

# Johns Hopkins Medicine Style

(Last Revised December 18, 2013)

Use the *Associated Press Stylebook* and *Webster's New World College Dictionary, Fourth Edition*, as the standard for style, punctuation, spelling preference, hyphenation, etc. The listing below reflects a few departures from AP style typically used in Hopkins' print and electronic publications, as well as other areas that, while they are not departures from AP style, still require special attention. Also, please note that these guidelines apply strictly to press releases, news stories and other articles. Ads, brochures and legal contracts may require some deviation from these guidelines.

## A

**acronyms** Do not capitalize the words from which an acronym is derived (*intensive care unit, ICU; computed tomography, CT; magnetic resonance imaging, MRI*)

**adviser**

**advisory**

**Affordable Care Act**

**ages** Use numerals (*a 5-year-old boy; John Smith was 30; a man in his 20s; a 2-hour-old infant*)

**all right**

**Alzheimer's disease**

**ampersand** Do not use as a substitute for the word *and*. Use only when it is the official part of a name (*AT&T, U.S. News & World Report, Johns Hopkins Asthma & Allergy Center*)

**area code** Use a hyphen, not parentheses, to separate from the rest of a phone number (*410-955-2902*). This is a departure from AP style.

**attention-deficit hyperactivity disorder**

**autoimmune**

## B

**Baltimore City**

**Baltimore City Hospitals** (earlier name of what is now Johns Hopkins Bayview Medical Center; when Hopkins bought City Hospitals, the name changed for a while to Francis Scott Key Medical Center before becoming Bayview)

### **biopharmaceutical**

**biopsy** The procedure of removing and examining tissue, cells or fluids from a living body. Do not use as a verb. Observations are made on the biopsy specimen, not on the biopsy itself.

Right: *A biopsy of the mass was done.*

Wrong: *The mass was biopsied.*

Right: *Results of the biopsy were negative.*

Wrong: *The biopsy was negative.*

### **Blalock**

**board of trustees, the board, the trustees, a trustee**

## **C**

**captions** Such terms as *top*, *bottom*, *left*, *right*, *above*, *below*, *from left*, or *clockwise from left* usually precede the phrase identifying the object or person. Italics generally are not used. Use commas, not colons. With a group of people, begin with *from left*. With two people, the person on the left is generally indicated: *Bill Jones, left, and Bob Smith*, unless clear: *Bill Jones and Mary Smith*.

### **caregiver**

**chairman, chairwoman** The gender-neutral “chair” is making its way into common usage, though many do regard it as a piece of furniture. Do not use “chairperson” unless it is an organization’s formal title for an office.

**check up (v.)** *The nurse will check up on the patient next week.*

**checkup (n.)** *The patient will come for a checkup next week.*

### **child care, child care center**

### **co-insurance**

**comprise** A transitive verb that means to contain, to include all, to embrace; it takes a direct object.

Right: *The United States comprises 50 states.*

Right: *The United States is composed of 50 states.*

Wrong: *The United States is comprised of 50 states.*

**copay**

**cost-effective**

**co-worker**

## **D**

**data** a plural noun that normally takes a plural verb and plural pronoun (*these data show*). Medical and scientific journals nearly always consider the word to be plural. Consult the AP Stylebook, under **collective nouns**, for exceptions. If you're still in doubt, you can't go wrong sticking with the plural verb.

**dates** Use AP style.

*The event occurs on Dec. 25, 2002, at 4 p.m.*

*The building is slated for completion in December 2002.*

**day care, day care center**

**dean's office**

**degrees (academic)** Use lowercase and spell out (*master's degree in public health*). Common abbreviations: *M.D., Ph.D., M.A., Sc.D.*

**dietitian**

**Down syndrome**

**drop-down menu**

## **E**

**Eastern Shore**

**editor-in-chief, physician-in-chief, surgeon-in-chief**

**e-learning**

**email**

**Emergency Department**

**end-user**

**Epic** Epic is the name of the electronic medical record software used by health care providers at Johns Hopkins. It is not an acronym.

