Guide to NSU Editorial Style

Quality communication not only enhances the mission of Norfolk State University but it also relays the mission of Communications and Marketing more effectively to NSU stakeholders. Identity through copy or visual presentation must be conveyed accurately, effectively, and grammatically correct in all publications.

Being able to communicate in Norfolk State University’s publications in a clear, concise, effective and consistent manner is important. This short guide is written to serve as a handy source of answers about style and usage. This style differs in some instances from the Associated Press (AP) Stylebook and Libel Manual.

For correct department and course names, faculty titles and other Norfolk State University related items, the most current NSU Catalog is your best guide.

General Style

ABBREVIATIONS:

1.1 Do not use periods between acronyms. NSU, MEAC, AIDS, CIAA

1.2 Explain acronyms on first reference, but avoid continuing to use them.
   
   When referring to NSU as the university, capitalize the word university.
   
   Norfolk State University (NSU) is my alma mater.
   
   The University has an enrollment of more than 7,000 students.

1.3 Use periods in abbreviations of academic degrees.

   

1.4 When referring to degrees in general, lower case the first letter of the degree and use’s.
   
   Seventy people hold master’s degrees.

1.5 When citing a city and state, either spell out the name of the state or use the
   
   Associated Press abbreviation.
   
   Bobby had driven from Norfolk, Va., to Boston, Mass.

1.6 When citing a state alone, do not abbreviate.
   
   Bobby had driven from Virginia to Massachusetts.

ACADEMIC DEPARTMENTS:

2.1 Use lowercase except for words that are proper nouns or adjectives.
   
   the department of history, the History Department, the department of English

ACADEMIC TITLES:

3.1 Generally, use professor, not doctor, as a title before a name. In the interest of accuracy, determine
   
   the academic rank. Confirm through a dean’s office.
   
   Donald Wilson, assistant professor of history, is absent today.
   
   Professor Wilson is teaching the Civil War.

ADDRESSES:

4.1 In giving an entire mailing address, use the two-letter U.S. Post Office abbreviation for the state.

   Norfolk State University, 700 Park Avenue, Norfolk, VA 23504-8003

4.2 Abbreviate direction before streets and abbreviate only Ave., Blvd., and St. when used with a
   
   specific, numbered address. Spell out and capitalize when used without a numbered address.
   
   Lowercase when referring to more than one street.
   
   At the intersection of Corprew and Park avenues
AGES:
5.1 Use figures and hyphenate when used as modifiers.
   My son is 36 years old. Andy, 36, lives in Virginia. A 43-year-old woman is the culprit.

ALUMNI:
6.1 Use alumnus for an individual male, alumna for an individual female, alumni for a group of males or when referring to a group of men and women, alumnae for a group of females.

APOSTROPHE:
7.1 In writing the plural of numbers and letters do not use an apostrophe.
   Early 1900s—The Three Rs—The SATs

BI:
8.1 The rule in prefixes applies, generally, no hyphen.
   The visitors bimonthly meeting has been cancelled.

BLACK RACE:
9.1 African-American, hyphenated, is the preferred term.

BUILDINGS:
10.1 For press releases and periodicals, the shortened name is acceptable. For more formal uses, the longer name may be appropriate. Avoid confusing acronyms such as HBW or BMH, especially for outside audiences.
   Wilder Center
   L. Douglas Wilder Performing Arts Center
   Harrison B. Wilson Administration Building
   Brown Memorial Hall

CAPITALIZATION:
11.1 Associated Press will be followed on issues of capitalization. Titles such as dean, vice president or associate vice president should be capitalized when presented before the full name of the individual.
   President Marie V. McDemmond is our third president.
   Paul E. Shelton, vice president for university advancement, is speaking now.

11.2 Capitalize department names but not fields of study.
   Phyllis has a Ph.D. in management.
   Jeff has a master’s in social work.
   Susan did her bachelor’s work in the Chemistry and Physics Department.

CATALOG:
12.1 Not catalogue.

COMMENCEMENT:
NSU’s 67th Commencement was held May 5, 2002.
13.1 Lower case when used as an adjective.
More than 5,000 people attended NSU commencement ceremonies.

