

HOOD COLLEGE

EDITORIAL STYLE GUIDE

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Writing Great Content Consistently: Usage, Style and Grammar

Hood College uses the Associated Press Stylebook and Webster's New World College Dictionary. Every institution that uses a style guide also has its own nuances. This document covers some of the most common elements of content, as well as any Hood College exceptions.

Here are some helpful tips to follow across all types of content:

- **Write for reading**—If content sounds ridiculous or unclear when said out loud, it probably needs to be rewritten and simplified.
- **Lead with the meat**—Try to include the most important information as close to the front of the content as possible.
- **Avoid redundant content**—Cross-reference existing content whenever possible rather than reproducing it entirely.
- **Edit liberally**—Pare down lengthy prose that distracts readers from the substance of the post; another option is to extract extraneous content and use it for other communication channels (e.g., email, blogs, social media).

Academic Degrees

- Use an apostrophe in *bachelor's degree* and *master's degree*; there is no apostrophe in *associate degree*. There is no possessive in *Bachelor of Arts* or *Master of Science*.
- If using the abbreviation of degree type, use periods if two letters (M.A. or B.S.), but no periods if more than two letters (MBA, MFA).
 - If not associated with a graduation year, write out degree—do not abbreviate. Use lowercase for the field of study. (See complete list of Hood academic programs on page 13.)
 - master's degree
 - John Crum, M.S.'13
- If spelling the full, formal degree, use uppercase.
 - Bachelor of Science in Biology
- For informal usage, use lowercase for degree type and program, except for proper nouns.
 - A bachelor's degree in biology and a master's degree in English
- For honorary degree recipients, see page 8.

- Terminal degrees are listed after all Hood affiliations, unless earned at Hood.
 - Art Anderson, P'07, M.D.
 - Gail Gamble '69, H'93, M.D.

Acronyms and Abbreviations

Unless an acronym is well known (e.g., NASA, Scuba, NCAA), steer clear of using them. Do not use acronyms or abbreviations that the reader would not quickly recognize.

An acronym is a word formed from the letter or letters of a series of words.

- Laser: light amplified by stimulated emission of radiation
- An abbreviation is not an acronym.

If you need to abbreviate a school or program name—or some new research you're writing about—first spell it out, then put the abbreviation or acronym in parentheses.

- Her work with environmental science (ENV) is now recognized in The Journal of Excellence.

All other references thereafter can be the abbreviation only (e.g., ENV).

Attribution

- For students and alumni: Provide the name, graduation year (or anticipated) in two-digit format and program name.
- If there could be confusion of a graduation year (1914 vs. 2014), use the four-digit format for the earlier date and offset by commas. The two-digit year is not off-set by commas and is written as if an extension of the name.
 - Joan Smith, 1914, studied education.
 - Bob Richards '14 studied education.
- Use degree abbreviations to designate graduation years. For graduate degrees, use a comma between name and degree abbreviation. No space between degree and year. For undergraduate degrees, no comma between name and year.
 - Amanda Smith, M.S.'14
 - Jessica Park '12, MBA'14
 - Kevin Jones, DOL'20

- Doctoral degree not earned at Hood goes after Hood info
 - Jackie Tyler '79, Ph.D.
- Because anticipated graduation years are less obvious for graduate degrees, do not use year in headlines. Anticipated year can be used in narrative copy.
 - Amy Powell, MBA student
 - Chad Watters, doctoral candidate
- Please note the direction of the apostrophe before the graduation year; it points toward the missing information: '13, not ´13
 - John Smith '12, biology
 - Maggie Johnson '04 was a counseling psychology major.
- For faculty: Provide the name followed by a comma, then doctoral degree abbreviation followed by a comma if applicable, then the title (lowercase)
 - Barry White, Ph.D., professor of biology

Compound Modifiers

As a general guideline, compound modifiers are hyphenated. If not used as a compound modifier, no hyphen.