**Epic “physician champion”**

**esthetic dentistry**

**etc.** Set off with commas (*rats, mice and men, etc.*)

## **F**

**FDA-approved** Hyphenate in all instances

**Fell’s Point**

**follow up (v.)** *The doctor will follow up with the patient next week.*

**follow-up (n.)** *The study included a six-month follow-up.*

**follow-up (adj.)** *The patient’s follow-up appointment is next week.*

**Francis Scott Key Medical Center** (former name of Johns Hopkins Bayview Medical Center)

**full-time (adj.)** *He has a full-time job.*

**full time (adv.)** *He works full time.*

**fundraiser, fundraising**

*We hired a fundraiser.*

*We held a fundraiser.*

*We started a fundraising campaign.*

*Fundraising is difficult.*

## **G**

**go-live**

**Grand Rounds**

**Gyn/Ob** Using all uppercase (*GYN/OB*) suggests that the letters are acronyms, not abbreviations.

## **H**

**half** Use *one and one-half* in formal or scientific context; *one and a half* in more conversational contexts

**Halsted**

**hand-washing**

**headlines** Uppercase the first and last words and all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (*if, because, as, that*, etc.). Articles and coordinating conjunctions, prepositions, *with* and *to* are lowercased. With hyphenated words, first elements are always capitalized; subsequent elements are capitalized unless they are articles, prepositions, coordinating conjunctions: (*Twentieth-Century Literature, Out-of-Fashion Initiatives, A Run-in with Authorities*, but *Avoiding a Run-In*, because *in* is the last word in the title). Use single quotation marks in headlines, if quotation marks are required.

**health care** Two words in all contexts unless the words are closed up in an organization's name (*Joint Commission on Accreditation of Healthcare Organizations; Johns Hopkins HealthCare*)  
*Health care is costly*  
*Health care costs are rising.*

**historic, historical** Precede with *a*, not *an*

**house staff**

## I

**Inc.** Do not precede with a comma (*J.C. Penney Co. Inc. has announced . . .*)

**infinitives** Splitting is acceptable, though not preferable. Sometimes splitting is necessary (*She expected the nurses' salaries to more than double in the coming decade.*)

**in utero, in vitro, in vivo** Do not italicize

**intensive care unit**

**Internet, the Net, but intranet**

**IV** acceptable on second reference for intravenous

## J

**the Joint Commission** (lowercase "the")

**Jr.** Do not precede with a comma. *John Jones Jr. was named head of . . .*

## L

**listserv**

**log-in, log-on, log-off (adj)** *Use your log-on name.*

**log in, log on, log off (verb)** *Use your password when you log on.*

## **M**

**Marfan syndrome**

**M.B.A.**

**M.D.**

**M.D./Ph.D. program**

**M.D.'s**

**medical jargon** According to the American Medical Association style manual, words or phrases that are peculiar to conversations among medical personnel (*left chest, right heart*) are inappropriate in scientific writing.

Right: *The patient received a heart transplant.*

Wrong: *The patient was transplanted.*

**medications** Capitalize the marketed name (e.g., Belviiq). Lower-case the generic, or chemical, name (e.g., lorcaserin). The trademark symbol is not needed.

**multimillion**

## **N**

**non-bargaining**

**noninvasive**

**non-union**

**numbers** Spell out one through nine, and use figures for 10 and up.

**Exceptions:**

Ages are always figures. *The house is 1 year old; the girl is 15 years old; the 101-year-old rule.*

Percents and percentages are always figures. *7 percent, 8.5 percent, 100 percent, 4 percentage points*

-For a range, always use the word percent after both the first and second number.  
*10 percent to 22 percent*

Weights are always figures. *The baby weighed 8 pounds, 2 ounces. The nurse gave the patient a 10 milligram dose of Percocet.*

## **O**

**OK** (not *okay*)

**on-call (adj.); on call (adv.):** *The on-call nurse is not on call today.*

**online**

**open-heart surgery**

**orthopedics** (except, Johns Hopkins' Department of Orthopaedics)

## **P**

**Parkinson's disease**

**patient- and family-centered care**

**payers**

**percent** Use the word in copy. Use the symbol (%) in tables.

**PGY-1, PGY-2, PGY-3, etc.** Use a hyphen and arabic, not roman, numerals (2, not II) to abbreviate a postgraduate year of study.

