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# Yeshiva University Style Guide

The Office Marketing & Communications and others in the University producing written materials should adhere to the guidelines outlined in this style guide, which are based, in part, on *The Associated Press Stylebook* (2020) but also use guidelines unique to the needs of Yeshiva University.

The *Webster's New World College Dictionary (5th Edition)* is the preferred reference for English spelling and punctuation. It can be searched online at <https://www.yourdictionary.com/about/websters-new-world-college-dictionary.html>

## General Rules

### Academic Degrees

- 1) Bachelor's degree, master's degree, associate degree [no 's with associate degree]
  - a) She received a bachelor's degree in history. He received a master's degree in philosophy. He has an associate degree in management.
- 2) Bachelor of Arts, Master of Science [no 's when using initial capitals]
  - a) She received a Bachelor of Arts in Modern History. He received a Master of Science in Mathematics.
- 3) B.A., J.D., Ph.D., LL.M. [use periods; if a person has more than two, set apart by commas]. However, MBA does not use periods.
  - a) Joan Marcus, B.A., Ph.D., spoke last week....
  - b) The use of periods is a change from previous YU usage.**
- 4) Do not capitalize majors, programs, specializations or concentrations of study when they are not part of an official department name or title. (NOTE: the exception is for English and foreign languages).
  - a) She majored in economics. He is a French major.
- 5) When referring to the conferral of a degree, do not include "doctoral" or the word "recipients" for multiple awards.
  - a) Gov. Cuomo received an honorary degree from Yeshiva University. Honorary degrees were awarded to Gov. Cuomo and Elliot Gibber.

### Academic Degrees: Use of Dr. with YU Faculty

*AP Stylebook* (2020) prescribes the title of "Dr." in the following ways (the italics are part of the original text):

- 1) Use *Dr.* in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of optometry, doctor of osteopathic medicine, doctor of podiatric medicine, or doctor of veterinary medicine: *Dr. Jonas Salk*.
- 2) The form *Dr.*, or *Drs.*, in a plural construction, applies to all first-reference uses before a name, including direct quotations. Do not continue the use of *Dr.* in subsequent references.
- 3) Do not use *Dr.* before the names of individuals who hold other types of doctoral degrees. Instead, when necessary or appropriate for a specific audience: *Cassandra Karoub, who has a doctorate in mathematics, was lead researcher*. In a list: *Stephanie D'Ercole, Ph.D.*

**However, the YU Style Guide will continue to use the following rules for the use of the "Dr." title in reference to faculty, including YU faculty, faculty who are visiting professors or faculty who are presenting as part of an event:**

- 1) If a faculty member has an advanced degree, such as Ph.D., the first reference to that person will use the title "Dr."
  - a) Dr. Oriana Falluja, professor of biology at Stern College for Women, ...
  - b) **Do not use** the following formulation: Dr. Oriana Falluja, Ph.D., professor of biology ...

- 2) The second reference and continuing references throughout the article will use the title and last name: Dr. Falluja
  - a) Dr. Oriana Falluja, professor of biology at Stern College for Women, has published a new article on genetics. The research that Dr. Falluja has pursued includes ...

## Addresses

- 1) Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave.
  - a) Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue.
  - b) Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.
- 2) All similar words (alley, drive, road, terrace, etc.) always are spelled out.
- 3) Always use figures for an address number: 9 Morningside Circle.
- 4) Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above.
  - a) 7 Fifth Ave.
  - b) 100 121st St.
- 5) Compass Points/Quadrants of a city
  - a) He lived at 222 E. 42nd St., **but** He lived on East 42nd Street.
  - b) She resided at 600 K St. NW, **but** She lost her phone in the vicinity of K Street Northwest.
  - c) No periods in compass points: NW, **not** N.W.
- 6) Highway Designations
  - a) Use these forms, as appropriate in the context, for highways identified by number: U.S. Highway 1, U.S. Route 1, U.S. 1, state Route 34, Route 34, Interstate Highway 495, Interstate 495. On second reference only for Interstate: I-495.
  - b) When a letter is appended to a number, capitalize it but do not use a hyphen: Route 1A.
- 7) Post Office Boxes
  - a) Use periods: P.O. Box 7000, **not** PO Box.
- 8) For envelope invitations, use New York, NY, not Manhattan.