- She is a first-year student.
- This is her first year at Hood.

If there's a chance of ambiguity, it's better to hyphenate.

Compounds that include "ly" are never hyphenated. Use a hyphen to designate dual heritage (e.g., Italian-American, Mexican-American). However, no hyphen is used for African American, French Canadian or Latin American.

Dates and Times

Always use Arabic numbers, without *st*, *nd*, *rd* or *th*.

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Spell out when using alone or with only a year. When the phrase uses only a month and year, do not separate by comma. When the phrase refers to a month, day and year, set off the year with commas.

- January 2011 was a cold month.
- Jan. 2 was the coldest day of the month.

- His birthday is May 8.
- Feb. 14, 2013, is the target date.

Use numeric figures except for noon and midnight; a colon to separate hours from minutes; a hyphen with no spaces to separate hour span; a.m. or p.m. (lowercase, with periods). If you use *from* to describe a time span, always use *to* or *through*.

- We're meeting at noon.
- The event ends at 10 p.m.
- Convocation is held from 1:30 through 3 p.m. (Never: Convocation is held from 1:30-3 p.m.)
- The store hours are noon-5 p.m. (Use a hyphen, with no spaces on either side when writing a date or time range.)

The only exception for this guideline is on Twitter or other character-constrained media. In these cases, choose the shortest-yet-clearer description of dates.

- Mon 1/24 at 4pm

Formal and Informal Titles

Capitalize formal titles when they are used immediately before one or more names. A formal title generally is one that denotes a scope of authority, professional activity or academic activity.

- Pope Benedict XVI
- Vice President for Institutional Advancement Nancy Gillece '81

Formal titles used after one or more names are not capitalized.

- Andrea Chapdelaine, Ph.D., president of Hood College
- Olivia White, Ph.D., dean of students and vice president for student life

Informal titles serve primarily as occupational descriptions and are not capitalized.

- peanut farmer Jimmy Carter
- astronaut John Glenn

The use of "Dr." is typically reserved for medical physicians. For those with doctorate-

level degrees, use the degree abbreviation after the name, offset by commas.

- Andrea Chapdelaine, Ph.D., president of Hood College
- Jennifer Cuddapah, Ed.D., assistant professor of education

With a few exceptions (e.g., The Hon.; The Rev.), honorifics (Mr., Mrs., etc.) should not be used in formal copy. The full name, without honorific, on first reference, and last name only on second reference are sufficient.

Formatting, Punctuation and Special Marks

- Use a single space after a period at the end of a sentence.
- Use quotation marks around titles of compositions unless it is the Bible or a reference material (encyclopedia, newspaper, dictionary, etc.).
- Use curly quotation marks and apostrophes, not straight.
- Phone numbers should include the area code separated by hyphens.
 - 301-696-3800
- When using bulleted lists, capitalize the first letter of the first word, and do not use periods at the end of each list item unless it is a complete sentence.
- Ampersands (&) should be used sparingly and only when part of an official name.
 - Hobart and William Smith Colleges
 - The College of William & Mary
- Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.
 - The horse eats apples, bananas and carrots.
 - She had juice, peanut butter and jelly, and an apple.
- To create a strong break in sentence structure, or to emphasize a part of the sentence, separate by m-dash with no spaces between dash and letters on either side.
 - Big news stories at Hood College go in the magazine—where many stories are featured—in addition to a news release.
- Use the word “percent” instead of the symbol % in body copy (e.g., ... by more than 30 percent). Use the % mark only in graphs, charts and calls-to-action.
- Always place commas and periods inside of quotation marks and parentheses.
 - Place exclamation points and question marks inside of quotation marks and parentheses only if the punctuation refers to the quoted part.
- Email addresses should always be lowercase.
 - marketingoffice@hood.edu
- When using an email address or web address in a printed piece, remove the underline/hyperlink.

