

NAFSA STYLE GUIDELINES

The NAFSA style guide provides guidelines to help with the writing and editing processes for materials published by NAFSA's national office or NAFSA's regions. Please follow the style guide to help establish consistency within and among NAFSA's publications.

STYLE AND TONE

- Language should be gender-neutral.
- Avoid euphemisms and redundancy.
- Avoid wordiness.
- Avoid overusing the passive voice.

TITLES

The first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions are capitalized. Articles and coordinating conjunctions are lowercased.

PUNCTUATION

- Type only one space after periods and other terminal punctuation.
- NAFSA employs the serial comma.
- Use an en dash (–) to indicate to or through; between figures, dates, and page numbers; and in compound words.
- Use em dashes (—) to show a sudden break in thought or to add emphasis. Em dashes should be used sparingly, usually in pairs.
- Quotation marks always fall outside a comma or period but inside a colon or semicolon. Question marks or exclamation points fall inside quotation marks if they are part of a quotation, outside if they are not.
- Abbreviate United States (U.S.) when it is used as an adjective; spell out United States when it is used as a noun.
- Do not use a hyphen with prefixes such as anti, bi, co, counter, extra, intra, multi, non, over, post, pre, pro, re, semi, socio, un, or under.
- Use a hyphen to designate a campus: University of Indiana-Bloomington.

NUMBERS

- Spell out the numbers zero to nine, and use numerals for 10 and above; however, always use numerals for units of measurement whether the number is above or below 10.
- For dates, use the month day, year style (example: March 30, 1995)

PUBLISHING

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- Spell percent as one word, rather than per cent or %.

COMMONLY USED NAFSA WORDS

- adviser
- campuswide
- co-chair
- courseload
- decisionmaking
- internet
- noncredit
- predeparture
- reentry
- website

REFERENCES

All direct quotations must be attributed. A short parenthetical citation should follow the quotation. The corresponding full citation should appear in the reference list at the end of the chapter or publication. List the works in alphabetical order by the authors' last names. Authors' full first and last names must be provided; initials are not sufficient. NAFSA publications typically do not use footnotes; endnotes are preferred and should appear at the end of the chapter or publication, preceding the reference list.

Refer to the *Chicago Manual of Style* (17th edition) for reference style.

Sample book reference:

Albrecht, Teri J., ed. 2015. *Crisis Management in a Cross-Cultural Setting: International Student and Scholar Services*. Washington, DC: NAFSA Association of International Educators.

When a resource has more than three authors, use the last name of the first author with et al. for the short parenthetical citation (example: Nolting et al. 2013). In the reference list, provide all of the authors' names. Do not italicize et al.

Example: Nolting, William, Debbie Donohue, Cheryl Matherly, and Martin Tillman, eds. 2013. *Internships, Service Learning, and Volunteering Abroad: Successful Model and Best Practices*. Washington, DC: NAFSA: Association of International Educators.

A chapter in an edited volume is cited by both the chapter author and volume editor. Please note that ed. in the following citation is an abbreviation of edited by.

Example: Di Maria, David L., and Michael Pfahl. 2015. "Mitigating Organizational Liability." In *Crisis Management in a Cross-Cultural Setting: International Student and Scholar Services*, ed. Teri J. Albrecht. Washington, DC: NAFSA Association of International Educators.

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References to magazines, journals, newsletters, and other periodicals should include the full title of both the article and the periodical together with the volume, number, and inclusive pages. Cite the date of the issue if the periodical carries no number.

Example: Peterson, Mary. 1991. "Migration of Talent." *International Educator* 1, 2:16–17.

When citing a website or other online resource, check that all of the URLs are current and accurate.

Be sure to check for consistency between entries in the reference list and the citation in the text, notes, tables, and figures.

If you can't find something in the style guide, refer to the following resources or contact your NAFSA editor.

The Chicago Manual of Style, 17th Edition. 2017. Chicago, IL: University of Chicago Press.

Merriam-Webster online: <https://www.merriam-webster.com>