composition titles — Journals should not be italicized or underlined. Follow AP Stylebook for more guidelines.

comprise, compose — Comprise means to contain. Compose means to create or put together. (“The parts compose the whole, but the whole comprises the parts.”) The whole is not comprised of parts, it’s composed of parts.
Ex. The United States comprises 50 states.
Ex. The BELIEVE Executive Committee, composed of Nixon, Jones, Bollard, and Greenberg, will track progress among the teams.

Congress — capitalize when referring to the U.S. Senate and the U.S. House of Representatives.

courtesy titles — never use, unless in a direct quote.

D

dash — see Punctuation.

data — a plural noun, it takes plural verbs and pronouns. (Ex. The data have been collected.)

dates — Always use Arabic figures, without st, nd, rd or th.
• Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out months when used alone, or with a year alone. Exception: In formal invitations and event announcements, it is acceptable to spell out months used with a specific date.
• When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day, and year, set off the year with commas.
• Do not use on before a date or day of the week when its absence would not lead to confusion, except at the beginning of a sentence: The meeting will be held Monday. He will be inaugurated Jan. 20.
• Use figures, without commas: 2017. When a phrase refers to a month, day and year, set off the year with a comma: Feb. 14, 2025, is the target date.

days — always capitalize days of the week.

dean — capitalize when used before a name; lowercase in all other references (Ex. School of Medicine and Health Sciences Dean Jeffrey S. Akman).

degrees, academic — use abbreviated degree as a courtesy title after a name on first reference. List in order of most advanced to least advanced; do not include bachelor’s degrees or master’s degrees that are not MSPH unless the individual received those degrees at GW. *Do not use periods on degrees or certifications (see certifications). Include graduate years for alumni. ALL DEGREES MUST BE PRECEDED AND FOLLOWED BY COMMAS. (Ex. Kathleen Calabrese, MD ’08, assistant professor of emergency medicine at SMHS, was one of the recipients of the 2017 Distinguished Teacher Award for the MD Program.)
Ex. Karen Wright, PhD, PA
Ex. Joyce Maring, DPT, EdD
Ex. Lawrence “Bopper” Deyton, MD ’85, MSPH

Commonly used academic degrees:

| MD | PA-C |
| MSPH | PT |
| PhD | PharmD |
| PA | EdD |

Do not capitalize doctorate (n.), doctoral (adj.), bachelor’s, or master’s.
*This entry went into effect May 31, 2017; it will not be applied retroactively to past coverage online or in publications.

departments, academic — first references should be capitalized only in their complete proper form; see academic titles and capitalization for more. (Ex. Alan Wasserman, MD, is the chair of the Department of Medicine.)

District of Columbia — abbreviate as D.C. On second reference, it may be referred to as the District or D.C.

doctor — unless in a direct quote, never precede a person’s name with his/her title (Ex. Dr. Jeffrey S. Akman). Never in any circumstance combine a preceding title with a degree reference (Ex. Dr. Jeffrey S. Akman, MD ’81).

Doctor of Physical Therapy — abbreviate as DPT.
doctoral, doctorate – doctoral is an adjective, doctorate is a noun. A person with a doctorate has earned a doctoral degree.

e.g., i.e. – e.g. is a Latin abbreviation meaning “for example,” while i.e. is the Latin abbreviation of “that is.” Both should be followed by a comma, per AP style.

ellipsis – see Punctuation.


emeritus/emerald/emeriti – honorary title awarded to select retired faculty members. Emeritus for male professors, emerita for female, and emeriti for plural. All emeritus titles are capitalized. (Ex. Lawrence Thomas Bowles, MD, PhD, Professor Emeritus of Surgery.)

ensure, insure, assure – ensure means guarantee; insure is used in reference to insurance; assure means to make safe or give confidence to.

entitled, titled – a book or journal article is titled, not entitled. People are entitled to things.

et al. – Latin abbreviation meaning “and others.” Use with JAMA style in Fusion.

exclamation point – see Punctuation.

Eye Street – preferred use to avoid confusion with Roman numerals.

