

Senator-elect *Chris P. Agneau; the senator-elect*. In cap-and-lowercase headlines:
Senator-Elect.

senatorial.

send-off (n.), send off (v.).

Senior, Senhora, Senhorita (Portuguese). See COURTESY TITLES.

senior for the class or a member of the class.

Senior, Junior. Use Jr. and Sr. (without commas) for Junior and Senior in names: *Lee D. Berenich Jr.* (or *Sr.*). In bylines: **By LEE D. BERENICH Jr.** Also: *Lee D. Berenich IV* or *Lee D. Berenich 4th*, depending on individual preference. If the preference is not known, use Roman numerals.

In a listing, if family names are printed before given names, the expression Jr. (or Sr., or IV, etc.) comes last: *BERENICH, Lee D. Jr.*, not *BERENICH Jr., Lee D.*

Senior Airman *Hilary D. Agnello; Airman Agnello; the airman*.

Senior Chief Petty Officer *Lauren Z. Cordeiro; Chief Cordeiro; the chief*.

senior citizen. It is a euphemism, to be avoided except in quotations or organization names.

Senior Master Sgt. *Lee F. Miel; Sergeant Miel; the sergeant*.

Señor, Señora, Señorita. See COURTESY TITLES.

sensitive means easily hurt or having keen sensibilities. Its use to mean secret, important or diplomatically fragile is jargon.

separate.

Sephardi is the term for a Jew who lived in Spain or Portugal before the Inquisition, or that Jew's descendant. The plural is *Sephardim*, and the adjective is *Sephardic*. Also see ASHKENAZI and JEW(s).

Sept. for *September* before numerals (*Sept. 17*), or in charts and tables.

septet (music). See QUARTET and TRIO.

sepulcher (not *sepulchre*). Example: *Church of the Holy Sepulcher*.

sequence of tenses. In a newspaper, the prime verb in a sentence is generally in the past tense because newspapers tend to report recent history. For precision, the other verbs in a sentence should relate logically to the tense of that governing verb. This helps the reader keep track of the chronology. Consider, for example, the difference between *They dined when the countess arrived* and *They had dined when the countess arrived*.

With such a governing verb, events in the immediate past should ordinarily be reported in the past tense. *She said she was ecstatic* means she was ecstatic when she spoke. Not *She said she is ecstatic*.

Events more distant in the past are generally reported in the past perfect tense. *He said he had been delirious* means that he was delirious at some time before he spoke.

Events in the future are ordinarily reported in the conditional tense. *She said she would be cooperative* means that she promised to be cooperative at some point after she spoke.

When the sentence specifies a time element, the special tenses are unneeded: *She said she was ebullient on Wednesday*. Her ebullience preceded the speaking, but *on Wednesday* makes that clear. Sentences may also be simplified when they describe a continuing, eternal truth: *He said that the earth is round*. Use *is* because the earth is forever round.

To choose tenses, first identify the governing verb; in each example above, it is *said*. The governing verb appears at the beginning of the sentence; if it moves, it ceases to govern.

Ms. Lamm has a sprained ankle, Dr. Baranek said, and cannot play means that Ms. Lamm had the sprained ankle when Dr. Baranek spoke. *Said* is not the governing verb, but merely part of a parenthetical phrase; thus *has* and *cannot* are correct. If the sentence began with *Dr. Baranek said*, etc., the verbs would change to *had* and *could not*.

Ms. Lamm had a sprained ankle, Dr. Baranek said, and could not play. Here the meaning is that Ms. Lamm was injured at some time before Dr. Baranek spoke.

Similar rules apply to headlines, though the starting point is usually different because the governing verb is most often in the present tense. See HEADLINES.

Also see CONDITIONAL TENSES and SUBJUNCTIVE.

Serbia is a republic in Yugoslavia. Use *Serb(s)* as the noun for its people, and *Serbian* as the adjective. Distinguish Serbia from the *Serbian Republic*, one of the two political entities that make up BOSNIA AND HERZEGOVINA; its people are *Bosnian Serbs*.

serenade. Capitalize in a title: *Beethoven's Serenade for Flute, Violin and Viola (Op. 25)*. But: *a Mozart serenade*.

sergeant. *Sgt. Dale L. Kuzu; Sergeant Kuzu; the sergeant*. Also see SGT. MAJ. and SERGEANT MAJOR OF THE ARMY.

sergeant(s)-at-arms.

sergeant first class. *Sgt. First Class Leslie T. Karitsa; Sergeant Karitsa; the sergeant*.

sergeant major. *Sgt. Maj. Lindsay N. Daan; Sergeant Major Daan; the sergeant major*. The plural is *sergeants major*.

sergeant major of the Army. Lowercase the full title and use it after the name, without abbreviation: *Lindsay E. Bildots, the sergeant major of the Army; Sergeant Major Bildots; the sergeant major*. The title is held by only one person at a time, the highest-ranking enlisted member of the Army. It usually requires explanation.

serialism (music). Do not capitalize the name of this composing technique, which originated in the first quarter of the 20th century and is also called "the 12-tone