

Algonquin College Data Entry Spelling Guidelines

These spelling and word usage guidelines are for use in Algonquin College Monographs, *onCourse*, and Calendar program descriptions and should be used in combination with the *Canadian Press Stylebook** and the *Canadian Press Caps and Spelling* guide.**

Commonly Used Word List	
Word	Example and Notes
3D	<i>CP: 3-D</i>
behaviour	
Adobe Acrobat	
disc discs	Do not use 'CD' or 'compact discs' (<i>CP</i>)
cancel cancelled cancelling cancellation	
centre	If referring to the name of a specific US site, use center. For example: Rockefeller Center
chat room	
coordinator	<i>CP: co-ordinator</i>
co-op cooperation cooperative	<i>CP: co-operation</i> <i>CP: co-operative</i>
corequisite	
coursework	
decision-making	adj. decision-making group
demeanour	
e-commerce elearning e-marketing	<i>CP: eLearning</i>
email	<i>CP: e-mail</i>
enrol enroled enrolling enrolment	<i>CP: enrolled</i>
entry-level	adj. entry-level position
fall, winter, spring, Fall 2008, Winter 2009, Spring/Summer 2009	In general, lowercase seasons Use capitals when the season name is used in conjunction with the term
field work placement	
fulfil fulfilled, fulfilling fulfilment	
Full-time Part-time	He is a Full-time student. This Part-time program...
hands-on	adj. hands-on learning
HTML	
information technology IT high-tech high-technology	Do not use initial caps.
inquire inquiry inquiries	Not "enquire".
Internet intranet	

the Net	
in-depth	adj. in-depth coverage
labour	
legislation	
Legalization	
login (noun) log in log off log on logged in	Log on to access your mail. To login, you must provide a username and password. She was logged in to the server.
long-term	adj. long-term care facility
lowercase uppercise	
manikin	used in nursing content
model modelling modelled	
multimedia	
offence	
<i>onCourse</i>	The <i>onCourse</i> catalogue...
online	
percent percentage	CP: <i>per cent</i>
prerequisite	
problem-solving	adj: problem-solving skills
program programming	
postsecondary	(Ministry standard)
real-world	adj. Students gain real-world experience....
URL	
website web Webmaster World Wide Web worldwide	
Windows Explorer	

Commonly Misused Words
ADVICE – noun, like ice ADVISE - verb, like is
ACCEPT - to receive EXCEPT - to take or leave out
ITS – Plural of the pronoun It IT'S – Abbreviation for It is
COMPLIMENT – give a compliment COMPLEMENT - supplement something
COMPOSED OF – made up of COMPRISE (no of) - contain all parts INCLUDE – contains some parts

LICENCE – noun, a permit like Driver’s licence LICENSE – verb, I am licensed to practise law LICENSING – verb, present participle of to license
PRACTICE – noun, law firm; nursing practices PRACTISE – verb, perform
PRINCIPLE – as in a code or standard PRINCIPAL – as in the main or primary item
STATIONARY – unmoving STATIONERY – writing material
WHICH – use to give a reason or add a new element. Generally need to use commas around the clause. The movie, which cost millions of dollars to make, was a success.
THAT – use when the clause is essential to the noun it defines or narrows the topic. The movie that opened last week.....
WHO – use when referring to he, she, or they The man who ate the cake....
WHOM – use when referring to him, her, or them Her neighbour whom she trusted....

Guideline	Examples and Notes
Insert ONE space after a period.	The boy ate a cake. The girl ate an orange.
Quotation Marks: In general, always use double quotation marks except for headlines and quotes within a quote. Place periods and commas inside closing quote marks; colons and semicolons go outside. Use quotation marks to set off a significant word or phrase but not around routine words or phrases.	“The radio is on” said the girl. “I can’t hear you,” the girl said. Correct: His first ship was an old “rustbucket”. Not: The minister replied that the economy is “improving”.
Numbers: Write all numbers from one to nine in words . Use numerals for numbers 10 and greater. If the number begins a sentence, spell it out in full. When writing a combination of numbers, that is, listing two numbers related to the same item, write them like this: Write out dollar amounts Use decimal points only if there are cents included in the dollar amount.	For a complete list, see <i>CP Caps and Spelling</i> , page 204 One, five, ten 25, 100, 85 Fifty students passed the course. five 20-page booklets 150 three-inch nails \$4,500 \$450 \$4,500.02