Ex. 2300 Eye St., NW

Ex. The Eye Street Mall

F

faculty – a collective noun referring to an institution’s entire teaching staff. To refer to individuals, use “faculty member” or “faculty members.”

fellowships – see certifications.

fewer, less – use fewer for individual items, less for bulk or quantity (Ex. Fewer than 10 applicants called. I had less than $50 in my pocket.)

G

The George Washington University – only capitalize “the” at the beginning of a sentence or a headline. Abbreviate as GW. NEVER use GWU.

GPA – acceptable on first reference for grade point average

GW Hospital – acceptable on second reference (First reference, Ex. The George Washington University Hospital).

GW Medical Faculty Associates – acceptable on second reference, also GW MFA (First reference, Ex. The George Washington University Medical Faculty Associates).

H

health care – two words unless part of a proper noun

honorary degrees – all references to honorary degrees should specify that the degree was honorary. Abbreviated as HON when listed after a name (Ex. Luther W. Brady, MD ’48, HON ’04, BA ’46, AA ’44).

hyphen – see Punctuation.

I

I Street – see Eye Street.

impact – Do not use as a verb. Use affect(ed) or influence(d).

imply, infer – To imply means to suggest; to infer means to draw from.

incorporated – abbreviate and capitalize as Inc. when used as part of a corporate name. Do not set off with commas.

initials – Do not put a space between initials. (Ex. e.e. cummings, T.S. Eliot)
Institute for Patient-Centered Initiatives and Health Equity — formerly known as the GW Cancer Institute. Under the umbrella of the GW Cancer Center.

international student — use instead of foreign student.

italics vs. quotation marks — follow AP style.

Jack Morton Auditorium

junior/senior — Abbreviate as Jr. and Sr. only with full names. Do not precede with a comma. Ex. Cal Ripken Jr.


Lisner Auditorium

logos — see creativeservices.gwu.edu/identity-standards-guidelines.

medical doctor — abbreviate as MD.

mid — no hyphen unless a capitalized word follows. (Ex. midterm, mid-America)

midnight — never 12 a.m. or 12 midnight

Milken Institute School of Public Health — Milken SPH on second reference

money — use commas in reference to money. Use commas for figures of four numerals, periods for millions or billions. Figures without cents are usually set without decimal points and zeroes. (Ex. $5, $7.75, $1,500, $1.2 million)

months — capitalize the names of months in all uses. Abbreviate when used with a specific date; the following month abbreviations are acceptable: Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Do not abbreviate when used only with a year. (Ex. January 2017. Jan. 26, 1984)

more than/over — AP Style says to use interchangeably. Previously, “more than” referred to quantity, “over” referred to spacial relationships (direction or elevation). Still preferred by SMHS publications.

Mount Vernon Campus

multimedia

names of organizations — refer to an organization/department by its full name on first reference; shortened names or abbreviations are acceptable on second reference.

names of people — always use first and last names on first reference. Use middle initial if individual prefers to include it. On second reference, only use last name. No courtesy titles.

nationalities/race — always capitalize the proper names of nationalities, peoples, races, tribes, etc.

nonprofit

noon — not 12 p.m. or 12 noon

not only — should always be followed with “but also” or at least “also”
numbers – spell out numbers one through nine (except in the case of ages and percentages, which always use figures). Use numerals for anything 10 or higher. Spell out all numbers at the beginning of a sentence. See Dates, Telephone Numbers, Time.

OK – no periods, do not use okay

One GW – The partnership between the GW School of Medicine and Health Sciences, the GW Medical Faculty Associates, and GW Hospital.

opioid – see new entry in AP Stylebook.

p.m. – see time.

percent – always one word. Use with figures. Only use % in reference to results in scientific abstracts (Fusion).

period – see Punctuation.

physician assistant – abbreviate as PA.

physical therapist – abbreviate as PT.

postdoctoral

principal, principle – principal is a noun and adjective meaning someone or something first in rank, authority, or importance. (Ex. Devin was sent to the principal. He was the principal player in the trade.) Principle is a noun meaning fundamental truth, law, doctrine, or motivating force. (Ex. It's the principle of the matter that counts.)

professor titles – see titles, academic.

professional associations – see certifications.

provost – lowercase when it stands alone or after a name. Capitalize when it appears before a name.


question mark – see Punctuation.

quotation marks – see Punctuation.

