Editorial Style Guide
Yale New Haven Health generally follows the journalistic style manual published by Associated Press. The list below addresses issues that writers may encounter.

A

Acronyms
- For external use, only use an acronym after a proper name has been fully spelled out with the acronym in parentheses on first reference, e.g. Yale New Haven Hospital (YNHH); Northeast Medical Group (NEMG). Internally, common acronyms can be used throughout, e.g. YNHH.
- Do not capitalize the words from which an acronym is derived, e.g. intensive care unit, ICU; computed tomography, CT; magnetic resonance imaging, MRI; chief executive officer, CEO.

Addresses
- Abbreviate Ave., Blvd. and St. only with a numbered address (267 Grant St.). Spell out all others (Drive, Road, Terrace, Lane, etc.).
- Capitalize when used with a number.
- Lowercase and spell out when using more than one street name (Cedar and York streets).

Advanced Practice Registered Nurse
- Spell out at first use, when necessary; use APRN for subsequent references

African-American
- Hyphenate when used as a noun or an adjective.

Ages
- Use numerals, e.g. a 5-year-old boy; John Smith was 30; a man in his 20s; a 2-hour-old infant.
- Only hyphenate when the age is used as an adjective, e.g. a 5-year-old boy.

Ampersand
- Do not use as a substitute for the word and use only when it is the official part of a name, e.g. U.S. News & World Report. Do not use when referring to Marketing and Communications or Orthopedics and Rehabilitation, etc.

B

Board of trustees, the board, the trustees, a trustee
- Capitalize only when the reference is a formal noun, e.g. Greenwich Hospital Board of Trustees. Lowercase “board of trustees” in subsequent reference; lowercase the board, the trustees, a trustee.

Board-certified
• Hyphenate in all instances.

Brackets
• Use to set off a clarifying item inserted in a direct quote, e.g. “She said, “I'll be back at 7 [p.m.] to get my things.”

C

Capitalization
• Capitalize proper names, e.g. “Yale New Haven Hospital” or “Yale New Haven Health System” but lowercase “hospital” or “system” in subsequent references.
• Capitalize departments, programs, committees and centers; e.g. Hearing and Balance program, department of Human Resources, office of Development, Marketing and Communications. If possible, leave out the words “office of” or “department.”
• Do not capitalize hospital job titles unless the title precedes the person’s name (e.g. President William Jennings; William Jennings, president and CEO).
• Capitalize all acronyms, e.g. YNHH, CEO, EVP, PSM, OSE, etc. and do not use periods.
• Capitalize the principal words in the names of books, movies, plays, radio or TV programs, etc.

Cancer staging
• Stages range from 0-IV (0 being best and IV worst)
• Capitalize Stage and use Roman numerals

Captions
• In general, write captions in past tense, unless present tense seems more appropriate.
• Use (l-r) whenever possible. Use terms as top, bottom, left, right, above, below or clockwise from left when necessary.
• With two people, the person on the left is generally indicated, e.g. “Bill Jones (left) and Bob Smith,” unless clear, e.g. “Bill Jones and Mary Smith.”
• Use semicolons if the caption identifies more than two people with titles. Mary Smith, RN; and Jack Jones, MD
• Regular photo captions are not indented.

Caregiver
• One word.

Chair, chairman, chairwoman
• Use chair, chairman or chairwoman, as appropriate
• Do not use “chairperson” unless it is an organization’s formal title for an office.
• Lowercase these words.

Check up (v.)
• Do not use hyphen.

Check-up (n.)
• Use hyphen.

Chief, chair
• At Yale New Haven, an individual is chief of the department at YNHH and chair of the same department at YSM. Lowercase these words. Use both if space permits; otherwise use the hospital title.
• At Greenwich, use the terms “department director” and “section head.”
• At Bridgeport, use the terms “department chairs” and “section chiefs.”

Childcare (adj.)
• Use as one word, e.g. Her position as a childcare worker is rewarding.

