

SOUTHEASTERN
LOUISIANA UNIVERSITY

SOUTHEASTERN MAGAZINE

AND SOUTHEASTERN MONTHLY

STYLE GUIDE

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INTRODUCTION

Copy used in *Southeastern Magazine* and *Southeastern Monthly* should be written in a clear and concise style. By adhering to this and following consistent and proper grammar rules, the reader is less prone to confusion and distraction and thus better able to engage with the material, and in turn with Southeastern.

The official style guide for these publications is *The Chicago Manual of Style, 17th Edition*. The official dictionary source is Merriam Webster.

The following pages are not an extensive account of these two guides; instead, they offer an overview of some of the most common questions and mistakes, clarification on use when multiple options are listed as acceptable in *The Chicago Manual of Style*, rules for occurrences that are not yet listed in *The Chicago Manual of Style*, and University or *Southeastern Magazine* specific language. In instances where these guides and this document differ, the rules listed in this document should always be used.

This document will be updated annually to include the most up-to-date rules, common questions and mistakes, and new terminology.

PURPOSE

The purpose of both *Southeastern Magazine* and *Southeastern Monthly* is to engage members of the Southeastern community to help them remain connected to, or better reconnect with, their University. This is done through articles and original content that represent some of the most noteworthy, impactful, or intriguing accomplishments, honors, awards, initiatives, partnerships, donations, research, history, and personal stories from across the Southeastern community (with a heavy focus on alumni) and the University itself.

All content should be chosen and created with this purpose in mind, and it should demonstrate some form of impact on students, alumni, faculty and staff, the community, or the University.

The overall content within each publication should also represent a rounded view of Southeastern as whole, covering topics and news that span the various colleges, departments, offices, and organizations as much as possible.

WRITING STYLE

Audience and Voice

The primary audience for *Southeastern Magazine* and *Southeastern Monthly* is the Southeastern alumni audience, along with other adult University stakeholders including faculty and staff, supporters and donors, and community partners. Southeastern students are currently the secondary audience. Therefore, copy should be written with this adult audience (who have some understanding of Southeastern and the area, but represent a wide variety of generations, majors, occupations, and interests) in mind.

Third person voice should always be used, except in potential circumstances where a contributor is specifically asked to write a personal account of their story.

First vs. Last

Always maintain consistency on name usage (first vs. last) throughout the same article, story, feature, or post. Whether first or last names should be used is determined based on which will best serve the purpose of the article. For example, use last names in more formal pieces such as news stories and research articles. In articles which need to evoke a greater sense of relatability to an individual or individuals, such as more personal alumni or faculty / staff stories including “Giving Back” or “Adapting to Change,” first names may be used.

Repetition

Repeating the same words too frequently, especially in close proximity, should always be avoided. Such repeated words should be changed to synonyms or deleted where possible, or the sentence should be restructured: “The success of our community partners is vital to the area.” rather than “The success of our community partners is vital to the community.”

Avoid consistently starting paragraphs and sentences with the same words, such as “The.”

Sentence structures should be varied and alternated throughout each article to better keep the reader’s interest.

Submission Style

All articles and copy should be submitted in Calibri 11 pt. font, single spaced, as a word document. Paragraphs should not be indented, and a space should be included between each paragraph.

UNIVERSITY NAME AND TERMS

University Name

Southeastern vs. Southeastern Louisiana University:

The official name is “Southeastern Louisiana University.” However, in *Southeastern Magazine* and *Southeastern Monthly* (and in other publications or platforms that are clearly identified and branded as belonging to Southeastern Louisiana University), the shortened name “Southeastern” should be used in place of “Southeastern Louisiana University.”

However, the full name may be used for official names, such as “Southeastern Louisiana University Foundation,” where required. After the first occurrence of the full name, “Southeastern” should be used in all subsequent mentions: “Southeastern Foundation.” In certain circumstances, the full University name may also be used for emphasis / style choice.