Ross Hall – Walter G. Ross Hall, opened in 1973

RSVP – The abbreviation for the French repondez s'il vous plaît, it means please reply. No periods. Do not use with “please” to avoid redundancy, Ex. RSVP by Nov. 19, go.gwu.edu/DCwomenphysicians

scholarship – lowercase except when used as part of a proper name. (Ex. Seven GW School of Medicine and Health Sciences students received the opportunity to participate in a learning experience abroad, thanks to the Leonard C. Akman, MD ’43, Global Medicine Scholarship.)

school – capitalize when part of a proper name (Ex. the GW School of Medicine and Health Sciences), but lowercase in second reference when the proper name isn’t used.

School of Medicine and Health Sciences – spell out on first reference; SMHS is acceptable on subsequent references. One of the 10 degree-granting schools at the University, it was established in 1825 and is the 11th oldest medical school in the country. Located in Ross Hall. SMHS, the GW Medical Faculty Associates (or MFA), and the GW Hospital are clinical partners and make up One GW.

seasons – in general, do not capitalize. (Ex. fall 1994)

semesters – do not capitalize. (Ex. fall semester)

semiannual – twice a year; synonym for biannual

states – spell out, separate from cities with commas. Ex. Kimberly Russo, MBA, MS, pauses in the description of her hometown, White Hall, Illinois, to mock gasp. “Everyone was like, ‘We have a stoplight!’” Ex. Washington, D.C., is home to Ben’s Chili Bowl.

superscript – see Punctuation
T-cell

**telephone numbers** – use figures with hyphens, not periods or parentheses. Ex: 212-621-1500. For international numbers use 011 (from the United States), the country code, the city code and the telephone number. Ex: 011-44-20-7535-1515. If extension numbers are needed, use a comma to separate the main number from the extension: 212-621-1500, ext. 2.

**that, which** – that and which should be used to refer to animals or inanimate objects, not people. “That” introduces an essential clause and should not be preceded with a comma. (Ex. The CLASS Center offers resources that are available to medical students and residents.) “Which” introduces a non-essential clause and should be preceded by a comma. (Ex. Susan LeLacheur, DrPH ’08, PA-C, MPH ’89, BS ’80, associate professor of physician assistant studies at SMHS, had one last bit of advice about the white coats, which are funded by GW alumni donations.)

time – use periods with a.m. and p.m. Do not use a colon and zeros when the time is on the hour. Avoid redundancies. (Ex. 8 a.m. in the morning, 12 noon, 12 midnight) When writing spans of time, use only one a.m. or p.m. (if span is confined to before or after noon) use an en dash. (Ex. Opening remarks, 8 - 9 a.m. Lunch, 11:30 a.m. - 1:30 p.m.) Do not use an en dash with a preposition; use “to.” (Ex. The event took place from 11 a.m. to 1 p.m.)

titles – in general, capitalize titles only when they are used before a person’s name; in second reference, the use of a last name will suffice. Follow AP Style for composition titles, etc.

**academic titles** – in general, in first reference to a GW faculty/staff member, include the person’s name, followed by his/her graduation years (if applicable) and his/her title. Titles should appear in order of most advanced degree first (Ex. MD, PhD), then chair or executive title (if applicable), endowed professorship or Professor Emeritus (see capitalization for more), dean title (if applicable), professor title. In the case of faculty who hold both chair and professor positions in the same department, write as “chair and professor of ...” ALL DEGREES AND TITLES APPEARING AFTER A NAME MUST BE PRECEDED AND FOLLOWED BY COMMAS.

