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## References

Office of Strategic Communication publications style is based chiefly on these.

- *Merriam-Webster Dictionary*, [Merriam-Webster]
- *The Associated Press Stylebook* [AP]
- Style rules specific to the University of Iowa [UI]
- *Chicago Manual of Style*, 17th 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)
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### Addresses, words in

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

[AP]

### Ampersand

Do not use ampersands in the names of University of Iowa organizations, except for IIHR–Hydroscience & Engineering.

### 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]

Jan. 7	Feb. 28	March 21	April 24
May 9	June 6	July 4	Aug. 31
Sept. 17	Oct. 25	Nov. 11	Dec. 31

Other abbreviation systems for month names may be used in certain formats (e.g., calendars, display type, lists). For exceptional cases, Chicago Manual of Style 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
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### 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.
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### 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 Health Care.

[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]

Alaska	AK	Montana	MT
Alabama	AL	Nebraska	NE
Arkansas	AR	New Hampshire	NH
American Samoa	AS	New Jersey	NJ
Arizona	AZ	New Mexico	NM
California	CA	Nevada	NV
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Delaware	DE	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Iowa	IA	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Massachusetts	MA	Virgin Islands	VI
Maryland	MD	Virginia	VA
Maine	ME	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

### **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.

BA	MA	PhD	MAc
BS	MS	DDS	PharmD
BFA	MFA	LLM	AA

### **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	
Doctor of Philosophy	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: subjects/verbs/pronouns

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.

### **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.

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 Health Care Medical Center 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]

### **Use of 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.)

For individuals who do not identify as “male/man” or “female/woman,” refer to a “person” or “people,” if appropriate, or use the term “nonbinary” if the subject requests to be referred to as such.

Note: *Gender* is not synonymous with *sex*. According to the AP Stylebook, *gender* refers to a person’s social identity, whereas *sex* refers to biological characteristics.

Use the singular *they* when referring to a person whose gender is unknown or irrelevant to the context and/or when referring to a specific, known person who prefers they as their pronoun of reference.

It is best practice to ask everyone for their pronouns of reference.

Note: *Transgender* is an **adjective** (so modifying man or woman – as in *transgender man*, *transgender woman*) in Western cultures that refers to someone whose assigned sex at birth does not match their gender identity. AP allows the use of *trans* on second reference and in headlines. Do not use *transgender* as a **noun** or **pronoun** or use the term *transgendered*. *Cisgender* is an adjective that refers to someone whose assigned sex at birth matches their gender identity.

When interviewing someone or otherwise referring to someone, ask the individual how they want to be described and what pronouns to use when referring to them.

## 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.

When interviewing a subject, ask them how they would like to be identified if it will be relevant or needed. This applies to gender, sexual identity, pronouns, race, ethnicity, economic background, and disability status. Mention these identities only if they apply to the story and only with the subject’s permission. Also ask if there are any terms they request not to be used in reference to them and in what cases.

## Capitalization

Use the dictionary. Capitalize words identified as “cap” or “usually cap” by *Merriam-Webster*. Lowercase words *Merriam-Webster* identifies as “often cap” or “sometimes cap.”

### Colleges, departments, and 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.]	the art museum

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
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but,

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

Capitalize Black when used in racial, ethnic, or cultural sense, if using this descriptor is relevant to the content. [AP]

Capitalize names of ethnic and national groups, religions, denominations, sects, and orders.

[UI]

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.

[UI]

### **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
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### **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]

Western Europe	the Middle East	the West	the Pacific Northwest
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Southeast Asia	North Africa	western Iowa	the south of France
southern Asia	northern Africa	the northern states	
Canada is north of the United States		go northwest	

### Prepositions/conjunctions

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

<i>For Whom the Bell Tolls</i>	<i>Gone With the Wind</i>	<i>Game of Thrones</i>
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### 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  
Driving Safety Research Institute 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.)

Uppercase 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
Gov. 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	geography professors Armstrong and Rajagopal
the late professor David R. Belgum	the late professors Benton and Dixon
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 “Iowa Board of Regents.”

On subsequent references, use “Board of Regents” or “Regents.”