COMPUTER TERMS
14.1 Many computer terms are familiar English words or word combinations with specific new meanings. A few such terms follow:
access (verb), bit, byte, database (often data base), debug, format; formatting; formatter
hard copy; hard code; hardwired, input (verb), log on (verb); logging on (noun), on-line;
off-line (sometimes online; offline), program; programming; programmer, realtime (or real time)
Internet, e-mail, World Wide Web, Microsoft Word, WordPerfect

DATES and TIMES:
15.1 Do not use ordinal suffixes such as th or nd with numerals in dates.

We baked five fruitcakes on November 12, and by December 5 we had eaten all of them.
There was a parade on July 3—an early celebration for the Fourth of July.

15.2 When referring to decades, either spell them out in words or use numerals preceded by an apostrophe (to indicate the missing 19 or 20 prefix) and followed by an s.

For them, the sixties were exciting.
For them, the ’60s were exciting.

15.3 When decades refer to people’s ages rather than calendar years, always use the words.

People in their twenties rarely have arthritis.

15.4 For times of day use lowercase abbreviations with periods.

12:30 p.m. 3 p.m. 10:30 a.m.
Note that at 12 o’clock exactly, it is neither a.m. nor p.m.
12 noon 12 midnight (or just noon or midnight).

15.5 To list a range of dates or times, use either from and to or between and and or a hyphen (-).

This fall, registration will take place from 8:30 a.m. to 4:30 p.m.
Basketball practice will be held between noon and 3 p.m., from October 12 through February 28.
The museum is open Monday.

15.6 Spell out months and days of the week. Abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. when used in a date. Use no punctuation if listing only a month and the year, but set the year off with commas if listing the day of the month as well.

May 24, 2002, May 2002, the class of ’02, the ‘90s, the 1990s
(Note: There is no apostrophe between the last digit of the year and the s)
Jan. 4, 2002, was the first day for the new program.
The concert is scheduled for Monday, April 5.

DEGREES and MAJORS:
16.1 Capitalize the full degree title; lowercase the shortened form.

Bachelor of Arts degree, bachelor’s degree, baccalaureate degree, Master of Arts
master’s program in public administration, doctorate or doctoral degree

DOLLAR AMOUNTS:
17.1 Always use figures for amounts of $1 and over.
EDITING:
18.1 We are all sensitive about our writing, which is an extension of ourselves. Therefore, if you edit someone else’s work, don’t change his or her style unless it is appropriate. Also be sure not to change the meaning. Sometimes changing a word or inserting or deleting punctuation can change the writer’s intent.

E-MAIL:
19.1 Lowercase, e-mail

EMERITUS:
20.1 Lowercase when used after a name with a title, uppercase before a name.
Professor Emeritus William Brown; William Brown, professor emeritus

FUND RAISING (n.); FUND-RAISING (modifier); FUND-RAISER
Fund raising is difficult during a recession. The fund-raising event was very successful.
He works as a fund-raiser for the university.

HOME PAGE:
22.1 Not homepage

JR., SR., II, III:
23.1 Do not precede “Jr.” and “Sr.” with a comma except in business correspondence. Numerals following names never take commas unless the named individual has indicated a preference for it.
Anderson Benson Jr.; Charles Bryant III

LTD
24.1 In straight text it is best to give a firm name in its full form but Inc.
A. G. Becker and Company

MEDIA and MEDIUM
25.1 Media is plural and takes a plural verb, whereas medium is singular:
The media work hard for their money.
This medium is better than the rest.

MULTIMEDIA:
26.1 No hyphens, one word.

NAMES, TITLES and OFFICES:
27.1 Civil, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name, as part of the name:
President Buchanan, Cardinal Newman, Prince Charles, General Eisenhower

27.2 The title is also capitalized if it refers to more than one name: Mayor Cremak and Walker

27.3 When such titles are used in apposition to a name they are not part of the name and so are lowercased: President George Bush
27.4 In formal usage, such as acknowledgements and lists of contributors titles following a personal name are usually capitalized. A title used alone, in place of a personal name, is capitalized in such contexts as toasts or formal introductions:
Ladies and gentleman, the President of the United States

27.5 Civil titles and offices are customarily capitalized when used alone or after a personal name to avoid ambiguity.
The governor of Virginia, Governor Gilmore

27.6 Among professional titles, named academic professorships and fellowships are usually capitalized wherever they appear, especially if they are accompanied by a personal name.
The professor; Professor Raj Chauduhury