Ex. Jeffrey S. Akman, MD ’81, RESD ’85, vice president for health affairs, Walter A. Bloedorn Professor of Medicine, and dean of SMHS

Ex. Nancy Gaba, MD ’93, RESD ’97, Oscar I. and Mildred S. Dodek and Joan B. and Oscar I. Dodek Jr. Professor and Chair of the Department of Obstetrics and Gynecology at SMHS

Ex. Douglas Nixon, MD, PhD, chair of the Department of Microbiology, Immunology, and Tropical Medicine and Walter G. Ross Professor of Basic Science Research at SMHS

Ex. Mary Corcoran, PhD, associate dean for faculty development for health sciences and professor of clinical research and leadership at SMHS

Ex. Joyce Maring, DPT, EdD, program director for the Doctor of Physical Therapy Program, chair of the Department of Physical Therapy and Health Care Sciences, and associate professor of physical therapy and health care sciences

See capitalization for more on references to departments and disciplines. See degrees, academic for more on punctuation regarding degrees.

*Note: Unless in a direct quote, never precede a person’s name with his/her title (Ex. Dr. Jeffrey S. Akman). Under no circumstances combine a preceding title with a degree reference (Ex. Dr. Jeffrey S. Akman, MD ’81).

toward – not towards

United States – always spell out when appearing as a noun; use U.S. on second reference or as an adjective.

university – always lowercase unless when used as part of a proper noun or at the start of a sentence.

versus – spell out in ordinary speech and writing. In short expressions, however, the abbreviation “vs.” is allowed.

Washington, D.C.
who, whom — who and whom should be used in reference to people and to animals with a name. (Ex. This year’s speaker, who earned his master’s degree from GW, focused his lecture on hypertension and device development.) “Who” is used when someone is the subject of a sentence, clause, or phrase. (Ex. Who was the speaker at today’s lecture?) “Whom” is used when it is the object of a verb or preposition. (Ex. The professor to whom the honor was conferred was pleased.)

World War I, World War II — use in first reference. WWI and WWII are acceptable on second reference.

X, Y, Z

yearlong, daylong

years — use figures, without commas: 2017. When a phrase refers to a month, day, and year, set off the year with a comma: (Ex. Feb. 14, 2025, is the target date.) Use an s without an apostrophe to indicate spans of decades or centuries. (Ex. the 1990s, the 1700s) When contracting a year, the apostrophe must face away from the remaining numerals. (Ex. Jeffrey S. Akman, MD ’81, RESD ’85)

Punctuation

apostrophe — use to indicate that a noun is possessive. Follow AP Style in all cases.
(Ex. The GW School of Medicine and Health Sciences’ dean, Jeffrey S. Akman, MD ’81, RESD ’85, vice president for health affairs and Walter A. Bloedorn Professor of Administrative Medicine, spoke at the diploma ceremony on Sunday.
Ex. GW’s School of Medicine and Health Sciences Ex. SMHS’ professors are highly regarded.

brackets — use to add explanations or corrections to quoted materials. (Ex. “It was like [Mr. and Mrs. D] had never learned how to talk together about difficult things,” Heru said at the lecture.)

colon — frequently used at the end of a sentence to introduce lists, tabulations, text, etc. It may also be used to as a mark of emphasis and/or anticipation. (Ex. The psychiatrist gave her patients a homework assignment: write down their hopes for the marriage.)

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. Do not use a colon between a verb and its object. (Ex. Her three favorite foods are chocolate, bread, and yogurt. NOT Her three favorite foods are: chocolate, bread, and yogurt.)

You do not need a colon when introducing a direct quotation of one sentence or less. A comma will suffice.

colon — always use serial comma. Independent clauses linked by a coordinating conjunction should have a comma preceding the conjunction. Use a comma after all introductory prepositional phrases. Use commas to offset a person’s name or degrees. Use a comma to set off a nonessential word or phrase. Use a comma to set off cities and states. (Ex. The Virginia Science and Technology Campus, located in Ashburn, Virginia, houses the new Department of Integrated Health Sciences.)

Commas always go inside of quotation marks. See AP Stylebook for more guidelines.

dash — the em dash (—) should be used to enclose a word or word group that interrupts the main sentence structure. (Ex. Bhatt’s story — a request from Dominic Raj, MD, director of the Division of Renal Diseases and Hypertension and professor of medicine at the George Washington University School of Medicine and Health Sciences — came at the Irene Tamagna Lecture on Hypertension in early May.)

The em dash can also be used within a phrase that otherwise would be set off by commas when there is a series that must be separated with commas within the phrase. (Ex. Bhatt and his fellow researchers went to extensive lengths to ensure that the patients were kept as blind as possible, including using sensory isolation — ear plugs and face masks — and ensured that at every step the medical procedures used were sound.)

