ECS House Style Guide

The primary guides for style for ECS blogs, websites, *Interface,* meeting programs, email communications, and collateral are the [Chicago Manual of Style](#) for general style and the *ACS Style Guide* for scientific content unless otherwise stated here. The dictionary of record is [Merriam-Webster](#). We use the American spelling of words.

These rules do not apply to the research papers submitted by authors to the *Journal of The Electrochemical Society*, the *ECS Journal of Solid State Science and Technology*, or *ECS Transactions*.

Use Times New Roman for all content being submitted for print production. This doesn't mean it will be the only font used for collateral.

Acronym

Limit the use of acronyms unless they are in common use (e.g., JPEG, NASA). Otherwise, spell them out as a courtesy to those readers who might not easily recognize them. The use of less familiar abbreviations should be limited to those terms that occur frequently enough to warrant abbreviation—roughly five times or more within an article—and the terms must be spelled out on their first occurrence. The abbreviation usually follows immediately, in parentheses. Generally, write out *open access*, *article processing charge*.

Capitalization

Keep capitalization to a minimum. Too many capitals tend to be typographically ugly. AVOID ALL CAPS.

Use initial capitals for proper names, official titles (see "Professional titles" section), and trade names.

Do not capitalize the names of seasons, *web,* or *internet*.

Do not capitalize *division*, *section*, or *committee* unless connected to official title (e.g., The new ECS committee; The new ECS Membership Committee; the ECS Battery Division).

Do not capitalize directional words (e.g., north, south, etc.) unless they are used as nouns denoting specific regions (e.g., South Korea).

Capitalize the article *The* when referring to The Electrochemical Society.

Capitalize *Society* when using it in place of *ECS* (e.g., We here at the Society feel …).

Do not capitalize *short course*, *open access*, or *plenary*.

Do not capitalize the names of ECS's topical interest areas.

Capitalize *fellow* only when used as part of the official name of the title (i.e., Allen Bard was named Fellow of The Electrochemical Society). Otherwise lowercase (i.e., Allen Bard is an ECS fellow, or Allen Bard is a fellow of The Electrochemical Society).

When using *Li-ion* in a headline, capitalize the *I* after the hyphen (i.e., Li-Ion). When not used in a headline, it can be *Li-ion* with only the cap *L*. Always cap the *L* in *Li* as per the style for chemical elements.

Email addresses: When typing out an ECS email address for a person, capitalize the first letter of the first and last name (e.g., Alessandro.Volta@electrochem.org).

Emails (from Informz)

Subject lines have an initial cap and the rest lowercase (i.e., Best kind of science).

Subject lines should be 40 characters or less, including spaces, so they will read well on most devices.

Generally, emails should be from a person and signed with that person's title, photo, and signature.

All images/photos should be sent as separate attachments.

Send the following transmission details with all email requests:

Transmit date: (date you want the email to be sent)
Contact list: (specify the list or query see below)
Staff to be copied: (this is for non-communication preference lists [staff are already included in these lists]) only and should say "All staff" or a list of individual names)
Delivery method: Please specify as follows:
1.   Standard (all emails sent at publish time)
2.   Optimized (emails sent over a 24 hour period based upon when the recipient opened emails in the past.)
3.   If A/B subject line:
Send to Winner: (specify the initial send – 5%, 10%, 15%, 20%, 25%, 30%, 35% or 40% of total)
Date & time for the winner with the highest click rate: (Informz will automatically send the remaining winners at the date/time specified)
From line (text): (this is the text information e.g. "Yue Kuo, ECS President")
From email address: (this is an email address and the one that will receive all out of office replies)
Reply to email address: (can be different than the "From" email address):
Subject line (regular): (keep it short—long subject lines are not visible)

Subject lines (A/B): A (specify the first subject line)
                          B (specify the second subject line)
Preview line: (this is the short one-liner above the banner and the Web version option)
Banner: (this is the banner that will appear at the top of the content—please be specific)
Special instructions: (this is where you can ask for attached image to be added to content, etc.)

Refer to the SOP - Sending Community Emails when submitting email requests.

Publications and our name

The first time it's mentioned use the full name of the organization (e.g., The Electrochemical Society), then *ECS*. If the communication is going to an audience familiar with ECS, it is not necessary to do this: *The Electrochemical Society (ECS)*.