University:

“University” is capitalized when used in place of “Southeastern Louisiana University,” referring to it specifically and serving as a proper noun. When the term “university” is used generally, it should be lowercase. “Taking continuing education classes at a university is one way to stay career competitive.”

Southeastern Initialisms:

Never use SELU! The only exception is in saying “Our name is not SELU!” When writing email addresses, use the “@southeastern.edu” form and not “@selu.edu.”

SLU may be used when dealing with athletics, such as “SLU Football.” Otherwise, always use “Southeastern.”

Quotes that mention “SLU” (with the only exception being athletics-related quotes) or “SELU” should be altered to “Southeastern.”

University Terms

Lion:

Capitalize “Lion” when used in a University context: “He is a proud Lion and supporter of Southeastern.”
Lowercase “lion” when referring specifically to the animal: “She studies lions.”

If using the term after “Roomie,” capitalize: “Roomie the Lion”

Phrases:

For specific phrases that are used as proper nouns in relation to Southeastern, capitalize: “Lion Pride,” “Lion Family,” “Lion Nation”

NAMING

Titles

Capitalize a person's title only if it precedes his or her name and isn't modified, but always capitalize any proper nouns that may be in it: "Director of Lion Taming Squigly Jones"; "Squigly Jones, director of lion taming."

COVID-19

Either coronavirus or COVID-19 may be used, but COVID-19 is preferred for long-term clarity. "COVID-19" should appear in all caps, whereas "coronavirus" is a general term and should be lowercase. Coronaviruses are a large family of viruses, but when used in context the term "coronavirus" is currently understood as "COVID-19."

The Internet

Lowercase the words "internet" and "web": "Her website is full of curious links"; "Their internet-access speed was excellent."

URLs: Addresses are given in the same typeface as the text in which they appear, though may be differentiated using an accent color: "The address is journalistsresource.org."

Websites: Use title-style capitalization and roman type: "He loves the Journalist's Resource."

Plants and Animals

Lowercase common names, such as "oak," but still capitalize any proper names, such as "American oak."

Italicize scientific or species names, capitalizing the genus: "A lion is also known as *Panthera leo*."

Astronomy

Capitalize the names of planets. Capitalize the "E" in "Earth" when referring to the planet; lowercase the "e" when referring to the dirt or ground: "The satellite orbits Earth." "We planted trees in the earth."

Capitalize "Sun" and "Moon" when referring to our Sun or Moon. Lowercase when referring to the type of body in general or the suns or moons of other planets: "The Moon was bright yesterday." "Jupiter has many moons."

NUMBERS AND TIME

Numbers

One through nine are spelled out; 10 and above are figures (Arabic numerals). If a sentence begins with a number—even a year—it should be spelled out or the sentence rewritten. Use figures in tables.

Percentages: Use the word “percent” in running text. In space-constrained contexts such as tables, the % symbol can be used.

Million, billion: Always use figures and spell out the words *million* and *billion*.

Phone numbers: U.S. area codes get no special treatment and aren’t preceded by a 1. Use the more modern form of periods between groups of numbers: “Call 985.555.5555 for more information.”

Time and date

Month, day: Spell out the month and use figures for the day: “The symposium took place on April 2.” Do not use “st,” “nd,” “rd,” “th” after the date (ex. April 2 rather than April 2nd). Avoid the use of figures for the month, as in “1/2/2011,” which could be read as either January 2 or February 1.

Month, year: If month, day, and year are present, set off the year with matching commas. Otherwise, don’t use commas. “The morning of June 12, 1964, the sun rose early”; “February 2009 was particularly cold.”

Decades: Do not use an apostrophe between the year and final s: “Southeastern was founded in the 1920s.” If you omit the first part of the year, a more informal option, use an apostrophe to indicate the missing digits: “Roomie looked very different in the ’80s.”

Ages and time periods with specific names are capitalized: the Bronze Age. the Middle Ages. the Jazz Age. the Roaring Twenties. Otherwise, lowercase the decade: the twenties.

