Sandwich Seminars

If you would like to schedule a Sandwich Seminar, please call Chelsea Bledsoe at ext. 2201.

Note: Sandwich Seminars are held on Wednesdays 12:30-1:30 p.m., and Thursdays 12-1 p.m. in the Brockway Hall Jacobus Lounge unless otherwise noted. This listing may be incomplete, please check [http://www.cortland.edu/bulletin/](http://www.cortland.edu/bulletin/) for the latest information.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TITLE</th>
<th>PRESENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, November 5, 2014</td>
<td>“How HIP are we? What the data tells us about our campus’ High Impact Practices”</td>
<td>Dr. Richard Kendrick, Institute for Civic Engagement/Sociology Professor</td>
</tr>
<tr>
<td>Thursday, November 6, 2014</td>
<td>“Building a Classroom for the Student Jugglers: An Idea Sharing Session”</td>
<td>Dr. Donna Videto, Health, Dr. Raymond Collings, Psychology, Christine Widdall, Childhood/Early Childhood Education, Cheryl Hines, Academic Advisor</td>
</tr>
<tr>
<td>Thursday, November 13, 2014</td>
<td>“The Ebola Epidemic in West Africa: Etiology and Socio-Cultural Factors”</td>
<td>Dr. Alexandru Balas, Clark Center Dr. Ben Wodi, Health, Dr. Christa Chatfield, Biological Sciences, Dr. Devin Coppola, Medical Director</td>
</tr>
<tr>
<td>Wednesday, November 19, 2014</td>
<td>“The People’s Congress of Colombia: Voices at the Table”</td>
<td>Marylen Serna, National Spokesperson for El Congreso de Los Pueblos, Colombia</td>
</tr>
</tbody>
</table>

Top Ten Tips for SUNY Cortland Writing Style

While most faculty and staff are aware that SUNY Cortland has established specific guidelines for consistency of written communication, it is helpful to be reminded occasionally of these protocols and where to access this important information.

The Publications and Electronic Media Department aspires to accomplish the following on behalf of SUNY Cortland:

*The College strives to communicate to its internal and external audiences with a consistent message and professional appearance on the Web, in print and electronically. SUNY Cortland writing style adheres to Associated Press (AP) Style Guidelines in most cases. There is College-specific style in areas such as building and room names and employee titles.*

An easy way to do our part in achieving this all-College goal is to use the *Top Ten Tips for SUNY Cortland Writing Style*, listed below. This Top Ten List covers SUNY Cortland’s writing style conventions and is designed to serve as a handy reference guide for all College communications. More Information can be found in the College’s [Communication Guide](http://www.cortland.edu/bulletin/) and [Writing Style Guide A-Z](http://www.cortland.edu/bulletin/).
Top Ten Tips:

These 10 tips were developed to foster a consistent appearance in all campus communications. They show SUNY Cortland’s writing style.

1. The College name is written:
   - State University of New York College at Cortland or SUNY Cortland.
   - College or Cortland can be used in subsequent references.

2. Buildings and Rooms
   - Rooms that have a number are written as Old Main, Room 204-C or Miller Building, Room 408.
   - Rooms that don’t have a room number are written with the building name followed by the room name: Corey Union Function Room.
   - Alumni Arena does not include “Ice” in its name.

3. Office and Department Names
   - Our style is to write the name followed by the word “Office” or “Department”: President’s Office, Provost’s Office, English Department.

4. Dates
   - Months are abbreviated when written with a date, except March, April, May, June and July: Feb. 29, 2014.
   - Avoid writing ordinal numbers such as 1st, 2nd, 3rd or 4th when writing dates.

5. Times
   - Write a.m. and p.m. with periods: 6 a.m.
   - Minutes are included only to indicate a specific time after the hour: 6:30 p.m.
   - Write noon for 12 p.m. and midnight for 12 a.m.
   - When indicating a beginning and an ending time, use a hyphen with no spaces: 8:30 a.m.-1 p.m.

6. Phone numbers
   - Write phone numbers with hyphens after the area code and exchange: 607-753-2011.
   - It is preferred to write the entire phone number rather than just an extension.

7. URLs for College Web addresses are written without the www: cortland.edu

8. Punctuation
   - Capitalization is reserved for proper nouns. Avoid unnecessary capitals. An exception is College when used to refer to SUNY Cortland.
   - Exclamation marks should be used only rarely.
   - Only one space is used after periods and colons.

9. Avoid using the ampersand (&); write “and” instead.

10. In electronic communications underlining should be reserved for hyperlinks.