## Adviser

- Adviser, not advisor

## Composition Titles

**An exception to *The Associated Press Stylebook* (2020), follow *The Chicago Manual of Style*:**

- 1) All composition titles should use uppercase for primary words.
- 2) Books and periodicals (magazines, newspapers) are in italics and without quotes: *War and Peace*, *The New York Times*
- 3) Articles in journals or magazines are in quotes and don't use italics: "The Style of Stylishness" in *Tablet*.
- 4) Poems are in quotes and don't use italics. (The title of a book of poetry is treated like any other book): "The Red Wheelbarrow" in *Collected Works* by William Carlos Williams.
- 5) Plays are in italics and without quotes: Tennessee Williams wrote *The Glass Menagerie*.
- 6) Movies, television programs and podcasts are in italics and without quotes: *The Terminator*, *The Sopranos*, *On the Media*
- 7) Web sites do not use quotes or italics: Google Maps, Wikipedia
- 8) Web publications/periodicals are in italics and without quotes: *The Huffington Post*

This is the section from the *Chicago Manual of Style*:

- 1) Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4).
- 2) Lowercase the articles *the*, *a*, and *an*.
- 3) Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, *to* in *Come To*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).
- 4) Lowercase the common coordinating conjunctions *and*, *but*, *for*, *or*, and *nor*.
- 5) Lowercase *to* not only as a preposition (rule 3) but also as part of an infinitive (*to Run*, *to Hide*, etc.), and lowercase *as* in any grammatical function.
- 6) Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.
- 7) Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

Examples (rule that applies in parentheses)

- Mnemonics That Work Are Better Than Rules That Do Not
- Singing While You Work
- A Little Learning Is a Dangerous Thing (2)
- Four Theories concerning the Gospel according to Matthew (2, 3)
- Taking Down Names, Spelling Them Out, and Typing Them Up (3, 4)
- Tired but Happy (4)
- The Editor as Anonymous Assistant (5)
- From Homo erectus to Homo sapiens: A Brief History (3, 7)
- Defenders of da Vinci Fail the Test: The Name Is Leonardo (2, 3, 6)
- Sitting on the Floor in an Empty Room (2, 3), *but* Turn On, Tune In, and Enjoy (3, 4)
- Ten Hectares per Capita, *but* Landownership and Per Capita Income (3)
- Progress in In Vitro Fertilization (3)

## Course Titles

Course and workshop titles are capitalized but not enclosed in quotes. (See Composition Titles above as for which words should and should not be capitalized.)

- 1) If you are referring to the official name of a course, make that clear and capitalize it.
  - a) I am excited to take Artificial Intelligence and Machine Learning.
- 2) If you're referring to a field of study, in general, lowercase it.
  - a) My undergraduate studies included courses on data structures, object-oriented programming, software engineering, web design and algorithms.

## Dates

- 1) Spell out when using alone or with a year
  - a) He fell ill in January.
  - b) He fell ill in January 1999.
- 2) Abbreviate months with specific dates (except for March, April, May, June and July)
  - a) He was employed on Sept. 1, 2001, through the end of April 2008.
- 3) When a phrase lists only a month and year, do not use commas, but place commas when a date and year is used
  - a) January 1972 was a cold month.
  - b) Jan. 2, 1972, was the coldest day of the month.
- 4) Do not use *st*, *nd*, *rd* or *th* with the numbers.
  - a) The new year begins on Jan. 1, **not** Jan. 1st
- 5) Use an *s* without an apostrophe to indicate spans of decades or centuries
  - a) the 1890s, the 2010s
- 6) Years are an exception to the general rule in numerals that a figure is not used to start a sentence
  - a) 2013 was a very good year.

## Dates: Centuries

- 1) Centuries are lowercase unless part of a proper name
  - a) He was born in the 20th century and worked for 20th Century Fox.
- 2) The numbers in centuries follow the rules for numerals: spelled out under 10
  - a) first century, 11th century
- 3) Centuries are hyphenated if used as part of an adjective
  - a) His work focused on 19th-century American literature, **but** His work focused on the American literature of the 19th century.