**phase I, phase II, phase III** trial

**Ph.D.**

**Ph.D.'s**

**phone numbers** Use a hyphen to separate the area code from the number: *410-955-1500*. This is a departure from AP style.

**postdoctoral, postdoc**

**premedical, premed**

**preventive** (not *preventative*)

**principal investigator**

## **Q**

## **R**

**road map**

**row house**  
**R.N.**  
**R.N.'s**

## **S**

**sickle cell disease**

**smartphone**

**so-called (adj)** *a so-called bigwig*

**so called (adv.)** *The bigwig, so called because he had the corner office . . .*

Do not use quotation marks (*the so-called “bigwig” or the “so-called” bigwig*)

**state abbreviations** Follow AP style (*Md., Conn., Tenn., etc.*), and use only when used with a city (*Baltimore, Md.*) in text. When the state name stands alone in text, spell it out. Eight states are not abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah. Use two-letter postal abbreviations (*MD, CT, TN*) only in mailing addresses.

**state of Maryland**

**the States**

**super-user**

**surgical-site infection**

## **T**

**time** Follow AP style (*9 a.m., etc.*)

**time sheets**

**titles of compositions** Use italics for titles of books, pamphlets, periodicals and newspapers, movies, television shows, poems, plays, paintings and long musical compositions. Use quotation marks for titles of articles, book chapters and song titles.

**touch screen (n.), touch-screen (adj.)**

**type 1 diabetes, type 2 diabetes** (not *Type I* or *Type II*)

**24/7**

## **U**

**undertreated**



## **URL**

**United States (n.)**

**U.S. (adj.)**

Right: *We are U.S. citizens.*

Wrong: *We are citizens of the U.S.*

Right: *We are citizens of the United States.*

## ***U.S. News & World Report***

No space between *S.* and *News* (with shortened version—U.S. News—there is a space)

Here are the magazine's rules for ads about the annual hospital rankings:

1. "America's Best ...." should always be in quotes
2. The rankings are only for The Johns Hopkins Hospital (not the Health System, not Johns Hopkins Medicine, etc.)
3. It's OK to say The Johns Hopkins Hospital is ranked best in Maryland, but not in the city, the county, the tri-state area, etc.
4. Adhere to the magazine's nomenclature for specialty rankings.
5. When using the U.S. News badge, it must be accompanied by a sentence, article or information about the rankings. Otherwise, it may look like a product
6. In ads that talk about the U.S. news rankings, do not include information about other rankings, awards or distinctions. This rule does not apply to noncommercial material and press releases.

**username**

## **V**

## **W**

**wayfinding**

**Western Maryland**

**work-up**

**World Wide Web, Web, website**

## **X**

**X-ray**

## **Y**

**YouTube**

**Z**

**ZIP code**

## Correct Use of the Johns Hopkins Names

In an organization as complex as Johns Hopkins Medicine, it's not surprising when people are confused about when to use what name. It's legally important to use the various Hopkins names correctly, whether it's in a contract, a website, printed materials (including books and papers) or public speaking.

Please note that these guidelines aren't meant to replace the Johns Hopkins Medicine brand and graphic standards, found at <http://www.hopkinsmedicine.org/graphicstandards>.

### When to capitalize *the*

When referring to legal entities (*e.g.*, The Johns Hopkins University, The Johns Hopkins Hospital and The Johns Hopkins Health System Corporation), you must capitalize *The* in the name.

