

Editorial Style Guide

NEC cultivates a diverse, dynamic environment for students, providing them with numerous opportunities and high-caliber, internationally-esteemed artists and scholars. NEC pushes the boundaries of learning and teaching music through innovative training in classical, jazz and contemporary music, improvisation, and entrepreneurship. It offers unique programs such as Entrepreneurship and Community Performance that empower students to create their own musical opportunities. As part of NEC's commitment to make lifelong music education available to everyone, the Preparatory School and School of Continuing Education develop performance opportunities for college students and adults.

Founded in Boston, Massachusetts by Eben Tourjée, NEC created a conservatory that combined European tradition with American innovation.

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The Style Guide format parallels the Associated Press Style Guide. Entry words are in bold face type. Text under the entry word explains the usage. Examples of correct or incorrect usage are in italics, except where to do so could lead to confusion regarding typeface. Entries without examples or text give the correct spelling, hyphenation or capitalization.

GENERAL NOTES:

- If in doubt, spell the word out in its entirety.
- If in doubt, use lowercase and do not capitalize.
- When listing multiples of things that have formal names in the singular, do not capitalize, apart from proper names.
- The fewer words, the better.
- Preferable font types are Kyrial and Abril, or, where these are not available, Verdana and Palatino Linotype.

A

a, an

Use *a* before consonant sounds: *a historic event*, *a one-year term*. Use *an* before vowel sounds: *an energy crisis*, *an honorable man*.

abbreviations

Try not to abbreviate. If you must, spell out the word in full on the first reference and place the abbreviation in parentheses directly after the first reference: *New England Conservatory (NEC)*

See Appendix A: Acronyms & Abbreviations

academic degrees

Use an apostrophe in *bachelor's degree*, *a master's degree*, etc., but there is no possessive in *Bachelor of Arts* or *Master of Science*. Use such abbreviations as *BA*, *MM*, *PhD*, *DMA*, *hon. DM*, only after a full name and set off by commas: *John Snow, PhD*. No periods in acronyms.

For more info about how to notate NEC's specific degrees, see "class years".

academic departments

Use lowercase in text except for words that are proper nouns or adjectives: *the department of piano*, *the music history department*,



the English department, or when the department is part of the official and formal name: New England Conservatory Jazz Department.

academic titles

Academic titles such as *president, dean, jazz department chair* are given in lowercase, unless they precede a name and are part of a formal title: *President Andrea Kalyn; Provost and Dean of the College Thomas Novak*

administration

Lowercase: *the administration, the president's administration, the Obama administration*

admissions

Always referred to in the plural.
office of admissions
dean of admissions
admissions officers

advisor

Not "adviser"

affect, effect

Affect, as a verb, means "to influence": *The game will affect the standings.*

Affect as a noun is occasionally used in psychology to describe emotion: *He had an angry affect about him.*

Effect, as a verb, means "to cause": *He will effect many changes in the company.*

Effect, as a noun, means "result": *The effect was overwhelming.*

ages

Always use figures: *Sam will be 18 on Thursday.*

alumnus, alumni, alumna, alumnae

Use *alumnus* when referring to a man who attended a school.

Use *alumna* when referring to a woman who attended a school.

Use *alumni* when referring to a group of men or a group of men and women who attended a school. Use *alumnae* for a group of women who attended a school.

Do not use *alumni/ae*. Use *graduates* if preferred.

Do not use *alums*.

among, between

Among implies more than two objects of the preposition: *among the board members*



Between is used for two: *between you and me*

a.m., p.m.

Lowercase, with periods. Avoid the redundant *10 a.m. this morning*.

apostrophe use

When abbreviating, punctuate with an apostrophe for class years.

However, do not use an apostrophe for plurals:

Class of '03

1960s

Note that apostrophes should be used with names only when the meaning is possessive; do not use an apostrophe, for example, when addressing an invitation to *The Everetts*.

awards and decorations

Capitalize: *Grammy Award, MacArthur Fellow, Rome Prize*

awhile, a while

Awhile is not preceded by a preposition; *a while* is.

He plans to stay awhile.

He plans to stay for a while.

B

baccalaureate

This is the correct spelling.

Bachelor of Music, Bachelor of Arts, Bachelor of Science

A bachelor's degree or bachelor's is acceptable in any reference.

backward

Not "backwards."

benefit, benefited, benefiting

These are the accepted spellings in US English; one "t".

beside/besides

The preposition *beside* means “by the side of”: *beside the road*.
Besides is a preposition meaning “in addition to”: *Did you talk to anyone else besides Joan?*

Besides is also used as an adverb meaning “in addition”: *I’ve read all the books on the list and a few others besides.*

bestseller

between you and me

Never use *between you and I*.

biannual, biennial

Biannual means “twice a year” and is a synonym for the word “semiannual.”

Biennial means “every two years.”

bimonthly, biweekly

Biweekly means “every other week.”

Semiweekly means “twice a week.”

Bimonthly means “every other month.”

Semimonthly means “twice a month.”

board of trustees

Always lowercase, unless using the official and formal title:

The New England Conservatory Board of Trustees

board of trustees

the board of trustees of New England Conservatory

the board

buildings and spaces (New England Conservatory)

Jordan Hall building to distinguish from New England Conservatory’s *Jordan Hall* (the concert hall).

The Keller Room, in the Jordan Hall building

241 St. Botolph, formerly referred to as *the St. Botolph building*.

33 Gainsborough

SLPC is an acceptable acronym for Student Life and Performance Center

See Appendix C for building and space names across campus.

C

call letters

Use all caps. Use hyphens to separate the type of station from the base call letters.

WBZ-AM, WBZ-FM, WBZ-TV

campaign

The names of campaigns should be italicized: *Dare: The Campaign for NEC*

campus

Use lowercase: *New England Conservatory campus*

cancel, canceled, canceling, cancelation

These are the accepted spellings in US English.

capitalization

- Capitalize months and days of the week, but do not capitalize seasons (unless part of a title).
- Capitalize all conferred and traditional educational, occupational and business titles only when used specifically in front of the name or in lists and programs.
- Capitalize association, building, center, club, conference, department, division, hall, office, senate, street, university, etc., when used as part of a title; thereafter, do not capitalize these words when used alone to refer to the specific place or group: *The New England Conservatory Board of Trustees* but thereafter, *the board*.
- Exception: When using *College, Conservatory* or *School* to refer to New England Conservatory specifically, please capitalize.
- Do not capitalize the word "the" when preceding a proper name: *the Dalton School, the Boston Globe*.
- Capitalize the first word after a colon if it's the beginning of a full sentence; otherwise use lowercase.

captions

Use correct punctuation in a photo caption, including a period if the caption contains full sentences. Do not use a period if the caption is a sentence fragment or a list of names.

century

Lowercase and spell out numbers less than 10: *the first century, the 21st century.*

Hyphenate the adjectival form: *an 18th-century poet.*

Use numerals when indicating a time period within a century or decade: *the 1700s, the '80s*

chair, chairman, chairwoman, chairperson, co-chair

Capitalize as a formal title before a name, but not when another word precedes the title:

the committee chair Jackie Bonenfant

John Fitzgibbons, Investment Committee chair

Chairman Henry Ford of the Ford Motor Company

chapters

Capitalize *chapter* when used with a numeral in reference to a section of a book or legal code.