<p>Exclude http://www from all web addresses</p> <p>Place a period after the URL.</p>	<p>(CP: Includes www (www.cp.org) but excludes http://.)</p> <p>For information, see the website algonquincollege.com. (CP adds period after .com – See page 181 Stylebook)</p>
<p>USE the plural “students” where possible. Avoid using his/her.</p> <p>Be consistent in your course descriptions: use either “student”, or “learner” or “participant” throughout.</p>	<p>Students must write their names....</p>
<p>Lowercase for program, diploma, and certificate when they appear along with the program name.</p>	<p>Ontario College Graduate Certificate program Architectural Technician program Architectural Technician diploma</p> <p>Ontario College Certificate Ontario College Graduate Certificate Ontario College Diploma Ontario College Advanced Diploma</p>
<p>Geography:</p> <p>Capitalize widely recognized descriptive regions and specific natural features</p>	<p>Northern Canada Lower Manhattan North Pole Western Canada Canadian Shield Gulf Stream Rocky Mountains Lake Ontario</p> <p>eastern Quebec southern Ontario Atlantic provinces Northwestern Ontario western</p> <p>English Canada French Canada English-Canadian French-Canadian</p>
<p>Lowercase for college/university unless it is part of a name of a college.</p> <p>If you can replace the word ‘college’ with the word ‘Algonquin’, capitalize College.</p> <p>College’s schools or faculties</p> <p>Uppercase the <u>proper</u> name of schools</p>	<p>Algonquin College standards McGill University</p> <p>The College standard....</p> <p>Woodroffe Campus Pembroke Campus</p> <p>Algonquin College’s School of ... The Algonquin College School of Business</p> <p>York Collegiate Institute London School of Economics</p>
<p>In course or program descriptions, use initial caps for the title of the course or program when you refer to a specific course or program:</p>	<p>Courses include <u>F</u>inancial <u>A</u>ccounting, <u>H</u>uman <u>R</u>esources, <u>M</u>arketing,</p> <p>Students learn about marketing, financial accounting, and human resources...</p>

<p>Academic degrees and honors:</p> <p>Compound abbreviations are written without spaces.</p> <p>Mixed abbreviations that begin and end with a capital letter do not take periods.</p>	<p>B.Sc. M.Sc. P.Eng.</p> <p>PhD BA MA BIT BScN</p>
<p>College-specific terms in program/course descriptions:</p> <p>Note: Do not use semester, use 'term' or 'level'.</p> <p>When referring to a specific major or minor, capitalize the 'M':</p>	<p>Full-time program Part-time program Woodroffe Campus</p> <p>Level 01, Level 02, Level 03... Fall Term Spring Term Summer Term Winter Term In the first three levels, students....</p> <p>All English Majors A Major in English A Bachelor of Arts with a Minor in English.</p> <p>Students choose their <u>major</u> area of study</p>
<p>Write phone numbers with dashes:</p> <p>Note: To comply with government regulations, iconology must be used for telephone, toll-free, and fax numbers, URLs, and email addresses. Marketing has the icons and will ensure that Publishing includes the icons in publications, as required.</p>	<p>1-800-345-9874 613-765-2153 613-727-4723 ext. 1111</p>

<p>Commas</p> <p>Use commas between the elements of a series but not before the final and.</p> <p>Use commas with transition words:</p> <p>When in doubt, err on the side of too few commas.</p>	<p>Men, women, children and pets. Breakfast consisted of cereal, eggs, and croissants and butter.</p> <p>, as well as , such as , however</p>
<p>Semicolon</p> <p>Used to separate statements closely related to be used as separate sentences.</p> <p>Used to separate phrases that contain commas.</p> <p>Used to precede explanatory phrases introduced by for example, namely, that is.</p>	<p>"I never read a book before reviewing it; it prejudices a man so."</p> <p>Some pleasures cost next to nothing; for example, reading.</p>
<p>There are two correct ways to enter bulleted items.</p> <p>(a) For a bulleted list when the items in the list are not complete sentences, do not capitalize the first word and do not put punctuation at the end of each item.</p> <p>(b) If you are creating a bulleted list that consists of complete sentences, capitalize the first word and place a period at the end of each item.</p>	<p>Include the following in tables:</p> <ul style="list-style-type: none"> • the rationale • the focus • an overview • employment opportunities <p>The following tips are for writing the course description:</p> <ul style="list-style-type: none"> • Use only present tense and active voice. • Use simple sentence structure and concise language. • Use gender-neutral language.
<p>Avoid using "all caps", "quotation marks", and *asterisks*.</p>	
<p>Avoid using brackets in sentences. Try writing a second sentence to capture the information.</p>	
<p>Use the % symbol only when referring to mathematical results.</p> <p>Fractions: Use figures for all numbers with fractions.</p> <p>Spell out and hyphenate common fractions used alone.</p>	<p>A grade of 25%. What percent of people eat carrots?</p> <p>9 3/4</p> <p>Three-quarters of the boys... One-half of the students...</p>
<p>Time: Use a colon to separate hours and minutes.</p> <p>If the time being referenced is on the hour:</p>	<p>7:30 p.m.</p> <p>7 p.m.</p>

<p>When using an acronym or abbreviation, spell out the full name on first reference followed by the acronym/abbreviation in parenthesis. Then use the acronym/abbreviation in the remainder of the text.</p> <p>Note: An acronym is an abbreviation pronounced as words.</p> <p>Acronyms formed with the first letter of each word are all caps.</p> <p>Acronyms formed from initial and other letters are in caps and lowercase.</p> <p>Acronyms that have become common words are not capitalized.</p>	<p>The NATO (North Atlantic Treaty Organization)...(an acronym)</p> <p>The British Broadcasting Corporation (BBC).....(an abbreviation)</p> <p>A CT (computerized tomography) scan</p> <p>Dofasco (Dominion Foundries and Steel Corp.)</p> <p>scuba (self-contained underwater breathing apparatus)</p> <p>radar (radio detection and ranging)</p>
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- * Canadian Press Stylebook A Guide for Writing and Editing/Patti Tasko, editor. 14th edition. Toronto, 2006.
- ** The Canadian Press CAPS and Spelling/Patti Tasko, editor. 18th edition. Toronto, 2007.