27.7 Terms designating academic years are lowercased: freshman

27.8 Academic Degrees are referred to in such general terms as doctorate, doctor’s degree, Master of Science

27.9 Honorific titles and forms of address should be capitalized in any context: Her Majesty

27.10 The names of specific racial, linguistic, tribal, religious, and other groupings of people are capitalized: African-American, Asian, Native American

27.11 Designations based only on color, size, habitat, customs, or local usage are often lowercased. Some designations that are capitalized when referring to specific peoples are lowercased when applied more generally.
black, white

27.12 Such terms as avenue, boulevard, bridge, building, church, fountain, hotel, park, room, square, street, or theater are capitalized when part of an official or formal name. When the plural form is used before or following more than one name and constitutes, albeit in the singular part of each name, the term is capitalized. Standing alone, however, such terms are lowercased. Adler Planetarium; the planetarium

27.13 Full names, and often the shortened names, of legislative, deliberative, administrative, and judicial bodies, departments, bureaus, and offices are capitalized. Adjectives derived from them are usually lowercased, as are paraphrastic designations, except abbreviations. United Nations Security Council, Senate, House of Representatives Committe on Foreign Affairs, Not usually capitalized are the following: administration cabinet, church, government

27.14 Full titles of institutions and companies and their departments and divisions are capitalized. In some cases, especially when they might otherwise be mistaken, shortened versions of those titles, even solitary generic terms, are also capitalized. Otherwise such generic terms as school, company, and press are lowercased when used alone: The University of Chicago

27.15 Full official names of associations, societies, unions, meetings, and conferences are capitalized. Boy Scouts of America

27.16 Names of days of the week and months of the year are capitalized. The four seasons are lowercased. Tuesday, November, spring

27.17 The names of religious holidays and seasons are capitalized. Ash Wednesday, Christmas, Passover, Pentecost

27.18 The names of most secular holidays and other specially designated days are also capitalized.
28.19 When spelled out, designations of time and time zones are lowercased, except for proper nouns. Abbreviations are capitalized:
Greenwich mean time (GMT), Daylight saving time (DST), Central daylight time (CDT)
Eastern standard time (EST)

28.20 Dictionaries indicate registered trademark names. A reasonable effort should be made to capitalize such names:
Anacin, Coca-Cola, Frigidaire, Levi’s

NEWSPAPER NAMES: (also journals, magazines):
29.1 In periodicals and publications, italicize.
29.2 In press releases, do not use italics or include in quotations.

NUMBER
30.1 When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word; do not use commas between other separate words that are part of one number.
Thirty-one, Twenty

30.2 Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence. There is one exception – a numeral that identifies a calendar year.
Last year 993 freshmen entered the college.

30.3 Spell out casual expressions.
A thousand times no! Thanks a million.

30.4 Spell out first through ninth when they indicate sequence in time or location:
First base, First Amendment

30.5 For uses not covered by these listings: Spell out whole numbers below 10, use figures for 10 and above.
They had three sons and two daughters. They had 10 dogs, six cats, and 97 hamsters.

ONLINE:
31.1 One word, do not hyphenate.

PERCENT:
32.1 Use the word, not the symbol.
Statistics show that 12 percent of our faculty is enrolled in classes.

PUNCTUATION:

COLON
33.1 The colon is used to mark a break in grammatical construction equivalent to that marked by a semicolon, but the colon emphasizes the content relation between elements. The colon is used, for example, to indicate a sequence in thought between two clauses that form a single sentence or to separate one clause from a second clause that contains an illustration or application of the first:
The official had been in conference most of the night: this may account for their surly treatment of the reporters the next meeting.

33.2 In a contemporary usage, however, such clauses are frequently separated by a semicolon and treated as separate sentence:
The officials had been in conference most of the night; this may account for their surly treatment of the reporters the next morning.
COMMAS

33.3 The following guidelines treat some of the most frequent questions about the use of commas. Additional guidelines on specialized uses are provided in separate entries such as dates and scores.

33.4 In a series: Use commas to separate elements in a series; a comma separates the elements. When a conjunction joins the last two elements in a series, a comma is used before the conjunction: The flag is red, white, and blue. He would nominate Tom, Dick, or Harry.

33.5 Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: I had orange juice, toast, and ham and eggs for breakfast.