Always use Arabic figures: *Chapter 1, Chapter 20.*

Lowercase when standing alone: *in the first chapter...*

cities, states and countries

Cities and states should be set off by commas:

Ernie now resides in Portland, Oregon, where he breeds champion racehorses.

Cities or states mentioned alone do not need commas:

Charlie resides in St. Louis with his wife and four children.

Cities, states and countries should be written out in full:

Joe lives in Groton, Connecticut, not Joe lives in Groton, CT.

class years

Identify all alumni who appear in NEC publications with their class year: *Meg Foley Burke '91* (with an open apostrophe, not '91.)

- **For current students:** use anticipated graduation year and follow the same guidelines.
- **For multiple degrees:** Put a comma between degrees: *Si-Hon Ma '50 MM, '52 AD*
- **Married couples:**
 - When two people are listed as a couple and only one is a graduate, the class year is listed after the graduate's name: *Sally Smith '87 and John Smith*
 - When two alumni are married, the class year is listed after each individual's last name, or as follows if they use the same last name: *Mary '52 and Joseph Jones '53*
- **College Degree Types:** degree types come after the year:
 - Bachelor of Music: do not notate "BM" *Darynn Dean '19*
 - Undergraduate Diploma: UD *Marjorie Pritzker Stone '41 UD*
 - Master of Music: MM *Valerie Thompson '13 MM*
 - Graduate Diploma: GD *Rami Sardedine '09*
 - Doctor of Musical Arts: DMA *Liz Tobias '16 DMA*
 - Honorary doctorate: hon. DM *Herbie Hancock '18 hon. DM*
 - Harvard/NEC dual degree*: *John Smith '19 Harvard/NEC*
 - Tufts/NEC dual degree*: *Jane Doe '19 Tufts/NEC*

***see Dual Degrees for more details about these programs.**

Identify all Preparatory School alumni who "graduated" from Prep with their class year: *Eric Lu '13 Prep*. Also acceptable: note Prep affiliation in the body copy (i.e. *Prep alumnus Bijon Watson; Andrew Li, a student at the New England Conservatory Preparatory School*) Take care with abbreviated versions: use only in contexts where readers are likely to know what "NEC" and "Prep" mean.

When identifying degree of faculty in an NEC context, degree years are assumed to be NEC only. If faculty also hold degrees from other institutions, they should be listed separately: *Lisa Saffer '84 MM, '86 AD, also holds an undergraduate degree from Oberlin college* (not: *Lisa Saffer '82 (Oberlin), '84 MM, '86 AD*).

coed, coeducation



Coed is an acceptable abbreviation for “coeducational.” Note that there is no hyphen.

college counseling

Note that there is only one ‘l’ in *counseling*.

committee

Do not abbreviate the word committee. Capitalize only when it is part of a formal name:

Buildings and Grounds Committee

comma

Do not use the serial comma before “and” and “or” in a list of single words. Use the serial comma before “and” and “or” in a list of phrases, and before the final pair in a list of pairs.

Mr. Heard, the student and her mother met after school.

I had to buy bread at the market, pick up my dress from the cleaners, and drop the kids off at practice.

We invited John and Mary Smith, Margaret and Sally Byrne, and Mitch and Joe Green.

Commencement

Capitalize when referring to the School’s end-of-year ceremony. Also referred to as *Graduation*.

complement, compliment

Complement denotes completeness or the process of supplementing something:

That tie complements his suit.

Compliment denotes praise or the expression of courtesy:

She was flattered by the compliments of her outfit.

compose, comprise

Write *composed of* but not *comprised of*: *The United States is composed of 50 states.*

Comprise means “consists of” or “includes”: *The United States comprises 50 states.*

computer terminology

bandwidth

database

domain name

download

FAQ (frequently asked questions)

FTP: (file transfer protocol)

GIF: (graphics interchange format)

Gmail

HTML: (hypertext markup language)

http

Internet

JPEG: (Joint Photographic Experts Group)

Mac

MPEG: (Moving Picture Experts Group)

Online – one word, in all uses

PC: (personal computer, but distinguished from Mac)



PDF: (portable document format)

RAM: (random access memory)

TIFF: (tagged image file format)

URL: (uniform resource locator)

website

WiFi

council, counsel

A *council* is a deliberative body and those who are members of it.

To *counsel* is to advise; a *counselor* is one who advises.

courses/programs

Lowercase courses when describing them in general. Capitalize the names of specific courses.

The students love their science class.

Bill's favorite class is Modern Comparative Literature.

currently, presently

Currently means now; *presently* means soon.

D

dash

Hyphens (-) are joiners. Use them to avoid ambiguity or to form a single idea from two or more words: *We're looking for a dog-friendly hotel.*

Use when creating a compound modifier: *He is a well-known man.* A hyphen is not necessary with *very* and *-ly* words.

Use em dashes (—) when punctuating an abrupt change in thought.

Use en dashes (–) to separate numbers, as in athletics scores or years.

dates

Do not use ordinal numbers. (We typically use ordinal numbers in conversation, but not in writing.) *June 1* not *June 1st*; *The Alumni Association is meeting on July 6.*

When full dates (month/day/year) are mentioned, they should be set off by commas:

Lady Diana married Prince Charles on July 29, 1981, in London, England.

Write out months when used alone or in specific dates: *Mary and David were married in May 1975.* (No comma)

days of the week

Capitalize days of the week. Do not abbreviate unless used in tabular format (three letters without periods): *School ends at 1:15 p.m. on Wednesday.*

dean

Capitalize when used as a formal title before a name: *Dean of Students Nick Tatar.*



Lowercase in other uses: *Alison Garner, dean for academic affairs, will be the assembly speaker.*

degrees

Use an apostrophe in *bachelor's degree, a master's degree, etc.*, but there is no possessive in

Bachelor of Arts or Master of Science.