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

The motion was made at the September 2009 meeting of the Iowa Board of Regents. 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 Iowa Board of Regents. (when referring specifically to UI)

[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 8.126–130]

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 McGraw-Hill Companies
the Fitness Zone	the Airliner (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).

<i>The Sting</i> (film)	<i>The Red Tent</i> (book)
<i>The Sopranos</i> (TV series)	<i>The Marriage of Figaro</i> (opera)

Capitalize “the” in text when it is 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]

## Disability language

Always strive to adopt “people first” language, which means using words that put the person at the center of a description rather than a label, their status, or focusing on what the individual cannot do.

### Instead of...

### Say...

Handicapped or the disabled

People/person with a disability/disabilities

Mute or dumb

Nonverbal

Dwarf or midget

Person of short stature

Emotionally disturbed

Person with a mental health disability

Autistic

Person with autism

Learning disabled

Person with a learning disability

Able-bodied/normal

Person without a disability

Birth defect

Congenital disability

Retarded

Person who has an intellectual disability

Blind person

Person who is blind

Suffers from, victim of

Person with

Epileptic

Person with epilepsy

Epileptic fit

Seizure

Quadriplegic, paraplegic	Person with quadriplegia
Mongoloid or downs	Person with Down syndrome
Developmentally delayed	Person with a developmental delay
Confined to a wheelchair	Person who uses a wheelchair
Handicapped parking	Accessible parking
Hearing impaired	Person who is deaf or hard of hearing
Speaks sign language	American Sign Language fluent
Deaf and dumb/deaf-mute	Deaf individual (capitalizing Deaf)
Vision impaired	Person who is blind
Reads braille	Braille reader or braille user
Psychotic	Person having a psychotic condition/psychosis
Schizophrenic	Person with schizophrenia [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.

### 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:

The author made reference to an e-book–publishing cartel.

### **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 take place from 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 took place Aug. 9–19.  
Winter and spring semesters took place Aug. 27, 2007–May 16, 2008.

### **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
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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
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## **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
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Less familiar foreign words may be italicized.

<i>l’amour courtois</i>	<i>americanismo literario</i>
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When using common and less familiar foreign words together, treat them alike (both italic, or both Roman).

### 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.

His book made The New York Times Best Seller list.

### Titles in text

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

## LGBTQ+

LGBTQ+ is an abbreviation for “lesbian, gay, bisexual, transgender, queer, and/or questioning.”

LGBTQ+ (all capital letters with no spaces or periods) is Iowa’s preferred use as opposed to LGBT, GLBT, or other abbreviations. **That said, if a source prefers to be referred to or identified using another term or abbreviation, abide by their preference.**

On first reference, explain what LGBTQ+ stands for, and use the abbreviation on subsequent mentions.

**When interviewing someone or otherwise referring to a source or person in writing, ask the individual how they prefer to be referred to** in relation to their gender and/or sexual identity (e.g., lesbian, gay, bisexual, transgender, queer, asexual, intersex). This may include identifications that are not common or specific. Ask, too, if there are any terms they request not be used in reference to them and in what cases.

**Note on the use of “queer”:** The word “queer” historically has been considered a slur, so its use should be avoided, limiting it to quotes, names of organizations, and instances when an individual indicates they would prefer it used in reference to themselves. That said, *queer* has been reclaimed by many LGBTQ+ people to describe themselves, especially those from younger generations; however, it is not a universally accepted term even within the LGBTQ+ community. *Queer* also can be used in academic circles related to domain (e.g., “queer studies”) and or a range of poststructuralist theories that deal with the construction or reconstruction of sexuality and/or gender identity known as “queer theory.” Other variants, such as “quare theory,” consider the intersection of identities, such as race. Avoid comparisons that reflect a heteronormative bias – in other words, heterosexual/cisgender as “normal” or the norm. “Cisgender” refers to people whose gender identity and expression matches the biological sex they were assigned when they were born.