## Departments (Academic, Administrative)

Use lowercase:

- 1) the department of history, the history department
- 2) the department of English, the English department
- 3) University housing
- 4) dining services

**Except** for when “department” is part of the official and formal name. The official and formal name is created by using “Yeshiva University” or one of its schools to preface the department name.

- 1) the Yeshiva College Department of History, **but** the department of history at Yeshiva College
- 2) Yeshiva University Department of Finance, **but** the department of finance at Yeshiva University

## Dollar Amounts

- 1) For amounts of more than \$1 million, use the dollar sign (\$) and numerals up to two decimal places.
  - a) It is worth \$4.35 million.
  - b) It is worth exactly \$4,351,242.
- 2) Do not link the numerals and the word by a hyphen when it is used as an adjective or modifier.
  - a) He proposed a \$300 billion budget.
- 3) For amounts less than \$1 million, use the entire numeral.
  - a) \$4; \$25; \$500; \$1,000; \$650,000
- 4) A comma is used as a separator for numbers above 999.
  - a) There were 999 bottles of beer on the wall.
  - b) There were 1,000 bottles of beer on the wall.

## “E-” as a Prefix

- 1) Email (no hyphen, per AP)
- 2) In all other uses include hyphen: e-newsletter; e-commerce.

## Event Names and Titles

- 1) The first time an event is held, it should be referred to simply by its name or as an inaugural event—**do not** refer to it as a “first annual” event. Numbered annual events only start with the second and consecutive years.
  - a) The Fish Center is proud to present its inaugural lecture series.
  - b) Second Annual Soapbox Derby
- 2) Spell out the number in the year unless a specific graphic treatment is being used
  - a) Eighty-Fifth Annual Commencement
- 3) Put the event name in quotation marks if it’s part of named series
  - a) The Fish Center is proud to present its inaugural lecture series, “What Needs to be Done for Holocaust Education”
  - b) Bill Gates will speak about “Combatting Malaria With AI” for the Kukin Lectures.



## Fewer vs. Less

In general, use *fewer* for individual items (number) and *less* for indefinite amounts (volume).

- 1) Less money, fewer dollars
- 2) More machines, fewer workers, less effort
- 3) Fewer donuts, less sugar

## Numbers

- 1) Spell out numbers one to nine and use figures for 10 and up.
  - a) Eight, nine, 10, 11
- 2) Ages always use figures and are hyphenated when expressed as adjectives before a noun or as a substitute for a noun, but no hyphen is used when dollar figures appear as an adjective.
  - a) She had a 5-year-old boy **but** The boy is 5 years old.
  - b) The boy, 7, has a sister, 10.
  - c) The woman, 21, has a daughter 2 months old.
  - d) The law is 8 years old.
  - e) The race is for 3-year-olds.
  - f) The woman is in her 30s (no apostrophe).
- 3) Use figures with million or billion in all cases except casual uses. (See also Dollar Amounts)
  - a) I'd like to win a billion dollars.
  - b) The nation has 1 million citizens.
  - c) I need \$7 million.
  - d) The president approved a \$300 million budget.

## OK

OK, OK'd, OK'ing, OKs, never Okay or okay.

## Percent

- 1) Use the % sign when paired with a numeral, with no space, in most cases:
  - a) Average hourly pay rose 3.1% from a year ago.
  - b) Her mortgage rate is 4.75%.
  - c) About 60% of Americans agreed.
  - d) He won 56.2% of the vote, or by 4 percentage points.
- 2) For amounts less than 1%, precede the decimal with a zero:
  - a) The cost of living rose 0.6%.
- 3) In casual uses, use words rather than figures and numbers:
  - a) She said he has a zero percent chance of winning.
- 4) Try to avoid starting a sentence with the percent. If it's necessary to start a sentence with a percentage, spell out both:
  - a) Eighty-nine percent of sentences don't have to begin with a number.
- 5) Constructions with the % sign take a singular verb when standing alone or when a singular word follows an "of" construction:
  - a) The teacher said 60% was a failing grade.
  - b) He said 50% of the membership was there.
- 6) It takes a plural verb when a plural word follows an "of" construction:
  - a) He said 50% of the members were there.
- 7) Use decimals, not fractions, in percentages:
  - a) Her mortgage rate is 4.5%.
- 8) For a range, 12% to 15%, 12%-15% and between 12% and 15% are all acceptable.
- 9) Use percentage, rather than percent, when not paired with a number:
  - a) The percentage of people agreeing is small.