Use such abbreviations as *MM, PhD, DMA, hon. DM*, only after a full name and set off by commas: *John Snow, PhD*. No periods in degree acronyms. Use just the year for bachelor's degrees.

To learn how to notate NEC's specific degrees, see "class years".

departments

Use lowercase except for words that are proper nouns or adjectives: *the department of music history, the history department, the English department*, or when the department is part of the official and formal name: *University of Connecticut Department of Medicine*.

dual degree programs

Use "dual degree programs," not "double degree programs" or dual degree, when referring to the Harvard/NEC and Tufts / NEC programs.

Correct: Jane Doe her MM through the Harvard/NEC dual degree program.

Incorrect: Jane Doe earned a dual degree through the Harvard/NEC program.

It is acceptable to use Harvard/NEC or Tufts/NEC to identify alumni in short captions, e.g. John Smith '19 Harvard/NEC, but technically speaking, enrollees in the program receive two separate degrees, one from each institution:

The Harvard/NEC dual degree program results in a Harvard AB and an NEC MM, with the AB typically awarded one year prior to the MM.

The Tufts/NEC dual degree program results in a Tufts BA or BS and an NEC BM, typically awarded on the same date.

E

effect, affect

Affect, as a verb, means to influence: *The game will affect the standings.*

Affect as a noun is occasionally used in psychology to describe emotion: *He had an angry affect about him.*

Effect, as a verb, means to cause: *He will effect many changes in the company.*



Effect, as a noun, means result: *The effect was overwhelming.*

e.g., i.e.

e.g. is an abbreviation of the Latin *exempli gratia*, meaning for example, and is always followed by a comma: *She only plays racquet sports (e.g., tennis, squash).*

i.e. is an abbreviation for the Latin *id est* or “that is” and is always followed by a comma: *He is studying the language of the Mexican culture (i.e., Spanish).*

ellipsis

Do not use ellipsis points (...) unless they are technically necessary and correct. They indicate the omission of part of a quotation. Use only three periods.

email

Short form of “electronic mail”; no hyphen.

email addresses

Lowercase and italicize the entire address; do not underline.

emeritus, emerita

Emeritus or *emerita* is often added to formal titles to denote that individuals who have retired retain their rank or title. *Emeritus* is the male form, *emerita* is the female form.

When used, place *emeritus* or *emerita* after the formal title: *Professor Emeritus Samuel Eliot Morison* or *Catherine Johnson, professor emerita of history*

ensure, insure

Ensure means to make something happen: *She ensured everyone was treated fairly.*

Insure means “to issue an insurance policy.”

entitled

Entitled means deserving or having the right. A book is not *entitled*, it is *titled*.

everybody, everyone

Everybody and everyone take singular verbs.

extracurricular

All one word, no hyphen.

F

faculty, staff

Each refers to a group of people, and may take singular or plural verbs depending on the context.

first year student

Use instead of freshman.

forms

Capitalize the full names of forms and use lowercase for shortened or general forms:

New England Conservatory Enrollment Form, medical forms

fund raising

Two words. When used as an adjective it becomes fund-raising.

Fund raising is a challenge.

NEC launched a fund-raising campaign last year.

G

gender

chairman, chairwoman, chair

alumnus (male), *alumna* (female), *alumni* (two or more males or a group of males and females),

alumnae (two or more females)

spokesman, spokeswoman, spokesperson, representative

grants, scholarships, loans

Capitalize the names of specific grants, scholarships and loans.

H

historic, historical

An event that makes history is *historic*: *The election of Barack Obama was a historic event.*

Something based on history is *historical*: *historical performance practice*

homepage

One word. The “front” page of a particular website.

hyphens

Hyphens (-) are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

Use when creating a compound modifier: *He is a well-known man.* A hyphen is not necessary with *very* and *-ly* words.

Use em dashes (—) when punctuating an abrupt change in thought.

Use en dashes (–) to separate numbers, as in athletics scores or years.

I

i.e., e.g.

i.e. is an abbreviation for the Latin *id est* or “that is” and is always followed by a comma: *He is studying the language of the Mexican culture (i.e., Spanish).*

e.g. is an abbreviation of the Latin *exempli gratia*, meaning “for example,” and is always followed by a comma: *She only plays racquet sports (e.g., tennis, squash).*

impact

Do not use as a verb: *His decision had great impact*; not *His decision impacted our lives.*

inbox

in order to



Do not use. Instead of: *In order to write a story, we must...* use: *To write a story, we must...*

Internet

Capitalize when using as a reference to the World Wide Web; lowercase when referring to a generic network of computers.

italics

Italicize email addresses and URL addresses. Also see Appendix A for music titles.

it's, its

it's is the contraction of "it is": *It's raining today.*

its is the possessive of "it" and never takes an apostrophe: *New England Conservatory and its faculty, staff and students*

J

Jordan Hall

Should be referred to as *New England Conservatory's Jordan Hall* in most uses.

NEC's Jordan Hall is acceptable if there are space constraints.

See "buildings and spaces" for more on distinguishing between the building and the concert hall.

junior, senior

Abbreviate as Jr. and Sr. only with full names, and do not precede by a comma:

Joseph P. Smith Jr.

L

languages

- Capitalize the proper names of languages and dialects: *Aramaic, Persian, English, Yiddish.*

- When referring to titles in Italian, French, or Spanish, only the first word and all subsequent proper nouns should be capitalized: *Symphonie fantastique, El Gato montes*

- When referring to titles in German, the first word and all subsequent nouns should be capitalized: *Die Frau ohne Schatten*

lay, lie

The action word is *lay* and it takes a direct object: *I will lay the book on the table.* Its past tense is *laid*; its present participle is *laying*.

Lie indicates a state of reclining along a horizontal plane: *She lies on the beach all day.* Its past tense is *lay*; its present participle is *lying*.

lectures

Capitalize and use quotation marks for their formal titles.

log in, login

Use two words in the verb form: *I will log in to my account.*

Use one word in the noun or modifier form: *Please provide your login password.*

M

magazine names

Always italicize magazine names, do not place them in quotation marks.