### LGBTQ+ terms to avoid

Closeted (preferred: not out)

Gay community (preferred: LGBTQ+ community)

Homosexual (preferred: gay or lesbian)

Openly gay (preferred: out)

Queer (see discussion above)

Lesbian women

Lifestyle

MTF or FTM (use male to female/female to male transition unless an individual identifies themselves this way)

Sexual preference (preferred: sexual orientation)

Transsexual

Tranny

Transvestite (preferred: cross-dresser; cross-dressing does not necessarily indicate someone is gay or transgender)

More terms: See *GLAAD Media Reference Guide*

## Numbers

Spell out numbers nine and fewer; use figures for numbers 10 and more. [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
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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: 21<sup>st</sup> 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
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### 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 percent (%), even as an adjective.

10% increase                                      75% 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.  
Winter and spring semesters run Aug. 27, 2007–May 16, 2008.

Written style: always follow “from” with “to,” and “between” with “and.”

We were asked to choose from 15 to 20 items.  
Winter and spring semesters run from Aug. 27, 2007, to May 16, 2008.

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 take place from 3 to 6 p.m.

The picnic will take place 3–6 p.m.  
(Not: The picnic will take place from 3–6 p.m.)

The 2007 Iowa State Fair took place from Aug. 9 to 19.  
The 2007 Iowa State Fair took place Aug. 9–19.  
(Not: The 2007 Iowa State Fair took place 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 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: 21<sup>st</sup> century)

[UI]

### Percent

Use numerals to express percent. Use the percent symbol (%); do not insert a space between the numeral and the symbol.

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, because 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)      Salon (“.com” no longer in flag)

MSNBC (no “.com” in flag)      WebMD (no space)

YouTube (no space)      *USA Today*

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 <sup>SM</sup> (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

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

When the colon introduces speech or dialogue, capitalize 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 the 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.

### **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.

## Race, ethnicity, and nationalities

*Race* and *ethnicity* are not the same. Race is a social construct that has historically classified human beings according to physical or biological characteristics. Ethnicity is something a person acquires or ascribes to and refers to a shared culture, such as language, practices, and beliefs.

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).

Use racial and ethnic identification when it is pertinent to a story and use it fairly, identifying white individuals if people of other races/ethnicities are identified.

**No racial or ethnic slur should ever be included in content you create.** You may consider an exception if your content is about a slur (as in a research study examining use of the word) or, possibly, if it is essential to your piece and is used in quotes. **In this case, ensure that its use is absolutely necessary and that your source has approved the attribution of the slur(s) to them and that your supervisors and department have granted approval.** If explicit approval has been given to use a slur under this exception, add content warnings at the beginning of the piece and do not use these words in the title or headline; people from these communities should have the agency to decide whether they want to engage in harmful language before being forced to do so.

Do not use the term “colored person/people.” Use a broader term, such as “people of color,” which refers to any person who is not white, especially in the U.S. BIPOC emerged as an acronym that stands for *Black, indigenous, people of color*, but is viewed as offensive by some communities it was meant to represent. Before using BIPOC, we recommend you ask your source(s) if they agree with it.

If you are writing about a specific racial or ethnic group, name that specific group.

### 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

### African American, Black

“African American” and “Black” are not synonymous. A person may identify as Afro-Latino or Afro-Caribbean, for instance, or Haitian American or Jamaican American. A person also may identify specially as African rather than African American, such as Ghanaian or Congolese.

Capitalize the B in Black when referring to people who are part of a shared identity or culture, per AP style.

“African American” is not hyphenated. Never use the words “colored” or “Negro” as a descriptor. Likewise, “Afro American” is an archaic descriptor and should not be used.

In the body of a piece, use “Black people,” not “Blacks,” to refer to a group.

Do not use Black as a singular noun, such as a Black.

### **American Indian, Alaska Native, Hawaiian Native, Native American, Native People, Indigenous People**

AP says using the terms “Native Americans” and “American Indians” is acceptable in general references for those in the United States when referring to two or more people of different tribal affiliations. For Individuals, use the name of the tribe.

However, the most inclusive and accurate term to use to refer to those who inhabited land that became the United States (or, previously, territories) is “American Indian and Alaska Native (AIAN).” You may also see the terms “Native People(s),” “First People(s),” “First Nations,” “Tribal Peoples,” “Tribal Communities,” and “Indigenous People(s).” The person may prefer that you refer to them by their tribally specific nation.

