University of Iowa Editorial Style

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Office of Strategic Communication publications style is based chiefly on these.
- The Associated Press Stylebook, 50th edition [AP]
- Style rules specific to the University of Iowa [UI]
- Chicago Manual of Style, 15th edition [CMS]—use sparingly, when no other style point exists or would work for the needed application

Abbreviations

Generally, do not use abbreviations in text. There are exceptions; consult AP and Merriam-Webster.

Addresses: compass points

Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address. Do not abbreviate if the number is omitted.

222 E. 42nd St.  East 42nd Street
562 W. 43rd St.  West 43rd Street
600 K St. NW  K Street Northwest

Do not abbreviate if the compass point is part of the proper street name and not indicating directional ends of a street or quadrants of a city.

East Post Road Southeast  314 East Post Road SE (not 314 E. Post Road SE)

Addresses, words in

Only abbreviate addresses, such as St., Ave., and Blvd., when used in conjunction with a numbered address. [AP]

Ampersand

Use only when part of a non–UI full formal name or title—with the exception of University of Iowa Hospitals & Clinics, which uses the ampersand in its name. Do not use ampersands in the name of any other UI organization.

Days

Write out the names of days in text. Day names may be abbreviated in other formats (e.g., calendars). When abbreviating, use the first three letters without a period. [AP]

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Also see “Months” below.

Expressions: i.e., e.g.

Use “i.e.” (that is), “e.g.” (for example) only in parenthetical material. In regular text, spell out “that is,” “for example,” and “et cetera” (two words) or “and so forth.” Written-out expressions and their abbreviations should be set off with commas. [AP]

. . . , that is, . . .  (i.e., . . .)
. . . , for example, . . .  (e.g., . . .)
Grade-point average
Spell out “grade-point average” on first mention in text. Abbreviate (GPA) in subsequent references. [UI]

Measure, units of
Do not abbreviate units of measure in text. They may be abbreviated in lists, depending on context and/or graphic design. [AP], [UI]

She bought one quart of milk. (Not: …one qt. of milk.)
Dewey is 3 feet tall. (Not: … 3 ft. tall.)

Months
In text, write out names of months not accompanied by a day number.

The family goes camping each year in October.
The building will be completed in November 2002.

In text, abbreviate names of months accompanied by day number; some months (March, April, May, June, July) are not abbreviated. [AP]

<table>
<thead>
<tr>
<th>Jan. 7</th>
<th>Feb. 28</th>
<th>March 21</th>
<th>April 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9</td>
<td>June 6</td>
<td>July 4</td>
<td>Aug. 31</td>
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<tr>
<td>Sept. 17</td>
<td>Oct. 25</td>
<td>Nov. 11</td>
<td>Dec. 31</td>
</tr>
</tbody>
</table>

Other abbreviation systems for month names may be used in certain formats (e.g., calendars, display type, lists). For exceptional cases, CMS 15.42 provides three abbreviation systems for month names; choose one system and use it consistently (for calendars, display type, lists, etc.) throughout a document or publication.

Names of agencies, organizations
Commonly recognized abbreviations for government agencies and other organizations may be used after a first spelled-out reference. Such abbreviations should appear capitalized, unspaced, and without periods. [AP]

AMA DOT NASA NSF

Names of cities: Fort, Mount, Port, Saint
Do not abbreviate “Fort,” “Mount,” or “Port” in city names. Saint may be written out or abbreviated. [AP]

Fort Madison (Not: Ft. Madison) Saint Louis
Mount Vernon (Not: Mt. Vernon) St. Louis
Port Angeles (Not: Pt. Angeles)

Names of companies
Abbreviations commonly used at the end of company names (e.g., Corp., Inc., Ltd.) may be used in text. Do not insert a comma before the abbreviation. For “LLC,” follow the company's own comma usage. [AP], [UI]

ACT Inc. Lucasfilm Ltd. Microsoft Corp. Pfizer Inc.
**Names of people**

On second and subsequent references, use only surnames. [AP]

When using initials instead of names in text, close up all initials [AP]. Use a space between the last initial and the last name. Follow initials with periods.

W.L. Green  G.B.S. White

Exception: When using initials for someone who is well known by initials alone, do not use periods. [UI]

FDR  JFK  MLK (Not: MLK Jr.)

**Names of people: Jr., Sr., II**

The abbreviations Jr., Sr., II, III, and IV are used only with a complete name and are not preceded by a comma [AP].

Hal Brown Sr.  Robert Belson II

Jim McGraw Jr.  But: Professor Belson

**Names of those with doctoral degrees**

Because Iowa is both an academic institution and a medical center, avoid using “Doctor X” or “Dr. X.” Refraining from the use of these constructions prevents confusion between MDs, PhDs, and those who hold other types of doctoral degree. It also minimizes unnecessary repetition in documents that include references to a large number of people who hold such degrees.

Instead, include a brief aside describing the subject’s credentials.

Smith, who earned a PhD in astrophysics from the University of Arkansas . . .

Jones, a cardiologist at University of Iowa Hospitals & Clinics . . .

[UI]

**States and territories**

Spell out state and territory names in the body text of a story or other publication. [AP]

She moved from Tennessee to New York.

He lives in Mississippi.

They traveled to Puerto Rico.

The meeting was in Moline, Illinois.

Exception: When the state name in text is followed by a zip code as part of an address, use the two-letter uppercase U.S. Postal Service state abbreviation. [AP]

Send the application to Acme Hiring, 442 Elixir Avenue, Des Moines, IA 50310.

NOTE: Follow AP style for standalone cities (from dateline entry):

DOMESTIC: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle.

INTERNATIONAL LOCATIONS: Amsterdam, Baghdad, Bangkok, Beijing, Beirut, Berlin, Brussels, Cairo, Djibouti, Dublin, Geneva, Gibraltar, Guatemala City, Havana, Helsinki, Hong Kong, Islamabad, Istanbul, Jerusalem, Johannesburg, Kuwait City, London, Luxembourg, Macao, Madrid, Mexico City, Milan, Monaco, Montreal, Moscow, Munich, New Delhi, Panama City, Paris, Prague, Quebec City, Rio de Janeiro, Rome, San Marino, Sao Paulo, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Toronto, Vatican City, Vienna, Zurich.
Avoid using abbreviated state names in headlines, but when it is necessary, use U.S. Postal Service abbreviations. [UI]

Here are state and territory names with their traditional and U.S. Postal Service abbreviations. [AP]

<table>
<thead>
<tr>
<th>State and Territory</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska</td>
<td>AK</td>
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<tr>
<td>Montana</td>
<td>MT</td>
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<td>Alabama</td>
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<td>New Hampshire</td>
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<td>American Samoa</td>
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<td>New Jersey</td>
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<td>Arizona</td>
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<td>New Mexico</td>
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<td>Colorado</td>
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<td>New York</td>
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<td>Connecticut</td>
<td>CT</td>
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<td>North Carolina</td>
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<td>District of Columbia</td>
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<td>North Dakota</td>
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<td>Delaware</td>
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<td>Pennsylvania</td>
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<td>Hawaii</td>
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<td>Puerto Rico</td>
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<td>Iowa</td>
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<td>Rhode Island</td>
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<td>Idaho</td>
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<td>South Carolina</td>
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<td>South Dakota</td>
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<td>Indiana</td>
<td>IN</td>
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<td>Utah</td>
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<td>Vermont</td>
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<td>Massachusetts</td>
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<td>Virgin Islands</td>
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<td>Maryland</td>
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<td>Virginia</td>
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<td>Washington</td>
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<td>Michigan</td>
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<td>West Virginia</td>
<td>WV</td>
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<td>Wyoming</td>
<td>WY</td>
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<tr>
<td>Missouri</td>
<td>MO</td>
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</tbody>
</table>

The University of Iowa

Refer to the University of Iowa on first reference, and as “Iowa” for subsequent references. If doing so may lead to confusion between the university and the state, use “the UI” (not “U of I”). Use sparingly as adjective. Do not capitalize “university” if standing alone, and only capitalize “the” in “the University of Iowa” if it is at the beginning of a sentence. [UI]

The University of Iowa has 12 colleges.
Iowa has a world-renowned space-science program.
There are three public universities in Iowa; the UI has 12 colleges.
The university’s mascot is named Herky.
Time: a.m. and p.m.
The abbreviations “a.m.” and “p.m.” are lowercase with periods and no space between letters. There should be a single space between “a.m.” or “p.m.” and the numeral that precedes them.

6 a.m.
10 p.m.

In display type, tabular material, or lists, “a.m.”/“p.m.” style may vary depending on graphic design. For example, small caps may be used, or the periods may be deleted. [UI]

United States
Spell out on first reference. May be abbreviated, with periods (U.S.), on subsequent references. Omit these periods in headlines. [AP]

Academic degrees
Use “a” instead of “the” (or “his” or “her” or “their”) before full or shortened degree titles.
Do not add “degree” after the full name of a degree or after the shortened term “doctorate.”

He earned a Bachelor of Science in statistics at the University of Iowa.
(Not: He earned the Bachelor of Science in statistics at the University of Iowa.)
(Not: He earned a Bachelor of Science degree in statistics at the University of Iowa.)

She earned a master’s degree in economics.
(Not: She earned the master’s degree in economics.)
(Not: She earned her master’s degree in economics.)