When referring to a school within The Johns Hopkins University, use lowercase *the* in a running copy sentence; for example, "The course is offered by the Johns Hopkins University School of Medicine." However, when referring to one of the University's schools (possessive), use upper case *The*; for example, "She is a faculty member in The Johns Hopkins University's School of Medicine."

### The Johns Hopkins Health System Corporation

This name refers only to the single legal entity employing 1200+ people who support several legal entities with services that include, among others, Legal, Finance, Human Resources and Compliance.

### Johns Hopkins Health System

This term does not refer to the legal entity The Johns Hopkins Health System Corporation.

Johns Hopkins Health System refers to several entities, including The Johns Hopkins Health System Corporation itself and its wholly owned subsidiaries, including:

- The Johns Hopkins Hospital
- Johns Hopkins Bayview Medical Center
- Johns Hopkins Community Physicians
- Johns Hopkins Employer Health Programs (EHP)
- Howard County General Hospital
- All Children's Hospital
- Sibley Memorial Hospital
- Suburban Hospital

Johns Hopkins HealthCare LLC and The Johns Hopkins Home Care Group Inc. are not part of the group of entities referred to as the Johns Hopkins Health System because The Johns Hopkins Health System Corporation owns only 50 percent of each of these entities.

These two legal entities are, however, part of the group of entities referred to as Johns Hopkins Medicine (see below).

The Johns Hopkins University School of Medicine is not part of the group of entities referred to as the Johns Hopkins Health System.

It is critical to identify the actual legal entity(ies) in contracts and in applications for grants, licenses, etc.

### **Johns Hopkins Medicine**

This term does not refer to a legal entity.

Johns Hopkins Medicine refers to the vehicle through which internal operational activities and external initiatives are coordinated. Although it is not a legal entity, it includes the following principal entities:

- Johns Hopkins University School of Medicine
- The Johns Hopkins Health System Corporation
- The Johns Hopkins Hospital
- Johns Hopkins Bayview Medical Center
- Johns Hopkins Community Physicians
- Johns Hopkins Employer Health Programs (EHP)
- Howard County General Hospital
- Johns Hopkins HealthCare
- Johns Hopkins Home Care Group and subsidiaries
- Johns Hopkins Medicine International
- All Children's Hospital
- Sibley Memorial Hospital
- Suburban Hospital

Johns Hopkins Medicine should be used when referring to all of the above entities collectively.

It is critical to identify the actual legal entity(ies) in contracts and in applications for grants, licenses, etc.

### **Johns Hopkins Medical Institutions**

This term does not itself refer to a legal entity.

This term is an internal term and is sometimes used to refer collectively to:

- Johns Hopkins University School of Medicine
- The Johns Hopkins Hospital
- Johns Hopkins University Bloomberg School of Public Health
- Johns Hopkins University School of Nursing

Sometimes this term also is used to refer to more schools/entities than these four; however, use of this term for that purpose is discouraged.

It is critical to identify the actual legal entity(ies) in contracts and in applications for grants, licenses, etc.

### **Johns Hopkins Institutions**

This term is an internal term and does not itself refer to a legal entity.

This term is sometimes used to refer collectively to all of the following principal entities:

- The Johns Hopkins University
- The Johns Hopkins Health System Corporation
- The Johns Hopkins Hospital
- Johns Hopkins Bayview Medical Center
- Johns Hopkins Community Physicians
- Johns Hopkins Employer Health Programs (EHP)
- Howard County General Hospital
- Johns Hopkins HealthCare
- Johns Hopkins Home Care Group Inc. and subsidiaries
- Johns Hopkins Medicine International
- All Children's Hospital
- Sibley Memorial Hospital
- Suburban Hospital

It is critical to identify the actual legal entity(ies) in contracts and in applications for grants, licenses, etc.