Time: Use lowercase a.m. and p.m., with periods. Always use figures, with a space between the time and the a.m. or p.m. If it’s an exact hour, no “:00” is required. If a time range is entirely in the morning or evening, use a.m. or p.m. only once: “6:30–10 p.m.” If it goes from the morning into the evening (or vice versa), you need both: “10 a.m.–2 p.m.” If all caps font is being used, small caps must be used for the designation: “10 AM–2 PM”

PUNCTUATION AND SPACING

Dashes

Em-dashes:

Em-dashes are the widest commonly used dash and can either indicate a break in thought or set off part of a sentence for emphasis: “Commencement often marks the end of a student’s days on campus—but the beginning of a successful future.”

En-dash:

An en-dash should be used to show continuity between numbers. “The conference runs January 2–3.”

Comma

Use the Oxford comma—in lists of three or more items, use a comma before “and” or “or”: “The recipe called for flour, butter, and foie gras.”

When there are only two items, do not use a comma: “He doesn’t eat anything but pizza and Twizzlers.”

Period

Use only one space after the end of a sentence. Like this.

Colon

Capitalize the first word after a colon only if it’s followed by a complete sentence: “The fact was undeniable: He was the only person still at work.” Otherwise, the first word is lowercase: “She loved only one thing: copyediting.”

Apostrophe

An apostrophe is used with contractions and also to indicate possession. Add an *s* to all single nouns and names, even if they already end in an *s*: “Ross’s vacation begins tomorrow.” If the noun or proper name itself is a plural, do not add an “*s*”: “*The New York Times*’ article was great.”

Do not use an apostrophe to form a plural noun. The rare exception to the rule is when certain abbreviations, letters, or words are used as nouns, as in “Be sure to cross your t’s and dot your i’s.” Unless the apostrophe is needed to avoid misreading or confusion, omit it.

Quotation marks

Periods and commas go inside quote marks: “Squigly, you are a great student,” she said.

The position of exclamation and question marks depends on what’s being questioned or exclaimed: Did you hear her ask, “What was the total attendance at yesterday’s event?”

Semicolons go outside of quotation marks.

When continuing a quote into a new paragraph, mark a beginning quotation mark at the start of the second paragraph, but do not create a closing quotation mark at the end of the first paragraph:

“Squigly and I love being at Southeastern.

“There are so many opportunities for hands-on learning.”

Lists

Capitalize the first word after each bullet or number. Insert a period at the end of each item only if it’s a complete sentence, or if the list has a mix of complete and incomplete sentences.

Slash Marks

When using a slash mark to separate words, such as “faculty / staff,” include a space on either side of the mark.

Compound Words

For compounds that may be correctly written as an open compound (“school child”) or closed compound (“schoolchild”), closed compound is the preferred form.

See the supplemental *Chicago Manual of Style* quick-guide for further examples.

Category/specific term	Examples	Summary of rule
1. COMPOUNDS ACCORDING TO CATEGORY		
age terms	<p>a <i>three-year-old</i></p> <p>a <i>five-year-old</i> child</p> <p>a <i>fifty-five-year-old</i> woman</p> <p>a group of <i>eight- to ten-year-olds</i></p> <p>but</p> <p><i>seven years old</i></p> <p><i>eighteen years of age</i></p>	Hyphenated in both noun and adjective forms (except as in the last two examples); note the space after the first hyphen in the fourth example (see 7.84). The examples apply equally to ages expressed as numerals.
chemical terms	<p><i>sodium chloride</i></p> <p><i>sodium chloride</i> solution</p>	Open in both noun and adjective forms.
colors	<p><i>emerald-green</i> tie</p> <p><i>reddish-brown</i> flagstone</p> <p><i>blue-green</i> algae</p> <p><i>snow-white</i> dress</p> <p><i>black-and-white</i> print</p> <p>but</p> <p>his tie is <i>emerald green</i></p> <p>the stone is <i>reddish brown</i></p> <p>the water is <i>blue green</i></p> <p>the clouds are <i>snow white</i></p> <p>the truth isn't <i>black and white</i></p>	Hyphenated before but not after a noun. This departure from Chicago's former usage serves both simplicity and logic.
compass points and directions	<p><i>northeast</i></p> <p><i>southwest</i></p> <p><i>east-northeast</i></p> <p>a <i>north-south</i> street</p> <p>the street runs <i>north-south</i></p>	Closed in noun, adjective, and adverb forms unless three directions are combined, in which case a hyphen is used after the first. When <i>from . . . to</i> is implied, an en dash is used (see 6.78).
ethnic terms. See proper nouns and adjectives relating to geography or nationality in section 2.		
foreign phrases	<p>an <i>a priori</i> argument</p> <p>a <i>Sturm und Drang</i> drama</p> <p><i>in vitro</i> fertilization</p> <p>a <i>tête-à-tête</i> approach</p>	Open unless hyphens appear in the original language.