When referring to the Society by *ECS*, do not include *the*.

When making ECS possessive, use *ECS's,* not *ECS'*.

The first time it's mentioned use the full name of an ECS publication. If you are going to repeat the name in that piece of content, you can abbreviate the name:

Journal of The Electrochemical Society (JES)
ECS Journal of Solid State Science and Technology (JSS)
ECS Electrochemistry Letters (EEL)
ECS Solid State Letters (SSL)
ECS Transactions (ECST)

Note: The title is italic and the abbreviation is not.

Do not put the abbreviations and the parentheses in a headline or subhead. Use the full name only.

Meeting names

The name of the meeting including the meeting number should be used when referencing a biannual meeting:

> Correct: 237th ECS Meeting

> Incorrect: ECS Meeting or Atlanta Meeting

ECS serves a global audience; using location-based references may make it difficult for our international constituency to identify with our global brand.

If the desire is to reference the ECS meeting without utilizing the meeting number, then you should use the following formats:

> Email Subject Line: ECS meeting in Montreal, Canada

> Inline text: ECS biannual meeting in Montreal, Canada

Branded meetings may remain as-is: PRiME 2016, PRiME 2020, etc.

Common mistakes to avoid:

> ECS Meeting – this implies that there is one ECS meeting (annual). Not capitalizing the "M" solves this issue and pairs it with the meeting location.

Division, section, and student chapter names

In most cases, do not abbreviate the names of ECS divisions or topical interest areas.

Put *ECS* in front of the location of a student chapter or section (e.g., ECS Montreal Student Chapter, ECS India Section) unless the context (*Interface* or eNews) makes it clear that the chapter or section belongs to ECS.

Other names

Generally, use the local name and spelling of an institution (i.e., Ludwig-Maximilians-Universität in Munich, not Ludwig Maximilian University of Munich).

When referring to ECS use a collective noun like *ECS* or *Society* rather than pronouns like *our*, *we*, or *us*.

When a person's name includes both a given name and a nickname or Americanized name, as in Zhichuan (Jason) Xu, put the nickname in parentheses as demonstrated, not in quotes.

Numbers

Generally, numbers under 10 should be spelled out. Numbers 10 and over should be written out numerically. Don't mix numerals and written-out numbers in the same paragraph. An exception would be if numbers are not referring to the same type of thing or category. Then, the same sentence or paragraph items in one category may be given as numerals and items in another spelled out (e.g., Only two among the 50-plus …).

Numbers of four digits and over should be separated with a comma (e.g., 5,000).

When presenting years, show the year in its numerical entirety (e.g., 1990s, not 90s).

When using *th*, *st*, or *nd* after the meeting number (e.g., The 231st ECS Meeting), keep it on the same line as the text, not superscript (e.g., 231st, not 231st).

Ages: When the adjectival phrase comes before the noun that modifies it, it is hyphenated (e.g., The 20-year-old student …).

Age is not hyphenated when it comes after the noun it modifies (e.g., The student is 20 years old …).

Dates: Write out the months and days (e.g., January, Wednesday, not Jan., Wed.) unless space is an issue, then use the three or four letter abbreviation followed by a period.

All-numeral styles of writing dates should not be used. Write it out (e.g., use this: May 10, 1999, not this: 5/10/99).

Do not use *th*, *st*, or *nd* after the number of the day.

Do not put apostrophes in decades (use 1950s, not 1950's).

Do not use the expressions *thirties*, *eighties*, etc. Use *1930s*, *1980s*, etc.

Use *from 1958 to 1959* rather than *from 1958-9*.

Spell out the names of centuries (e.g., the eighteenth century, not the 18th century).

If you start a sentence with a year, spell out the year (e.g., Two thousand seventeen …). It's preferable to rework the sentence so it doesn't start with the year.

Percent: Spell out *percent* as one word in literary context, but in statistical contexts and in tables and diagrams where space is scarce, the symbol *%* is acceptable.

Phone Numbers: Use periods to indicate breaks in phone numbers (e.g., 609.737.1902).

Use *ext.* when indicating an extension (e.g., 609.737.1902 ext. 100).

For international phone numbers, because of varying number conventions by country, represent numbers with spaces and no punctuation to indicate breaks.