They all earned master’s degrees. (Not: They all earned their master’s degrees.)

But: She was proud of her Master of Fine Arts. Their master’s degrees helped them get better jobs.

When writing about UI alumni in text, state which degree the subject earned (with major, if applicable) and the year in which the degree was granted. [UI]

Jones earned a Bachelor of Arts in anthropology in 2008, then enrolled in law school.

Jones earned a BA in anthropology in 2008, then enrolled in law school.

In certain text formats (e.g., news briefs, alumni notes), the degree/year information may follow the subject’s name in parentheses. Other completed work, such as a medical residency, may be stated in the same format. [UI]

Brenda Jones (BA anthropology ’08) was named editor of the Iowa Law Review for 2010–11.

Sam Smith (MD ’93, residency ’94) has been appointed to an administrative position at NIH.

Abbreviation
Abbreviations of academic degrees should appear capitalized, unspaced, and without periods. [UI]
They may be used without the word “degree” added after the abbreviations, depending on context.

<table>
<thead>
<tr>
<th>BA</th>
<th>MA</th>
<th>PhD</th>
<th>MAc</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>MS</td>
<td>DDS</td>
<td>PharmD</td>
</tr>
<tr>
<td>BFA</td>
<td>MFA</td>
<td>LLM</td>
<td>AA</td>
</tr>
</tbody>
</table>

Capitalization
Capitalize formal degree titles. Lowercase informal degree titles.
Associate of Arts associate’s degree
Bachelor of Science bachelor’s degree/baccalaureate
Bachelor of Fine Arts
Bachelor of Business Administration
Master of Arts master’s degree
Master of Public Health
doctorate/doctoral degree (Not: doctor’s degree)
Doctor of Musical Arts

Capitalize the formal degree title but lowercase the major discipline (undergraduate and graduate). Some formal degree titles stand alone, with no major discipline added. Engineering undergraduates earn a Bachelor of Science in Engineering (BSE) in a major discipline (lowercase).

The following examples include the correct degree abbreviations in parentheses.

Bachelor of Science in anthropology (BS in anthropology)
Bachelor of Fine Arts in dance (BFA in dance)
Bachelor of Science in Engineering in electrical engineering (BSE in electrical engineering)
Master of Science in mathematics (MS in mathematics)
Doctor of Philosophy in philosophy (PhD in philosophy)
Juris Doctor (JD) Doctor of Medicine (MD)
Master of Accountancy (MAC) Master of Public Health (MPH)

Write formal certificate titles in title case, always beginning with “Certificate in…”; lowercase inversions.

Certificate in Global Health global health certificate
Certificate in International Business international business certificate

Lowercase minors.

He’s earning a geography minor. He’s earning a minor in geography.
She majored in journalism and minored in geography.

[AP; UI; consult the University of Iowa General Catalog to determine correct degree and discipline names.]

Double major or two degrees?
Students who pursue two majors simultaneously, both in the same degree (usually Bachelor of Arts or Bachelor of Science), earn a double major. Several departments offer both Bachelor of Arts and Bachelor of Science in their disciplines, so be sure to verify which degree the student has earned or is earning.

He earned a Bachelor of Arts with a double major in journalism and psychology.
She earned a Bachelor of Science with a double major in journalism and mathematics.

Students who pursue two majors simultaneously, each in a different degree (usually Bachelor of Arts and Bachelor of Science), earn two degrees. [UI]

He graduated in May with two degrees: a Bachelor of Science in journalism and a Bachelor of Arts in political science.
She graduated in May with a Bachelor of Arts in journalism and a Bachelor of Fine Arts in art.

True degree / discipline name
The discipline name of a degree does not always agree with the name of the department that offers the degree.
Consult the University of Iowa General Catalog to determine correct degree and discipline names.

Bachelor of Science in biology (Department of Biology)

Bachelor of Arts in communication sciences and disorders (Department of Communication Sciences and Disorders)

Bachelor of Arts in art, Bachelor of Arts in art history (School of Art and Art History)

[UI]

**Academic sessions**

The university is almost always in session. In addition to the fall and spring semesters, the university offers a winter session and multiple summer sessions. The winter session begins in late December and ends just before the spring semester begins (in mid-January). See the Office of the Registrar's explanation of academic calendar principles for more information.

The following are the correct terms for the university's academic sessions.

- fall semester
- winter session (not “intercession” or “intersession”)
- spring semester
- summer session(s) (general reference to summer sessions)
- four-week summer sub-session
- six-week I summer sub-session
- six-week II summer sub-session
- eight-week summer sub-session
- twelve-week summer sub-session

[UI]

**Agreement: Subject/verb/pronoun**

Subjects and verbs must agree as to number (singular or plural). Be sure to identify the correct noun as the subject of a clause or sentence to pair with the verb. Subjects are not found in prepositional phrases.

Pronouns and possessive pronouns must agree (gender and number) with their antecedent nouns.

Note: The University of Iowa uses they/their as singular possessive pronouns when the gender of a subject is unspecified, though writing around this situation is recommended whenever possible.

A student can take their class notes to the tutoring session.

Can become

Students can take their class notes to the tutoring session.

**Collective (mass) nouns**

Collective, or mass, nouns refer to aggregations of people or things (team, majority), as well as to things that are uncountable and abstract (courage, evidence).

American English treats most collective nouns as singular (requiring a singular verb and singular pronouns). But depending on usage, collective nouns may be treated as plural (with a plural verb and plural pronouns). If the collective noun refers to an entity acting as a whole, treat it as singular. If it refers to a group or two or more acting in individual ways, treat it as plural.
The majority is in control, and it has spoken. (Collective noun “majority” with singular verb “is” and singular pronoun “it.”)

The majority of the magazine’s writers are freelancers; they are always interested in new projects. (Collective noun “majority” with plural verb “are” and plural pronoun “they.”)

The couple was married on June 15. (Collective noun “couple” with singular verb “was.”)

The couple will celebrate their anniversary on June 16 this year, even though they were married on the 15th. (Collective noun “couple” with plural possessive pronoun “their,” plural pronoun “they,” and plural verb “were married.”)

Treat a collective noun consistently (singular or plural) throughout a document. Rewrite to avoid nonagreement.

[CMS 5.8, 5.47, 5.52]

**Collective nouns “group,” “number,” “percentage”**

Generally, “a group,” “a number,” and “a percentage” are treated as plural; “the group,” “the number,” and “the percentage” are treated as singular. [CMS online Q&A]

- A group of demonstrators are gathering on the Pentacrest to show their opposition to the war. (Collective “A group” with plural verb “are gathering” and plural possessive pronoun “their.”)
- The group of demonstrators has gathered on the Pentacrest for its rally. (Collective “The group” with singular verb “has gathered” and singular possessive pronoun “its.”)
- The number of loan defaults has risen [singular] dramatically over the past year.
- A growing number of borrowers are defaulting [plural] on their loans.
- The high percentage of the successful graduates shows [singular] that the program is effective.
- A high percentage of the program’s students have [plural] job offers before they graduate.

**Collective nouns: sports teams**

Names of sports teams are treated as plural. Geographic references to teams are treated as singular.

- The Cardinals are leading the league. But: St. Louis is leading the league.
- The Hawkeyes are ahead at the half. But: Iowa is ahead at the half.

[AP]

**Collective nouns as UI unit names**

University unit names that are collective compound nouns require singular pronouns and verbs. Rewrite to avoid confusing usage.

- University of Iowa Hospitals & Clinics is the largest medical center in Iowa. It is located on the university’s health science campus.
- University of Iowa Libraries includes all libraries on the University of Iowa campus, except the Law Library. The libraries’ catalog is available online.
- The Iowa Women’s Archives is located in the Main Library.

[UI]

**Pronouns, possessive pronouns**

Use a plural pronoun (e.g., they, them) or plural possessive pronoun (e.g., theirs) to refer to a singular subject when the gender of the subject is unspecified, but avoid the situation when possible.

- Before a student registers for classes, they should consult an advisor.
(Rewrite: Before students register for classes, they should consult an advisor.)

Find out who lost this and return it to them.
(Rewrite: Find out who lost this and return it.)

Any student who needs to drop a class must submit a form to their advisor.
(Rewrite: Students who need to drop a class must submit a form to their advisors.)

Alumnus/alumna; alumni/alumnae

Use the form of “alumnus” that is appropriate to gender and number.

- alumna (female singular)
- alumnus (male singular)
- alumnae (female plural)
- alumni (male plural or mixed male and female plural)

Bias in language

Avoid usage with built-in biases. The University of Iowa strives to create and sustain an equitable and inclusive campus environment for all faculty, staff, and students. The ways in which we communicate with and speak to each other, within the state of Iowa, and beyond, sets the standard for the inclusiveness we aspire to.

Faculty and staff from across the UI campus have created this Diversity, Equity, and Inclusion Style Guide that attempts to answer common questions and provide thoughtful guidance on topics that may arise when creating or editing content. The Diversity, Equity, and Inclusion Style Guide offers guidance on:

- Women, men, nonbinary genders, and people who don’t identify as a specific gender
- People of various races and ethnicities, including Black, Hispanic/Latinx/o/a, Asian and Asian American, Pacific Islander, and Native American
- Immigration and immigration status
- People with disabilities, including mental disorders
- People who are low-income and/or underserved
- Individuals who are LGBTQ+ and transgender
- Veterans

Capitalization

Use the dictionary. Capitalize words identified as “cap” or “usually cap” by Merriam–Webster’s Collegiate® Dictionary, 11th ed. Lowercase words Merriam–Webster identifies as “often cap” or “sometimes cap.”