Honorary Degrees

To designate an honorary degree recipient using the year the degree was awarded, separate from name by a comma; no space before year:

- Wil Haygood, H'16

To designate using the honorary degree

- Wil Haygood, LHD (h.c.)

The (h.c.) is Latin for “honoris causa.” A recipient of an honorary degree should never be referred to as doctor (if this is the only degree held).

In running text:

- Wil Haygood holds an honorary Doctor of Humane Letters.

Abbreviations of Honorary Degrees

- Honorary Doctor of Arts—D.A. (h.c.)
- Honorary Doctor of Arts and Human Letters—DAH (h.c.)
- Honorary Doctor of Business—D.B. (h.c.)
- Honorary Doctor of Fine Arts—DFA (h.c.)
- Honorary Doctor of Humane Letters—DHL (h.c.)
- Honorary Doctor of Liberal Arts—DLA (h.c.)
- Honorary Doctor of Letters—Litt.D. (h.c.)
- Honorary Doctor of Science—D.Sc. (h.c.)

Numbers

- Spell out numbers one through nine unless preceding a unit of measure or referring to ages of people, animals, events or things
 - The boy is 6 years old.
 - He grew 4 inches this year.
- Use numerals for 10 and greater.
- Always use a comma when using four or more digits (e.g., 1,000)
- Use the phrase “more than” and “less than” rather than “over” or “under” when

referring to numbers.

- We registered more than 100 attendees.

Plurals

- alumnus (singular male); alumna (singular female); alumni (plural male, male and female); alumnae (plural female)
- curriculum (singular); curricula (plural)
- emeritus (singular male); emerita (singular female); emeriti (plural)
- faculty member (singular person); faculty (plural of all faculty members)

RAS Syndrome (Redundant Acronym Syndrome Syndrome)

- ATM machine
 - It should be ATM.
 - It stands for Automated Teller Machine.
- GRE/GMAT exam
 - It should be GRE/GMAT.
 - It stands for Graduate Record Exam/Graduate Management Admission Test.
- ISBN number
 - It should be ISBN.
 - It stands for International Standard Book Number.
- LCD Display
 - It should be LCD.
 - It stands for Liquid Crystal Display.
- NPR radio
 - It should be NPR.
 - It stands for National Public Radio.
- PIN number
 - It should be PIN.
 - It stands for Personal Identification Number
- Please RSVP
 - It should be RSVP.
 - It translates from the French as “respond, please.”

Spelling and Usage

In the case of alternate spellings or plurals, we typically use the AP Stylebook first, and Webster’s New World College Dictionary second.

- 4Plus Program, 4Plus
- adviser
- afterward
- archaeology
- backward
- birthdate
- Black, when referring to people in a racial, ethnic, or cultural context
- catalog
- chair: not chairperson, chairwoman, or chairman
- Class of 2016
- Corde et Mente et Manu, Hood's motto (With Heart and Mind and Hand)
- coursework
- cross country (Though AP uses cross-country, we follow the standard used by the NCAA)
- cum laude
- dean's list
- The George B. Delaplaine Jr. School of Business (cap The in running text; no comma before Jr.)
- Departmental Honors
- doctoral [adj.], doctorate [noun]
 - She has applied for the doctoral program.
 - She is earning her doctorate.
- Downtown Frederick
- email, esports, but e-book, e-blast, e-commerce, e-newsletter
- ext., abbreviation for campus extension (Call marketing at ext. 3800.)
- flier (one that flies); flyer (an advertising circular)
- forward
- full-time, part-time [adj. or adv.]
- gender, not sex, when referring to a person's identity
- GPA
- Grey
- Honors Program
- hors d'oeuvre(s)
- the internet (lowercase, effective June 1, 2016)
- inaugural, not first annual
- Indigenous, when referring to original inhabitants of a place
- magna cum laude
- marcom, not MARCOM (it is not an acronym.)
- MICUA