## Publications

The titles of University flagship publications are presented in content the same as they appear on their masthead, without spaces between YU and the publication name.

- 1) *YUNews*; *YUMagazine*
- 2) However, *YU Today*, the insert for the *Wall Street Journal*, does not follow this rule.

## Punctuation

### Bullets

Use for listings or as a graphic element where short statements or a single sentence is needed. There is no period at the end of a bulleted item.

- A special bond between generations
- A special message between nations

### Comma: Series

- 1) Omit the comma in a series of three or more before “and” or “or” (in other words, no Oxford comma)
  - a) The flag is red, white and blue.
  - b) He would nominate Tom, Dick or Harry.
- 2) However, the comma can be used if not using it would cause confusion
  - a) The governor convened his most trusted advisers, economist Olivia Schneider and polling expert Carlton Torres. (If Schneider and Torres are his most trusted advisers, don’t use the final comma.)
  - b) The governor convened his most trusted advisers, economist Olivia Schneider, and polling expert Carlton Torres. (If the governor is convening unidentified advisers plus Schneider and Torres, the final comma is needed.)

### Comma: Adjectives

- 1) Separate a list of equal adjectives with a comma (if the comma can be replaced by “and,” then the adjectives are equal)
  - a) She walked down a dark, dangerous street.
  - b) He spoke in a precise, thoughtful manner.
- 2) Do not use a comma in a noun phrase
  - a) The bum wore a cheap fur coat (the noun phrase is “fur coat,” so the sentence should not read “The bum wore a cheap, fur coat”)
  - b) He tried to put water into the cracked oaken bucket (not “the cracked, oaken bucket”)

### Comma: Essential/Nonessential Clauses

- 1) Put commas around a nonessential clause in a sentence (“nonessential” means that the phrase can be eliminated and the sentence will still make sense)
  - a) Reporters, who do not read the Stylebook, should not criticize their editors.
- 2) Do not put commas around an essential clause in a sentence (the essential phrase cannot be eliminated without changing the meaning of the sentence)
  - a) Reporters who do not read the Stylebook should not criticize their editors.

### Comma: Introductory Phrase

- 1) A comma is used to separate an introductory clause or phrase from the main clause:
  - a) When he had tired of the mad pace of New York, he moved to Teaneck.
- 2) Use the comma even if the phrase is short:
  - a) During the night, he heard many noises
  - b) Yes, I will be there.
  - c) No, sir, I did not take it.

### Comma: Conjunctions

- 1) When a conjunction such as *and*, *but* or *for* links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases:
  - a) She was glad she had looked, for a man was approaching the house.
  - b) We are visiting Washington, and we also plan a side trip to Williamsburg.
  - c) We visited Washington, and our senator greeted us personally.
- 2) But use no comma when the subject of the two clauses is the same and is not repeated in the second:
  - a) We are visiting Washington and plan to see the White House.
  - b) He liked birdwatching as well as hiking through the moors.

### Comma: Quotes

- 1) Use a comma to introduce a complete one-sentence quotation within a paragraph:
  - a) Wallace said, “She spent six months in Argentina and came back speaking English with a Spanish accent.”
- 2) Do not use a comma at the start of an indirect or partial quotation:
  - a) He said the victory put him “firmly on the road to a first-ballot nomination.”
- 3) Use a comma instead of a period at the end of a quote that is followed by attribution:
  - a) “Write clearly and concisely,” she said.
- 4) Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point:
  - a) “Why should I?” he asked.

### Comma: Suffix

- 1) Omit the comma before and after Jr. and Sr. If necessary to distinguish between father and son in second reference, use the “elder” Smith or the “younger” Smith.
  - a) He was known as Martin Luther King Jr.