## **BUILDINGS**

98 North Broadway  
550 Building  
929 Building (in Eager Park, includes graduate student housing)  
1830 Building  
2024 Building  
Alfred Blalock Building  
Anne M. Pinkard Building (school of nursing)  
Billings Administration Building  
Bloomberg School of Public Health, school of public health  
Bond Street Annex  
Bunting Family and Jacob and Hilda Blaustein Family Cancer Research Building  
(Kimmel Cancer Center, also called CRB I)  
CMSC (formally the Johns Hopkins Children's Center)  
Carnegie Building  
Children's Center  
Children's House  
David H. Koch Cancer Research Building (Kimmel Cancer Center; also called CRB II)  
David Rubenstein Child Health Building  
Denton A. Cooley Fitness & Recreation Center  
Edward D. Miller Research Building, Miller Research Building (formally known as  
Broadway Research Building)  
Hackerman-Patz House  
Halsted Building  
Hampton House  
Harry and Jeanette Weinberg Building, including the Kimmel Cancer Center  
Hunterian Laboratory for Surgical and Pathological Research  
Hurd Hall (space)  
Immunogenetics Laboratories  
Joanne Rockwell Memorial House  
John G. Rangos Sr. Building, Rangos Building  
Johns Hopkins Federal Credit Union  
Kennedy Krieger Institute  
MRI Building  
Marburg Building (Brady Urological Institute)  
Maumenee Building  
Meyer Building (Psychiatry, Rehabilitation)  
Nelson/Harvey Building  
Osler Building  
Outpatient Center  
Park Building  
Pathology Building  
Phipps Building  
Physiology-Biophysics Building

Preclinical Teaching Building (PCTB)  
Richard Starr Ross Research Building, Ross Research Building  
Thomas B. Turner Building  
Traylor Research Building  
William H. Welch Medical Library  
Wilmer Eye Institute  
Wood Basic Science Building  
Woods Research Building (Wilmer)

**The Johns Hopkins Hospital East Baltimore medical campus addresses**

**The official legal address of record:**

The Johns Hopkins Hospital  
600 N. Wolfe Street  
Baltimore, MD 21287

*The above address is for departments or centers not in Zayed or Bloomberg:  
Blalock Building, Carnegie Building, Halsted Building, Brady Urological Institute,  
Marburg Building, Maumenee Building, Meyer Building, Nelson/Harvey Tower, and  
Osler Building*

**The Johns Hopkins Hospital**

1800 Orleans St.  
Baltimore, Maryland 21287

*The Johns Hopkins Hospital main entrance is located at 1800 Orleans Street. Patients  
and Visitors enter through the Sheikh Zayed Tower or Bloomberg Children's Center*

**Johns Hopkins Outpatient Center**

601 N. Caroline Street  
Baltimore, Maryland 21287

**Johns Hopkins Wilmer Eye Institute**

The Johns Hopkins Hospital  
600 N. Wolfe Street  
Baltimore, MD 21287

**Sidney Kimmel Comprehensive Cancer Center**

The Johns Hopkins Hospital  
401 N. Broadway  
Baltimore, MD 21287

**Wilmer Eye Institute Bendann Surgical Pavilion**

The Johns Hopkins Hospital  
400 North Broadway  
Baltimore, MD 21287

**Rubenstein Child Health Building** – Harriet Lane Clinic  
Johns Hopkins Harriet Lane Clinic  
200 N. Wolfe Street  
Baltimore, MD 21287

**Garages**

Caroline Street Garage (Patient/staff)  
McElderry Garage (Patient/staff)  
Orleans Street Garage (Patient)  
Rutland Garage (Staff)  
Washington Street Garage (Staff)  
Weinberg Garage- Kimmel Cancer Center parking only

**Spaces**

Albert H. Owens Jr. Auditorium  
Chevy Chase Bank Conference Center (Zayed Tower)  
Arcade Conference Room (Zayed Tower)  
Schaffer Auditorium (Bloomberg Children's)  
Hurd Hall  
Turner Auditorium  
Tilghman AuditoriumTurner Concourse  
Weinberg Ceremonial Lobby

**New Clinical Buildings**

The new clinical tower is named in honor of Sheikh Zayed bin Sultan Al Nahyan  
Sheikh Zayed bin Sultan Al Nahyan Tower  
Sheikh Zayed Tower