Child care (n.)
• Use as two words, e.g. Mary took pride in providing the finest child care.

City of Bridgeport
• Lowercase city with or without a formal noun.

Clinical trials
• Phases run from pre-clinical to phase 0-V
• Capitalize Phase and use Roman numerals

Comma
• Use commas to separate elements in a simple series, but do not use a comma before the concluding conjunction, e.g. red, white and blue.
• Use a comma before a conjunction in a compound sentence, e.g. “The doctor’s office was sparsely furnished, and it was located on the basement level.”

Copyright symbol
• Use © only if necessary and then only at the first mention, as superscript.

Co-sign
• Use a hyphen.

Couple
• Make singular.

Courtesy titles
• Do not use courtesy titles such as Mrs., Mr., Miss or Ms. Use courtesy title for a person with a medical degree, e.g. Dr. Herbert.
• Do not use the “Dr.” courtesy title for a person with a PhD unless that person also has an MD.

Credentials
• Use up to two credentials per person and list clinical degree first. Sarah Jackson, MD, MPH.
• Generally used for licensed professionals, MD, RN, MSW, PharmD, RD, PT, OT
• Do not use periods with MD, PhD, RN, MSN, ScD, etc.
• Use a comma to set off both sides of credentials, e.g. John Smith, MD, is coming for dinner.
• Separate a list of names, credentials and titles with semi-colons, e.g. Physicians in the department of neurosurgery include Phillip S. Dickey, MD, chief; Judy Gorelick, MD, attending physician; and Kenneth Vives, MD, associate physician.
• Internal clinical ladder designations are only to be used in articles specific to clinical ladders.
• Degrees: When writing about an appointment, AP style is to spell out, lowercase and use apostrophe for degrees, e.g. “master’s degree in public health” or “associate’s degree in nursing.” For YNHHS, BA, MS, MD, etc. are also acceptable
• Attorney: use JD, after the person’s name (preceded by a comma and no period); if preferred, use Esq. with a period and preceded by a comma.

CT scan
• Not CAT scan.
Dashes
- Use en dashes – (the length of two hyphens) to denote an abrupt change in thought or to set off a series within a phrase. Set off en dashes with one space on either side.
- Do not use en dashes to separate date and page ranges. Use hyphens, e.g. Dec. 3 - 5, pp. 27 - 31.

Data
- Make singular.

Dates, months, days of the week
- When only the month is used, do not use a comma before the year, e.g. January 2007.
- When a specific date is used, abbreviate only these months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. All other months are spelled out, e.g. Feb. 11, 2013 or March 14, 2013
- Include the day of the week with the date for upcoming events, e.g. Tuesday, March 14.
- Do not abbreviate days of the week unless in tabular format; then use Sun., Mon., etc.
- Spell out in full in formal invitations or when appropriate.
- Use hyphens to separate ranges, e.g., Jan. - Dec. or Mon. - Fri. unless the layout is begging for no spaces.

Daycare (adj.)
- Use as one word, e.g. Her position as a daycare worker is rewarding.

Day care (n.)
- Use as two words, e.g. Mary took pride in providing the finest day care.

Degrees (see “credentials”)

Departments (see “capitalization”)

Diabetes
- type 1 and type 2 (lowercase and Arabic numerals)

Doctor
- Use the word physician or doctor as a noun instead of MD, e.g. “The doctor was compassionate.” (not “The MD was compassionate.”)

E

Editor-in-chief, physician-in-chief, surgeon-in-chief
- Use hyphens between words.

e.g.
- May be used in place of “for example” with a comma before but not after.

Email
- No hyphen, one word
- Avoid breaking up email addresses on two lines; if unavoidable, break at the @ symbol

e-newsletter
- Use hyphen
etc.
  • Use commas before but not after. For example, rats, mice and men, etc. were the topics

Ellipsis
  • When an ellipsis is used to indicate deletion of one or more words, use three periods, with a space before the first and after the last period. For example: "Due to numerous factors … this was a complicated procedure," said Dr. Smith.