Category/specific term	Examples	Summary of rule
1. COMPOUNDS ACCORDING TO CATEGORY (continued)		
time	at <i>three thirty</i> the <i>three-thirty</i> train a <i>four o'clock</i> train the 5:00 p.m. news	Usually open; forms such as "three thirty," "four twenty," etc., are hyphenated before the noun.
2. COMPOUNDS ACCORDING TO PARTS OF SPEECH		
adjective + noun	<i>small-state</i> senators a <i>high-quality</i> alkylate a <i>middle-class</i> neighborhood the neighborhood is <i>middle class</i>	Hyphenated before but not after a noun.
adjective + participle	<i>tight-lipped</i> person <i>high-jumping</i> grasshoppers <i>open-ended</i> question the question was <i>open ended</i>	Hyphenated before but not after a noun.
adverb ending in ly + participle or adjective	a <i>highly paid</i> ragpicker a <i>fully open</i> society he was <i>mildly amusing</i>	Open whether before or after a noun.
adverb not ending in ly + participle or adjective	a <i>much-needed</i> addition it was <i>much needed</i> a very <i>well-read</i> child <i>little-understood</i> rules a <i>too-easy</i> answer the <i>best-known</i> author the <i>highest-ranking</i> officer the <i>worst-paid</i> job a <i>lesser-paid</i> colleague the <i>most efficient</i> method a <i>less prolific</i> artist a <i>more thorough</i> exam the <i>most skilled</i> workers (most in number) but the <i>most-skilled</i> workers (most in skill) a very <i>much needed</i> addition	Hyphenated before but not after a noun; compounds with <i>more</i> , <i>most</i> , <i>less</i> , <i>least</i> , and <i>very</i> usually open unless ambiguity threatens. When the adverb rather than the compound as a whole is modified by another adverb, the entire expression is open.
combining forms	<i>electrocardiogram</i> <i>socioeconomic</i> <i>politico-scientific</i> studies the <i>practico-inert</i>	Usually closed if permanent, hyphenated if temporary. See 7.78.
gerund + noun	<i>running shoes</i> <i>cooking class</i> <i>running-shoe</i> store	Noun form open; adjective form hyphenated. See also noun + gerund .
noun + adjective	<i>computer-literate</i> accountants <i>HIV-positive</i> men the stadium is <i>fan friendly</i> she is <i>HIV positive</i>	Hyphenated before a noun; usually open after a noun.