The Johns Hopkins Children's Center tower is named The Charlotte R. Bloomberg  
Children's Center  
Bloomberg Children's Center  
\*Johns Hopkins Children's Center is located in the Bloomberg Children's Center

C. Michael Armstrong Medical Education Building  
Armstrong Medical Education Building



## **INSTITUTES, SCHOOLS, ETC.**

**the Armstrong Institute for Patient Safety and Quality, Armstrong Institute**

**the Johns Hopkins Brain Science Institute, Brain Science Institute, BSi**

**the Johns Hopkins Heart and Vascular Institute**

**the Johns Hopkins Children's Center**, Johns Hopkins Children's, the Children's Center  
(the Johns Hopkins Children's Center is located in the The Charlotte R. Bloomberg  
Children's Center building)

**the Sidney Kimmel Comprehensive Cancer Center at Johns Hopkins**, Johns Hopkins  
Sidney Kimmel Comprehensive Cancer Center, Johns Hopkins Kimmel Cancer Center,  
Kimmel Cancer Center, the Cancer Center

**the Brady Urological Institute of The Johns Hopkins Hospital**, Johns Hopkins Brady  
Institute, the Brady Institute

**the Wilmer Eye Institute at Johns Hopkins**, Johns Hopkins Wilmer Eye Institute,  
Wilmer Eye Institute, Wilmer  
Wilmer - Robert H. and Clarice Smith Building, Smith Building, and Wilmer Bendann  
Surgical Pavilion

**the Johns Hopkins Outpatient Center**, the Outpatient Center

**Johns Hopkins Bayview Medical Center** (always on first mention), Johns Hopkins  
Bayview or the medical center (on second reference)

**Howard County General Hospital**, (not simply "Howard County"), HCGH

**Johns Hopkins Community Physicians**

**Johns Hopkins Harriet Lane Clinic**, Harriet Lane Clinic

**David Rubenstein Child Health Building**, Rubenstein Child Health Building,  
Rubenstein Building

**Johns Hopkins HealthCare**

**Johns Hopkins Home Care Group**, the Home Care Group, Home Care

**Johns Hopkins Medicine International**, Johns Hopkins International

**Johns Hopkins in Singapore**

**the Johns Hopkins Center for Innovation in Quality Patient Care**, Center for Innovation in Quality Patient Care, Center for Innovation

**the Johns Hopkins Institute for Basic Biomedical Sciences**, IBBS

**the Johns Hopkins Institute for Cell Engineering**, ICE

**the Johns Hopkins McKusick/Nathans Institute of Genetic Medicine**

**the Johns Hopkins Bloomberg School of Public Health**, the Bloomberg School of Public Health, the school of public health, JHSPH

**the Johns Hopkins University School of Nursing**, the Johns Hopkins School of Nursing, Johns Hopkins School of Nursing, the school of nursing

## **DEPARTMENTS, DIVISIONS, DIRECTORS, ETC.**

the Department of Medicine, the Department of Radiology, the radiology department (the department, in later reference)

the Division of Cardiology

Departments have directors (not chairs). Only committees are headed by chairs.

Divisions have chiefs or directors (their choice).

Head—always lowercased—is an appropriate neutral word, as either a noun or a verb, for any such position.

## **NAMES AND TITLES**

**courtesy titles** In general, do not use courtesy titles such as Mrs., Mr., Dr. Courtesy titles may be used in obituaries, bios and “Dear Colleague” letters.

**formal titles** Capitalize a formal title when it comes before a name (*Dean John Jones; Professor of Biology James Smith*). Lowercase a formal title after a name (*John Jones, dean of the School of Medicine; James Smith, a professor of biology*). Capitalize a named professorship both before and after a name (*Distinguished University Professor of Biology James Smith; James Smith, Distinguished University Professor of Biology*). Do not capitalize occupational descriptions (*lobbyist John Johnson*).

