## **AAD** style guide

- Good communication—The basics
- The AAD style guide
  - Abbreviations
  - Academic degrees
  - Academic titles and other titlesCapitalization

  - Class years

  - Equitable and inclusive writing
    Names of classes, clubs, and groups
  - Names of colleges and units
  - Names of events
  - Names of giving societies and funds
    Names of people
    Numbers, dates, and times

  - Punctuation marks and special symbols
    Special Cornell terms

  - Technological terms
- Voice and tone guide