Category/specific term	Examples	Summary of rule
1. COMPOUNDS ACCORDING TO CATEGORY (continued)		
fractions, compounds formed with	a <i>half hour</i> a <i>half-hour</i> session a <i>quarter mile</i> a <i>quarter-mile</i> run an <i>eighth note</i>	Noun form open; adjective form hyphenated. See also numbers in this section and half in section 3.
fractions, simple	<i>one-half</i> <i>two-thirds</i> <i>three-quarters</i> <i>one twenty-fifth</i> <i>one and three-quarters</i> a <i>two-thirds</i> majority <i>three-quarters</i> done a <i>one twenty-fifth</i> share	Hyphenated in noun, adjective, and adverb forms, except when second element is already hyphenated. See also number + noun and 9.14.
number + abbreviation	the 33 <i>m</i> distance a 2 <i>kg</i> weight a 3 <i>ft.</i> <i>high</i> wall	Always open. See also number + noun .
number + noun	a <i>hundred-meter</i> race a <i>250-page</i> book a <i>fifty-year</i> project a <i>three-inch-high</i> statuette it's <i>three inches high</i> a <i>one-and-a-half-inch</i> hem <i>one and a half inches</i> a <i>five-foot-ten</i> quarterback <i>five feet ten</i> [inches tall] <i>five- to ten-minute</i> intervals	Hyphenated before a noun, otherwise open. Note the space after the first number in the last example. See also number + abbreviation . See also 9.13.
number + percentage	50 <i>percent</i> a 10 <i>percent</i> raise	Both noun and adjective forms always open.
number, ordinal, + noun	on the <i>third floor</i> <i>third-floor</i> apartment <i>103rd-floor</i> view <i>fifth-place</i> contestant <i>twenty-first-row</i> seats	Adjective form hyphenated before a noun, otherwise open. See also century in section 3.
number, ordinal, + superlative	a <i>second-best</i> decision <i>third-largest</i> town <i>fourth-to-last</i> contestant he arrived <i>fourth to last</i>	Hyphenated before a noun, otherwise open.
numbers, spelled out	<i>twenty-eight</i> <i>three hundred</i> <i>nineteen forty-five</i> <i>five hundred fifty</i>	Twenty-one through ninety-nine hyphenated; others open. See also fractions, simple .
relationships. See foster, grand, in-law, and step in section 3.		

Category/specific term	Examples	Summary of rule
2. COMPOUNDS ACCORDING TO PARTS OF SPEECH (continued)		
noun + gerund	<i>decision making</i> a <i>decision-making</i> body <i>mountain climbing</i> <i>time-clock-punching</i> employees a <i>Nobel Prize-winning</i> chemist (see 6.80) <i>bookkeeping</i> <i>caregiving</i> <i>copyediting</i>	Noun form usually open; adjective form hyphenated before a noun. Some permanent compounds closed (see 7.78).
noun + noun, single function (first noun modifies second noun)	<i>student nurse</i> <i>restaurant owner</i> <i>directory path</i> <i>tenure track</i> <i>tenure-track</i> position <i>home-rule</i> governance <i>shipbuilder</i> <i>gunrunner</i> <i>copyeditor</i>	Noun form open; adjective form hyphenated before a noun. Some permanent compounds closed (see 7.78).
noun + noun, two functions (both nouns equal)	<i>nurse-practitioner</i> <i>philosopher-king</i> <i>city-state</i> <i>city-state</i> governance	Both noun and adjective forms always hyphenated.
noun + numeral or enumerator	<i>type A</i> a <i>type A</i> executive <i>type 2</i> diabetes <i>size 12</i> slacks a <i>page 1</i> headline	Both noun and adjective forms always open.
noun + participle	a <i>Wagner-burdened</i> repertoire <i>flower-filled</i> garden a <i>clothes-buying</i> grandmother a day of <i>clothes buying</i>	Hyphenated before a noun, otherwise open.
participle + noun	<i>chopped-liver</i> pâté <i>cutting-edge</i> methods their approach was <i>cutting edge</i>	Adjective form hyphenated before but not after a noun.
participle + up, out, and similar adverbs	<i>dressed-up</i> children <i>burned-out</i> buildings <i>ironed-on</i> decal we were <i>dressed up</i> that decal is <i>ironed on</i>	Adjective form hyphenated before but not after a noun. Verb form always open.
phrases, adjectival	an <i>over-the-counter</i> drug a <i>matter-of-fact</i> reply an <i>up-to-date</i> solution sold <i>over the counter</i> her tone was <i>matter of fact</i> his equipment was <i>up to date</i>	Hyphenated before a noun; usually open after a noun.

