

- Frances Bailey Graves Auditorium (Frannie Graves Auditorium)
- Frances Winship Walters Hall
- Gaines Chapel
- Hopkins Hall
- James Ross McCain Library
- Jenie D. Inman Hall
- John Bulow Campbell Hall
- Julia Thompson Smith Chapel
- Kate Durr Elmore Reading Room

NAMED CHAIRS, LECTURES AND VISITING PROFESSORSHIPS

Titles appearing after an individual's name are to be lowercased, such as associate professor, etc. For

AFFILIATIONS – Agnes Scott College is a member or affiliated with these organizations

- Southern Association of Colleges and Schools (SACS)
- Atlanta Regional Council for Higher Education (ARCHE)
-

- SOPHIA (McCain Library's online catalog)
- GALILEO (Georgia Library Learning Online is a web-based library shared by Georgia institutions)
- email, web, website, webpage, online, internet, intranet

ALUMNAE RELATIONS AND DEVELOPMENT TERMS

Note: the apostrophe curls inward for class years.

- Jane Doe '99 (undergraduate degree)
- Jane Doe '99x (incomplete undergraduate degree)
- Jane Doe M.A.T. '99 (M.A.T. degree)
- Jane Doe H '99 (honorary degree)
- Jane Doe I (attended Agnes Scott Institute)
- Jane Doe A (attended Agnes Scott Academy)
- class of 1991 (do not capitalize "class")
- Alumnae Association (association by itself is lower case)
- Alumnae Board (board by itself is lower case)
- Alumnae Weekend
- Anne Register Jones Leadership Conference
- The Fund for Agnes Scott (official reference) or annual fund (informal reference)

EXCEPTIONS TO AP STYLE - AGNES SCOTT USES THE FOLLOWING EXCEPTIONS

- The Coca-Cola Company
- Two thirds (noun), two-thirds (adjective)

DATES, TIMES & NUMBERS

- 6 p.m. (if it's on the hour, do not include :00)
- 10:30 a.m.
- midnight and noon
- June 6 (no ordinals – st, th, rd, nd)
- If it is not a time or date, numbers one through nine should be spelled out. *For example: nine students, three books, five classes.* Numbers greater than nine should be written as numerals. *For example: 10 students, 34 percent, 99 courses.*
- Spell out the word "percent" when using it in a sentence. *For example: The number of books checked out from the library increased 15 percent this semester.* Use the symbol (%) in tables.
- Avoid beginning sentences with a numeral. *Incorrect example: 20 students attended the conference.*

In tables, use first three letters of the months without periods. *For example: Jan, Feb, Mar, Apr, May, Jun, etc*

Minnesota - MN
Mississippi - MS
Missouri - MO
Montana - MT
North Carolina - NC
North Dakota - ND
New Hampshire - NH
New Jersey - NJ
New Mexico - NM
New York - NY
Nebraska - NE
Nevada - NV
Ohio -