33.6 Care should be taken to distinguish between a compound sentence (two or more independent clauses) and a sentence having a compound predicate (two or more verbs having the same subject). Preferably, the comma should not be used between the parts of a compound predicate:

* He had accompanied Sanford on his first expedition and had volunteered to remain at Port Loyal.
* On Thursday morning Kelleger tried to see the mayor but was told the mayor was out of town.

33.7 A comma may be added, however if misapprehension or difficult reading is considered likely without such punctuation.

33.8 A comma should usually set off a dependent clause that precedes the main clause whether it is restrictive or nonrestrictive: If you accept our conditions, we shall agree to the proposal.

33.9 An adverbial phrase or clause located between the subject and commas should usually set off the verb: Wolinski, after receiving his instructions, left immediately for Algiers.

33.10 A distinction has traditionally been made between the relative pronouns which and that, the latter having long been regarded as introducing a restrictive clause, and the former, a nonrestrictive one. Although the distinction is often disregarded in contemporary writing, the careful writer and editor should bear in mind that such indifference may result in misreading or uncertainty, as in the sentence below.

* The report, which Marshall had tried to suppress, was greeted with hilarity.

33.11 A comma should set off an introductory participial phrase unless it immediately precedes the verb: Having forgotten to notify his generals, the king arrived on the battlefield alone.

33.12 Parenthetical elements that retain a close logical and syntactic relation to the rest of the sentence should be set off by commas; those whose relation to the rest of the sentence is more remote should be set off by dashes or parentheses.

* Wilcox, it was believed, had turned the entire affair over to his partner.

33.13 Commas should be used to set off interjections, transitional adverbs or adverbial phrases, and similar elements that affect a distinct break in the continuity of thought.

* Yes, I admit that Benson’s plan has gained the following.

33.14 With these elements are used in such a way that there is no real break in continuity and no call for any pause in reading, commas should be omitted:

* Their credibility has consequently been seriously challenged.

33.15 Use commas to set off words in direct address:

* Friends, I am not here to discuss personalities.

33.16 Coordinate adjectives – that is, two or more adjectives each of which modifies the noun itself – are traditionally separated by commas:

* Shelly had proved a faithful, sincere, and supportive friend.
33.17 If the first adjective modifies the idea expressed by the combination of the second adjective and the noun, no comma should be used.
   *He had no patience with the traditional political institutions of his country.*

33.18 Although they are not necessary, commas may be used to set off a phrase indicating place of residence immediately following a person’s name. If the phrase is in the middle of the sentence, it is both preceded and followed by a comma.
   *She was a Farnsworth, from Texarkana, and married Andy Portola, of Toronto.*

33.19 Use commas to set off words identifying a title or position following a person’s name.
   *Merewether Benson, former president of Acquisition Corporation, had been appointed to the commission.*

33.20 Use commas to set off individual elements in addresses and names of geographical places or political divisions: *Please send all proofs to the author at Marketing Services, 700 Park Avenue, Norfolk, VA 23504, as soon as they arrive from the printer.*

33.21 In the date style, commas must be used before and after the year.
   *On October 6, 1924, Longo arrived in Bologna.*

**DASH**

33.22 Series within a phrase: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by a comma, use dashes to set off the full phrase.
   *He listed the qualities – intelligence, humor, conservatism, and independence – that he liked in an executive.*

33.23 Dashes should be used to introduce individual sections of a list. Capitalize the first word following the dash. Use periods, not semicolons, at the end of each section.
   -He never ordered the package. -If he did, it didn’t come. -If it did, he sent it back.

**HYPHEN**

33.24 When a compound modifier—two or more words that express a single concept—precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *–ly*.
   *A first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, a better qualified woman, a know-it-all attitude, a very good time, an easily remembered rule.*

33.25 Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun.
   *The team scored in the first quarter.*

33.26 But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen usually must be retained to avoid confusion.
   *The man is well-known.*

33.27 Two-thought compounds: *Serio-comic, socio-economic*

33.28 Compound proper nouns and adjectives: Use a hyphen to designate dual heritage.
   *Italian-American, Mexican-American.*
   *No hyphen, however, for: French Canadian or Latin American*

**SEMICOLON**

33.29 Though the semicolon is less frequently employed today than in the past, it is still occasionally useful to mark a more important break in sentence flow than that marked by a comma. It should always be used between the two parts of a compound sentence (independent, or
coordinate, clauses) when they are not connected by a conjunction:

The controversial portrait had been removed from the entrance hall; in its place had been hung a realistic landscape.