Capitalize the initial letters of the name. Lowercase *magazine* and do not italicize it unless it is part of the publication's formal title, e.g., *The Artist's Magazine* but *Newsweek* magazine.

majors

Department

Chamber Music

Choral Music

Collaborative Piano

Composition

Official Major Name

Art of Piano Trio Playing
Chamber Music (string
quartet)

Choral Conducting

Collaborative Piano

Composition

Style notes:

Use Professional String Quartet program
& Professional Piano Trio program
If referring to both together: Professional
Chamber Music Programs

Use Choral Conducting

Use Collaborative Piano

Use Composition

Department	Official Major Name	Style Notes:
Contemporary Improvisation	Contemporary Improvisation	Use the full name "Contemporary Improvisation" and do not abbreviate. If you must abbreviate, spell out the full name in first use with CI in parenthesis; then you may use "CI" in subsequent uses. Identify instrument in running text: <i>cellist Valerie Thompson '13 MM Contemporary Improvisation</i> (not Valerie Thompson '13 MM Contemporary Improvisation – Cello)
Jazz Studies	Jazz Studies - Performance Jazz Studies - Composition	Can use Jazz Studies (preferred), Jazz Performance or Jazz Composition: <i>Darynn Dean '19 Jazz Performance</i> Also can use Jazz + Instrument: <i>Darynn Dean '19 Jazz Voice</i> .
Music History	Musicology	Use Musicology.
Music Theory	Music Theory	Use Music Theory.
Opera Studies	Opera Studies	Identify by voice type where possible: <i>soprano Julia Cohen '19</i> . If noting program, identify as Graduate Opera and Undergraduate Opera Studio.
Percussion/ Brass	Percussion Performance Trumpet Performance French Horn Performance Trombone Performance Tuba Performance	Use name of instrument.
Piano	Piano Performance	Use Piano.
Strings	Violin Performance Viola Performance Cello Performance Double Bass Performance Guitar Performance Harp Performance	Use name of instrument.
Department	Official Major Name	Style Notes:

Voice	Vocal Performance Vocal Pedagogy	Identify by voice type where possible: <i>soprano Julia Cohen '19</i> . For masters, use MM Voice vs. MM Opera Acceptable to identify degree as Voice or Vocal Performance. If noting program, identify as Graduate Opera and Undergraduate Opera Studio.
Woodwinds	Flute Performance Clarinet Performance Saxophone Performance Oboe Performance Bassoon Performance	Use name of instrument

Master of Arts, Master of Science

A *master's degree* or *master's* is acceptable in any reference.

mile

Use figure for any amounts in dimensions, formulas and speeds: *The car slowed to 7 mph.*

Spell out numbers below 10 when describing distances: *He drove seven miles.*

millions, billions

Spell out in text, rather than writing *1M*. Use figures with million or billion in all except casual uses: *The nation has one million citizens. The initiative will cost \$7 billion.*

Do not go beyond two decimal places (and always use decimals, not fractions, making sure to round correctly): *That organization has an endowment of \$8.75 million.*

months

Capitalize the names of months in all uses. Do not abbreviate in text. When a phrase uses only a month and year (and no actual date), do not separate with a comma: *They were married in September 2006.*

multicultural

One word, no hyphen.

music

Write out sharps and flats: *F sharp minor, B flat chord.*

Use a capital letter when referring to a key: *C sharp minor, D major.*

See also **titles (music)**

N

names

Do not use commas to set off Jr. or Sr. or a numeral suffix: *John F. Kennedy Jr.*

When referring to married alumni, use their given surnames as well as their married names: *Mary Smith (née Burns), John Walker (né Dunn)*

See Appendix E for frequently mistaken names of key NEC faculty, alumni, etc.

newspaper names

Always italicize newspaper names, do not place them in quotation marks. When

newspapers and periodicals are mentioned in the text, the initial "the," even if part of the official title, is lowercased (unless the word begins a sentence) and not italicized, e.g., the *Boston Globe* and the *New York Times*

nonprofit

One word, no hyphen.

numbers

Spell out numbers one through nine; use figures for numbers 10 and up: *Leslie and Greg have five children, six cats, four dogs and 14 canaries.*

Follow the same rules for round numbers in millions and billions: *Leslie and Greg spend eight million dollars a year on pet food and 11 million on valium..*

Spell out numbers at the beginning of a sentence: *Twenty-six students attended the show.*

To form the plural of figures, add s; no apostrophe is needed: *1960s*

O

online

One word in all cases for the computer connection term.

P

page numbers

Use figures and capitalize *page* when used with a figure. When a letter is appended to the figure, capitalize it, but do not use a hyphen: *Page 2, Page 10, Page 20A*.

parents, grandparents

Correct form for a parent listing: *Jim Jones P'04*

Correct form for a grandparent listing: *Janice Jones GP'04*

percentages

Always use figures, even with numbers less than 10; never use % sign unless in a table or chart: *65 percent of alumni*

possessives

The possessive case of singular nouns is formed with the addition of an apostrophe and an s:

the director's chair

Mr. Burns's dog

The possessive of a plural noun is formed with the addition of an apostrophe:

the girls' class of 1960

the Rosses' home

For names ending in silent s, z or x, the possessive, unlike the plural, can generally be

formed in the usual way: *Josquin Des Prez's motets, Margaux's bouquet*

principal, principle

Principal is a noun or adjective meaning something or somebody first in rank or authority.

Principle is a noun that means a fundamental truth, law or motivating force.



pronouns

Use *I, he, she, we, they, who* when referring to the subject of the sentence or clause:

She and I went to the opera last night and we had a good time.

Who is on the phone?

It was she.

Use *me, him, her, them, us, whom* when referring to the object of a sentence or clause:

The singer came over to me and her, and we asked him questions.

To whom are you speaking?

I'm talking to her.

Use names as much as possible to refer to people who prefer to remain gender-neutral, and thereafter the singular *they, their, and them*. Be sure that the phrasing doesn't imply more than one person.

punctuation

Do not use exclamation points in official School publications.

In official publications—electronic and print—one space separates the punctuation ending a sentence from the start of the next sentence.

See also “comma.”

Q

quotation marks

Commas and periods always go inside the quotation marks; semicolons and colons go outside the quotation marks; exclamation points or question marks go either inside or outside the quotation marks, depending on use.

Use single quotation marks for quotations within quotations.

If a quotation is longer than one paragraph, use quotation marks at the beginning of each paragraph, but only at the end of the last paragraph.

R

Roman numerals

Use Roman numerals for wars and to establish personal sequence for people: *World War II*, *King George V*.

Also use for legislative acts, e.g., *Title IX*.

They are also used to denote acts in theatrical works (including operas): *Carmen*, *Act I*, *Scene 2*.

Use Arabic numbers in all other cases.