American Indians and Alaska Natives/Hawaiian Natives have a distinct political and cultural identification constructed in and through treaties, executive orders, and the Constitution. American Indian and Alaska Native/Hawaiian Natives’ cultural identification is place-based, diverse, and informed by the practices of their culture (e.g., language, signing, dancing, ceremonies).

### **Arab, MENA, or SWANA**

“Arab,” “MENA” (Middle Eastern and North African), or “SWANA” (Southwest Asian and North African) are terms used to describe people from the countries of Kazakhstan, Uzbekistan, Kyrgyzstan, Turkmenistan, Tajikistan, Afghanistan, Iran, Iraq, Turkey, Syria, Cyprus, Jordan, Israel, Saudi Arabia, Bahrain, Qatar, United Arab Emirates, Oman, Yemen, Egypt, Libya, Sudan, Eritrea, Djibouti, Somalia, Tunisia, Algeria, Morocco, and Western Sahara.

When creating content, be sure to ask the individual/group how they prefer to be identified. MENA and SWANA both are acceptable, depending on the preference of the individual or group.

### **Asian, Asian American**

When writing about someone or a group of this background, it usually makes more sense to refer to a specific background — e.g., Japanese, Korean, Thai, Chinese, Indonesian, Filipino. Use that term rather than a collective noun.

Asian and Pacific Islander American (APIA): This is the preferred term to use, versus “Asian American and Pacific Islander” (AAPI), or “Asian American” and “Pacific American.” The latter is considered correct, but for the sake of consistency, Iowa recommends the preferred use.

South Asian: This collective term refers to people from Pakistan, India, Bangladesh, Afghanistan, Bhutan, Maldives, Nepal, and Sri Lanka. “Desi American” is a term commonly used by people from India, but not by all South Asians.

It is important to note that not all Asian students are international students. Likewise, do not assume that all international students come from Asia.

### **Biracial, multiracial, and mixed**

The terms “biracial” and “multiracial” are acceptable, when clearly relevant, to describe people with more than one racial heritage, per AP Style. Avoid “mixed-race,” which can carry negative connotations, unless the subject prefers the term. Be sure to ask the individual/group how they prefer to be identified. Note

that “multiracial” can encompass people of any combination of races.

Be as specific as possible by describing a person’s heritages.

### **Hispanic, Latino/a, Latinx, Latin@, Chicano/a**

“Latinx/o/a” can be used as descriptor, unless the individual or people prefer another term. Note that some in the Hispanic and Latino community find the use of Latinx offensive, and you should always ask a person before referring to them using this term. In some cases, Hispanic people also identify as Latinx/o/a, and vice versa.

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

“Hispanic” generally refers to people with origins in Spanish-speaking countries. Latinx/o/a generally refers to people with origins in Latin American and the Caribbean.

Avoid the term “Latin” unless it is a reference to Latin America.

Latino studies deals with the Americas. Hispanic studies includes people from the Iberian Peninsula (Castile, Catalonia, the Basque Country, Galicia, Portugal, etc.) as well as Latinos.

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

Be sure to ask the individual/group how they prefer to be identified. The individual may prefer, for example, a gender-inclusive and neutral term, such as “Latinx” or “Latin@,” or a broader term, such as “Afro-Latino.” (The person may identify as both African or African American and Black and Latino/a.)

Note that federal policy defines Hispanic as an ethnicity, not a race. Hispanics/Latinos can be of any race.

### **International students**

Identifying a student as an international student should be done only when the designation is relevant to the content. If such identification is not relevant, the student should be identified in the same way as domestic students featured in content. Likewise, do not use an international student’s national origin or ethnic/racial identification if it is not relevant to the content.

It is important to note that not all Asian students are international students. Likewise, do not assume that all international students come from Asia.

### **Immigration**

Familiarize yourself with the range of categories describing a person’s citizenship and immigration status: *nationality, country of origin, citizen, permanent resident, undocumented*. Do not specify a person’s immigration status unless it is relevant to the story and approved by the source.

Use these preferred terms: “undocumented immigrant/worker,” which refers to people who do not have the federal documentation to show they are legally entitled to work, visit, or live in the United States; “mixed-status couple/family,” which refers to couples or families with members who have different immigration status; “refugee,” which refers to people who have been forced to leave their country of origin to escape war, persecution, or natural disaster; and “asylum seeker,” which refers to people who are seeking international protection but whose claim for refugee status has not yet been determined.