33.30 Coordinate clauses may, of course, be separated into individual sentences.

33.31 The following words are considered adverbs rather than conjunctions and should therefore be preceded by a semicolon when used transitionally between clauses of a compound sentence: then, however, thus, hence, indeed, accordingly, besides, therefore. A comma usually follows the adverb, but if there is no risk of misreading, and if a pause is not desired, the comma may be omitted.

The controversial portrait had been removed from the entrance hall; indeed, in its place had been hung a realistic landscape.

33.32 When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons for the sake of clarity.

The membership of the international commission was as follows:

France, 4; Germany, 5; Great Britain, 1; Italy, 3; the United States, 7.

33.33 A semicolon may be used before an expression such as that is, namely, i.e., e.g. if the break in continuity is greater than that signaled by a comma.

He had put the question to several of his friends; namely; Jones; Burdick; and Fauntleroy.

QUOTATIONS

33.34 Quoted material in the form of dialogue or conversation is usually the direct object or a transitive verb denoting speaking or thinking, and although commas do ordinarily not set off direct objects, dialogue traditionally is. The following examples illustrate the principles governing the use of commas to set off dialogue:

Vera said calmly, “I’ve no idea what you mean.”

33.35 If the quotation follows the introductory material, as in the first example, the comma is placed at the end of the introduction. If, as in the next two examples, the quotation comes first, the comma precedes the closing quotation mark.

“Morgenstern refuses to drive us home,” replied Eberly.

“They’re all fools,” Vera told herself.

33.36 Finally, if the introductory material interrupts the quotation, as in the fourth example, a comma precedes the closing quotation mark of the first part of the quotation, and another comma comes at the end of the intervening introduction.

“I’m afraid.” Suggested Croft, “that we’ve offended Morgenstern somehow.

“I don’t care if we have,” thought Vera, although she said nothing.

33.37 Unspoken or imagined dialogue may be similarly treated.

I should have said, “Not with me, you won’t!”

I bet she’s saying to him right now, Morgenstern thinks he’s too good for us.”

Barnacle heard a loud crash and told himself, “Viola’s drunk again!”

SUBJECT/VERB AGREEMENT

33.38 Agreement is the correspondence in form between subjects and verbs and between pronouns and their antecedents, the nouns or other pronouns they refer to. Subjects and verbs agree in number (singular and plural) and in person (first, second, and third).
Sarah often speaks up in class. (Both subject and verb are in the third-person singular form.)
Even though we understand, we still dislike it. (Both subjects and verbs are in the first-person plural form.)

33.39 Pronouns and their antecedents agree in person, number, and gender (masculine, feminine, and neuter).
Claude resented their ignoring him. (Both the pronoun him and its antecedent Claude are masculine and third person singular.)
The dogs stand still while they are judged. (The pronoun they and its antecedent dogs are both third-person plural.)

33.40 Make subjects and verbs agree in number. The following conventions cover these and other problems that affect subject-verb agreement. Use the verb ending –s or –es with all third person singular subjects. Use the noun ending –s or es to make most nouns plural.

Adding –s or –es to a noun usually makes the noun plural, whereas adding –s or –es to a present-tense verb makes the verb singular. Thus if the subject noun is plural, it will end in –s or –es and the verb will not. If the subject is singular, it will not end in –s and the verb will.

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>The boy eats.</td>
<td>The boys eat.</td>
</tr>
<tr>
<td>The bird soars.</td>
<td>The birds soar.</td>
</tr>
</tbody>
</table>

33.41 Subject and verb should agree even when other words come between them.
When the subject and verb are interrupted by other words, particularly other nouns, then we may make agreement errors because we tend to connect the verb to the nearest noun rather than to the actual subject.
A catalog of courses and requirements often baffles (not baffle) students.
(The verb must agree with the subject, catalog, not the nearer word requirements.)
The profits earned by the cosmetic industry are (not is) high.
(The subject is profits, not industry.)

Note: Phrases beginning with as well as, together with, along with, in addition to, and similar expressions do not change the number of the subject.

The governor, as well as his advisers, has (not have) agreed to attend the protest rally.

33.42 Subjects joined by and usually take a plural verb, whether one or all of the subjects are singular.
Frost and Roethke are her favorite poets.
The dog, the monkey, the children, and the tent were in the car.