Category/specific term	Examples	Summary of rule
2. COMPOUNDS ACCORDING TO PARTS OF SPEECH (continued)		
phrases, noun	<i>stick-in-the-mud</i> <i>jack-of-all-trades</i> <i>a flash in the pan</i>	Hyphenated or open as listed in <i>Webster's</i> . If not in the dictionary, open.
proper nouns and adjectives relating to geography or nationality	<i>African Americans</i> <i>African American</i> president <i>a Chinese American</i> <i>French Canadians</i> <i>South Asian Americans</i> <i>the Scotch Irish</i> <i>the North Central</i> region <i>Middle Eastern</i> countries but <i>Sino-Tibetan</i> languages <i>the Franco-Prussian</i> War <i>the US-Canada</i> border <i>Anglo-American</i> cooperation <i>Anglo-Americans</i>	Open in both noun and adjective forms, unless the first term is a prefix or unless <i>between</i> is implied. See also 8.38.
3. COMPOUNDS FORMED WITH SPECIFIC TERMS		
ache	<i>toothache</i> <i>stomachache</i>	Always closed.
all	<i>all out</i> <i>all along</i> <i>all over</i> an <i>all-out</i> effort an <i>all-American</i> player the book is <i>all-encompassing</i> but we were <i>all in</i> [tired]	Adverbial phrases open; adjectival phrases usually hyphenated both before and after a noun.
book	<i>reference book</i> <i>coupon book</i> <i>checkbook</i> <i>cookbook</i>	Closed or open as listed in <i>Webster's</i> . If not in the dictionary, open.
borne	<i>waterborne</i> <i>food-borne</i> <i>e-mail-borne</i> <i>mosquito-borne</i>	Closed if listed as such in <i>Webster's</i> . If not in <i>Webster's</i> , hyphenated; compounds retain the hyphen both before and after a noun.
century	the <i>twenty-first century</i> <i>fourteenth-century</i> monastery <i>twenty-first-century</i> history a <i>mid-eighteenth-century</i> poet <i>late nineteenth-century</i> politicians her style was <i>nineteenth century</i>	Noun forms always open; adjectival compounds hyphenated before but not after a noun. See also old (below), mid (in section 4), and 7.83.

Category/specific term	Examples	Summary of rule
3. COMPOUNDS FORMED WITH SPECIFIC TERMS (continued)		
cross	a cross section a cross-reference cross-referenced cross-grained cross-country crossbow crossover	Many compounds formed with <i>cross</i> are in <i>Webster's</i> (as those listed here). If not in <i>Webster's</i> , noun, adjective, adverb, and verb forms should be open.
e	e-mail e-book eBay	Hyphenated except with proper nouns. See also 8.163.
elect	president-elect vice president elect mayor-elect county assessor elect	Hyphenated unless the name of the office consists of an open compound.
ever	ever-ready help ever-recurring problem everlasting he was ever eager	Usually hyphenated before but not after a noun; some permanent compounds closed.
ex	ex-partner ex-marine ex-corporate executive	Hyphenated, but use en dash if <i>ex-</i> precedes an open compound.
foster	foster mother foster parents a foster-family background	Noun forms open; adjective forms hyphenated.
free	toll-free number accident-free driver the number is toll-free the driver is accident-free	Compounds formed with <i>free</i> as second element are hyphenated both before and after a noun.
full	full-length mirror the mirror is full length three bags full a suitcase full	Hyphenated before a noun, otherwise open. Use <i>ful</i> only in such permanent compounds as <i>cupful</i> , <i>handful</i> .
general	attorney general postmaster general lieutenants general	Always open; in plural forms, <i>general</i> remains singular.
grand, great-grand	grandfather granddaughter great-grandmother great-great-grandson	<i>Grand</i> compounds closed; <i>great</i> compounds hyphenated.