Epic
  • Capitalize only the initial E, not the other letters

F

Federal
  • Make lowercase.

Follow up (v.)
  • Do not use hyphen.

Follow-up (n., adj.)
  • Use hyphen.

Fractions
  • Spell out amounts less than one, e.g. one-half, two-thirds.
  • Wherever practical, use figures for precise amounts larger than one and convert to decimals. e.g. 2.5 pounds
  • When spelling out amounts larger than one, hyphenate only the fraction, e.g. two and one-half pounds
  • Also acceptable: two and a half (no hyphen)

Full-time (adj.)
  • Use hyphen, e.g. He has a full-time job.

Full time (adv.)
  • Do not use hyphen, e.g. She works full time.

Fundraiser
  • One word.

G

Grades
  • Spell out first through ninth; for higher grades, use numeral and rank variable, e.g. 11th, 12th.

Greater Bridgeport, Greater New Haven
  • Uppercase “Greater.”
**H**

Headlines
- Only the first letter of a headline should be capitalized unless a proper name or title is included. Make all headlines flush left.

Headers (as opposed to headlines)
- Web headers and newsletter headers or columns should be front capped

Healthcare (adj.)
- Use as one word, e.g. Her position as a healthcare worker is rewarding.

Health care (n.)
- Use as two words, e.g. Yale New Haven Hospital provides the finest health care.

Historic, historical
- Precede with a, not an.

Home page
- Two words

House staff
- Use as two words, lower case.

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 technician, an easily remembered rule).

Hyphenated words
- When a hyphenated word begins a sentence, the first word is always capitalized; subsequent elements are not capitalized

**Hyphenate:**
- well-being
- high-quality
- world-class
- high-risk, low-risk
- low-income
- cost-effective
- man-made
- not-for-profit
- pre-eminent (or any word in which the ending vowel of the prefix is the same as the beginning vowel of the next word)

**Don’t hyphenate**
- online
- preadmission
- psychosocial
- multidisciplinary
- readmission
- underserved
• uninsured and underinsured
• wheelchair
• nonprofit

i.e.
• May be used in place of “in other words” with a comma before but not after.

Inc.
• Include period
• Precede with a comma

Inpatient (adj.) (n.)
• Use as one word, no hyphen

In utero, in vitro, in vivo
• Do not italicize.

Internet, intranet
• Capitalize Internet, lowercase intranet.
• Do not use “the Net.”

I.V.
• Spell out first reference if necessary; use abbreviation with periods on subsequent references, so it does not look like Roman numeral IV.

The Joint Commission (TJC)
• The official name of the accreditation organization is now the Joint Commission (TJC). It is no longer JCAHO or “Jayco.” No need to uppercase the T in “the” unless it begins a sentence or headline.

Jr., Sr.,
• Precede with a comma.
• Use a period after the abbreviation.
• With II or III, precede with a comma

Lists
• Capitalize the first word of each bulleted item in a list. No punctuation is necessary after each bulleted item, unless the items are complete sentences, in which case, use a period after each.

LLC
• Abbreviation for limited liability company
• Do not use periods
• Precede with a comma

**Login, logon, logoff** (adj.) (n.)
• Use as one word.

**Log in, log on, log off** (v.)
• Use as two words.

M

**Medical staff**
• Capitalize only when the reference is a formal noun, e.g. Greenwich Hospital Medical Staff.

**Middle initials**
• When two initials appear in a name, there should be no space between them, e.g. William S.B. Lee.

**Minimally invasive**
• No hyphen

N

**Neonatal Intensive Care Unit (NICU)**
• Levels 1a and 1b, 2a and 2b and 3a, 3b and 3c – Level 3c is the highest (American Academy of Pediatrics designation)
• Capitalize Level and use Arabic numerals