### Em and En Dashes

- 1) The em or “m” dash (—) often demarcates a parenthetical thought. There are no spaces between the em dash and the previous and consecutive words.
  - a) We will fly to Paris in June—if I get a raise.
  - b) Smith offered a plan—it was unprecedented—to raise revenues.
  - c) He listed the qualities—intelligence, humor, kindness—that he liked in a person.
- 2) The en or “n” dash (–) can be used to contrast values or illustrate a relationship between two things.
  - a) Mother–daughter relationship
  - b) Notre Dame beat Miami 31–30.
  - c) The Supreme Court voted 5–4 to uphold the decision.
  - d) The McCain–Feingold bill

### Hyphens

- 1) Use a hyphen whenever ambiguity would result if it were omitted or when a compound modifier—two or more words that express a single concept—precedes a noun.
  - a) He re-covered the leaky roof (to distinguish it from the word “recover”)
  - b) A first-quarter touchdown
  - c) A bluish-green dress

- d) A full-time job (**but** He works full time)
  - e) A know-it-all attitude
- 2) Use hyphens to link all the words in the compound except the adverb *very*, all adverbs that end in *-ly* and when expressing a range.
    - a) He had a very devil-may-care attitude about things.
    - b) A very good time
    - c) An easily remembered rule
  - 3) When large numbers must be spelled out, use a hyphen to connect them.
    - a) Twenty-one, fifty-five

### Website/Email Addresses

- 1) When a web or email address falls at the end of a sentence, or when the web or email address stands alone, do not use a period.
- 2) Avoid breaking a web address between lines but if this is not possible, split it directly before a slash or a dot.

### Telephone Numbers

- 1) University style uses a period between the area code and the phone number, not parentheses or dashes.
  - a) 646.xxx.xxxx
- 2) Always include the area code as even local phone numbers now require that you dial it before the number.

### Times

- 1) Use figures except for midnight and noon.
- 2) Do not capitalize midnight or noon unless it appears at the beginning of a sentence or alone in a graphic treatment.
- 3) A colon separates hours from minutes and “a.m.” and “p.m.” are lowercase with periods.
  - a) 11 a.m.
  - b) 1 p.m.
  - c) 3:30 p.m.

### U.S./United States

#### *As an Adjective*

Use periods in the abbreviation for United States within text when U.S. modifies a noun:

- U.S. Sen. Bill Smith
- U.S. Postal Service

In headlines, though, periods are not used:

- US Sen. Bill Smith Issues New Statement
- US Postal Service Issues New Stamps

#### *As a Noun*

Do not use U.S. to mean “United States” when speaking about the country:

- Not “He traveled extensively around the U.S.” but “He traveled extensively around the United States.”

## Titles (Academic, Courtesy, etc.)

### General Rules

- 1) Capitalize and spell out all titles when they precede a name; lowercase in other uses.
  - a) Rabbi Dr. Ari Berman, President of Yeshiva University (see “Referencing Rabbi Dr. Berman” for more detail)
  - b) Joseph Sherman, executive vice president and chief financial officer
  - c) Senior Vice President for University Development Tom Smith

NOTE 1: On second/subsequent reference use Dr. or Rabbi, accordingly.

NOTE 2: Do not use the professional designations Esq. or CPA after people’s titles in editorial content.

### Referencing Rabbi Dr. Berman

- 1) Preference is for Dr. Berman. Rabbi (and if appropriate, President) should appear on first reference only (e.g., Rabbi Dr. Ari Berman, President of YU). All subsequent references should be “Dr.”
- 2) The only exception is if his name is appearing in a traditional Torah context, in which case all subsequent references should be Rabbi.
  - a) Article on Jewish attitudes towards X, in a publication published by RIETS: “Rabbi Berman”
  - b) Article on Jewish attitudes towards X, in a publication published by Azrieli: “Dr. Berman”
  - c) Medical Ethics conference hosted by RIETS: “Rabbi Berman”
  - d) Medical Ethics conference hosted by Einstein: “Dr. Berman”

### Academic Titles

- 1) Academic titles such as chancellor, chairman, dean, professor and so on are lower case after the individual’s name except when the position is a named position.
  - a) Dr. Anthony Farber, distinguished professor of history and American studies
  - b) Dr. Joanne Smith, assistant professor of geology
  - c) Dr. Allen M. Spiegel, The Marilyn and Stanley M. Katz Dean