Colleges, departments, other university units

Capitalize full names of university units. Lowercase shortened names of university units.

- College of Dentistry degrees offered by the college
- Department of Anthropology courses offered by anthropology
- Aging Studies Program students enrolled in the program
- Center for the Book the center’s facilities
University of Iowa Stanley Museum of Art [first ref.] / Stanley Museum of Art [subsequent refs.]

Lowercase inverted names of university units.
- Office of Admissions: admissions office
- Office of the President: president’s office
- Office of the Registrar: registrar’s office
- Department of History: history department

In groups of like units, capitalize general and specific unit designations. Group like units together, if possible.

Collaborating units include the school of Music and Social Work; the department of History, Geography, and Political Science; and the Aging Studies and Leisure Studies programs.

In groups of colleges, separate named colleges and the Graduate College from the grouped names.
- The department of Biological Sciences, Chemistry, and Mathematics
- The colleges of Dentistry, Nursing, and Pharmacy
- The Carver College of Medicine and the colleges of Engineering and Public Health
- The Graduate College and the colleges of Dentistry, Nursing, and Pharmacy
- The Tippie College of Business and the colleges of Engineering, Pharmacy, and Public Health
- The Tippie College of Business, the Carver College of Medicine, the Graduate College, and the colleges of Dentistry, Education, Engineering, Law, Liberal Arts and Sciences, Nursing, Pharmacy, and Public Health
- The colleges of Dentistry, Education, Engineering, Law, Liberal Arts and Sciences, Nursing, Pharmacy, and Public Health; the Tippie College of Business; the Carver College of Medicine; and the Graduate College

Also, capitalize single graduating classes.
- The university’s Class of 2026; Iowa’s classes of 2025 and 2026.

[UI]

**Computer terms**

Capitalize proper names of computer hardware, software, networks, systems, and languages.

BASIC, UNIX, Chrome, Python

but,

the internet, the web, website, webpage [AP]

**Course titles**

Capitalize course titles in text. Do not italicize course titles or enclose them in quote marks. [AP]

Though some students enrolled in BIOL:1411 Foundations of Biology, the course’s syllabus must now be revised. Foundations of biology students can sign up for a revised version of the class in the fall semester.

**Ethnic, racial, religious, and socioeconomic groups**

Do not use racial designations based loosely on color (e.g., brown, red, yellow). Exception: “Black” and “white” may be used occasionally (capitalization based on AP guidelines).

Capitalize names of ethnic and national groups, religions, denominations, sects, and orders.
Aborigine  Inuit  Cajun  Chicano
Buddhist  Hindu  Muslim  Quaker (a Friend)
Conservative Judaism  But: agnosticism/atheism

Compounds referring to groups of combined nationalities that include “American(s)” should be open, not hyphenated, in both noun and adjective form. [UI]

African American(s)  African American cuisine
Asian American(s)  Asian American ancestry
Latin American(s)  Latin American curriculum

General Education Program
Capitalize the terms General Education Program and General Education (noun or adjective) when referring to the UI College of Liberal Arts and Sciences General Education Program.
Never abbreviate General Education Program.

Government entities: city, state
Do not capitalize the words “state” and “city” unless part of a municipality's proper name.

a city of Waterloo official  a Waterloo city official
the state of Iowa’s tax laws  Iowa’s state tax laws
the city of Dubuque tourism campaign  the conference in Kansas City

Health sciences campus
Lowercase: health sciences campus

Hyphenated compounds and words in titles
In titles, the second part of a capitalized hyphenated compound should also be capitalized.

The All-Inclusive Workplace  Not: The All-inclusive Workplace

Living Learning Communities
Uppercase names of university Living Learning Communities, specific and general. “Living Learning” is unhyphenated in all cases. [UI]

International Crossroads Community  Health Sciences Living Learning Community
Honors House  Honors House Living Learning Community
Men in Engineering  Men in Engineering Living Learning Community

To apply to live in one of the university’s Living Learning Communities, students must file an on-campus housing application and contract.

Place names with compass points
Capitalize directional terms, including compass points and their compounds (e.g., North, South, East, West, Northwest, Western), when they are part of place names. Lowercase directional terms based on compass points. [AP]
Prepositions/conjunctions

In uppercase-style titles, e.g. composition titles, capitalize prepositions and conjunctions of four or more letters. [AP]

For Whom the Bell Tolls   Gone With the Wind   Game of Thrones

Proper nouns

Capitalize all proper nouns (names of a particular institution, organization, person, place, or thing).

Arkansas Cheryl Detroit Mr. Billings
Prairie Lights Books the Reformation Monday October
National Institutes of Public Health Johnson County Historical Society

Do not capitalize a descriptive word that is added to a name or title but is not part of the true name or title.

Acceptable Use of Information Technology Resources policy
National Advanced Driving Simulator building
No Child Left Behind legislation

Lowercase shortened or inverted names of institutions, organizations, policies, and so forth.

National Institutes of Public Health the public health institutes
Johnson County Historical Society the county historical society
Conflicts of Commitment and Interest conflict of interest policy
Prohibition on Giving and Receiving Gifts gift policy
Office of Admissions admissions office
Office of the President president’s office

Ranks and titles

In text, lowercase academic ranks and administrative titles standing alone or following a name.

The student may have this requirement waived with the approval of the graduate dean.
Margaret Smith, associate provost, opened the symposium.
The speaker was James A. Barnes, president of the company.

Avoid preceding a person’s name with a long title. Instead, add the title, set off by commas, after the person’s name.

John Smith, associate vice president for research, opened the symposium.
(Not: Associate Vice President for Research John Smith opened the symposium.)

Upper case short titles that precede names or that are paired with last name only and/or are used in announcing or addressing a person. [UI]

Professor Marc P. Armstrong   Professor Armstrong
Governor Kim Reynolds   Governor Reynolds
President Barbara J. Wilson   President Wilson
("Barbara Wilson" is acceptable on a name tag)
However, avoid using the capitalized title “Professor” in news stories. Lowercase titles that are used descriptively rather than as part of a name. [UI]

- geography professor Marc P. Armstrong
- the late professor David R. Belgum
- UI president Barbara J. Wilson
- former UI presidents Coleman and Skorton
- Iowa governor Kim Reynolds
- U.S. president Joe Biden

**Regents, Board of**

- On first reference, use “Board of Regents, State of Iowa.”
- On subsequent references, use “Iowa Board of Regents,” “Board of Regents,” or “Regents.”

Always capitalize “Regents” (noun or adjective). [UI]

- The motion was made at the September 2009 meeting of the Board of Regents, State of Iowa. After a brief discussion, the Regents passed the motion.

When writing about the institutions governed by the Board of Regents, do not use the term “Regents universities.” Instead, use these terms:

- Iowa’s public universities
- Iowa’s public universities and special schools
- The University of Iowa is one of three universities governed by the Board of Regents, State of Iowa. (when referring specifically to UI)

**Room names**

- Uppercase “Room” when followed by a number and if it is part of a room’s name.

[AP]

- The meeting is in Room 245. Lunch will be served in the State Room.

**Scientific names of plants, animals**

- Capitalize phylum, class, order, family, and genus. Lowercase species. Italicize genus and species, but not phylum, class, order, or family. [see CMS 8.127–135]

  - Chordata (phylum)
  - Chondrichthyes (class)
  - Monotremata (order)
  - Hominidae (family)
  - Gleichenia glauca (genus and species)

**“The” in names and titles**

- Lowercase “the” in text when it is the first word in the name of a formal name (e.g., company, institution, organization, publication, retail outlet or restaurant). [UI]

  - the McLaughlin Group
  - the Fitness Zone

- Italicize and capitalize “the” in text when it is the first word in the italicized name of a book, film, television series, or other italicized title (except names of periodicals; see below).

  - The Sting (film) 
  - The Red Tent (book)
The Sopranos (TV series) The Marriage of Figaro (opera)

Capitalize “the” in text when it considered part of a periodical’s name. [AP]

The New Yorker The Daily Iowan
Le Monde Die Zeit
the Los Angeles Times the Miami Herald

The University of Iowa

“The” in “the University of Iowa” is always lowercase, unless at the beginning of a sentence.

Welcome to the University of Iowa.
Welcome to the University of Iowa campus.
Admission to the University of Iowa Carver College of Medicine is competitive.

Do not capitalize “university” standing alone.
The university was established in 1847.

[UI]

University organizations

Capitalize full names of official University of Iowa representative groups. Lowercase shortened references to such groups.

Faculty Senate the senate
Staff Council the council

Capitalize formal names of University of Iowa committees. Lowercase shortened references to such groups.

the Faculty Senate Budget Committee the budget committee

[AP, UI]

Ellipses

Ellipses in text

Use three unspaced ellipsis points in place of omitted text. There should be spaces between ellipses and their surrounding text. Like ... this. [AP]

Do not follow points with a period to indicate that the omitted material ended the sentence. However, the points may be preceded or followed by a comma, colon, semicolon, question mark, or exclamation point, if required to maintain the sense of the remaining material.