- Mortar Board
- Mount St. Mary's University
- noncredit [adj. or adv.]
- nondegree
- nonprofit
- on campus, off campus [adj.]; on-campus, off-campus [adv.]
 - This class takes place on campus.
 - She lives in an off-campus apartment.
- online
- percentage
- residence hall, not dorm or dormitory
- sex, not gender, when referring to how a person was born
- student-athlete, but student teacher, student veteran, student worker
- summa cum laude
- supervisor
- theater, unless Theatre in formal name
- they/them/their, in certain cases use as a gender-neutral pronoun, when alternative wording is overly awkward or clumsy or when the individual prefers it. When "they" is used in the singular, it takes a plural verb. (Be sure it's clear from context that only one person is involved.)
- toward
- track and field
- transgender, people whose gender identity does not match the sex they were identified as having at birth. Identify people as transgender only if pertinent and use the name by which they live publicly. Use the person's preferred pronouns and only refer to their previous name, sometimes called a deadname, with their permission and if relevant to the story. Generally, avoid references to a transgender person being born a boy or girl. The shorthand trans is acceptable on second reference. Do not use the noun, such as referring to someone as a transgender, or use the terms transgendered, transsexual or tranny.
- URL, URLs
 - www.hood.edu
 - When a URL must be broken over a line in printed context, break the line after the slash (/).
- wordmark
- the World Wide Web, the web, webpage, website, webcast, webmaster

Common Content Conundrums Solved

- Affect or Effect?

- Affect as a verb means to influence (e.g., The game will affect the standings.)
- Effect as a verb means to cause (e.g., He will effect many changes in the company.)
- Effect as a noun means result (e.g., He didn't realize the effect of his actions.)
- Allude or Elude?
 - Allude = to refer to someone indirectly (e.g., He alluded to the fact that her tardiness was upsetting him.)
 - Elude = to escape notice or understanding (e.g., The reason for her tardiness eluded him.)
- Among or Between?
 - Among = when there are more than two things being compared
 - Between = when there are only two objects being compared
- Bring or Take?
 - Bring something toward you
 - Take something away from you
- Compliment or Complement?
 - Compliment = give someone praise
 - Complement = something that completes or perfects
- Complimentary or Complementary?
 - Complimentary = free
 - Complementary = combines well with
- Compose, Comprise or Comprised of?
 - A thing is "composed of" (made up of)
 - A thing "comprises" (contains) other things
 - "Comprised of" is always wrong
- e.g or i.e.?
 - e.g. = examples
 - i.e. = clarification (e.g., Three decimal places should only be used in statistics where it is the norm: i.e., a baseball batting average.)
- I, Me or Myself?
 - Mark and I went to the meeting.
 - The CEO met with Mark and me.
 - I kept the secret to myself.
 - Only used "myself" on second reference on "I"
- Imply or Infer?
 - Imply = to suggest
 - Infer = draw as a conclusion
- It's or Its?

- It's = it is
- It's = it has
- Its = the possessive form of "it"
- Lose or Loose?
 - Lose = opposite of win
 - Loose = not tight
- Principal or Principle?
 - Principal = the head or chief, particularly of a school
 - Principle = fundamental truth, basis, origin
- Stationary or Stationery?
 - Stationary = state of immobility
 - Stationery = letterhead or writing material
- Than or Then?
 - Than = used for comparison
 - Then = used in a sequence indicating time; first this, then that
- That or Which?
 - That = singles out an item (e.g., "The event that we attended ...")
 - Which = adds explanation to an item being described, and it always follows a comma (e.g., "The event, which we loved, took place ...")
- That or Who?
 - That = describes non-people (e.g., companies or entities)
 - Who = describes real people
- Their, They're or There?
 - Their = possessive, they own something
 - They're = they are
 - There = refers to a place or idea
- Who or Whom?
 - Who = refers to human beings and animals with a name (e.g., "The woman who rented the room left the window open. Who is there?")
 - Whom = used when someone is the object of a verb or preposition: (e.g., "The woman to whom the room was rented left the window open. Whom do you wish to see?")
- Your or You're?
 - Your = possessive, you own something
 - You're = you are

Official Names and Places

Hood College

- Hood or the College on second reference

Departments and Academic Programs

Follow these examples for capitalizing departments and offices:

- Department of Biology, biology department
- Office of Human Resources, human resources office
- Department of English, English department

With the obvious exception of proper nouns, majors and minors are always lowercase.