The en dash (–) should be used to represent a span between items such as time (Ex. Office hours are 9 a.m. – 5 p.m., Monday – Friday.)

Dashes should have a space on either side. Hyphens should not.

ellipsis — when using the ellipsis, treat it as a three-letter word with three periods and a space on either side. It should be used to indicate omitted word or words in condensing quotes, texts, and documents. Be careful not to distort the meaning of the sentence by deleting words. (Ex. “We judged that the procedure was safe … but the real question was, ‘is it efficacious?’” Bhatt asked.)
If the words that precede an ellipsis constitute a grammatically complete sentence, place a period at the end of the last word before the ellipsis.

**exclamation point** — use sparingly! Place inside quotations when part of quoted material, outside when not part of quoted material. Do not use a comma or period after the exclamation point.

**hyphen** — use to join adjectives and avoid ambiguity. Follow AP Stylebook for guidance.

**Additional guidelines:**
- **Compound modifiers:** When two or more words that express a single concept are used before a noun, link them with a hyphen, with the exceptions of the word “very” and adverbs that end in -ly. Ex. a high-profile research project, a full-time job, a highly qualified student.
- **Compound nouns:** Ex. well-being, 18-year-old, brother-in-law
- **With numbers:** Hyphenate the written form of compound numbers and fractions. Ex. one-fifth
- **Between a prefix and a proper noun:** Ex. Mid-Atlantic
- **Capitalization:** When hyphenated words are used in headlines, capitalize both. Ex. Blue-Green
- **Suspensive hyphenation:** Ex. He received funding for a 10- to 20-year project.

**parentheses** — use sparingly to insert necessary background or reference information. Place a period outside parentheses if the material inside is not a complete sentence (like this fragment). Otherwise, place periods inside parentheses.

**period** — use with the following:
- At the end of a declarative sentence
- At the end of a rhetorical question if the statement is more of a suggestion than question
- At the end of an indirect question
- At the end of a sentence ending in a website or email address

Use a single space (NOT a double space) after a period at the end of a sentence.

**question mark** — use with the following:
- At the end of a direct question
- In the middle of an interpolated question (Ex. You told me – Did I hear you correctly? – that we should meet in the conference room.)

- At the end of a full sentence with multiple questions

Like the exclamation point, a question mark should be inside quotations when part of quoted material, outside when not part of quoted material. Do not use a comma or period after the question mark. A question mark supersedes the comma when supplying attribution for a quotation. (Ex. “What should clinicians do?” he asked.)

**quotation marks** — use with the following:
- Direct quotations
- Personal nicknames (Ex. Lawrence “Bopper” Deyton)
- Unfamiliar terms or phrases on first reference. Do not put subsequent references in quotation marks.

**Additional guidelines:**
- Periods and commas also go within quotation marks.
- Dashes, question marks, and exclamation points go within the quotation marks when they apply to the quoted matter only. They go outside when applied to the whole sentence.
- Semicolons go outside of quotation marks.

**semicolon** — use with the following:
- To clarify a series, especially when individual segments contain material that also must be set off by commas. Note that the semicolon is used before the final “and” in such a series. (Ex. The meeting included several graduates: John Smith, MD ‘84; Jane Doe, MD ‘98, MSPH; and Steve Jones, PhD ‘95.) (Ex. To link independent clauses, especially when coordinating conjunctions (and, but, or) are not present.) (Ex. The lecture was scheduled for Tuesday; it was moved to today.)
- **Note:** Do not use a semicolon when linking an independent clause with a dependent clause. Never follow a semicolon with a dependent clause.

Semicolons appear outside of quotation marks.

**superscript** — include in Fusion in reference to advisors and citations. When used with advisers, the superscript should appear after the person’s name and degree (Ex. Anthony-Samuel LaMantia, PhD). When used in text, it should be treated as a closed quotation mark; in other words, all other punctuation (comma, period) should precede it. (Ex. Congenital heart disease is the leading birth defect, affecting almost 1 percent of births each year.)