Capitalize the first word after the ellipses if it begins a grammatically complete sentence (even if the word was lowercase in the original). The capitalized first letter should be enclosed in brackets. [UI]

When omitting the first part of a quoted paragraph, use a paragraph indentation and ellipses before the first quoted word of the paragraph. [AP]

Add ellipses at the end of one paragraph to indicate that the next paragraph has been omitted. [UI]

Do not use ellipses before the first word or after the first word of a quotation, unless the sentence, as quoted, is deliberately incomplete. [AP]

Ellipses in display type, layout
Treatment of ellipses in display type is more flexible than in text and may vary according to design and editorial considerations.

Use of the ellipsis character (option + semicolon), rather than spaced ellipsis points, may be preferred.

**Headlines**

Generally, follow the same guidelines for grammar, editorial style, typography (italics, quotes), and so forth that are used for text. Adjustments may be made for graphic design and/or editorial considerations.

**Capitalization of headlines/headings, subheadings**

The University of Iowa strongly encourages the use of sentence case for headlines, headings, subheadings, et cetera—particularly for web products—though designers have license to use the capitalization of their choice, as circumstances require. [UI]

**Decks**

Divide decks at phrases. Do not end decks with prepositions.

New program is offered / for transfer students / from community colleges (decked at phrases)

Not: New program is offered for / transfer students from / community colleges (decked mid-phrase)

**Hyphens/dashes in compounds**

This section deals with the treatment of temporary compound constructions—those that join three or more words in a specific context. For permanent compounds, compounds documented in the dictionary as accepted usage, and words formed by the addition of prefixes, follow Merriam-Webster.

CMS 5.92–93 details compound modifiers (phrasal adjectives) and hyphenation.
CMS 6.85 discusses appropriate substitution of an en dash for a hyphen.
CMS 7.90 provides a guide for hyphenation of compounds, combining forms, and prefixes.

**Adverbs ending in “ly”**

Do not use a hyphen after an adverb ending in “ly” in compound constructions.

nicely done work  But: not-so-nicely-done work

**Clarity**

Use a hyphen in a compound modifier when needed for clarity, but not when the meaning is clear.

Big Ten athletics  high school student
civil service employee  study abroad courses
community college student  large-animal study
day care worker  small-business owner
free enterprise system  wide-open door
health care provider

**Common element in series**

Use hyphens in constructions containing two or more compounds that end in a common element, and omit the common element in all but the final term.
second- and third-year students short- and long-term goals

Use hyphens in constructions containing two or more compounds that begin with a common element, and retain the common element in each compound.

recipe for a fast-rising, fast-baking bread (Not: recipe for a fast-rising, -baking bread)

**En dash in place of hyphen**

Use an en dash (option + hyphen) instead of a hyphen in a compound adjective that includes one or more open compounds or two hyphenated compounds.

En dash before or after an open compound (“World War I” and “Pulitzer Prize”):

Her diary included little from the pre–World War I years.

He is a Pulitzer Prize–winning novelist.

En dash between two open compounds (“health insurance” and “home care”):

It was a health insurance–home care conundrum.

En dash between two permanent hyphenated compounds (“self-evaluation” and “self-treatment”):

The institute promotes self-evaluation–self-treatment skills.

Use an en dash when a compound adjective contains a discrete hyphenated compound:


[More: CMS 6.80–81, 6.85]

**En dash with inclusive dates and numbers**

Use an en dash (option + hyphen) instead of a hyphen in inclusive dates, times, and numbers. [UI; also see “Numbers” below.]

The picnic will be held 3–6 p.m. They published the 2015–16 edition on time.

Budget items ranged $50–$3,500. We were asked to choose 15–20 items.

The 2007 Iowa State Fair was held Aug. 9–19.


**Nationalities with “American(s)”**

Compounds referring to groups of combined nationalities that include “American(s)” should be open, not hyphenated, in both noun and adjective form. [UI]

African American(s) African American cuisine
Asian American(s) Asian American ancestry
Latin American(s) Latin American curriculum

**Numbers**

Use a hyphen in compound constructions containing a numerical first element that acts as an adjective.

first-year student fourth-quarter touchdown
20th-century literature But: three-quarter–time graduate assistantship

Do not hyphenate a numeral used with an abbreviation. Use a space between the numeral and abbreviation. [UI]

5 lb. weight 8 ft. rope 2 s.h. course
Hyphenate simple fractions. In combinations of whole numbers and fractions, do not hyphenate after the whole number. [UI]

one-quarter three-eighths five and eight-tenths miles

**Italics in text**

**Emphasis**

Do not use italics for emphasis. Exception: Italics may be used in a quote to indicate the speaker’s emphasis.

She replied, “No, I won’t go!”

**Foreign words**

Do not italicize commonly used foreign words.

in vivo in vitro ex officio a priori

Less familiar foreign words may be italicized.

l’amour courtois americanismo literario

When using common and less familiar foreign words together, treat them alike (both italic, or both Roman). [UI]

**Headlines, other display type**

Italics may be used in headlines and display type; use the same guidelines as for italics in text. Adjustments may be made for design and/or editorial considerations. Single quotation marks may be substituted in headlines if italicization isn’t possible. [UI, AP]

**Legal cases**

Italicize the abbreviated names of legal cases, but set the full name in Roman text. [CMS 14.288]

Swift v. Tyson the Swift case In Swift, the jury decided against the plaintiff.

**Reference to a word or term**

Generally, use italics when referring to a word or term. However, in some cases quotes should be used instead of italics. [UI]

What does informatics mean?

He tended to say “no” more often than “yes” or “maybe.”

She decided not to italicize “In vitro” since it’s a common foreign term.

Exception: Do not use italics (or quotes) when the referenced term is preceded by “so-called.” [UI]

The so-called ingénue was more worldly than her admirers had realized.

**Scientific names of plants, animals**

Italicize genus and species, but not phylum, class, order, or family. Capitalize genus, lowercase species. [UI; also see “Capitalization” section, above.]

Gleichenia glauca (genus and species)
“The” in titles

Italicize and capitalize “The” when it is the first word in the italicized name of a book, film, television series, or other italicized title (except names of periodicals; see below).

*The Sting* (film)
*The Red Tent* (book)
*The Sopranos* (TV series)
*The Marriage of Figaro* (opera)

Capitalize “The” as the first word of the name of a periodical if it is part of the periodical's full formal name. [AP]

*The New Yorker*
*The Daily Iowan*
*Le Monde*
*Die Zeit*

but

the *Los Angeles Times*
the *Chicago Tribune*

Titles as parts of names

Do not italicize a publication name that is part of the name of a scholarship, prize, building, organizations, et cetera. [UI]

She received a Daily Iowan Scholarship.

Titles in text

See “Titles: Format list” below to determine how a title in text should be formatted (italics, quotes, etc.).

Nationalities

Compounds with “American(s)"

Compounds referring to groups of combined nationalities that include “American(s)” should be open, not hyphenated, in both noun and adjective form. [UI]

African American(s)  African American cuisine
Asian American(s)  Asian American ancestry
Latin American(s)  Latin American curriculum

Latinx/o/a, Hispanic, Chicago

Latinx/o/a is increasingly used and is the standard descriptor at Iowa, unless the individual or people prefer another term.

“Latino” connotes more cultural consciousness of ethnicity than does “Hispanic.”

Latino studies deals with the Americas.

“Hispanic” generally refers to people with origins in Spanish-speaking countries.

“Chicano”: U.S. Latino immigrants or citizens of Mexican origin. A better term to refer to Americans of Mexican ancestry is Mexican-American.

Hispanic studies includes people from the Iberian Peninsula (Castile, Catalonia, the Basque Country, Galicia, Portugal, etc.) as well as Latinos. [Tom Lewis, professor of Spanish and Portuguese, July 2007]
Native American

Generally, use “Native American” (the term most commonly used on the U.S. government website) rather than “American Indian.” Other terms on the government web site include Indian tribal entities, Native American tribes, tribal organizations, tribal councils, tribal governments. [U.S. gov website 2010]

Numbers

Spell out numbers nine and under; use figures for numbers 10 and above. [AP]

Do not follow a spelled-out number with a figure in parentheses.

Express large round numbers through thousands in numerals. [AP]

1,500 40,000 396,000

Use a combination of numerals and words to express round numbers in the millions and higher.

2 million 4.7 million 9 million 22 million

986 million 4 billion

Use commas in figures of four or more digits. (Exceptions: address numbers, year numbers, serial numbers, and other numbers that do not require commas)

Spell out all numbers that begin sentences in text. (Exceptions may be made for callouts or in marketing materials that require an eye-catching numeral—but exercise caution.)

Avoid beginning sentences with numbers that are awkward to spell out.

Age

Always use numerals when expressing age. [AP]

an 87-year-old woman the child is 6 months old

the building is 7 years old an 8-month-old dog

Assistantships

Use the following format when referring to part-time graduate assistants or assistantships. [UI]

one-quarter–time graduate assistant(ship) five-eighths–time graduate assistant(ship)

Centuries

Spell out centuries one through nine lowercase. Use Arabic numerals for 10th and subsequent centuries. [AP]

third century ninth century 10th century 17th century

Do not hyphenate between number and century when used as a noun. Hyphenate between “mid” and number of century, but not “late” or “early.”

We live in the 21st century. He studied literature of the mid-19th century.

She died in the late 19th century. The union was formed in the early 20th century.

