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 Noon-1 p.m. in the Brockway Hall Jacobus Lounge unless otherwise noted. This listing may be incomplete or cancellations may have occurred, please check the campus calendar or http://www.cortland.edu/bulletin/ for the latest information.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Thursday, September 17, 2015</td>
<td>“Documenting the ‘Big Dig’ using GIS”</td>
<td>Adam Levine, GIS/FIS Manager</td>
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<td>Mary Colomaio, GIS Intern</td>
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<td>Wednesday, September 23, 2015</td>
<td>“Pre-release Viewing of the Documentary Film 'Goldwalker', based in part on the novel of the same title by Scott Anderson”</td>
<td>Dr. Scott Anderson, Associate Professor, Geography</td>
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<td>Friday, September 25, 2015</td>
<td>“Caleb Orozco: One Man’s Struggle for Human Rights in Central America”</td>
<td>Julia Scott, Author, New York Times Magazine</td>
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<td>Dr. Vicki Wilkins, Professor, Rec., Parks &amp; Leisure</td>
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<td>Dr. Thomas Pasquarello, Professor, Political Science</td>
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<td>Wednesday, September 30, 2015</td>
<td>“Find Your Tribe and Track Your Stats: Using Scopus to Identify Your Publication Impact and Future Publication Opportunities”</td>
<td>Lauren Stern, Instructional Services Librarian</td>
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<td>Anita Kuiken, Instructional Services Librarian</td>
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<td>Brian Story, Instructional Services Librarian</td>
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<td>Thursday, October 8, 2015</td>
<td>“Risk Terrain Modeling: Predictive Crime Analysis using GIS”</td>
<td>Adam Levine, GIS/FIS Manager</td>
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<td>Wednesday, November 4, 2015</td>
<td>“Central Asia: Modern Peoples Along the Ancient Silk Road”</td>
<td>Dr. Girish Bhat, Professor, History</td>
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<td>Dr. Sharon Steadman, Professor, Sociology/Anthropology</td>
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<td>Thursday, November 19, 2015</td>
<td>“Legionnaires Disease: Biology, Epidemiology and Risk Factors”</td>
<td>Dr. Christa Chatfield, Assistant Professor, Biological Sciences</td>
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</table>

Writing/Sending Your Messages with Style

Your message and how you communicate it matters. Not only do you want to effectively achieve your goals, you want your communication to look professional and to follow SUNY Cortland’s style guidelines.

Maintaining a consistent style on the Web, in print and electronically enhances our reputation and reinforces our institutional identity.

To help you with this, the Publications and Electronic Media Office created the Top Ten Writing Style Tips listed below. This list covers SUNY Cortland’s writing style conventions and is designed to serve as a handy reference guide for all College communications. Additional information can be found in the Communication Guide and Writing Style Guide A-Z.
Top Ten Tips for SUNY Cortland Writing Style

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
   • Academic units are generally called departments and administrative units are offices.
   • 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.

Refer to the College’s Communication Guide at cortland.edu/commguide for answers to most style and branding questions, and where you also will find the Writing Style Guide A-Z.

The SUNY Cortland Directory of Campus Offices PDF is a good resource to check for office and department names. It is on the College website under the Faculty/Staff tab.