

Editorial Style 2017

Office of Strategic Communication



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References

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

- *Merriam-Webster’s Collegiate® Dictionary*, 11th edition [Merriam-Webster]
- *The Associated Press Stylebook*, 50th edition [AP]
- Style rules specific to the University of Iowa [UI]
- *Chicago Manual of Style*, 15th edition [CMS]—use sparingly, when no other style point exists or would work for the needed application

Abbreviations

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

Addresses: compass points

Abbreviate compass points that follow a street address. Do not use a period.

N S NE SW

Do not abbreviate compass points that are part of street names, unless they occur with a numbered street address. [AP]

Northeast Road (Not: NE Road) 314 NE Road

Addresses, words in

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

[AP]

Ampersand

Use only when part of a non-UI full formal name or title. Do not use ampersands in the name of any UI organization.

Days

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

Sun Mon Tue Wed Thu Fri Sat

Also see “Months” below.

Expressions: i.e., e.g.

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

..., that is, ...	(i.e., ...)
..., for example, ...	(e.g., ...)

General Education Program

Never abbreviate General Education Program (referring to the UI College of Liberal Arts and Sciences General Education Program). [UI]

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 three feet tall. (Not: ...three 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, CMS 15.42 provides three abbreviation systems for month names; choose one system and use it consistently (for calendars, display type, lists, etc.) throughout a document or publication.

Names of agencies, organizations

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

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

FDR	JFK	MLK (Not: MLK Jr.)
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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

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.

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		

Teacher Education Program

Teacher Education Program (referring to the UI College of Education Teacher Education Program) should be written out on first reference but may be abbreviated TEP in subsequent mentions. [UI]

The University of Iowa

Abbreviate “the University of Iowa” as “the UI” (not “U of I”) on second and subsequent references. 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 11 colleges.

The UI has 11 colleges.

There are 11 colleges within the University of Iowa.

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.

12 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

Unlike in Chicago style, the noun “United States” may be abbreviated, with periods (U.S.). 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 **Biological Sciences**)

Bachelor of Arts in **speech and hearing science** (Department of **Speech Pathology and Audiology**)

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

Bachelor of Science in Engineering in **civil engineering** (Department of **Civil and Environmental Engineering**; there is no undergraduate degree in environmental engineering)

Bachelor of Science in Engineering in **electrical engineering** (Department of **Civil and Environmental Engineering**; there is no undergraduate degree in computer engineering)

[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). The three-week summer session begins after May commencement and ends just before the eight-week summer session begins (early June). The six-week summer session begins two weeks later than the eight-week summer session but ends on the same day (late July or early August).

Here are the correct terms for the university's academic sessions (presented here in order of starting date throughout the academic year, which begins with fall semester). Lowercase in text.

fall semester

winter session (not "intercession" or "intersession")

spring semester

three-week summer session

eight-week summer session

six-week summer session

summer session (general reference to summer sessions)

summer sessions (referring to more than one summer session)

[UI]

Agreement: Subject/verb/pronoun

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

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

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

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

Can become

Students can take their class notes to the tutoring session.

Collective (mass) nouns

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

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

The majority is in control, and it has spoken. (Collective noun “majority” with singular verb “is” and singular pronoun “it.”)

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

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

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

Treat a collective noun consistently (singular or plural) throughout a document. Rewrite to avoid nonagreement. [CMS 5.8, 5.47, 5.52]

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

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

A group of demonstrators are gathering on the Pentacrest to show their opposition to the war. (Collective “A group” with plural verb “are gathering” and plural possessive pronoun “their.”)

The group of demonstrators has gathered on the Pentacrest for its rally. (Collective “The group” with singular verb “has gathered” and singular possessive pronoun “its.”)

The number of loan defaults has risen [singular] dramatically over the past year.

A growing number of borrowers are defaulting [plural] on their loans.

The high percentage of the successful graduates shows [singular] that the program is effective.

A high percentage of the program’s students have [plural] job offers before they graduate.

Collective nouns: sports teams

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

The Cardinals are leading the league. But: St. Louis is leading the league.

The Hawkeyes are ahead at the half. But: Iowa is ahead at the half.

[AP]

Collective nouns as UI unit names

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

University of Iowa Hospitals and Clinics is the largest medical center in Iowa. It is located on the university’s health science campus.

University of Iowa Libraries includes all libraries on the University of Iowa campus, except the Law Library. The libraries’ catalog is available online.

The Iowa Women’s Archives is located in the Main Library.

[UI]

Pronouns, possessive pronouns

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

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

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 adviser.
(Rewrite: Students who need to drop a class must submit a form to their advisers.)

Alumnus/alumni

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.

Gender bias: generic nouns

Avoid generic nouns that assign male gender (e.g., use “humankind” instead of “mankind”).