- art and archaeology
- English
- biology

Departments, Degrees, Certificates and Concentrations

Department of Art and Archaeology, art and archaeology department

- Undergraduate
 - art and archaeology, B.A.
 - archaeology concentration
 - art education concentration (pre K-12)
 - art history concentration
 - studio art concentration
 - art therapy, B.A.
 - art history minor
 - archaeology minor
 - graphic design minor
 - studio art minor
- Graduate
 - ceramic arts, M.A.
 - ceramic arts, MFA
 - ceramic arts, certificate

Department of Biology, biology department

- Undergraduate
 - biology, B.A.

- environmental science and policy, B.A.
- 4Plus Program in environmental biology (B.A./M.S.)
- 4Plus Program in biomedical science (B.A./M.S.)
- Sustainable studies, B.A.
- biology minor
- coastal studies minor
- environmental studies minor
- Graduate
 - bioinformatics, M.S.
 - biomedical science, M.S.
 - environmental biology, M.S.
 - geographic information systems (GIS), certificate

Department of Chemistry and Physics, chemistry and physics department

- Undergraduate
 - biochemistry, B.A.
 - chemistry, B.A.
 - environmental science and policy, B.A.
 - environmental chemistry concentration
 - chemistry minor
 - physics minor

Department of Computer Science and Information Technology, computer science and information technology department

- Undergraduate
 - computer science, B.S.
 - 4Plus Program in information technology (B.A. or B.S./M.S.)
 - computer science minor
 - web development minor
- Graduate
 - bioinformatics, M.S.
 - computer science, M.S.
 - cybersecurity, M.S.
 - information technology, M.S.
 - management information systems, M.S.
 - cybersecurity certificate

The George B. Delaplaine Jr. School of Business, business department

- Undergraduate
 - accounting, B.A.
 - business administration, B.A.
 - 4Plus Program in business administration (B.A./MBA)
 - economics, B.A.
 - integrated marketing communication, B.A.
 - actuarial science minor
 - business administration minor
 - economics minor
 - management minor
- Graduate
 - organizational leadership, DOL
 - business administration, DBA
 - business administration, MBA
 - accounting certificate
 - financial management certificate
 - organizational management certificate

Department of Education, education department

- Undergraduate
 - early childhood education, B.A.
 - elementary/special education, B.A.
 - secondary education certification
 - early childhood education certification
 - elementary/special education certification
- Graduate
 - curriculum and instruction, M.S.
 - educational leadership, M.S.
 - education, multidisciplinary studies, M.S.
 - mathematics education, M.S.
 - mathematics instructional leadership, M.S.
 - reading specialization, M.S.
 - elementary STEM education certificate

Department of English and Communication Arts, English and communication arts department

- Undergraduate

- English, B.A.
 - creative writing concentration
 - drama and theater concentration
 - literature concentration
- 4Plus Program in English and business administration (B.A./MBA)
- communication arts, B.A.
 - digital media concentration
- integrated marketing communication, B.A.
- film studies minor
- graphic design minor
- journalism minor
- literature minor
- public relations minor
- studies in women and gender minor
- theater and drama minor
- writing minor

Department of Global Languages and Cultures, global languages and cultures department