**Numbers and numerals**
• Spell out numbers one through nine. Use numerals for 10 and over.
• Use a comma to separate groups of numbers or four or more digits, e.g. 1,200
• Always use the numeral with ages, e.g. a 5-year-old; percentages, e.g. 7 percent; weight, e.g. a 7-pound, 8-ounce baby; and dimensions, e.g. She is 5 feet 6 inches tall.
• Spell out percent unless using in a table or chart.
• Numbers and dates do not require apostrophes, e.g. in her 30s, the 1960s,
• Make rank variables the same point size as the number, e.g. 4th (not 4th)

**Nurse**
• Use nurse as a noun instead of RN, e.g. “The nurse was compassionate.” (not “The RN was compassionate.”)

O

**Ob/Gyn**
• Capitalize only the O and G; use a forward slash and not a hyphen.

**OK**
• Use instead of “okay.”
On-call (adj.)
  • Use hyphen, e.g. The on-call resident is about to go home.

on call (adv.)
  • Use as two words, no hyphen, e.g. She is not on call today.

Online
  • Use as one word.

Orthopedics
  • Use the modern spelling, i.e. no "a", except for the Yale School of Medicine department of Orthopaedics.

outpatient (adj.) (n.)
  • Use as one word, no hyphen.

Page
  • Spell out and use numerals, e.g. page 1, pages 3-5. If abbreviating is necessary, use p. (for one page) and pp. (for a range of pages).

Parentheses
  • Do not use punctuation marks before parentheses.

Part-time (adj.)
  • Use hyphen, e.g. He has a part-time job.

Part time (adv.)
  • Do not use hyphen, e.g. She works part time.

Payer
  • Payer is preferable to payor, unless required for legal purposes.

PC
  • Abbreviation for professional corporation
  • Do not use periods
  • Precede with a comma

Pediatric or pediatrics
  • Do not use “pedi.”

Percent
  • Use the word in copy. Use the symbol (%) in tables or charts.

Possessives
  • For plural nouns not ending in s, add ’s. (children’s)
  • For plural nouns ending in s, add only an apostrophe. (classes’)
  • For singular proper names ending in s, add only an apostrophe. (Rogers’)

Postdoctoral
• Do not use a hyphen.

Post-operative, pre-op
• One word, use hyphen

Pre-operative, pre-op
• One word, use hyphen

Preventive
• Do not use “preventative” unless used as a noun, e.g. Aspirin has been shown to be a preventative for heart attacks.

Q

Quotations
• Most quotations work best in past tense, but use your judgment.
• e.g., she explained, he said

Quotation marks
• Put all punctuation inside quotation marks.
• Use single quotation marks for a quote within a quote.
• Use quotation marks for nicknames.
• Use smart quotes “…,” instead of straight quotes “…”

R

Rank variables (ordinal numbers)
• Make the same point size as the number, e.g. 4th (not 4th).

Regard/regards
• The singular regard is correct in phrases like with regard to and in regard to where these phrases mean with reference to, while the plural regards means good wishes expressing respect, affection, or condolences.

Regardless
• Do not use “irregardless.”

Registration symbol
• Use® only at the first mention, as superscript and as necessary.

Spaces
• Use only one space between sentences.
• Use only one space after commas, colons and semi-colons.

Staff
• Make singular.

State abbreviations
• Use two-letter postal abbreviations without a period, e.g. CT, GA, NE, WA

State of Connecticut
• Lowercase state with or without a formal noun.
Saint Raphael Campus
- Spell out the word Saint
- When designing, have the phrase be subordinate to Yale New Haven Hospital (e.g., do not place the phrase on the same line as YNHH)

System-wide
- use hyphen

Team
- Make singular.

Technician, technologist
- Do not use “tech.”

Telephone numbers
- Use hyphens to separate the area code from the phone number, and the exchange from the number, e.g., 203-688-2488
- For both external and internal audiences, use the 10-digit number: area code and phone number, e.g., 203-688-2488.
- When listing an external number that contains an extension, use “ext.” (not “x.” or “Ext.”).
- For toll-free numbers, use the term “toll-free” followed by the 10-digit number, e.g., toll-free 888-700-6543. Hyphenate the word “toll-free.” You do not need to include the digit “1” before a toll-free number. Do not break up a phone number on two lines.