I = 1

V = 5

X = 10

L = 50

C = 100

D = 500

M = 1,000

room numbers

Use figures and capitalize room when used with a figure: *Room 307*, *Warren Hall*

rooms

Capitalize the names of specially designated rooms: *Michael Rudyak Reading Room*, *President's Library*, *Burnes Hall*, *Oval Office*.

See Appendix C for a full list of correct names for NEC rooms and spaces.

R.S.V.P.

An abbreviation for the French *repondez s'il vous plait*; meaning "please reply." Do not use "please" with R.S.V.P.

S

scene numbers

Capitalize *scene* when used with a figure: *Carmen, Act I, Scene 2*.
Lowercase in all other cases.

seasons

Use lowercase for fall, winter, spring and summer except when part of a formal name:

in winter, Fall Semester, Summer Olympics

singular subjects

someone, somebody, everybody, nobody - singular subjects should be used with singular pronouns.

Incorrect: *Everyone has their book.*

Correct: *Everyone has his or her book.*

smartphone

One word, no hyphen.

somebody, someone

Somebody and someone take singular verbs.

social media

NEC's official social media accounts are:

- **Facebook:** [necmusic](#)
 - **Hashtags:**
 - **Twitter:** [@necmusic](#)
 - **Instagram:** [@necmusic](#)
 - #necmusic
 - NEC community: #NECstudent #NECalum #NECalumni
- #NECfaculty

states

Spell out the names of states when they stand alone or in conjunction with a city. When a state follows a town, separate it using commas:

Cheryl is a native of Austin, Texas, and her roommate Sally is from Columbus, Ohio. Also see cities.

symbols

Spell out percent, except when used in charts.

Spell out degrees when referring to temperature.

The “at” symbol (@) is appropriate only for use in email addresses and social media handles.

T

telephone numbers

Do not use parentheses around area codes and use only hyphens in phone numbers:

617-585-1154

Exception: when the phone number is part of a design element.

that, which

Use “that” when the clause it introduces is essential to the sentence; do not use commas to set off the clause: *The figure that you gave me is correct.*

Use “which” when the relative clause is not essential to the sentence and use commas to set off the clause: *NEC's Open Studios, which includes all Prep students, is held each fall.*

theater

Use this spelling unless the proper name is Theatre: *Ruth King Theatre.*

(Subsequent references to the *Ruth King Theatre* in the same text should also be spelled *theatre*.)

their, there, they're

Their is the plural possessive: *Their office was cold.*

There is an adverb: *It's cold in there.*

There is a contraction of “they are”: *They're cold.*

time

- Use figures except for noon and midnight. For *a.m.* and *p.m.*, always use lowercase and periods, with no spaces. Do not use “00” to indicate minutes on the exact hour; it is implied.

- Exception: when the time is part of a design element. When listing a period of time, you may use either “to” or an en dash, depending on the circumstances/formality of the piece—just be consistent throughout:

- *11:30 a.m.*

- *11 a.m.*
- *7 a.m.–2:30 p.m.*
- When referencing an extended period of time, do not use a preposition and an en dash in the same phrase; when using the preposition “from,” use the word “to” between the listed times. The en dash does not require the preposition “from.”
- *from 7 to 9 p.m.*
- *7–9 p.m.*

titles

- Lowercase and spell out titles when they are used alone: *The president spoke at the assembly.*
- Capitalize and spell out titles when they precede a name: *President Andrea Kalyn*
- Lowercase titles that follow names: *Kairyn Rainer, chief of staff*
- Lowercase occupational or descriptive titles: *novelist Toni Morrison*

titles (literary compositions)

- Italicize the titles of books, movies, operas, plays, long poems, long musical compositions, drawings, paintings and sculptures.
- Titles of songs and short musical compositions, short poems, television and radio programs and lectures are in Roman type and in quotation marks.
- Capitalize the principal words, including prepositions and conjunctions of four or more letters: *Harry Potter and the Philosopher's Stone*
- Capitalize *the, a, an* or words with fewer than four letters if it is at the beginning or the
- end of the title: *A Wrinkle in Time*
- Exception: do not capitalize the initial "the" when it precedes the name of a newspaper or magazine (unless it begins a sentence).

titles (music)

See Appendix A for full musical style guide

At a Glance:

- Use the abbreviation for opus (op.) and number (no.) when following an opus, both lowercase followed by a period, with no comma separation: Beethoven: Piano Sonata in F Minor, op. 2 no. 1
- Accidentals (flats and sharps) are lowercase preceded by an en-dash: E-flat
- Major and Minor are capitalized, e.g. Concerto No. 5 in E-flat Major for Piano and Orchestra, op. 73
- Common names (not assigned by the composer) are put in quotes: "Jupiter" Symphony, "Paris" Symphony.
- True titles (assigned by the composer) are put in italics: Beethoven: *Missa solemnis*, op. 123

to, two, too

To is a preposition: *We're going to the staff meeting.*

Two is a number: *The staff meeting is at two o'clock.*

Too is an adverb, meaning "in addition" or "excessively": *Are you coming too? The meeting was too long.*

toward

not towards

trustee

Do not capitalize, even when used before a name.

U

U.S.

The abbreviation is acceptable as a noun or adjective for *United States*.

USA

No periods in the abbreviated form for the United States of America.

W

Web references

web

website

Internet

email

homepage

login (noun/adjective)

log in (verb)

online

WiFi

Websites

Websites mentioned in text should be formatted in italics (as should email addresses).

When referring to a website “button” in text, put the word in quotation marks:

Please click on “Jordan Hall” under the “Concerts and Events” section of the NEC website.

APPENDIX A: Musical Manual of Style

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Manual of Style

The following manual of style uses conventions adapted from the Chicago Manual of Style, 13th Edition, and Writing about Music, A Style Sheet from the Editors of 19th Century Music, by D. Kern Holoman. Treatment of song and vocal works is based upon *The Lied, Art Song and Choral* Text Page of the REC Foundation at www.recmusic.org/lieder

1 At a Glance

Concerto No. 5 in E-flat Major for Piano and Orchestra, op. 73
("Emperor")

Beethoven: String Quartet No. 7 in F Major, op. 59 no. 1
("Razumovsky")

Beethoven: *Missa solemnis*, op. 123

Notice in these examples:

- For key signatures:
 - o Accidentals ("sharp" and "flat") are lowercase, preceded by an 'en' dash (E-flat)
 - o "Major" and "Minor" are capitalized
- The abbreviation for opus is "op." (lower case, then a period)
- Common names (names not assigned by the composer) are put in quotes
 - For an opus that includes several individually numbered works, the work's order number in the opus follows the opus number, and the term 'number' is abbreviated and in lower case. No comma separates the opus from the ordinal number: op. 59 no. 1.
- True titles (names assigned by the composer) are put in *italics*.