### Acting Titles

- 1) Modifiers such as “department” and “acting” when used as part of a title are lower case in all uses (unless they come at the beginning of a sentence)
  - a) department Chair John Williams
  - b) John Williams, department chair
  - c) acting Dean John Smith
- 2) **The YU Style preference to always lead with a name followed by a title.**
  - a) John Williams, department chair *not* department Chair John Williams

### Clerical Titles

- 1) The first reference to a clergy’s title should be capitalized before the individual’s name.
  - a) The Reverend William Lupfer
- 2) With Rabbi, use Rabbi on second/subsequent reference. Where an individual is both a Dr. and a Rabbi, use whichever title is most appropriate to his or her work.
  - a) Dr. Edward Reichman (who is an MD at Einstein but is also ordained)
  - b) Rabbi Solevechik or the Rav
- 3) When in doubt, ask the individual which title is preferred.

### Courtesy Titles

- 1) Refer to both men and women by first and last name, without courtesy titles, on first reference and the last name only on subsequent references.

- a) James and Jane Jones attended the alumni event.
- 2) Use a courtesy title (Mr., Mrs., Miss or Ms.) only in direct quotations or after the first reference if a person specifically requests it.
  - a) “Mrs. Jones had a lovely time,” she said.
- 3) To distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name without a courtesy title.
  - a) “Mrs. Jones and I had a lovely time,” said James Jones.
- 4) Do not use a title on the first reference for anyone. Exceptions to this are members of the clergy and government.
  - a) Gov. Andrew Cuomo but only James Jones
  - b) Rev. Harry Potter but only Rita Hayworth

### Named Chairs

- 1) The name of the chair can precede or succeed a faculty name, but all named positions start with “The.”
  - a) Rabbi Dr. Ephraim Kanarfogel, The E. Billi Ivry Professor of Jewish History
- 2) A named chair or professor should never be referred to as the “holder” of the chair or professorship.

### Yeshiva-University Related Items

#### The Term “Yeshiva University”

- 1) Always spell out Yeshiva University in the first reference.
- 2) On second and subsequent references, use the full name, “the University” or “YU” depending on the context. The word “University” is always uppercase when standing alone and referencing Yeshiva University.
  - a) Yeshiva University will hold its graduation ceremonies on March 14.
  - b) YU students will celebrate at Madison Square Garden.
  - c) The University has an outstanding record.
- 3) Although “Yeshiva” is generally not used alone, it is permissible in certain instances such as sports writing or references by people at the Rabbi Isaac Elchanan Theological Seminary (RIETS), who often refer to the University as their Yeshiva (though YU Style preference is to avoid this if possible).
  - a) Yeshiva won its championship game.

### Boards

- 1) All University Boards take upper case when presented as a proper noun.
  - a) The RIETS Board of Trustees
  - b) Henry Kressel, chairman of the Board of Trustees

### School Designations and Usage

Yeshiva University abbreviates its many schools and colleges to identify alumni or for multiple references to schools, affiliates, programs and centers in content. Use the following references and abbreviations to represent undergraduate and graduate schools, programs and centers/institutes in copy.

See **Abbreviations** at end of this section for use in identifying alumni graduating classes.

The possessive (’s) should be used with all names other than those identified in the [Branding Guidelines](#) that already have “Yeshiva University” as part of their name. In a logo or lockup, the name should be stacked according to the secondary and tertiary [Branding Guidelines](#).

- Yeshiva University’s Center for Israel Studies
- Yeshiva University’s Department of Finance

- Yeshiva University's Sy Syms School of Business
- Yeshiva University Museum
- Yeshiva University High Schools

All second and subsequent references are presented as lower case or with the appropriate abbreviation for the school.