The
- Do not capitalize “the” in the middle of a sentence, e.g., the American Academy of Pediatrics, the Norma F. Pflriem Cancer Institute
- Do not use “the” in front of Bridgeport Hospital, Greenwich Hospital, Yale New Haven Hospital, Yale Cancer Center, Yale School of Medicine or any other Yale New Haven reference.

Time
- Use figures except for noon and midnight. Do not use 12 noon or 12 midnight – the word alone is sufficient.
- Use am and pm instead of o’clock. Lowercase am and pm, use without periods and preceded by a space. For example, 10:30 am or 2 pm. Do not use 5:00 pm; use 5 pm; however use 5:30 pm.
- Use a hyphen (not and “N” dash), with a space before and after, to separate beginning and ending times, e.g., 3 - 7:30 pm. However, it’s OK to eliminate the space if it helps the layout, or if there are narrow columns or lists of times and dates.
- Only when the beginning and ending times straddle morning and afternoon is it necessary to put am or pm after the beginning time, e.g. 10:30 am - 2 pm

Titles
- Do not capitalize hospital, academic or administrative titles unless they precede the person’s name.
- When used after the name, the title is lower case except for proper nouns, e.g. Rob Hutchison, director of Marketing and Communications
- When used before the name, the title is capitalized and not set off by commas, e.g. Director of Marketing and Communications Rob Hutchison
• Use the following titles and spell out on first usage when appropriate: business associate, BA; environmental associate, EA; patient care associate, PCA; patient service manager, PSM; off-shift executive, OSE
• Capitalize a named professorship both before and after a name, e.g. Humana Foundation Professor of Geriatric Medicine Leo Cooney, MD; Leo Cooney, MD, Humana Foundation Professor of Geriatric Medicine
• When not used with an individual name, lowercase the title; e.g. the professor, the doctor

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.

Trademark symbol
• Use ™ only at the first mention, as superscript and as necessary.

Trauma center
• Level I trauma center (American College of Surgeons designation: I-V; I being the highest)
• Capitalize Level; use Roman numerals

Toll-free (adj.) (adv.)
• Use hyphen.

U

Under way
• Two words

W

Website
• Lowercase, one word.
• The Web (capitalized) is acceptable but not preferred.

Web addresses
• Do not underline or break.
• In general it is not necessary to use “www” before a website addresses.
• The major exception is that www. should be used with www.ynhh.org, www.bridgeporthospital.org and www.greenhosp.org (since (since internal servers require it).
• www. which should always include the www.
• Use simple addresses e.g., www.ynhh.org rather than lengthy extensions, e.g., ynhh.org/ynhch/ch_comm.html#health

WiFi
• Both WiFi or Wi-Fi are correct; but WiFi is preferred.

X

X-ray
• Capitalize the X and use hyphen.

Y

Yale/Yale New Haven Health references

• On first reference, always spell out the full name of the organization and list its abbreviation in parentheses.
• For subsequent references of "hospital" or "system," keep lowercase.
• There is no hyphen in any Yale New Haven references, including system, hospital, children’s hospital, etc.

Following is a list of proper references:
• Bridgeport Hospital (BH)
• Greenwich Hospital (GH)
• Northeast Medical Group (NEMG)
• Saint Raphael Campus (SRC)
• Yale Cancer Center (YCC)
• Yale Center for Clinical Investigation (YCCI)
• Yale Medical Group (YMG)
• Yale New Haven Health System or Yale New Haven Health (YNHHS)
• Yale Physicians Building (YPB)
• Yale School of Medicine (YSM)
• Yale School of Nursing (YSN)
• Yale New Haven Children’s Hospital (YNHCH)
• Yale New Haven Hospital (YNHH)
• Yale New Haven Psychiatric Hospital (YNHPH)