Category/specific term	Examples	Summary of rule
3. COMPOUNDS FORMED WITH SPECIFIC TERMS (continued)		
half	<i>half-asleep</i> <i>half-finished</i> a <i>half-sister</i> a <i>half-hour</i> a <i>half-hour</i> session <i>halfway</i> <i>halfhearted</i>	Adjective forms hyphenated before and after the noun; noun forms open. Some permanent compounds closed, whether nouns, adjectives, or adverbs. Check <i>Webster's</i> . See also fractions in section 1.
house	<i>schoolhouse</i> <i>courthouse</i> <i>safe house</i> <i>rest house</i>	Closed or open as listed in <i>Webster's</i> . If not in the dictionary, open.
in-law	<i>sister-in-law</i> <i>parents-in-law</i>	All compounds hyphenated; only the first element takes a plural form.
like	<i>catlike</i> <i>childlike</i> <i>Christlike</i> <i>bell-like</i> a <i>penitentiary-like</i> institution	Closed if listed as such in <i>Webster's</i> . If not in <i>Webster's</i> , hyphenated; compounds retain the hyphen both before and after a noun.
mid. See section 4.		
near	in the <i>near term</i> a <i>near accident</i> a <i>near-term</i> proposal a <i>near-dead</i> language	Noun forms open; adjective forms hyphenated.
odd	a <i>hundred-odd</i> manuscripts 350- <i>odd</i> books	Always hyphenated.
old	a <i>three-year-old</i> a <i>105-year-old</i> woman a <i>decade-old</i> union a <i>centuries-old</i> debate a child who is <i>three years old</i> the debate is <i>centuries old</i>	Noun forms hyphenated. Adjective forms hyphenated before a noun, open after. See also age terms in section 1.
on	<i>online</i> <i>onstage</i> <i>ongoing</i> <i>on-screen</i> <i>on-site</i>	Sometimes closed, sometimes hyphenated. Check <i>Webster's</i> and hyphenate if term is not listed. See also 7.79.
percent	5 <i>percent</i> a 10 <i>percent</i> increase	Both noun and adjective forms always open.

Category/specific term	Examples	Summary of rule
3. COMPOUNDS FORMED WITH SPECIFIC TERMS (continued)		
pseudo. See section 4.		
quasi	a <i>quasi</i> corporation a <i>quasi</i> -public corporation <i>quasi</i> -judicial <i>quasi</i> periodic <i>quasi</i> crystal	Noun form usually open; adjective form usually hyphenated. A handful of permanent compounds are listed in <i>Webster's</i> .
self	<i>self</i> -restraint <i>self</i> -realization <i>self</i> -sustaining <i>self</i> -conscious the behavior is <i>self</i> -destructive <i>self</i> less <i>unself</i> conscious	Both noun and adjective forms hyphenated, except where <i>self</i> is followed by a suffix or preceded by <i>un</i> . Note that <i>unself</i> conscious, Chicago's preference, is contrary to <i>Webster's</i> .
step	<i>step</i> brother <i>step</i> parent <i>step</i> -granddaughter <i>step</i> -great-granddaughter	Always closed except with <i>grand</i> and <i>great</i> .
style	dined <i>family</i> -style 1920s-style dancing danced 1920s-style <i>Chicago</i> -style hyphenation according to <i>Chicago</i> style <i>headline</i> -style capitalization use <i>headline</i> style	Adjective and adverb forms hyphenated; noun form usually open.
vice	<i>vice</i> -consul <i>vice</i> -chancellor <i>vice</i> president <i>vice</i> presidential duties <i>vice</i> admiral <i>vicero</i> y	Sometimes hyphenated, sometimes open, occasionally closed. Check <i>Webster's</i> and hyphenate if term is not listed.
web	a <i>website</i> a <i>web</i> page <i>web</i> -related matters	Noun form open or closed, as shown; if term is not in any dictionary, opt for open. Adjective form hyphenated. See also 7.76.
wide	<i>worldwide</i> <i>citywide</i> <i>Chicago</i> -wide the canvass was <i>university</i> -wide	Closed if listed as such in <i>Webster's</i> . If not in <i>Webster's</i> , hyphenated; compounds retain the hyphen both before and after a noun.