Many refer to immigrants who would benefit from either the DREAM Act (Development, Relief and Education for Alien Minors) and the DACA (Deferred Action for Childhood Arrivals) program as Dreamers. As often as possible, use other terms such as “immigrant,” “youth,” or the person’s name instead of Dreamer. If using the term “Dreamer” to describe a person, be sure that is the way they prefer to be described and that you have their explicit permission.

Avoid terms such as “illegal immigrant,” “alien,” “illegals,” “illegal worker,” “expat,” and “expatriate.”

## Required statements

The following statements must be included in publications, as appropriate.

### Equal Employment Opportunity tagline

The official Equal Employment Opportunity tagline should be used in all new external job announcements, advertisements, postings, and solicitations for nominations for all employment vacancies at the University of Iowa.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. Veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.

The Equal Employment Opportunity (EEO) tagline is distinct from the nondiscrimination statement (see below) in that the EEO tagline is used only in an employment context for recruitment of faculty and staff.

### 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 UI 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 24, 2024).

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 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 Senior Director, [Office of Civil Rights Compliance](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, [daod-ocrc@uiowa.edu](mailto:daod-ocrc@uiowa.edu).

The nondiscrimination statement is distinct from the Equal Employment Opportunity (EEO) tagline (see above) in that the EEO tagline is only used in an employment context for recruitment of faculty and staff.

### 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 [UI 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, 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 person’s collegiate affiliation(s) and their 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 8.28]

Marilynne Robinson, professor emerita of English  
(Not: Marilynne Robinson, emerita professor of English)

Professor Emerita Marilynne Robinson  
(Not: Emerita Professor Marilynne Robinson)

Eric Andersen, professor emeritus of law  
(Not: Eric Andersen, emeritus professor of law)

Professor Emeritus Eric Andersen  
(Not: Emeritus Professor Eric Andersen)

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.

**Faculty: named positions**

Many faculty members hold named positions, usually a chair or professorship. Consult the UI Center for Advancement 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, ...

Nick Street, the Tippie Children Professor in the Department of Business Analytics, Tippie College of Business, ...

Amy Kristof-Brown, 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.

Todd Pettys, who holds the H. Blair and Joan V. White Chair in Civil Litigation in the College of Law, ...

Todd Pettys holds the H. Blair and Joan V. White Chair in Civil Litigation in the College of Law.

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 Health Care ...

[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 Webster (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.

*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 judgment.

Note: Always add “the” before “UI” when used as a noun. “UI” alone is acceptable adjectivally. 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**

Names of awards are capitalized, but some generic terms used with the names are lowercased.

Examples: the Nobel Prize in Literature; a Nobel Prize winner; a Nobel Peace Prize; the Pulitzer Prize for Commentary (*but* a Pulitzer in journalism); an Academy Award; the Academy Award for Best Picture; an Oscar; an Emmy Award for Outstanding Supporting Actor in a Comedy Series; a Guggenheim Fellowship (*but* a Guggenheim grant); National Merit Scholarship awards; Merit Scholar. [CMS]

### **Course titles**

Roman, no quotes

### **Dance**

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

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, TV**

Channels and networks: Roman, no quotes (National Public Radio, the Discovery Channel)

Movies/films: italic

Radio programs: italic

Radio programs, individual episodes: in quotes

TV 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

Suites: italic

Symphonies: same as concertos

Trios, quartets, quintets, et cetera: same as concertos

### **Online**

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

Podcasts: italic

### **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

### **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 8.188

### **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”

## Titles: Veterans, military

Capitalizing Veteran when it referring to people who have served in the military places prominence on the position and distinguishes it from other uses of the word (e.g., someone who has had a long service or experience in an occupation, office or the like). It also indirectly recognizes them for their service.

Spell out United States on first reference in writing about Veterans, even if it is modifying a branch of the military. Abbreviate U.S. on second reference.

A military rank may be used in first reference before the name of an officer who has retired if it is relevant to the content. However, do not use the abbreviation Ret. Instead, use retired just as former would be used before the title of a civilian.