Hyphenate between number and century when used as an adjective. Hyphenate after “mid” in adjective form, but do not hyphenate after “early” or “late” in adjective form. [UI]

Put away your 20th-century calendars. We studied early 19th-century literature.

He was a mid-20th-century scholar. The original late 17th-century recipe had been lost.

Do not use superscript.
21st century (Not: 21st century)
Do not use an apostrophe when expressing a century in numerals.
the 1900s (Not: 1900’s)

Decades
Decades may be expressed in numerals; they may be spelled out when the century is clear. [UI]
the 1950s (no apostrophe) the ’50s the fifties

Decimals and ciphers
Do not use decimals and ciphers in figures indicating even dollar amounts. [AP]
$12 (Not: $12.00)
Do not use unnecessary colons and ciphers in figures indicating time of day.
7 a.m. (Not: 7:00 a.m.)
Use “noon” or “midnight.” Do not use “12 noon” or “12 midnight.” Do not use “12 a.m.” or “12 p.m.”

Grade-point average
Always express grade-point average (GPA) with one numeral before the decimal and two after the decimal, even when one or both numerals after the decimal are zeros. [UI]
a grade-point average of 3.25 a 2.70 GPA a 3.00 GPA

Hyphenation
Use a hyphen in compound constructions containing a numerical first element that acts as an adjective. (Use an “en” dash to join a third element to an already-hyphenated compound.)
first-year student fourth-quarter touchdown
20th-century literature three-quarter-time graduate assistantship
Do not hyphenate a numeral and the word “percent,” even as an adjective.
10 percent increase 75 percent of students
Do not hyphenate a numeral used with an abbreviation. Use space between numeral and abbreviation. [UI]
5 lb. weight 8 ft. rope 2 s.h. course 2 qt. bottle
Hyphenate simple fractions. In combinations of whole numbers and fractions, do not hyphenate after the whole number.
one-quarter three-eighths five and eight-tenths miles
[UI]

Inclusive dates and numbers
Abbreviated style: use an en-dash (“–”; option + hyphen) to show a range of dates or numbers expressed in numerals. Do not use a hyphen.
We were asked to choose 15–20 items.
Written style: always follow “from” with “to,” and “between” with “and.”
We were asked to choose from 15 to 20 items.

Use the written style with spelled-out numbers.

You’ll have from five to seven choices.
(Not: You’ll have five–seven choices.)

Never mix the two styles (abbreviated and written).

You’ll have between 10 and 20 choices.
You’ll have 10–20 choices.
(Not: You’ll have between 10–20 choices.)

Budget items ranged from $50 to $3,500.
Budget items ranged $50–$3,500.
(Not: Budget items ranged from $50–$3,500.)

The picnic will be held from 3 to 6 p.m.
The picnic will be held 3–6 p.m.
(Not: The picnic will be held from 3–6 p.m.)

The 2007 Iowa State Fair was held from Aug. 9 to 19.
The 2007 Iowa State Fair was held Aug. 9–19.
(Not: The 2007 Iowa State Fair was held from Aug. 9–19.)

Money

Use a combination of numerals and words for all round sums of money expressed in millions and higher.

$0.3 million $3.8 million $5 billion

Ordinals

Spell out ordinals below 10; use figures for 10 and above. [AP]

She was the fourth person to complete all of the questions.
They recently celebrated their 45th anniversary.

Do not use ordinals after figures in dates.

June 10 (Not: June 10th)

Do not use superscript in ordinals.

21st century (Not: 21st century)

[UI]

Percent

Use numerals to express percent. Use the percent symbol (%); do not insert a space between the numeral and the symbol. Some design requirements may necessitate the use of the percentage symbol. [UI]

8%

Rankings

When rankings use the word “number” followed by a number, abbreviate the word (uppercase) and use an Arabic numeral. [AP]

the No. 2 book his No. 3 choice the team kept its No. 4 ranking

Semester hours

Follow AP style in using numerals to express number of semester hours 10 or above, spell out below 10. When a sentence begins with a number of semester hours, write out the number. Try to avoid beginning a
sentence with a number of semester hours.

Students must earn nine semester hours in advanced math courses.

A maximum of 15 semester hours may be awarded in the major.

Nine semester hours are required.

(Rewrite: The requirement is nine semester hours.)

**Telephone numbers**

Include the area code in all telephone numbers. Separate the area code from the following seven digits with a hyphen. Do not precede the area code with “1” unless necessary (e.g., in publications for prospective international students). [UI]

For media inquiries, call 319-356-3945.

Use all numbers, rather than a combination of numbers and letters, since letters and numbers may correspond differently on varied electronic devices.

Call the Office of Admissions toll free at 800-553-4692. (Not: 800-553-IOWA)

**Time: noon, midnight**

Write out “noon” and “midnight.” Do not use “12 a.m.” or “12 p.m.” Do not use “12 noon” or “12 midnight.” [UI]

**Online style**

**Website names**

Names of websites generally are Roman and in title case. [UI]

Publication website names generally are italic.

Use the website’s own formatting of its name: go online to check the website’s flag, then scan the first page to spot inconsistencies and determine the site’s most common formatting of its own name.

In a site’s name, use the word “Online” uppercase only if it is part of the site’s formatting of its own name.

If the word “online” (lowercase) is not part of the site’s name, add it only to distinguish the online version of a publication from the print version. Do not italicize it.

Add “.com” only if it is part of the website’s formatting of its name.

- hawkeyesports.com (”.com” is in flag)
- MSNBC (no “.com” in flag)
- YouTube (no space)
- eBay (eBay’s flag has a lowercase “B,” but other references on eBay’s first page cap the “B.”)

**URLs**

Use consistent typography for URLs throughout a publication or family of publications (e.g., always bold, always in a different typeface, or always in a specific color).

Do not underline URLs; underlining may obscure the underscore characters in a URL.

Preserve the URL’s original uppercase/lowercase; some URLs are case sensitive.

Do not include “http://” or “www.” in URLs.

Drop the ending slash of a URL.
When a line breaks mid-URL, never add a hyphen at the break. Break URLs as follows:

- After a double or single slash
- Before a comma, hyphen, number sign, percent symbol, period, question mark, tilde, or underline
- Before or after an ampersand or equal sign

Never enclose URLs in angle brackets (<URL>).

When a URL comes at the end of a sentence, follow it with a period to end the sentence.

Visit the University of Iowa online at uiowa.edu.

[UI]

Proprietary marks

Brand names and generic terms

Use a brand name in text only if referring to the specific brand; otherwise, substitute a generic term. When in doubt, check Merriam-Webster, which notes trademark. [UI]

Bufferin (buffered aspirin)  Jacuzzi (whirlpool bath)
Kleenex (tissue)  Ping-Pong (table tennis)
Vaseline (petroleum jelly)  Xerox (photocopy)

Copyright, trademark, service mark

The symbol for copyright is © (option + g in Microsoft Word); (c) or (C) also may be used. Use of the copyright symbol in text is rare.

The symbol for trademark is ™ (option + 2) or ® (option + r).

Microsoft Word does not yet have a key command for the service mark symbol, which is SM (superscript).

Omit the service mark and trademark symbols in text (there is no legal requirement to use them). Instead, capitalize registered brand names, unless their formal registered name begins with a lowercase letter (e.g., eBay, iMac).

For more information on copyright, service mark, and trademark, see The Associated Press Stylebook, the Chicago Manual of Style (consult the index), Wikipedia, and the U.S. Patent and Trademark Office website (uspto.gov).

Punctuation

Colons and capitalization

Material following a colon should be capitalized only if it is an independent clause. [AP]

When the colon introduces speech or dialogue, cap the first word after the colon.

Colon in display type

In headlines, capitalize the first word after a colon. In other display type, capitalize after colon according to design and/or editorial considerations.

Comma in series

Use a final (serial, Oxford) comma in a series of three or more elements. [UI]
books, journals, and articles

**Comma with adjectives**

Use a comma between multiple adjectives that precede a noun.

- a new, challenging assignment
- a tailored, dark-colored tunic

Exception: When the noun and the adjective that precedes it form a unit, do not use a comma before the preceding adjective.

- a quiet little boy
- a cold soft drink

- a soft, brown, fuzzy stuffed bear (no comma after “fuzzy” since “stuffed bear” is a unit)

[UI]

**Comma with expressions**

Expressions such as “that is,” “namely,” “for example,” “i.e.,” and “e.g.” should usually be set off from surrounding text with commas. [UI] (See “Abbreviations: Expressions: i.e., e.g.” for a full explanation of the use of “i.e.,” “e.g.,” and “etc.”)

**Comma with year**

Use a comma after the year in a complete date that appears in continuing text.

- He received his appointment June 10, 1998, and was promoted a year later.

Do not use a comma before or after the year when only a month and year are used.

- He announced his team’s discovery at the August 2007 meeting of the UFO Search Society.

[UI]

**Letter grades**

Letter grades in text are uppercase with no additional punctuation. [UI]

Write out “plus” and “minus” and precede with hyphen. [UI]

- Her first-semester grades included two As, two Bs, and one C.
- Students must have a B-plus average to remain in the program.
- His earned an A-minus in the course.

**Quote marks in quotations**

Quoted words, phrases, and sentences used in text should be enclosed in double quote marks. (Use single quotes in headlines.)

Use single quote marks to enclose quotations within quotations.