4. WORDS FORMED WITH PREFIXES

Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs. A hyphen should appear, however, (1) before a capitalized word or a numeral, such as *sub-Saharan*, *pre-1950*; (2) before a compound term, such as *non-self-sustaining*, *pre-Vietnam War* (before an open compound, an en dash is used; see 6.80); (3) to separate two *i*'s, two *a*'s, and other combinations of letters or syllables that might cause misreading, such as *anti-intellectual*, *extra-alkaline*, *pro-life*; (4) to separate the repeated terms in a double prefix, such as *sub-subentry*; (5) when a prefix or combining form stands alone, such as *over-* and *underused*, *macro-* and *microeconomics*. The spellings shown below conform largely to *Merriam-Webster's Collegiate Dictionary*. Compounds formed with combining forms not listed here, such as *auto*, *tri*, and *para*, follow the same pattern.

ante	antebellum, antenatal, antediluvian
anti	antihypertensive, antihero, <i>but</i> anti-inflammatory, anti-Hitlerian
bi	binomial, bivalent, bisexual
bio	bioecology, biophysical, biosociology
co	coequal, coauthor, coeditor, coordinate, cooperation, coworker, <i>but</i> co-op, co-opt
counter	counterclockwise, counterrevolution
cyber	cyberspace, cyberstore
extra	extramural, extrafine, <i>but</i> extra-administrative
fold	fourfold, hundredfold, <i>but</i> twenty-five-fold, 150-fold
hyper	hypertension, hyperactive, hypertext
infra	infrasonic, infrastructure
inter	interorganizational, interfaith
intra	intrazonal, intramural, <i>but</i> intra-arterial
macro	macroeconomics, macromolecular
mega	megavitamin, megamall, <i>but</i> mega-annoyance
meta	metalanguage, metaethical, <i>but</i> meta-analysis (not the same as <i>metanalysis</i>)
micro	microeconomics, micromethodical
mid	midthirties, a midcareer event, midcentury, <i>but</i> mid-July, the mid-1990s, the mid-twentieth century, mid-twentieth-century history
mini	minivan, minimarket
multi	multiauthor, multiconductor, <i>but</i> multi-institutional
neo	neonate, neoorthodox, Neoplatonism, neo-Nazi (<i>neo</i> lowercase or capital and hyphenated as in dictionary; lowercase and hyphenate if not in dictionary)
non	nonviolent, nonevent, nonnegotiable, <i>but</i> non-beer-drinking
over	overmagnified, overshoes, overconscientious
post	postdoctoral, postmodernism, posttraumatic, <i>but</i> post-Vietnam, post-World War II (see 6.80)
pre	premodern, preregistration, prewar, preempt, <i>but</i> pre-Columbian, Pre-Raphaelite (<i>pre</i> lowercase or capital as in dictionary; lowercase if term is not in dictionary)
pro	proindustrial, promarket, <i>but</i> pro-life, pro-Canadian

4. WORDS FORMED WITH PREFIXES (continued)	
proto	protolanguage, protogalaxy, protomartyr
pseudo	pseudotechnocrat, pseudomodern, <i>but</i> pseudo-Tudor
re	reedit, reunify, reposition, <i>but</i> re-cover, re-creation (as distinct from <i>recover</i> , <i>recreation</i>)
semi	semiopaque, semiconductor, <i>but</i> semi-invalid
sub	subbasement, subzero, subcutaneous
super	superannuated, supervirtuoso, superpowerful
supra	supranational, suprarenal, supraorbital, <i>but</i> supra-American
trans	transsocietal, transmembrane, transcontinental, transatlantic, <i>but</i> trans-American
ultra	ultrasophisticated, ultraorganized, ultraevangelical
un	unfunded, unneutered, <i>but</i> un-English, un-unionized
under	underemployed, underrate, undercount