- Yeshiva College - the college; YC
- Stern College for Women - the college; Stern College
- Sy Syms School of Business - the school; Sy Syms
- Albert Einstein College of Medicine – the college of medicine; Einstein
- Azrieli Graduate School of Jewish Education and Administration – the school; Azrieli; Azrieli Graduate School
- Benjamin N. Cardozo School of Law – the law school; Cardozo; Cardozo Law School
- Ferkauf Graduate School of Psychology – the school; Ferkauf
- Bernard Revel Graduate School of Jewish Studies – the school; Revel
- Katz School of Science and Health – the school; Katz; the Katz School
- Rabbi Isaac Elchanan Theological Seminary – the seminary; the yeshiva; RIETS
- Wurzweiler School of Social Work – the school; Wurzweiler
- Yeshiva University High Schools - YUHS
- Center for the Jewish Future – the center; CJF
- Center for Israel Studies - the center; CIS

## Abbreviations for Alumni Identification

### Graduate and Professional Schools

- **A:** Azrieli Graduate School of Jewish Education and Administration
- **BR:** Bernard Revel Graduate School of Jewish Studies
- **BZ:** Philip and Sarah Belz School of Jewish Music (formerly CTI for Cantorial Training Institute)
- **C:** Benjamin N. Cardozo School of Law
- **F:** Ferkauf Graduate School of Psychology
- **K:** Katz School of Science and Health
- **W:** Wurzweiler School of Social Work

### Undergraduate Schools

- **SBMP:** Stone Beit Midrash Program
- **IBC:** Isaac Breuer College of Hebraic Studies
- **JSS:** James Striar School of Jewish Studies
- **MYP:** Yeshiva Program/Mazer School of Talmudic Studies
- **S:** Stern College for Women
- **SB:** Sy Syms School of Business
- **YC:** Yeshiva College

### Affiliates

- **E:** Albert Einstein College of Medicine (includes **BGSS** for Belfer Institute for Advanced Biomedical Sciences and **SG** for Sue Golding Graduate Division of Medical Sciences)
- **R:** Rabbi Isaac Elchanan Theological Seminary
- **TI:** Teacher's Institute
- **YUHS:** Yeshiva University High Schools (includes all location identities, like BGHS, MSTA, MTA and G)

## Abbreviations for Alumni Identification of an Individual

The graduation year is always listed first followed by the school abbreviation with no space in between. School and year come directly after the name and are NOT preceded by a comma.

- Rabbi Herbert C. Dobrinsky '50YUHS, '54YC, '57R, '80F, vice president for institutional advancement, was honored today at...

## Translations/Transliteration

- 1) Hebrew terms used in YU publications are spelled according to the list below, which selects one form from among multiple suggestions and uses that selected form in all University publications.
  - a) The term is followed by the translation approved for that term.
  - b) The term is **not** italicized.
- 2) On first use in an article, Hebrew terms are followed by a translation in square brackets. The translation is not repeated with other uses of the term in the article.
  - 1) Common Latin terms, such as alma mater and emeritus, are not italicized but do not require bracketed translations.
  - 2) Words from languages are also not italicized and, if needed, are translated in square brackets. (The writer should judge whether a term should be translated.)

**NOTE 1:** Transliterations derive from systems developed by the Hebrew Language Academy of Israel, the Library of Congress, the Jewish Publication Society of America and the National Council for Jewish Education. For the transliteration of words not included below, consult the system of the Jewish Publication Society.

**NOTE 2:** This list is constantly being updated. If there is a question, contact Laura Berlinger ([laura.berlinger@yu.edu](mailto:laura.berlinger@yu.edu)) for a determination of the proper spelling of a term and its proper meaning.

aliyah

- moving to live in Israel, as in “making aliyah”

aron

- cabinet for Torah scrolls

ba'al teshuvah

- a male Jew from a secular background who becomes religiously observant; a female Jew is ba'alat teshuva

bar/bat mitzvah

- Jewish coming-of-age ritual for boys (bar) and girls (bat)

beit midrash (plural: batei midrash)

- study hall

Chag HaSemikhah

- rabbinic graduation ceremony

chagigah

- a celebration, often involving dancing

Chasid (plural: Chasidim)

- a member of a strictly orthodox Jewish sect

Chasidism

- the principles and practices of the Chasidim

chavruta

- learning in pairs

chazzan (singular), chazzanim (plural)



- A cantor

chazzanut

- cantorial singing or chanting

chesed

- see **chessed**

chessed

- charity

chumash

- a Torah in printed form (i.e. codex) as opposed to a Sefer Torah, which is a scroll

d'var Torah (plural: d'verei Torah)