[AP, UI]

**Quote marks with titles**

See “Titles: Format list” section below to determine how to format a title in text (italics, quotes, etc.).

**Quote marks with other punctuation**

Commas and periods always go inside closing quote marks.

Colons and semicolons always go outside closing quote marks.
Question marks and exclamation points go outside closing quote marks, unless they belong to the quoted material.

[UI]

Reference to a word or term

Use quotation marks when referring to a word or term, especially one that is quoted (written or spoken).

[UI]

We have guidelines for using “e.g.” and “etc.”

Our style guide helps us determine whether to write “theater” or “theatre.”

Semicolon in a series

Use semicolons to separate elements in a series that contain internal punctuation (usually commas) or that are long and/or complex. [UI]

The committee consisted of three researchers from the Czech Republic; three audiologists, including the distinguished professor emerita, from Brazil; and a team of five speleologists, eight microbiologists, and two paleontologists from Greece.

Typography of punctuation

All punctuation marks should appear in the same type style as the main text (usually Roman or “normal”), unless the punctuation mark belongs to material that is set off in a different type style (usually italic or bold).

The Martha-Ellen Tye Opera Theater will stage *Viva La Mama!*  
(Exclamation point is part of opera title, so it is italic.)

I can’t believe I slept through *Lord of the Rings!*  
(Exclamation point is not part of movie title, so it is not italic.)

Exception: When a phrase or sentence in parentheses or brackets appears on a line by itself, set the parentheses or brackets in the same type style as the text they enclose.


Required statements

The following statements must be included in publications, as appropriate. [UI Operations Manual 20.9]

Job number and publication date

Insert the job number and publication date (month and year) at the end of the nondiscrimination statement. Type font, style, and size should match the statement. Follow the job number with an en dash and separate month and two-digit year with a slash. [UI]

...202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316. 75996–7/09

Nondiscrimination statement

The official UI nondiscrimination statement must be used in all publications describing education programs (including continuing education and conferences) and all publications recruiting people for employment, enrollment, or participation in educational programs. Use this wording, without any changes (statement updated May 12, 2022).

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and
related medical conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Institutional Equity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, oie-ui@uiowa.edu.

Personally identifiable information
Include this notice in publications requesting personally identifiable information from individuals (information other than what appears in the university directory). This policy conforms to the Code of Iowa, Chapter 22. The notice should state why the information is being requested; whether it will be disclosed outside the university, and if so, to whom; which elements of the requested information are optional; and what is likely to happen if the individual does not provide the requested information. The statement must be tailored to the publication; here are examples of how the statement could read.

The University of Iowa requests this information for the purpose of processing registration and CEU records. No persons outside the university are routinely provided this information. Responses to items marked 'optional' are optional; responses to all other items are required. If you fail to provide the required information, the university may be unable to process your registration and CEU records.

The university requests this information so we can tell you more about studying at Iowa. We do not routinely disclose this information with persons outside the university. We may not be able to fulfill your request without your complete contact information.

Recycled paper logo
All UI publications printed on recycled paper must include the recycled paper logo developed by the Iowa Department of Natural Resources and a statement that the cover and/or inside pages of the publication are printed on recycled paper. Contact the University of Iowa Printing Department for copies of the logo.

Titles: People and things
Also see “Abbreviations” and “Capitalization” sections above.

Administrative appointments, faculty rank
When referring to faculty members who also are administrators, the faculty rank goes first.

David F. Wiemer, professor and chair of chemistry

Exception: For the UI president, vice presidents, and deans, the administrative rank goes first.

P. Barry Butler, dean of the College of Engineering and professor of mechanical engineering

Exception: When context makes the administrative rank most relevant, it should be stated first.

John Smith, president of the Faculty Senate, described the senate’s resolution as courageous. Smith, professor of chemistry, had urged the group to take a bold step.

Avoid preceding a person's name with a long title. Instead, add the title, set off by commas, after the person's name.

John Smith, associate vice president for research, opened the symposium.
(Not: Associate Vice President for Research John Smith opened the symposium.)

[UI]

Collegiate affiliations
When writing about a faculty member, try to include the subject’s collegiate affiliation(s) and his or her departmental affiliation(s). Do the same thing when writing about a department, program, or other
academic unit. [UI]

Thomas H. Charlton, professor of anthropology in the College of Liberal Arts and Sciences
Sarah England, associate professor of molecular physiology and biophysics in the Carver College of Medicine (or UI Carver College of Medicine)

The Department of Mathematics, in the College of Liberal Arts and Sciences, has once again won national acclaim for its work to recruit graduate students from underrepresented populations.

In affiliation statements that mention either of the two named colleges, drop the given name portion of the college's name and use only the surname portion. [UI]

Carver College of Medicine (Not: Roy J. and Lucille A. Carver College of Medicine)
Tippie College of Business (Not: Henry B. Tippie College of Business)

Department heads

When referring to leaders of departments and programs, use “chair,” “director,” or “head” rather than “department chair,” “program director,” “program head,” and so forth. Often, the title will be “departmental executive officer,” which may be shortened to “DEO” in subsequent references. [UI]

Faculty: emeritus/emerita

When referring to faculty members who are emeriti, place the proper form of “emeritus” after—not before—the faculty member’s rank. [CMS 8.31]

Marilynne Robinson, professor emerita of English
(Not: Marilynne Robinson, emerita professor of English)
Professor Emerita Marilynne Robinson
(Not: Emerita Professor Marilynne Robinson)
Willard L. “Sandy” Boyd, UI president emeritus
(Not: Willard L. “Sandy” Boyd, UI emeritus president; Not: ...emeritus UI president)

Use the form of “emeritus” that is appropriate to gender and number.

emerita (female singular)
emeritus (male singular)
emeritae (female plural)
emeriti (male plural or mixed male and female plural)

Never refer to professors emeriti as “retired”; simply say “professor emeritus” (or “emerita”), not “retired professor emeritus” (or “emerita”).

In rare cases, staff members hold emeritus status; the same rules of form apply.

F.X. Cretzmeyer, track coach emeritus.

Faculty: named positions

Many faculty members hold named positions, usually a chair or professorship. Consult the University of Iowa Foundation for clarification regarding specific named positions.

Include the full name of the appointment when identifying the faculty member in stories and other text. The appointment name should follow the faculty member’s name and should be uppercase.

Do not repeat the faculty member’s department name if the appointment name makes it obvious. Include the faculty member’s college.

Dorothy Johnson is the Roy J. Carver Professor of Art History in the College of Liberal Arts and Sciences.
(Not: Dorothy Johnson is the Roy J. Carver Professor of Art History in the School of Art and Art History, College of Liberal Arts and Sciences.)

Or: Dorothy Johnson, the Roy J. Carver Professor of Art History in the College of Liberal Arts and Sciences, . . .

Nancy R. Hauserman, the Williams Teaching Professor in the Department of Management and Organizations, Tippie College of Business, . . .

William C. Hunter, the Henry B. Tippie Dean, Tippie College of Business, . . .

If the word “Chair” is part of the named position, state that the faculty member holds the named position.

Charles H. Whiteman, who holds the Stanley M. Howe Chair in Leadership in the Department of Economics, . . .

Charles H. Whiteman holds the Stanley M. Howe Chair in Leadership in the Department of Economics.

Also include other pertinent elements of identification (e.g., the fact that the professor is a department head, or holds an administrative appointment, or holds a joint appointment in another college).

[UI]

**Hyphenated compounds in titles**

In titles, the second part of a hyphenated compound should be capitalized.

The All-Inclusive Workplace

[UI]

**Names: Doctor, Dr.**

Because Iowa is both an academic institution and a medical center, avoid using “Doctor X” or “Dr. X.” Refraining from the use of these constructions prevents confusion between MDs, PhDs, and those who hold other types of doctoral degree. It also minimizes unnecessary repetition in documents that include references to a large number of people who hold such degrees.

Instead, include a brief aside describing the subject’s credentials.

Smith, who earned a PhD in astrophysics from the University of Arkansas . . .

Jones, a cardiologist at University of Iowa Hospitals and Clinics . . .

[UI]

**Names: Jr., Sr., II, alphabetizing last names**

The abbreviations Jr., Sr., II, III, and IV are used only with a complete name and are not preceded by a comma [UI].

Hal Brown Sr.  Robert Belson II
Jim McGraw Jr.  But: Professor Belson

Two last names without a hyphen should be placed alphabetically by the last name used; two last names with a hyphen should be placed alphabetically by the name before the hyphen.

**“The” in names and titles**

Lowercase “the” in text when it is the first word in the name of a formal name (e.g., company, institution, organization, publication, retail outlet or restaurant). [UI]

the McLaughlin Group  the McGraw-Hill Companies
the Fitness Zone  the Mill (restaurant)

Italicize and capitalize “the” in text when it is the first word in the italicized name of a book, film, television
series, or other italicized title (except names of periodicals; see below).

- The Sting (film)
- The Red Tent (book)
- The Sopranos (TV series)
- The Marriage of Figaro (opera)

Capitalize “the” in text when it is the first word of a periodical’s name. [CMS 8.180]
- The New Yorker
- The Daily Iowan
- Le Monde
- Die Zeit

**The UI: Referring to the university (the University of Iowa, “Iowa,” “the UI”)**

Space permitting, always refer to “the University of Iowa” on first reference. On second reference, consider the location and scope of your audience:

Locally, many people know that “the UI” refers to the University of Iowa. Alumni will also make the connection. However, if your content will be read by an audience further afield or less familiar with the university, use “Iowa” as a second reference. If doing so creates the potential for conflation with the state of Iowa, use “the UI.”