2 Musical Terminology, Citations, and Program Listings

2.1 Titles of Works: We recognize three types of titles for full works: generic titles, true titles, and common titles.

2.1.1 Generic Titles: Generic titles are those, in English, that use descriptors such as symphony, concerto, fantasia, and the like, often with an identifying opus number or index number appended.

Bach: Toccata and Fugue in D Minor, BWV 565

Haydn: Baryton Trio No. 71 in A Major, HOB. XI: 71

Beethoven: Violin Concerto in D Major, op. 61

Schubert: Mass No. 6 in E-flat Major, D. 950

2.1.2 True Titles: True titles are those assigned by the composer. These are given in *italics*.

Beethoven: *Missa solemnis*, op. 123
Rossini: Overture to *La gazza ladra*
Berlioz: *Symphonie fantastique*, op. 14
Debussy: *La Mer*
Stravinsky: *Le Sacre du printemps*

2.1.3 Common Titles: Common names are names not assigned by the composer, but by which works have become popularly recognized. Common names are enclosed in quotation marks and parentheses:

Mozart: Symphony No. 41 in C Major, K 551 ("Jupiter")
Beethoven: Piano Sonata No. 23 in F Minor, op. 57 ("Apassionata")
Schubert: Symphony No. 8 in B Minor ("Unfinished")

2.1.4 Titles for Chamber Ensemble Works (String Quartet, Brass Quintet, etc): Titles for chamber ensemble works are listed as follows:

– For ensembles of a single instrument type (strings, winds, brass, etc), titles are listed with the instrument type followed by the ensemble size designation (trio, quartet, quintet, etc.):

Beethoven: String Quartet No. 7 in F major, op. 59 no. 1 ("Razumovsky")
Nielsen: Wind Quintet, op. 43

– For ensembles that include more than one instrument type, titles are listed in the following order: size designation (trio, quartet, quintet, etc.); instrument types, or the individual instruments of the ensemble in standard orchestra order; the series number of this piece if there are several of the same type in the composer's output (No. 1, No. 2, etc.); key; opus designation; and the common title if any:

Mendelssohn: Sextet for Piano and Strings in D Major, op. 110
Schumann: Trio for Violin, Cello and Piano No. 1 in D Minor, op. 63

Exceptions to this rule include works whose original title was in English. For such works, the given title is used.

2.1.5 Versions of Works: Works with multiple distinct versions, each of which is in the active repertory, are identified by indicating the year of composition, in italics and parentheses, after the name of the work, as follows:

Stravinsky: *Petrushka* (1947)

2.2 Reference to Other Works: References to operas, oratorios, ballets, musicals, plays, and films are always given in italics.

Overture to *Don Giovanni*
Overture to *Candide*
Suite from *Daphnis and Chloe*
Music for Shakespeare's *Romeo and Juliet*
Music from *Psycho*

2.3 Excerpts of Works: Excerpts of larger works are given in quotations.

"Dance of the Tumblers" from *Snow Maiden*
"Lied des verfolgten Im Turm" from *Das Knaber Wunderhorn*

2.4 Songs and Vocal Works: Titles of songs and concert arias are given in italics.

Meine Liebe ist grün
Gretchen am Spinnrade
No, che non sei capace

However, quotation marks are placed around the following two categories of vocal works:

- a. Excerpts of works whose text is part of the title
- b. Arias drawn from larger works, e.g., operas, oratorios, and requiems. The larger work that is the source of the extract is shown in italics

"Ah se in ciel, benigna stelle," K. 538
"Ch'lo mi scordi di te-Non temer," K. 505
"Where'er You Walk," from Handel's *Semele*

2.5 Movement Titles: Titles of movements are capitalized and in most cases given in roman (i.e., non-italic) type. For a movement identified by both a title and a tempo indication, use a colon after the title.

Beethoven: Symphony No. 3 in E-flat Major, op. 55 ("Eroica")
Allegro con brio
Marcia funebre: Adagio assai
Scherzo: Allegro vivace
Finale: Allegro molto

Movement/section titles (including both tempo indications and titles that contain some sort of uniquely programmatic, evocative, descriptive or literary meaning) are listed if they would customarily be used on a program page. A Roman numeral generally precedes movement/section titles.

2.6 Key Signatures, Sharp and Flat: Key signatures are always capitalized. When the key signature involves either of the modifiers “sharp” or “flat,” the key is given first, followed by a hyphen, and the modifier given in lower case.

Tchaikovsky: Concerto for Piano and Orchestra No. 1 in B-flat Minor
Beethoven: Symphony No. 3 in E-flat Major, op. 55 (“Eroica”)

2.7 Major and Minor: When used in titles of works, both terms - major and minor - are capitalized.

Brahms: Symphony No. 1 in C Minor, op. 68
Brahms: Symphony No. 3 in F Major, op. 90

When a key is used preceding a genre it becomes an adjectival construction and requires a hyphen.

Bach’s B-Minor Mass
Beethoven’s A-flat-Major Sonata

2.8 Composer’s Names in Program Listings: Living composers are listed with full names (first then last). Composers who are no longer of this Earth are listed with last name only. When multiple spellings of a composer’s name are in use (e.g. Tchaikovsky, Chaikovsky), Groves will be the standard. If the work has been arranged, the composer is listed first, followed by a forward slash, and then the arranger’s last name.

Michael Gandolf: *The Garden of Cosmic Speculation*
McPhee: *Tabu Tabuhan*
Mahler/Berio: *Fung frühe Lieder*

2.9 Abbreviations: Use the following abbreviations
“Number” is abbreviated as “No.”
The term “opus” is not capitalized, and is abbreviated as “op.”
The terms “revision” and “version” are lower case and spelled out.

Petrouchka (1911 original version)

2.10 Composer catalogs: Composer catalogues are abbreviated by the first character of the catalog name, followed by a period. There are two exception: the *Bach Werke Verzeichnis*, which is abbreviated as

“BWV” (with no period following); and the *Hobken-Verzeichnis*, which is abbreviated as “Hob.” followed by a space, followed by the category in Roman numerals, then a semicolon, then the work number (Hob. XB:23).

A special note about the Mozart catalog: In some works of Mozart, the Köchel number varies from earlier editions (1862, 1905, 1937) to the most recent edition (1964). If numbers differ, the 1964 catalog number appears first, following the catalog abbreviation “K.” The earlier number follows in brackets.