- Undergraduate
 - Arabic and Middle Eastern studies, B.A.
 - French, B.A.
 - French, B.A. with secondary education certificate
 - Spanish: Iberian and Latin American cultural studies, B.A.
 - Spanish, B.A. with secondary education certificate
 - Arabic and Middle Eastern studies minor and certificate
 - French minor
 - German minor
 - Spanish minor and certificate

Department of History, history department

- Undergraduate
 - history, B.A.
 - public history concentration
 - 4Plus Program in history and business administration (B.A./MBA)
 - history minor
 - public history minor

Department of Law and Criminal Justice, law and criminal justice department

- Undergraduate
 - law and criminal justice, B.A.
 - law concentration
 - criminal justice concentration

Department of Mathematics, mathematics department

- Undergraduate
 - mathematics, B.A.
 - mathematics with secondary education certificate, B.A.
 - actuarial science minor
 - mathematics education minor
 - mathematics minor
- Graduate
 - mathematics education, M.S.
 - mathematics instructional leadership, M.S.
 - secondary mathematics education certificate

Department of Music, music department

- Undergraduate
 - music, B.A.
 - music history and literature concentration
 - music performance concentration
 - piano pedagogy concentration
 - music history and literature minor
 - music performance minor
 - music performance certificate
 - piano pedagogy certificate

Department of Nursing, nursing department

- Undergraduate
 - nursing, BSN
 - public health, B.A.

Department of Philosophy and Religious Studies, philosophy and religious studies

department

- Undergraduate
 - philosophy, B.A.
 - ethics minor
 - philosophy minor
 - religion minor

Department of Physical Education, physical education department (no degrees)

Department of Political Science, political science department

- Undergraduate
 - environmental science and policy, B.A.
 - environmental policy concentration
 - global studies, B.A.
 - 4Plus Program in global studies and business administration (B.A./MBA)
 - political science, B.A.
 - global studies minor
 - nonprofit and civic engagement studies minor
 - political science minor

Department of Psychology and Counseling, psychology and counseling department

- Undergraduate
 - psychology, B.A.
 - 4Plus Program in psychology and counseling (B.A./M.S.)
 - 4Plus Program in art therapy and counseling (B.A./M.S.)
 - gerontology minor
 - psychology minor
- Graduate
 - counseling, M.S.
 - clinical mental health concentration
 - school counseling concentration
 - interdisciplinary studies in human behavior, M.A.
 - thanatology certificate

Department of Sociology and Social Work, sociology and social work department

- Undergraduate

- sociology, B.A.
- 4Plus Program in sociology and business administration (B.A./MBA)
- social work, B.A.
- criminology and delinquency minor
- pre-professional practice in social work minor
- social science research minor
- sociology minor

Buildings, Rooms and Outdoor Areas

When a building or facility is named for someone, include the full formal name on first reference, followed by the shorter name on all other references.

Her class is in Tatem Arts Center. It is her first class in Tatem.

Academic Facilities

- Beneficial-Hodson Library and Learning Commons
 - reading porch
 - Hood History Museum
 - Hood College Archive
 - Weisberg Archives
- Brodbeck Music Hall
- Hodson Annex (Ceramics Studio)
- Hodson Science and Technology Center
- Kiln Pavilion
- Rosenstock Hall
 - Hodson Auditorium in Rosenstock Hall
 - Hood College Television Studio
 - Virginia Munson Hammell '67 Trading Room
- Tatem Arts Center
 - Avalon Theatre/Blackbox Theatre
 - Hodson Gallery
 - moot courtroom

Administrative Facilities

- Admission House
- Alumnae Hall
 - Blazer Radio

- Alumnae House
- Joseph Henry Apple Academic Resource Center
- Gambrill Gymnasium
 - print and mail services
 - ROTC office
- Whitaker Campus Center
 - Barnes & Noble bookstore
 - Blazer snack bar, Grille Works, Sandwich Shack
 - Whitaker Gallery