Exceptions: When the parts of the subject form a single idea or refer to a single person or thing, then they take a singular verb.
Avocado and bean sprouts is my favorite sandwich.
The winner and new champion were in the shower.

33.43 When a compound subject is preceded by the adjective each or every, then the verb is usually singular.
At customs, every box, bag, and parcel is inspected.
Each man, woman, and child has a right to be heard.

33.44 But when a compound subject is followed by each, the verb is plural.
The man and the woman each have different problems.

33.45 When parts of a subject are joined by or or nor, the verb agrees with the nearer part. When all parts of a subject joined by or or nor are singular, the verb is singular; when all parts are plural, the verb is plural.
Neither the teacher nor the student knows the answer.
The rabbits or the woodchucks have eaten my lettuce.

SEASONS:
34.1 Lowercase, even when referring to a semester.
Mary registered for her spring 2003 classes.

STATES:
35.1 Abbreviate when used with a city, Hawaii, Idaho, Ohio, Alaska, Iowa, Texas, Utah and Maine.
Do not use postal abbreviations; use instead:
Ala., Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Ill., Ind., Ind., Kan., Ky., La.,
N. M., N.Y., N.M., Okla., Ore., Pa., R.I., S.C., Tenn., Wash., W.Va., Vt., Va., Wis., Wyo.

TELEPHONE NUMBERS:
36.1 Use parentheses, and hyphens between digits in phone numbers.
(757) 823-9087

TIME OF DAY:
37.1 Include periods and use lowercase letters for the time of day.
4 p.m., not 3:00 p.m.
37.2 Do not say 12 noon or 12 midnight. Use noon and midnight.
In announcements of upcoming events, time should precede day and date for clarity.
Do not separate the time from the day with a comma.
The lecture is scheduled for 3 p.m. Saturday, April 11, at Wilder Center.

TITLES BEFORE NAMES:
38.1 When a civil or military title is used with the surname alone, the title must be spelled out.
General Washington
38.2 With full names, most such titles may be abbreviated: Brig. Gen Thronton W. Bluster
38.3 The following is a list of abbreviations for a number of civil and military titles.
38.4 Always abbreviated, whether with the full name or the surname are such social titles as
the following: Mr., Mrs., Messrs., Ms., MM, Mme., Mlle, Dr.
38.5 The abbreviations Jr., Sr., II, III, and so forth after a person’s name are part of that
name and so are retained in connection with any titles or honorifics:
Mrs. James Jefferson Sr., widow of the governor
38.6 These abbreviations are used only with the full name – never, for example, Mr. Kelly Jr.
38.7 The abbreviation Esq. is never used when any other title is given, either before or after.
Anthony Wright Esq.
38.8 The following list includes frequently used abbreviations for academic degrees and
professional and honorary designations:
B.A. Bachelor of Arts, B.D. Bachelor of Divinity, B.F.A. Bachelor of Fine Arts,
B.S. Bachelor of Science, DB. Bachelor of Divinity D.D.D. Doctor of Divinity
D.D.S. Doctoral of Dental Surgery, D.V. M. Doctor of Veterinary Medicine
Esq Esquire, J.D. Doctor of Law, J.P. Justice of Peace, LL.B. Bachelor of Laws
38.9 The following abbreviations are frequently used as parts of firm names:
  Bro., Bros., Co., Corp., Inc., Ltd.

38.10 In straight text it is best to give a firm name in its full form but Inc.
  A.G. Becker and Company

TITLES: (PEOPLE)

39.1 Official personal titles immediately preceding a name are capitalized; those following a name
  are capitalized; those following a name or set off by commas are not.
  This rule applies to both academic and administrative titles.

39.2 When someone has a long, unwieldy title, place it after the name.
  Ted Johnson, associate vice president of development, is not here today.

39.3 Exact titles of campus publications should be italicized.
  NSU Magazine, Spartan Echo, Spartan Connection

UNITED STATES:

40.1 In text, spell out when used as a noun. Abbreviate when used as an adjective.
  I love living in the United States.
  We exchanged all of our U. S. currency.

UNIVERSITY:

41.1 When referring to Norfolk State University on second reference, uppercase University.
  Norfolk State University is located in Norfolk, Va. The University has an enrollment of
  more than 7,000 students.