Mozart: Concerto No. 1 in D Major for Horn and Orchestra, K. 386b (412)

2.11 Foreign Language Usage: The original language of a work is retained in titles of works that are commonly referred to in the original language:

Overture to La forza del destino

Translations are used in titles of works that are more often referred to by their English equivalent.

Incidental Music to A Midsummer Night’s Dream,
op. 61

If the work is somewhat obscure or is frequently referred to in both the original language and English, the original language is used, followed by a translation in parentheses.

2.12 “Symphony” and “Sinfonia:” In reference to use of the terms “Sinfonia” and “Symphony”, the former is used up until the time of Franz Joseph Haydn. The latter term is used with works composed from Haydn’s time onward. An exception is made for works written by other composers during Haydn’s lifetime that reflects the earlier tradition. These works are referred to “Sinfonia.” A second exception occurs in those cases where a post-Haydn composer specifically uses the term “Sinfonia” in the title of the work.

2.13 Printed Program Format: Formats for the printed program page of concert listings should follow the general format of the following sample piece:

Johannes Brahms	String Sextet No. 1 in G Major, op.
36	
(1833-1897)	<i>Allegro non troppo</i>
	<i>Scherzo: Allegro non troppo</i>
	<i>Poco adagio</i>
	<i>Poco allegro</i>
	Nathan Milstein, violin
	Jascha Heifitz, violin
	Lionel Tertis, viola
	William Primrose, viola
	Pablo Casals, cello
	Msislav Rostropovich, cello

Line 1: Composer's name listed in its entirety in bold type, left justified, followed by indent I (tab 1), followed by full title in bold type.

Line 2: Composer's birth span in parenthesis, left justified, followed by indent II (Tab II), followed by first movement tempo marking or name. For composers no longer living, birth span is listed as (birth year, n-dash, year of death). For living composers, birth year is given as (b. year-of-birth).

Movements in foreign languages are listed in italic type. When all movements are performed in order, movements are not numbered. When only selected movements are presented, or when movements are presented out-of-order, they are numbered according to their original order.

For chamber works, a single line is inserted after the final movement, and the performers' names are listed in standard orchestra-instrument order at indent II (tab II), i.e., directly in line with the movements.

Indents and tabs are relative only. The depth of indents and tabs will be dependent upon the type and paper size of the final program.

3 Narrative and General Text

3.1 Capitalization

3.1.1 Titles and Offices: In **text matter**, titles following a personal name or used alone in place of a name are, with few exceptions, lowercased.

Abraham Lincoln, president of the United States

Thomas Novak, dean of New England Conservatory

The president of the United States

Andrea Kalyn, president of New England Conservatory

The executive director of the Boston Symphony Orchestra

Esa-Pekka Salonen, music director of the Los Angeles Philharmonic

Jeff Thayer, concertmaster of the San Diego Symphony

However, when the title directly precedes the name, it is capitalized:

President Kalyn

Executive Director Fogg

Music Director Salonen

Concertmaster Preucil

On the title pages of programs, formal announcements, posters, etc., when the title and/or office is not part of text matter, it can be capitalized.

3.1.2 Boards: Capitalize board of directors when it is part of a proper name: "New England Conservatory Board of Directors." Use lower case when used alone or before the proper title: the board of directors of the Conservatory." The same rule applies to board of trustees.

3.1.3 Foreign Language Capitalization: Capitalization in foreign titles is based on the practice of the particular language. The general rules are:

In **German**, the first word and all nouns are capitalized.

Das Lied von der Erde

Aufstieg und Fall Stadt Mahogonny

Die Harmonie der Weit

In **French**, the first word and proper nouns are capitalized. If the first word is an article, the first noun is also capitalized.

L'Enfant prodigue
Rapsodie espagnole
Grande Messe des morts

In **Italian** and **Latin**, only the first word and proper nouns are capitalized

La gazza ladra
Cosi fan tutti
La forza del destino
Litinae de venerabili altaris sacramento

3.1.4 Genres: Nouns of genre are used in lowercase, except when such terms appear as formal titles (as in program books) or as movements of works.

symphony
minuet and trio
the *Tristan* prelude
the overture to *La gazza ladra*

3.1.5 Seasons and Days of the Week: Names of days of the week and months of the year are capitalized. The four seasons are lowercase (unless personified).

Tuesday
November
spring
fall

3.2 Numbers: Spell out numbers below 100. Use Arabic numerals for most numbers of 100. Do not begin a sentence with a numeral.

3.3 Dates:

3.3.1 Full Dates: For full dates, give day, then month, then year. This system is both logical and in wide use internationally.

27 January 1756

3.3.2 Decades: Use Arabic numerals for decades, without an apostrophe.

The 1850s
The early 80s

3.3.3 Centuries: Spell out centuries.

the twentieth century

3.4 Series Commas: Use a comma before the final *and*.

His astonishing virtuosity soon became apparent, as he demonstrated passages on the flute, the oboe, the french horn, and the cello.

3.5 Semicolon Usage:

3.5.1 Before adverbial forms: Use a semicolon before such words as *then, however, thus, hence, indeed, accordingly, besides, therefore*, all of which are considered adverbs.

The patron had been informed three times about the no-smoking rule; hence our concern when we saw the cigarette pack emerge from her handbag.

3.5.2 Semicolons in a series: Items in a series that is long or complex, or that involve internal punctuation should be separated by semicolons.

The requirements for the piece were as follows: violins, 28; viola, 22; celli, 18; basses, 12.

3.5.3 Semicolons following quotations: Semicolons - and colons - are almost invariably placed outside quotation marks and parenthesis.

In the Requiem this is the notorious thirty-six measure pedal on D, the foundation for the fugue "Der Gerechten Seelen sind in Gottes Hand"; in the rondo the coda contains.....

3.6 Roman vs Italic font in program notes and narratives

3.6.1 In general, all tempo markings and dynamics are given in italics:

<i>allegro</i>	<i>adagio</i>	<i>presto</i>
<i>piano</i>	<i>forte</i>	<i>fortissimo</i>

3.6.2 When referring in narrative text to movements of a work that are given as tempo markings, these movements are given in italics, and capitalized as they appear in the work itself:

Of the third movement *Andante lyrico*, Poulenc himself said in a letter to Golda and Fitzergald, "(It) is, for me, the true center of the work."