Avoid *Jr., Sr., III*, etc., except in bylines and in signature lines on letters; to distinguish among people who might be confused with each other; in donor or directory lists; in references to widely known individuals whose names are always rendered with such a designation (Sammy Davis Jr.)

Avoid middle initials, except in bylines and signature lines on letters. Do use to distinguish among people with the same first and last names (*John P. Gearhart* in urology; *John D. Gearhart* in Gyn/Ob); in donor or directory lists, in references to widely known individuals whose names are always rendered with a middle initial (*Edward D. Miller*)

Use a comma to set off both sides of degrees (*John Smith, M.D., is coming for dinner*).

Use quotation marks for nicknames (*R. Robinson “Bricks” Baker*).

With two initials in a name, there should be no space between them (*William S.B. Lee*)

## PUNCTUATION

**apostrophe** Use with Johns Hopkins: When the sense truly is one of belonging and no article precedes Johns Hopkins, use an apostrophe after the s: *Johns Hopkins’ legacy, the Johns Hopkins legacy; Johns Hopkins’ medical school, the Johns Hopkins University School of Medicine.*

Don’t use an apostrophe when Hopkins is used as an adjective (*Hopkins nurses*)

**brackets** Use to set off clarifying words inserted in a direct quote. (*She said, “I’ll be back at 3 [a.m.] to get my things.”*)

**comma** Use commas to separate elements in a simple series, but do not use a comma before the concluding conjunction (*The flag is red, white and blue*). Use the last comma if an element of the series requires a conjunction. Understanding the meaning of the series is key.

Right: *He works with medical students, urology residents, and fellows in surgery and pathology.*

Wrong: *He works with medical students, urology and pathology residents, and gives lectures.*

Right: *He works with medical students and urology and pathology residents, and gives lectures.*

Use a comma before a conjunction in a compound sentence. (*The doctor’s office was sparsely furnished, and it was located on the basement level.*)

**dashes** Use em dashes (the length of three hyphens) to denote an abrupt change in thought or to set off a series within a phrase. (*He blew in the office like he usually does—the door whacks the wall—and told me I could talk to him while he was packing. Everyone—co-workers, supervisors, patients—can “Catch a Shining Star.”*) In press releases and layouts with narrow columns, set off em dashes with spaces on either side. Otherwise, do not insert spaces between the dash and the words. Commas or dashes are frequently more effective than parentheses to set off incidental material.

Use en dashes (the length of two hyphens) to separate date and page ranges (*Dec. 3–5, pp. 27–31*).

**hyphen and compound words** 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 well-known physician, a very good time, a highly trained lab tech, an easily remembered rule).

**points of ellipsis** Treat an ellipsis as a three-letter word, constructed with three periods and a space before the first and after the last. When the ellipsis ends a sentence, use four periodsCthree for the ellipsis plus the sentence-ending period.

**single quotation marks** Use in headline when double quotes would be used in text (*Herman ‘Babe’ Ruth Dies*).

Do not use within double quotes when the speaker is making an informal remark or asking a rhetorical question (“*At the time, people said, How ridiculous!*”)

## GRAMMAR POINTERS

**dangling modifiers** A participial phrase at the beginning of the sentence must refer to the subject of the sentence.

Right: *To hear her talk, one would think she charted a course in elementary school.*

Wrong: *To hear her talk, she charted a course in elementary school.*

Right: *Young and inexperienced, he thought the job would be easy.*

Wrong: *Young and inexperienced, the task appeared easy to him.*

**which and that** The non-defining *which* is used in nonessential clauses. Because it is parenthetical, the clause is set off with commas (*The radiologist read the CT scan, which showed a tear in the liver, and conferred with the attending*). The defining *that* is used for essential clauses, which are not set off with commas (*The CT scan that showed a tear in the liver concerned the radiologist*).

## OTHER RULES

Don’t classify people by their diseases. For example, we would say “people with diabetes,” not “diabetics.”

Avoid using the informal “Hopkins,” unless it’s being used in a direct quote.