Time: Use a colon to separate hours from minutes (e.g., 1:00 pm, 3:30 am).

Use lowercase letters, no punctuation, and a space before the abbreviation when using *am* or *pm*.

For the 24-hour system of time, use no punctuation (e.g., 0800h and 1700-1830h). Use the *h* as demonstrated. Add the *0* for times before 1000h.

Professional titles

Capitalize a person's title when used with the person's name or as a direct address. The title is not capitalized when used generally. Capitalize titles immediately preceding the name when used as part of the name (e.g., We asked President Smith to join us).

Do not capitalize titles when used descriptively (e.g., John Smith, chair of the meeting … or As I step into the role of ECS president …).

In text, titles following a personal name or used alone in place of a name (other than in direct addresses) are lowercase, with a few exceptions.

Examples: Yue Kuo, president of ECS; ECS President Yue Kuo; the president of ECS; ECS Executive Director Chris Jannuzzi; Chris Jannuzzi, ECS executive director; the executive director of ECS; chair of the department; chair of the Department of Chemistry; John Doe, director of IBM; Sam Smith, senior researcher at IBM; David Cliffel, technical editor of JES; JES Technical Editor David Cliffel; David Cliffel is the technical editor of JES.

Among professional titles, named academic professorships and fellowships are usually capitalized wherever they appear, especially if they are accompanied by a personal name.

Examples: John Doe, Distinguished Service Professor at the University of Pennsylvania; John Doe, a professor at the University of Pennsylvania.

Omit punctuation when including degree titles (e.g., PhD, not Ph.D).

Note: The first time we mention the full name of someone who is a Dr. or a Prof., we don't use *Dr.* or *Prof.* In subsequent uses, we generally use just the last name.

Punctuation

Abbreviations: House style is to include periods after abbreviations of a prefix to a name (e.g., Dr., Prof., etc.).

Periods are not required where uppercase letters are used in the initials of an organization (e.g., BBC, ECS) or abbreviated scientific terms (e.g., DNA, GMO).

Names of states in the United States should be two letters, capitalized, with no punctuation (e.g., PA, NJ).

If you abbreviate *United States* in an address, use *USA*. In other uses go with *U.S.*

Use a single space, not a double space, after a period at the end of a sentence.

Use *PS:* for postscript at the end of a communication, not *P.S.*

Commas: Use the Oxford comma when sentence structure is serial (e.g., France, Italy, and Spain, not France, Italy and Spain).

Use a comma after *i.e.* and *e.g.* in parenthetical expressions, as it is used throughout this document.

Do not use a comma preceding *et al.* (e.g., Saltzman et al.) unless commas are needed for other reasons (e.g., Saltzman, Brown, et al.). *Et al.* comes from the Latin phrase meaning "and others." There should always be a period after the *al* in *et al.* as it is an abbreviation.

Dashes: Use em dashes (— by hitting Alt+Ctrl+ - (minus)) to indicate an interruption, particularly in transcribed speech.

In phrases where you could use a comma or colon, the use of an em dash is also acceptable with no spaces on either side of the dash.

Use an en dash (– by hitting Ctrl + - (minus)) to indicate range (e.g., 40–50 people).

Hyphens: Use hyphens to connect two or more words (or numbers) into a single concept, especially for building adjectives. If there is no risk of ambiguity, you may leave out the hyphen, but keep the space. If you are uncertain, check the *Merriam Webster Dictionary* for spelling.

Do not hyphenate *email*, *online*, *nonprofit*, *early bird*, *vice president*, or *vice chair*.

Although hyphens or dashes can be used as substitutes for the word *to* when discussing value ranges and dates, it is better to use the word *to* in formal writing situations.

Underline: Generally, do not underline text. *Sparingly* use italics or bold to emphasize a word or phrase.

Italics: Occasionally use italics for emphasis, but avoid using it too much.

Italicize foreign words or phrases that are unlikely to be familiar to your reader.

Italicize words presented as words (e.g., Capitalize the article *The* when referring to The Electrochemical Society) and letters presented as letters (e.g., the letter *q*).

Always italicize a publication title unless it happens to be presented in already italicized text.

As per ACS do not italicize common terms, including *in situ* and *ex situ*.

Always italicize *Free the Science* except when in already italicized text. Do not include a ^{TM} when *Free the Science* appears in text.