These situations are often unique cases, so use your best judgement.

Note: Always add “the” before “UI” when used as a noun. “UI” alone is acceptable adjectively. Ex: 
- the UI
- UI researchers

Do not use “Uiowa/UIowa.” See “Words and Spelling” (p. 34) for more information.

**Titles as parts of names**

Do not italicize a publication name that is part of the name of a scholarship, prize, building, organizations, et cetera. [UI]

- She received a Daily Iowan Scholarship.

**Titles: Format list**

Titles require varied typesetting formats (italic, quotes, etc.). The following guidelines apply to titles in regular text; formats may vary in display type, tabular material, and so forth.

- uc = uppercase (capitalized / cap or capped / “up” style)
- lc = lowercase (not capitalized / “down” style)
- uc/lc = mixed uppercase and lowercase

Titles are uppercase/lowercase (uc/lc) unless noted otherwise (that is, major words are capitalized; this is sometimes called “up style”). Note: Exceptions may be made for graphic design considerations.

**Academic terms**

- Course titles: Roman, no quotes
- Academic degrees: see “Academic degrees” section above
- Letter grades: Roman, uc

**Art and graphic arts**

- Cartoons and comic strips: italic
- Drawings: italic
- Exhibitions (e.g., art exhibits): Roman, no quotes
Exhibition catalogs: italic
Paintings: italic
Photographs (individual): italic
Sculptures: italic
Statues: italic
Works of antiquity (creators possibly unknown): Roman, no quotes (the Venus de Milo)

**Awards**

See CMS 8.89

**Course titles**

Roman, no quotes

**Dance**

Treat in same way as CDs and record albums (see “Music”) and television programs (see “Movies, radio, television”).

Major works: italic
Smaller works and individual parts of major works: in quotes
Examples: “Sugar Plum Fairy” is a popular part of The Nutcracker; the troupe performed “Sometimes It Snows in April,” from Billboards.

**Events**

Conferences: Roman, no quotes
Fairs: Roman, no quotes (the Iowa State Fair, the Chicago World's Fair)
Lecture series: Roman, no quotes
Lectures, individual: Roman, in quotes
Speech series: Roman, no quotes (the State of the Union address)
Speeches, individual: Roman, in quotes

**Legal cases, legislation, policies**

Acts, treaties, government programs: Roman
Legal cases: The full name of a court decision is written in Roman text. Abbreviations are italicized.

**Movies, radio, television**

Channels and networks: Roman, no quotes (National Public Radio, the Discovery Channel)
Movies/films: italic
Radio programs: italic
Radio programs, individual episodes: in quotes
Television programs: italic
TV programs, individual episodes: in quotes
Music
CDs and record albums: italic (The Rolling Stones' Sticky Fingers)
CDs and albums, individual songs: in quotes
Concertos: Roman, no quotes; lowercase “no.” and follow with Arabic numeral, uppercase key and “Major” or “Minor” (Concerto no. 2 in D Major, Concerto no. 3 in C Minor); for exceptions and more, such as nicknamed works, see CMS
Operas: italic
Opus: “op.” + Arabic numeral (Sonata op. 31); for other music catalog systems, see CMS
Oratorios: italic
Sonatas: same as concertos
Songs (art songs, popular songs): in quotes
Symphonies: same as concertos
Trios, quartets, quintets, et cetera: same as concertos

Online
Titled websites: Roman. For more, and exceptions, see “Online style” above

Plays and poetry
Plays: italic
Plays and poems, divisions of: lowercase + Arabic numeral (act 3/scene 2, stanza 5, canto 2)
Poems, book of: italic
Poems, epic and long poems: italic
Poems, other (most poems): in quotes
[CMS 8.191-194]

Publications
Articles in journals, magazines, newspapers, et cetera: in quotes
Books: italic
Books, reference to parts of: lowercase + Arabic numeral (chapter 3, part 2, appendix 5, figure 7.6, table C9)
Chapters (in books): in quotes
Essays: in quotes
Exhibition catalogs: italic
Journals: italic
Magazines: italic
Newspapers: italic
Newspaper feature stories: in quotes
Pamphlets: italic
Periodicals: italic
Short stories: in quotes
Unpublished works (e.g., PhD dissertation, manuscripts): CMS 8.195, 17.213-216
**Vehicles and vessels**

Airplanes, individual craft: Roman

Airplanes, class of: Roman (Boeing 747, Concorde)

Automobile, maker and model: Roman (Toyota Corolla, Jaguar XKE)

Boats, individual craft: Roman

Ships: Roman

Spacecraft: italic, with Arabic numerals for numbered craft (Apollo 2, Mariner 9) [NASA website]

Space programs: Roman (Apollo, Pioneer)

Space Shuttle: Roman, uppercase; individual vessel names, italic (Space Shuttle Columbia)

Pronoun references to vehicles and vessels: “it” or “its” (possessive) rather than “she” or “her”

**Words and spelling**

**Disability language**

<table>
<thead>
<tr>
<th>Instead of...</th>
<th>Say...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handicapped or the disabled</td>
<td>People/person with a disability/disabilities</td>
</tr>
<tr>
<td>Mute or dumb</td>
<td>Nonverbal</td>
</tr>
<tr>
<td>Dwarf or midget</td>
<td>Person of short stature</td>
</tr>
<tr>
<td>Emotionally disturbed</td>
<td>Person with a mental health disability</td>
</tr>
<tr>
<td>Autistic</td>
<td>Person with autism</td>
</tr>
<tr>
<td>Learning disabled</td>
<td>Person with a learning disability</td>
</tr>
<tr>
<td>Normal</td>
<td>Person without a disability</td>
</tr>
<tr>
<td>Birth defect</td>
<td>Congenital disability</td>
</tr>
<tr>
<td>Retarded</td>
<td>Person who has an intellectual disability</td>
</tr>
<tr>
<td>Blind person</td>
<td>Person who is blind</td>
</tr>
<tr>
<td>Epileptic</td>
<td>Person with epilepsy</td>
</tr>
<tr>
<td>Quadriplegic, paraplegic</td>
<td>Person with quadriplegia</td>
</tr>
<tr>
<td>Mongoloid or downs</td>
<td>Person with Down syndrome</td>
</tr>
<tr>
<td>Developmentally delayed</td>
<td>Person with a developmental delay</td>
</tr>
<tr>
<td>Confined to a wheelchair</td>
<td>Person who uses a wheelchair</td>
</tr>
<tr>
<td><strong>Hearing impaired</strong></td>
<td>Person who is deaf or hard of hearing</td>
</tr>
</tbody>
</table>

**Some words and phrases**

In the following list, an asterisk indicates that the word is not listed in Merriam-Webster, or that the UI Editorial Style Guide treats the word differently than does Merriam-Webster.