As a preference, spell out military titles and rank, and always capitalize both. It is acceptable to use the correct AP Style abbreviation on second and subsequent reference. Those abbreviations are listed below.

### ARMY

general – Gen.

lieutenant general – Lt. Gen.

major general – Maj. Gen.

brigadier general – Brig. Gen.

colonel – Col.

lieutenant colonel – Lt. Col.

major – Maj.

Captain – Capt.

first lieutenant – 1st Lt.

second lieutenant – 2nd Lt.

Warrant Officers

chief warrant officer – Chief Warrant Officer

warrant officer – Warrant Officer

### Enlisted Personnel

sergeant major of the Army – Sgt. Maj. of the Army

command sergeant major – Command Sgt. Maj.

sergeant major – Sgt. Maj.

first sergeant – 1st Sgt.

master sergeant – Master Sgt.

sergeant first class – Sgt. 1st Class

staff sergeant – Staff Sgt.

sergeant – Sgt.

corporal – Cpl.

specialist – Spc.

private first class – Pfc.

private – Pvt.

## **NAVY, COAST GUARD**

### **Commissioned Officers**

admiral – Adm.

vice admiral – Vice Adm.

rear admiral upper half – Rear Adm.

rear admiral lower half – Rear Adm.

captain – Capt.

commander – Cmdr.

lieutenant commander – Lt. Cmdr.

lieutenant – Lt.

lieutenant junior grade – Lt. j.g.

ensign – Ensign

### **Warrant Officers**

chief warrant officer – Chief Warrant Officer

### **Enlisted Personnel**

master chief petty officer of the Navy – Master Chief Petty Officer of the Navy

master chief petty officer – Master Chief Petty Officer

senior chief petty officer – Senior Chief Petty Officer

chief petty officer – Chief Petty Officer

petty officer first class – Petty Officer 1st Class

petty officer second class – Petty Officer 2nd Class

petty officer third class – Petty Officer 3rd Class

seaman – Seaman

seaman apprentice – Seaman Apprentice

seaman recruit – Seaman Recruit

## **MARINE CORPS**

Ranks and abbreviations for commissioned officers are the same as those in the Army. Warrant officer ratings follow the same system used in the Navy. There are no specialist ratings.

### **Others**

sergeant major of the Marine Corps – Sgt. Maj. of the Marine Corps

sergeant major – Sg. Maj.

master gunnery sergeant – Master Gunnery Sgt.

first sergeant – 1st Sgt.

master sergeant – Master Sgt.  
gunnery sergeant – Gunnery Sgt.  
staff sergeant – Staff Sgt.  
sergeant – Sgt.  
corporal – Cpl.  
lance corporal – Lance Cpl.  
private first class – Pfc.  
private – Pvt.

## **AIR FORCE**

Ranks and abbreviations for commissioned officers are the same as those in the Army.

### **Enlisted Designations**

chief master sergeant of the Air Force – Chief Master Sgt. of the Air Force  
chief master sergeant – Chief Master Sgt.  
senior master sergeant – Senior Master Sgt.  
master sergeant – Master Sgt.  
technical sergeant – Tech Sgt.  
staff sergeant – Staff Sgt.  
senior airman – Senior Airman  
airman first class – Airman 1st Class  
airman – Airman  
airman basic – Airman

## **University of Iowa Health Care**

Health system is under one name: University of Iowa Health Care. Beginning May 4, 2024, University of Iowa Hospitals & Clinics name is no longer used.

The name of the hospital at 200 Hawkins Drive is: University of Iowa Health Care Medical Center. UI Health Care is acceptable after first reference.

Avoid using UIHC acronym. University of Iowa Health Care on first reference; UI Health Care acceptable on subsequent references.

Campus names:

University campus: Includes UI Health Care Medical Center University, Stead Family Children’s Hospital, Holden Comprehensive Cancer Center, Carver College of Medicine, and the area and other buildings surrounding the 200 Hawkins Drive location.

Downtown campus: Includes UI Health Care Medical Center Downtown and the area and other buildings surrounding 500 E. Market St. and 540 E. Jefferson St.