Use “chair” instead of “chairman,” “chairwoman,” or “chairperson.”

Use “first-year student” instead of “freshman.”

Gender bias: pronouns

When the gender of the subject is not specified, do not use male pronouns as a generic reference. Use “they” “their,” or “them” instead.

Before a student registers for classes, they should consult an adviser.
(Not: Before a student registers for classes, he should consult an adviser.)

As each student crosses the stage, the dean presents a diploma to them.
(Not: As each student crosses the stage, the dean presents a diploma to him.)

Any student who needs to drop a class must submit a form to their adviser.
(Not: Any student who needs to drop a class must submit a form to his adviser.)

Avoid using “he/she.”

Do not use “s/he.”

Using “he or she”/“his or her” is currently acceptable, but because these constructions limit gender to a binary, they are implicitly discriminatory and may soon fall out of favor. English has long used “they” and “them” in the singular sense, the *Washington Post* has added singular “they” and its relatives to their official style guide, and the American Dialect Society named singular “they” 2016’s Word of the Year.

Also see “Agreement: Subject/Verb/Pronoun” above.

Handicapped accessibility

Use “accessible entrance” rather than “handicapped accessible” or “handicapped entrance.”

[UI]

Medical conditions, disabilities

Use “sexually transmitted infection” (abbreviate STI) rather than “sexually transmitted disease” (STD).

When referring to individuals with medical conditions, avoid using terms such as “victim” or “victim of,” “sufferer” or “suffers from,” or “afflicted with.”

Marvin was diagnosed with tuberculosis.
Marvin has tuberculosis.
(Not: Marvin suffers from tuberculosis.)

Avoid using labels such as “a diabetic”; instead, say “who has diabetes,” “who is diabetic,” “a person with diabetes,” or “a person who has diabetes.”

Nancy, who has diabetes, measures her blood sugar several times a day.
Nancy, who is diabetic, measures her blood sugar several times a day.
(Not: Nancy, a diabetic, measures her blood sugar several times a day.)

Do not use the labels “handicapped” or “disabled.”

Do not refer to people without a specific disease as “normal” or “a normal.” Instead say “a person with normal blood sugar” or “people with normal heart function.”

When writing about progress in understanding, diagnosing, and treating medical conditions, use the terms “advance” or “development” rather than “cure” or “breakthrough.”

[UI]

Religious affiliation

Avoid using nouns as religious and ethnic labels. Use the adjectival form instead. [UI]

She is Jewish. (Not: She is a Jew.) He is black. (Not: He is a black.)
They are Buddhist monks. (Not: The monks are Buddhists.)
The attendees were Christian. (Not: The attendees were Christians.)

Capitalization

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

Colleges, departments, other university units

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

College of Dentistry	degrees offered by the college
Department of Anthropology	courses offered by anthropology
Aging Studies Program	students enrolled in the program
Center for the Book	the center’s facilities
University of Iowa Honors Program	the honors program; events for honors students
Iowa Writers’ Workshop	writers’ workshop/the workshop

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 Schools of Music and Social Work; the Departments 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 Departments 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

[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	web page [UI, 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

Do not use racial designations based loosely on color (e.g., brown, red, yellow).

Exception: "black" and "white" may be used occasionally. They are lowercase. [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
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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

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

[UI]

Living learning communities

Uppercase names of specific university living learning communities. Lowercase “living learning” when it is not part of the community’s name or is used generically. “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

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

In uppercase-style titles, capitalize prepositions of five or more letters. [UI]

Proper nouns

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

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

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

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

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

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

Ranks and titles

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

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

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

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

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
Governor Terry Branstad	Governor Branstad
President J. Bruce Harreld	President Harreld

("Bruce Harreld" 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. Belgium	the late professors Benton and Dixon
UI president J. Bruce Harreld	former UI presidents Coleman and Skorton
Iowa governor Terry Branstad	U.S. president Donald Trump

Regents, Board of

On first reference, use “Board of Regents, State of Iowa.”

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

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

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

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

Iowa’s public universities

Iowa’s public universities and special schools

The University of Iowa is one of three universities governed by the Board of Regents, State of Iowa. (when referring specifically to UI)

[UI]

Room names

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

[UI]

The meeting is in room 245.

Lunch will be served in the State Room.

Scientific names of plants, animals

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

Chordata (phylum)

Chondrichthyes (class)

Monotremata (order)

Hominidae (family)

Gleichenia glauca (genus and species)

Teacher Education Program

Capitalize “Teacher Education Program” in all references to the UI College of Education TEP. Write out Teacher Education Program on first reference; it may be abbreviated TEP in subsequent mentions. [UI]

“The” in names and titles

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

the McLaughlin Group

the McGraw-Hill Companies

the Fitness Zone

the Mill (restaurant)

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

The Sting (film)

The Red Tent (book)

The Sopranos (TV series)

The Marriage of Figaro (opera)

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

The New Yorker

The Daily Iowan

Le Monde

Die Zeit

the *Los Angeles Times*

the *Miami Herald*

The University of Iowa

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

Welcome to the University of Iowa.