3.6.3 General tempi and tempo changes within a piece that do not refer to the movement title are given in lower case:

In variation four, the tempo slows down to a solemn *adagio*

3.6.4 Non-English musical terms that are in common usage in their native language are given in Roman. These especially include articulations (*staccato*), and in terms relating to general musical forms and structure (*scherzo*, *trio*, *sonata*, *rondo*). The following is a summary list to guide usage (and see **3.1.3 Genres**, above):

avant garde
bona fide
fermata
finale
legato
Leitmotiv
libretti
Lied, Lieder
obbligato
ostinato
per se
legato
pizzicato
prima donna
scherzo
trio
rondo
ritornello
tremolo
tutti
continuo
crescendo
sonata

3.6.5 However, just to complicate matters, the following are terms that are commonly given in italics:

a capella

da capo

3.6.6 Single words borrowed from foreign languages that are not included in the preceding sections are generally given in italics

Literati and *cognoscenti* are often distant cousins.

3.6.7 Plurals: We pluralize cello and tempo as celli and tempi.

4 Summary of Title Formats

The basic title formats for certain types of orchestral works are standardized. These types include standard symphonies, concertos, overtures, and other sections drawn from larger works for or with orchestra.

4.1 Symphonies:

Symphony / number / "in" / catalog or opus number / nickname or subtitle

Symphony No. 9 in D Minor, op. 125 ("Choral")
Symphony No. 40 in G Major, K. 550

4.2 Concertos:

Concerto / number / "in" / key / "for" / solo instrument(s) / "and Orchestra" / catalog or opus number / nickname or subtitle

Concerto No. 5 in E-flat Major for Piano and Orchestra, op. 73
("Emperor")

4.3 Overtures/Preludes/Introductions from larger works with or for orchestra:

Prelude, Overture, or Introduction / "to" / name of larger work / catalog number

Overture to *Don Giovanni*, K. 527

4.4 Sections of Operas/Ballets/Other larger works for or with orchestra:

Title of section / "from" / name of original work / catalog number

Suite No. 1 from *Coppelia*
"The Moldau" from *Ma vlast*

APPENDIX B: NEC Acronyms & Abbreviations

Abbreviations & acronyms can be useful, but keep in mind that readers may not know what they mean, especially if the readers or the organizations are unfamiliar with or new to NEC. **Always use the full name on first reference**, and introduce an abbreviation only if that abbreviation is going to appear later in the document.

NEC-specific terms:

Community Engagement and Professional Studies = CEPS
Community Performances & Partnerships = CPP
Contemporary Improvisation = CI
Entrepreneurial Musicianship = EM
Preparatory School = Prep; NEC Prep
School of Continuing Education = SCE (avoid: CE)
Student Life and Performance Center = SLPC
Summer Institute for Contemporary Performance Practice = SICPP (pronounced "sick puppy")
Undergraduate Opera Studio = UGOS

Performance Ensembles

Junior Repertory Orchestra = JRO
Massachusetts Youth Wind Ensemble = MYWE
(pronounced "my-we")
Philharmonia = "NEC Philharmonia" and "the NEC Philharmonia" are both acceptable forms.
Preparatory String Orchestra = PSO
String Chamber Orchestra = SCO
String Training Orchestra = STO
String Repertory Orchestra = SRO
Youth Philharmonic Orchestra = YPO
Youth Repertory Orchestra = YRO
Youth Symphony = YS

APPENDIX C: Named Spaces & Buildings

Student Life & Performance Center (SLPC):

Name	Location
Thonis Family Plaza	Outside entry
Elfers Commons	Lower Commons
Plimpton Shattuck Black Box Theatre	Black Box Theatre
The Massachusetts Cultural Facilities Fund Stage and Orchestra Pit	Stage and Orchestra Pit
The Helen G. Hauben Performance Control Center	Performance Control Center
The Speed Dining Commons	Dining Commons
Friedlaender Foyer	Entry behind security desk
The Green Room Café	Servery
The Joseph L. Bower Family Stage	Stage
Eben Jordan Ensemble Room	Jazz Rehearsal Room
Burnes Hall	Orchestra Rehearsal Room
Blumenthal Family Library	Library
Idabelle Firestone Special Collections	Library
Harriet S. Carey Memorial Listening Stations	Listening carrels
The Cabot Family Charitable Trust Recording Booth	Isolation booth
Hodges Group Study Room	Group study room
Peggy and Bruce Barter Group Study Room	Group study room
Jennifer and Jonathan Uhrig Circulation Desk	Circulation Desk
The Carolyn Lynch Study Area	Library study area
Name	Location
Olney-Fulham Family Recording Booth	Isolation booth
Recording Control Center donated by the Amelia Peabody Charitable Fund	Recording Control Center
Schuller Gallery	Skylit Gallery
Michael Rudyak Reading Room	Reading Room



The Montrone Family Seminar Room	Library Seminar Room
Ute and Patrick Prevost Instruction Room	Library instruction room
Cabot Corporation Special Collections Reading Room	Special Collections / Archives
Vic Firth Student Lounge	Student Lounge
Loder Family Student Lounge	Student Lounge
Leatherman Student Lounge	Student Lounge
The Richard Saltonstall Charitable Foundation Student Lounge	Student Lounge
The Joseph L. Bower Family Student Lounge	Student Lounge
Stephen Noble Holland Student Lounge	Student Lounge

241 St. Botolph:

Name	Location
Harold Whitworth Pierce Hall (acceptable: Pierce Hall)	SB118
Robert Ceely Electronic Music Studio	G11B

Jordan Hall building:

Name	Location
Jordan Hall	Building and main concert hall
Chester W. Williams Hall	First floor
George W. Brown Hall	First floor
Keller Room	First floor (Room 128)
The Harold Whitworth Pierce Charitable Trust Ring Corridor	First floor
Cobb Walker Memorial Library (221)	Second Floor
The Eunice and Julian Cohen Balcony	Second Floor
Samuel Carr Memorial Room	Third floor (Room 367)
Vic Firth Percussion Studio	Basement (Room 8)
Marketing & Communications Offices	JH001

APPENDIX D: Named & Endowed Roles

*Stanford and Norma Jean Calderwood Director of Orchestra
Studies Chair*
Hugh Wolff

Donna Hieken Flute Chair
Paula Robison

Walter W. Naumburg faculty chair
Laurence Lesser

Wendy Shattuck Chair in Voice
Carole Haber

Dorothy Richard Starling Chair in Violin Studies
Donald Weilerstein

APPENDIX E: Frequently Mistaken NEC Names

- **Stephen Drury** (not Steve Drury)
- **Nicholas Kitchen** (not Nick Kitchen)
- **Erica J. Washburn** (not Erica Washburn)
- **Inmo Yang** (not In Mo Yang)