- uc = uppercase (capitalized / cap or capped / “up” style)
- lc = lowercase (not capitalized / “down” style)
- uc/lc = mixed uppercase and lowercase
2 Plus 2 Guaranteed Graduation Plan (space, but no hyphens); subsequent reference: 2 Plus 2 plan
3D
accessible entrance (source: Student Disability Services, April 2006)
ACT Inc. (formerly American College Testing, or ACT)
admission (singular as noun or adjective; no "s")
admission counselor / profile / purposes / requirements / status (no "s")
Admission, Application for (no "s")
admission, deferred (no "s")
Admission Index, Regent (no "s")
“admission is selective” (no "s")
admission to the university (no "s")
Admission Visitors Center (no "s")
Admissions (on the UI home page; http://www.uiowa.edu/admissions) (with "s")
admissions committee (with "s")
admissions, director of (with "s")
Admissions, Office of (admissions office) (with "s")
Admissions Profile on MyUI (with “s”)
admissions website (with "s")
advisor*
aesthetic (not esthetic, which is listed separately as “var. of aesthetic”)
African American (no hyphen, noun or adjective)
a.k.a. (with periods)
antitrust (no hyphen)
archaeology
artist in residence (noun); artist-in-residence (adjective)
Asian American (no hyphen, noun and adjective)
Associate of Arts; associate’s degree
audiovisual (one word, no hyphen)
Bachelor of Arts; Bachelor of Science; bachelor’s degree
Big Ten, the Big Ten (not Big 10); Big Ten Conference, Big Ten Network (no hyphen, noun or adjective)
biomedical (no hyphen)
black and gold (UI colors)
Board of Regents, State of Iowa; on subsequent references, “Iowa Board of Regents,” “Board of Regents,” or “Regents” (Regents always uppercase, noun or adjective)
Cambus
campuswide (no hyphen)
canceled, canceling (do not double final “I”); cancellation (double final “I”)
catalog (not “catalogue”)
Center for Diversity and Enrichment
CD-ROM (all uppercase, with hyphen)
City Plaza (uppercase); Iowa City's downtown pedestrian mall, the pedestrian mall, the ped mall (lowercase)
“classified as a resident for admission purposes” (no “s”)
cocurricular (no hyphen)
colloquiums (plural, first spelling; “colloquia” is second spelling)
computer-aided design
computer-assisted instruction
Continuing Education Unit (abbreviate CEU)
coordinate (no hyphen)
coursework (one word)
coworker (no hyphen)
cross-country (hyphen, noun and adjective)
cross-cultural
cross-listed
cross-reference (noun and verb); cross-referenced (adjective);
also, cross-refer (vt)
curricula (plural, not “curriculums”)
data: Because the word “data” is plural, avoid the commonly used “this data”; instead, use “these data” or
“this data set,” depending on context. “These data will not match data reported by the UI Hospitals & Clinics or
by the Iowa Department of Public Health for several reasons.” “This data set will be used to determine new
COVID-19 prevention measures.”
database
day care (two words, no hyphen; noun and adjective)
decision-making (noun and adjective)
degree audit (not “degree evaluation”)
degree titles: do not add the word “degree” after full degree titles (“Bachelor of Arts,” not “Bachelor of Arts
degree”); use “a” instead of “the” (“seeking a doctorate in . . .,” not “seeking the doctorate in . . .”) 
degree titles, shortened—note placement of apostrophe: bachelor’s degree, master’s degree, doctoral degree or
doctorate (not “doctor’s degree”)
diaspora (lowercase)
downtime; uptime (one word)
east side (noun); eastside (adjective)
email, but: e-business, e-commerce, e-forms, and so forth
Ethernet
extracurricular (no hyphen)
faculty and staff (not “faculty/staff”)
fair housing policy (no hyphen)
Family Weekend
fieldwork (one word)
fight song: “The Iowa Fight Song” is correct title, in quotes
first-come, first-served
First-Year Seminar (specific course name; uc with hyphen)
first-year student (never “freshman”)
former USSR (no periods in USSR) / former Soviet Union
Fourteenth Amendment (uc)
Fox (TV network); not FOX
freelance (verb, adjective, and adverb); freelancer (noun)
Fulbright Fellow
full-time (adjective and adverb); full time (noun); full-timer (noun)
Full-Time MBA Program (hyphen)
fundraising (noun and adjective); fundraiser (noun)
grade-point average (hyphen; see “Abbreviations” section above)
gymnasiums (not gymasia)
half-life (noun)
halftime (noun, period between halves of a sports event)
half-time (adjective and adverb, something that done half of the time, to do something half of the time)
half-timer (noun, someone who does something half-time)
HawkID (no space, always capitalized like this; not Hawk ID, hawkID, etc.)
health care (noun or adjective, no hyphen)
health sciences campus
Herky the Hawk (“Hawk” uc)
history: a history (not “an history”)
Holocaust (uc when referring to Nazi Germany’s slaughter of targeted populations)
Homecoming (uc when referring to University of Iowa Homecoming and associated events)
home page (two words)
honors: University of Iowa Honors Program; honors program; honors student(s) (note uc/lc)
Howard Hughes Medical Investigator
IIHR–Hydroscience & Engineering
in-depth (adjective, but not adverb)
internet (lc)
Iowa Writers’ Workshop (on first mention, and state connection to University of Iowa); “writers’ workshop” or “workshop” (lc), on subsequent mentions; also see “Program in Creative Writing,” below
job shadow (verb); job-shadow / job-shadowing (adjective)
judgment (no “e”)
labanotation (in dance; lc)
Latin American (no hyphen, noun and adjective)
lifestyle
LISTSERV™: use only when referring to the LISTSERV brand name electronic mailing list; for general references to emailing lists, use “electronic mailing list” or “email list”
Living Learning Communities (LLCs)
log in (verb); log-in (noun)
MacArthur Fellow
Martin Luther King Jr. (no comma); also MLK (not "MLK Jr.")
microcomputer
microorganism
minicomputer
multimedia
MyUI
nanostudy (no hyphen)
National Historic Landmark
Neoclassical
Nite Ride: University of Iowa late-night transportation service.
Nobel Laureate
Nobel Prize
nonaccredited
nonmajor (but non-English major, non-history major, non-music major)
nonnative
nonprofit
*nonthesis (e.g., nonthesis master’s program)
north side (noun); northside (adjective)
not-for-profit
off-campus (adjective, e.g., off-campus housing; but, they live off campus)
online (adjective and adverb, not hyphenated)
Orientation (uc when referring to UI Orientation events and associated programs)
orthopedics (first spelling); but, UI Department of Orthopaedics
Pap smear (note uc/lc)
paraprofessional
Parent and Family Network
part-time (adjective and adverb); part-timer (noun)
pass/fail (on first reference; may use P/F on subsequent references)
pass/nonpass (on first reference; may use P/N on subsequent references)
ped mall, pedestrian mall, Iowa City’s downtown pedestrian mall (lc); but uppercase “City Plaza”
percent (one word)
Pick One; or Pick One project (use “project,” lowercase; don’t use “campaign”)
Poet Laureate (e.g., Iowa Poet Laureate, U.S. Poet Laureate)
postbaccalaureate / postdoctoral (no hyphen)
post-master’s (as in post-master’s-degree work, hyphen)
PowerPoint
practicums (not practica)
*pre-business, pre-dentistry, pre-law, pre-medicine, pre-nursing, pre-pharmacy, et cetera.
(hyphen; preparation for study of a specific discipline)
preprofessional (no hyphen)
presidential medallion
problem solving (noun); problem-solving (adjective)
Program in Creative Writing (Iowa Writers' Workshop students are enrolled in this)
proseminar
Pulitzer Prize
Regent Admission Index ("Regent" singular)
Regents (always uc, noun or adjective; see "Board of Regents, State of Iowa")
Regents universities Iowa's public universities, Iowa's public universities and special schools;
one of three universities governed by the Board of Regents, State of Iowa (when referring specifically to UI)
résumé (use correct accents)
Rhodes Scholar
RiverFest
satisfactory/fail (on first reference; may abbreviate S/F on subsequent references)
self-evaluation (hyphen, noun and adjective)
self-study (hyphen, noun and adjective)
service learning (noun); service-learning (adjective)
sexually transmitted infection; abbreviate STI (not "sexually transmitted disease/STD")
Social Security Administration, U.S.
social security number (lowercase)
socioeconomic
south side (noun); southside (adjective)
Soviet Union: use "former Soviet Union" or "former USSR" (no periods in USSR)
Spanish American (no hyphen, noun and adjective)
state-of-the-art (adjective)
student-athlete (hyphenated as both noun and adjective)
Study Abroad (use initial caps only when referring to UI Study Abroad program and associated events. E.g.: "Students are invited to attend next month's Study Abroad information session." "Jane Doe cannot wait to study abroad during her junior year.")
symposia (plural; not "symposiums")
théâtre (plural; not "theatres")
The IOWA Challenge, the IOWA Challenge committee
*Third World (uc)
*timeline
toward (no "s")
traveling (one "l")
trailblazing
U-Bill

Uiowa/Uiowa: Though "Uiowa"/"Uiowa" appears in many university URLs and as part of social media handles (as well as in some hashtags), it should not be used beyond these applications. Do not use in headlines, taglines, running text, et cetera.
underway
uptime; downtime (one word)
USSR: use “former USSR” or “former Soviet Union” (no periods in USSR)
Veteran: Capitalize when referring to people who have served in the military.
Veterans administration: United States Department of Veterans Affairs (no apostrophe); second reference, U.S. Department of Veterans Affairs (not “Veterans Administration”)
Veterans’ hospital (Iowa City): Iowa City Veterans Affairs Medical Center (not “VA Hospital” or “VA Medical Center”)
vice president (no hyphen)
vis-à-vis (hyphens and accent)
waitlist, waitlisted
*web (lc; short for “World Wide Web”)
*web address (lc)
webcast (lc)
webmaster (lc)
webpage
*website (lc)
well-being
west side (noun); westside (adjective)
Western world (uppercase “Western,” CMS 8.50)
wireless internet access
wireless networking
work-study program
workup (noun); work up (verb)
workstation
writer in residence (noun); writer-in-residence (adjective)
writers’ workshop: first use is Iowa Writers’ Workshop (uc), with reference to the University of Iowa; writers’ workshop (lc) on second use only
X-ray (noun, uppercase); X-ray (adjective, uppercase); x-ray (verb, lowercase)

**Spelling guidelines**

Follow Merriam-Webster’s Collegiate® Dictionary, 11th ed., to determine correct spelling in cases such as these.

- First spelling for words that have alternate spellings
- Main spelling rather than “variation of…” (separate listings)
- Compounds: one word or two? hyphenated?
- Words with prefixes: hyphenated?
- Words with suffixes: drop the final “e” and double the final consonant, or not?
- Plural form of a word
- Accents in foreign words
**Theater/theatre**

Use an organization's or performance venue's own correct spelling of its name in all cases.

- Martha-Ellen Tye Opera Theater
- E.C. Mabie Theatre
- Space Place Theater
- David Thayer Theatre
- Guthrie Theater
- Riverside Theatre

Use the “er” spelling for theater enterprises and venues in general (unless the organization’s own correct spelling is “re”).

Exception: Use the “re” spelling in all references to the UI Department of Theatre Arts, its students, its programs, its building, and its performing spaces.

In publications or sections of publications devoted to the UI Department of Theatre Arts (for instance, a story in *Iowa Now*, a graduate recruitment brochure, or the department’s section in the *General Catalog*), use the “re” spelling in all references to UI and non-UI theater enterprises and venues. Exception: Use an organization’s own correct spelling of its name in all cases.