

## Commencement Program Guidelines

Please direct all correspondence on the commencement program to the following individual with University Marketing and Communications (UMC):

Hayley Milloy: hem39@case.edu; 440.665.6093

When reviewing page layouts, please mark changes up using the Adobe Acrobat “comments” toolbar. Please use the “insert,” “replace” and “strikethrough” cursors ONLY. An editing tools instruction document will be sent to you with your pages.

### Things to Keep in Mind When Producing Your Documents:

Be sure the formatting of students’ names is EXACTLY the same between lists (e.g., degree received and award(s) received)

When listing middle initials, there should be a period after the initial (e.g., James P. Corrigan)

Our editorial style does not use periods in degree abbreviations: BA, MD, PhD, etc. This is true for both the listing of graduating students and in listing credentials for presenters:

Grover C. Gilmore, PhD  
Catherine L. Luck  
BA, Miami University  
MA, Cleveland State University

Notes on listing schools where students have received prior degrees:

- Institutions with multiple campuses should have their names formatted as: University of California—Davis.
- Do not include articles in front of names of schools (e.g., Ohio State University, NOT The Ohio State University).
- Institutions in other countries should have the name of the country listed after the name of the college, separated by a comma, unless it is already in the name (e.g., University of Science and Technology, India BUT National University of Ireland).
- Two degrees from the same institution should be listed separately:  
EX: BA, Miami University  
MS, Miami University

A database of formatted college and school names for your reference will be emailed to you along with your other files.