Athletic Facilities

- Gambrill Gymnasium
- Huntsinger Aquatic Center
- Nicodemus Athletic Complex
- Ronald J. Volpe Athletic Center
 - BB&T Arena
 - Cohen Hospitality Suite
 - Hodson Fitness Center
 - Shimano Athletic Training Room
- press box
- softball field
- tennis complex
- Thomas Athletic Field

Residential Facilities

- Coblentz Hall
 - Cheryl Brown Dreiling '69 Seminar Room
 - dining room
 - esports arena
- Coblentz Memorial Hall, Memorial
- Meyran Hall
- New Residence Hall
- Shriner Hall
- Smith Hall

Outdoor Areas

- Andrew G. Truxal Pergola, the pergola

- Blazer Bricks
- Jeanne Zimmerman Geary '52 Plaza
- in the Hodson Outdoor Theatre
- on the residential quadrangle

Campus Events

- Three-Minute Thesis (3MT)
- Accepted Students' Day (ASD)
- Admission Café
- Baccalaureate
- Commencement
- Convocation
- Cotton Cyber Lecture Series
- crab feast
- Discover Hood Day (DHD)
- Diwali
- Give Your Heart to Hood Day
- Graduate Degree Recipient Reception (GDRR)
- Graduate School Graduate Appreciation Week
- Graduate School Open House
- Holi
- holiday dinner
- Holidays at Hood
- Homecoming and Fall Family Weekend
- Honors Convocation
- Hood Ring Ceremony
- Iftar
- International Education Week
- late-night breakfast
- Liberation Weekend
- Margaret S. Hood Ball
- Move-In Day
- Noel K. Lester Summer Chamber Music Festival
- Orientation
- Parade of Flags
- President for a Day
- Reunion Weekend
- Scholars' Day
- Spring Fest

- Strawberry Breakfast
- Transfer Tuesdays

Offices, Centers and Programs

- Hood College Archives
- Catherine Filene Shouse Center for Career Development and Experiential Education, Career Center
- Center for Coastal and Watershed Studies
- Center for the Humanities
- Office of Academic Affairs, academic affairs office
- Office of Alumni Relations, alumni relations office
- Office of the Dean of the Chapel, chapel dean's office
- Office of Financial Aid, financial aid office
- Office of the Graduate School, Graduate School office
- Office of Institutional Advancement, institutional advancement office
- Office of Institutional Research and Assessment, institutional research and assessment office, OIRA
- Office of Marketing and Communications, marketing and communications office
- Office of the President, president's office
- Office of the Provost, provost's office
- Office of the Registrar, registrar's office
- Office of Student Support Services, student support services
- Office of Study Abroad, study abroad office
- Shirley Conner Hardinge Center for Global and International Studies, global studies office

Publications

- Hood Magazine
- The Blue and Grey, Hood's campus newspaper
- Wisteria Literary Magazine

People and Titles

Presidents

- Andrea E. Chapdelaine, Ph.D., 2015-
- Ronald J. Volpe, Ph.D., 2001-15
- Robert N. Funk, Ph.D., interim, 2000-01

- Shirley D. Peterson, J.D., 1995-2000
- Martha E. Church, Ph.D., 1975-95
- Ross J. Pritchard, Ph.D., 1972-75
- Theodore H. Erck, Ph.D., interim, 1971-72
- Randle Elliott, Ph.D., 1961-71
- Andrew G. Truxal, Ph.D., 1948-61
- Henry I. Stahr, 1934-48
- Joseph Henry Apple, 1893-1934

Senior Team

Use “for” after vice president

Use “of” after other titles

- Andrea E. Chapdelaine, Ph.D., president
- Debbie Ricker, Ph.D., provost and vice president for academic affairs
- Charles Mann, P’17, vice president for finance and treasurer
- William J. Brown Jr., vice president for enrollment management
- Nancy Gillece ’81, vice president for institutional advancement
- Tammi Simpson, J.D., vice president for community and inclusivity
- Laurie Ward, vice president for marketing and communications