Quotation Marks: Unless you are quoting someone, quotation marks are typically not used. Quotation marks should not be used for emphasis; rather, you should bold or italicize a word you wish to emphasize.

Titles of talks and publication article titles are exceptions to this rule and should be in quotes.

When quoting someone we generally use present tense (e.g., "That is a great idea," says Jones. Not "That is a great idea," said Jones.).

Ellipses: An ellipsis is a set of three periods (…) indicating an omission. When the ellipsis is used within a sentence, use the ellipsis character (alt+0133) with space on both sides (e.g., sample … sample).
If the ellipsis follows after a sentence, the sentence should end with a period. Then there should be a space, then the ellipsis character, and then a space (e.g., sample. … sample).

Website Addresses in General: Never write the *http://* when writing a website URL unless the site has no *www* (www.electrochem.org or http://osf.io, not http://www.electrochem.org).

Website Addresses for Print: The URL can be built into the sentence (e.g., The award, which can be found at www.electrochem.org/awards, continues to attract much constructive commentary) or put in parenthesis after the mention. Note the placement of the period in this example: It refers to the paper in JES about plastic eating enzymes (www.electorchem.org/blog/enzymes).

Footnotes

Set footnotes at the bottom of each page.

- Use a superscript lowercase letter designation for footnotes: a, b, c, etc.
- Set a rule (e.g., _____) just above the footnote as separator from the text above.
- Do not indent the rule from the left margin.
- The rule should be ¾" long if it is on a three-column page layout, or 1½" long if it is on a two-column page layout.

Example:

This is the line that needs a footnote.[a]
_____
[a]This is the footnote.

Common mistakes

a part vs. apart: *A part* is often followed by the preposition *of*. *Part* acts as a noun when combined with the article, *a*. *Apart* usually acts as an adverb. *Apart* is often followed by the preposition *from*.

log in vs. login: *Log in* is typically used as a verb; *login* is typically used as a noun.

peer review vs. peer-review: *Peer review* (with no hyphen) is a noun and means a process (e.g., ECS journals have a rigorous peer review). Use the hyphenated *peer-review* when it is an adjective modifying a noun (e.g., The *Journal of The Electrochemical Society* is a peer-reviewed journal).

sign up vs. signup: *Sign up* is usually used as a verb; *signup* is usually used as a noun.

symposium vs. symposia: *Symposia* is the plural version of the singular *symposium* (e.g., The ECS Nanocarbons Division sponsors one symposium in the fall and multiple symposia in the spring). When using as an adjective, use the singular version.

Word list

List of commonly used words and phrases with the preferred spelling.

coauthor, not co-author

multidisciplinary, not multi-disciplinary

on-site

solid state (no hyphen)

WiFi

Trademarks

A reasonable effort should be made to capitalize trademarked names, however, do not use the trademark (™) or registered trademark (®) symbol. There is no legal requirement that ECS conform to this. In addition, trademarks are often recognized and available as such only in the country of origin.

Proofreading marks

Proofreading marks should always be made in red. See below for the mark and meaning.

When the actual text is not supplied, use the placeholders: **HED** to indicate headline, **DEK** to indicate subhead line, **LEDE** to indicate the leading paragraph, and **GRAF** to indicate paragraph.

Use **TK** in copy being edited to signify that additional material will be added at a later date.

Use <<instructions here>> to indicate an instruction or comments **not** to be included in the copy.

Mark	Meaning
℮	Delete (~~take~~ out)
stet	Disregard proof correction mark
⌒	Clos e up
≡	Change to capital letters
lc	Change to a lowercase letter
=	Change to small capital letters
—	Change to underlined letters
∿	Change to bold type

itals	Change to italic letters
wf	Replace with correct font
⊣N	Insert (or substitute) en-dash
⊣M	Insert (or substitute) em-dash
⊙	Insert (or substitute) period
⌃	Insert (or substitute) comma
#	Insert space into the text
=	Correct alignment of text
¶	Begin new paragraph
] [	Center text
⊔	Move text down

⌐   Move text up

|←[|←[Move text left

]→| Move text right]→|

⊓⊔   Transpose items these

[ ]   Insert brackets into the text]

{ }   Insert parentheses into the text}

↶   Invert this piece of text