North Liberty campus: Opening 2025. Includes UI Health Care Medical Center North Liberty and the area and other buildings surrounding the Forevergreen Road location.

## Words and spelling

### Some words and phrases

The following list includes words not listed in Merriam-Webster or AP, or that the UI Editorial Style Guide treats differently than does Merriam-Webster or AP.

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 [UI]

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: First reference, Iowa Board of Regents (not Board of Regents, State of Iowa); subsequent references, Board of Regents or Regents (Regents always uppercase, noun or adjective)

Campus

campuswide (no hyphen)

canceled, canceling (do not double final "l"); cancellation (double final "l")

catalog (not "catalogue")

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 "curriculum")

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 University of Iowa Health Care 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

Fellow/fellow (capitalize only when forming official name of honor: Institute of Mathematical Statistics Fellow; fellow at the Institute of Mathematical Statistics. See Fulbright Fellow)

fieldwork (one word)

fight song: “The Iowa Fight Song” is correct title, in quotes

first-come, first-served

First-Year Seminar (specific course name; uppercase with hyphen)

first-year student (never “freshman”)

former USSR (no periods in USSR) / former Soviet Union

Fourteenth Amendment (uppercase)

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 gymnasia)

half-life (noun)

halftime (noun, period between halves of a sports event)

half-time (adjective and adverb, something that’s 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” uppercase)

history: a history (not “an history”)

Holocaust (uppercase when referring to Nazi Germany’s slaughter of targeted populations)

Homecoming (uppercase 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 uppercase/lowercase)

Howard Hughes Medical Investigator

IIHR–Hydroscience & Engineering

in-depth (adjective, but not adverb)

Institutional Review Board: IRB second reference.

internet (lowercase)

Iowa Wave/Hawkeye Wave (capitalize either reference – both are acceptable – of Iowa football tradition, started in 2017, of waving to pediatric patients and families at University of Iowa Stead Family Children’s Hospital at the end of the first quarter.

Iowa Writers' Workshop (on first mention, and state connection to University of Iowa); "writers' workshop" or "workshop" (lowercase), on subsequent mentions; also see "Program in Creative Writing," below

job shadow (verb); job-shadow / job-shadowing (adjective)

judgment (one "e")

labanotation (in dance; lowercase)

Latin American (no hyphen, noun and adjective)

lifestyle

LISTSERV™: use only when referring to the LISERV 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

Market Place (capitalize when referring to University of Iowa dining: Burch Market Place, Catlett Market Place, Hillcrest Market Place; "when dining at a Market Place.")

Martin Luther King Jr. (no comma); also MLK (not "MLK Jr.")

microcomputer

microorganism

minicomputer

multimedia

MyUI

name, image, and likeness: Lowercase and spell out on first reference this term for student-athletes' right to benefit financially through marketing and promotion; NIL is acceptable on subsequent references.

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 (uppercase when referring to UI Orientation events and associated programs)

orthopedics (first spelling); UI Department of Orthopedics and Rehabilitation

Pap smear

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 uppercase, noun or adjective; see "Board of Regents")

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")

shoutout

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.”)

syllabuses (plural; not “syllabi”)

symposia (plural; not “symposiums”)

theater / theatre (see “Theater/Theatre” below)

The IOWA Challenge, the IOWA Challenge committee

Third World (uppercase but avoid use of the term; “developing nations” is more appropriate when referring to the economically developing nations in Africa, Asia, and Latin America)

timeline

toward (no “s”)

traveling (one “l”)

trailblazing

U-Bill

U Iowa/Ulowa: Though “U Iowa”/“Ulowa” 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)

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 (lowercase)

webcast (lowercase)

webmaster (lowercase)

webpage

website (lowercase)

well-being

west side (noun); westside (adjective)

Western world (uppercase “Western,” CMS)

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 (uppercase), with reference to the University of Iowa;

writers' workshop (lowercase) on second use only

Writing University (use quotation marks and initial caps; the University of Iowa is often regarded as the "Writing University"; no quotes but capitalize when referring to the University of Iowa Writing University website)

X-ray (noun, uppercase); X-ray (adjective, uppercase); x-ray (verb, lowercase)

### **Spelling guidelines**

Follow *Merriam-Webster* 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.