- Torah commentary

Hachnasas Sefer Torah

- Torah celebration

Haggadah

- a text read by Jews at the Passover Seder, which contains the story of the Exodus of the Jews from Egypt

Halacha, Halachic, halacha, halachic

- Jewish law, Jewish legal (uppercase for noun, lowercase for adjective unless it starts a sentence)

hamotzi

- benediction over bread before meals

Hasid/Hasidim

- See **Chasid**

Hasidism

- See **Chasidism**

hasidut

- piety

Haskalah

- the Jewish Enlightenment

hazzan/hazzanim

- See **chazzan**

Kabbalah

- an ancient series of mystical teachings

kashrut

- Jewish religious dietary laws

ketubah (plural: ketubot)

- Jewish marriage contract

kippah (plural: kippot)

- head covering for Jewish men – see **yarmulke**

Knesset

- the unicameral parliament of Israel

kollel (plural: kollelim)

- an institute of Talmudic study

kosher

- conforms to the Jewish dietary regulations

Maariv

- evening prayer service

masechta

- Talmudic tractate

mashgiach (plural: mashgichim)

- spiritual adviser – also used for kosher certification adviser

mashgiach ruchani (plural: mashgiachim ruchani)

- spiritual guidance counselor

masora

- textual criticism of the Hebrew scriptures

Mazal

- good luck

Mazal Tov

- Congratulations

Megillah (plural: Megillot)

- one the five sacred books read on festivals

melave malka

- celebratory meal at the end of Shabbat

menorah (plural: menorot)

- a candelabra used on Chanukah

mezuzah (plural: mezuzot)

- a case holding a scroll of Hebrew verses displayed on the doorpost

Midrash (plural: Midrashim)

- a commentary or interpretation of biblical texts

mifgash (plural: mifgashim )

- meeting

Mincha

- afternoon prayer service

minyan

- quorum of ten Jewish men

mitzvah (plural: mitzvot)

- commandment

mussar/Mussar

- virtue-based ethics
- Capitalized: a Jewish ethical, educational and cultural movement that developed in 19th-century Lithuania

musmach (plural: musmachim)

- rabbinic graduate

rabbi

- a teacher or mentor in most modern Jewish movements [Jewish Virtual Library]

rebbe (plural: rebbeim)

- a Yiddish-German word that connotes a spiritual leader and master of theology in the Hasidic movement [Jewish Virtual Library]

rebbetzin (plural: rebbetzins)

- rabbi's wife

Rosh Kollel

- head/director of the kollel

rosh yeshiva (plural: roshei yeshiva)

- MarComm does not translate this term within a written text

sefer Torah

- Torah scroll

semicha

- rabbinical ordination

seudas preidah

- closing banquet

Shabbat

- Sabbath

Shabbaton (plural: Shabbatonim)

- A Shabbat get-together

shofar (plural: shofrot)

- ram's horn

shiur (plural: shiurim)

- lecture

siddur

- book of daily Jewish prayers

siyum (plural: siyumim)

- a gathering celebrating the completion of a unit of Torah study

sukkah

- a temporary hut constructed for the festival of Sukkot

tallit (plural: tallitot)

- a fringed garment used for prayer

talmid [male], talmida [female] (plural, male: talmidim; plural, female: talmidot)

- student

Tanach

- Hebrew Bible

Tefillah

- prayer

teffilin

- a set of small black leather boxes containing verses from the Torah used for prayer

teshuvah

- atonement

Torah lishmah

- learning Torah for its own sake

Torah U'madda

- The guiding educational principle of Yeshiva University where the University brings together the intellectual authority of Jewish teachings and secular academics for fruitful conversations, spirited disagreements and mutual new discoveries.

tzitzit

- garment worn by Jewish males

yahrzeit

- anniversary of a person's death

yarmulke

- male head covering – see **kippah**

Yishuv

- Jewish community in Palestine prior to Israel

Yom Iyun

- day of study

Yom Ha'atzmaut

- Israeli independence day

Yom HaShoah

- Holocaust remembrance day

Yom Hazikaron

- Israeli Memorial Day