Welcome to the University of Iowa campus.

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

Do not capitalize “university” standing alone.

The university was established in 1847.

[UI]

University organizations

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

Faculty Senate

the senate

Staff Council

the council

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

the Faculty Senate Budget Committee

the budget committee

[AP, UI]

Ellipses

Ellipses in text

Use three unspaced ellipsis points in place of omitted text. Do not add spaces between ellipses and their surrounding text. [UI]

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

Follow AP style for headlines, though design and editorial liberties are acceptable when necessary.

Decks

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

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

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

Hyphens/dashes in compounds

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

CMS 5.92–93 details compound modifiers (phrasal adjectives) and hyphenation.

CMS 6.85 discusses appropriate substitution of an en dash for a hyphen.

CMS 7.90 provides a guide for hyphenation of compounds, combining forms, and prefixes.

Adverbs ending in “ly”

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

nicely done work

But: not-so-nicely-done work

Clarity

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

Big Ten athletics

high school student

civil service employee

study abroad courses

community college student

large-animal study

day care worker

small-business owner

free enterprise system

wide-open door

health care provider

Common element in series

Use hyphens in constructions containing two or more compounds that end in a common element, and omit the common element in all but the final term.

second- and third-year students

short- and long-term goals

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

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

En dash in place of hyphen

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

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

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

He is a Pulitzer Prize–winning novelist.

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

It was a health insurance–home care conundrum.

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

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

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

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

[More: CMS 6.80–81, 6.85]

En dash with inclusive dates and numbers

Use an en dash (option + hyphen) instead of a hyphen in inclusive dates, times, and numbers.

[UI; also see “Numbers” below.]

The picnic will be held 3–6 p.m.

They published the 2015–16 edition on time.

Budget items ranged \$50–\$3,500.

We were asked to choose 15–20 items.

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

Winter and spring semesters ran 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 and the word “percent,” even as an adjective.

10 percent increase

75 percent of students

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

3 K run

8 ft. rope

2 s.h. course

Hyphenate simple fractions. In combinations of whole numbers and fractions, do not hyphenate after the whole number. [UI]

one-quarter

three-eighths

five and eight-tenths miles

Italics in text

Emphasis

Do not use italics for emphasis.

Exception: Italics may be used in a quote to indicate the speaker's emphasis.

She replied, "No, I *won't* go!"

Foreign words

Do not italicize commonly used foreign words.

in vivo

in vitro

ex officio

a priori

Less familiar foreign words may be italicized.

l'amour courtois

americanismo literario

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

[UI]

Headlines, other display type

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

Legal cases

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

Swift v. Tyson

the *Swift* case

In *Swift*, the jury decided against the plaintiff.

Reference to a word or term

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

What does *informatics* mean?

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

She decided not to italicize "In vitro" since it's a common foreign term.

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

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

Scientific names of plants, animals

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

Gleichenia glauca (genus and species)

"The" in titles

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

The Sting (film)

The Red Tent (book)

The Sopranos (TV series)

The Marriage of Figaro (opera)

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

The New Yorker

The Daily Iowan

Le Monde

Die Zeit

but

the *Los Angeles Times*

the *Chicago Tribune*

Titles as parts of names

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

She received a Daily Iowan Scholarship.

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.).

Nationalities

Compounds with “American(s)”

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

African American(s)

African American cuisine

Asian American(s)

Asian American ancestry

Latin American(s)

Latin American curriculum

Chicano, Hispanic, Latino

Generally, use “Hispanic” (the official U.S. government category). Exception: use “Chicano” or “Latino” and their gender and number variations, as appropriate, depending on the preference of the person or group in question.

“Chicano”: U.S. Latino immigrants or citizens of Mexican origin

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

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. [Tom Lewis, professor of Spanish and Portuguese, July 2007]

Native American

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

Numbers

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

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

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

1,500 40,000 396,000

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

2 million 4.7 million 9 million 22 million
986 million 4 billion

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

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

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

Numbers applied to the same category or series should be treated alike in a paragraph; do not use figures for some and spell out others. Use the treatment that applies to the majority of figures in the category: If more of the figures are 10 or above, then use figures to represent all of them, but if more are below 10, spell all of them out. Exceptions by context. [UI]

The class included 13 students from Iowa, 2 from Kansas, and 16 from Missouri.

The instructor had spent seven years in India, twelve in Japan, and five in Sumatra.

Age

Always use numerals when expressing age. [AP]

an 87-year-old woman the child is 6 months old
the building is 7 years old an 8-month-old dog

Assistantships

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

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

Centuries

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

third century ninth century 10th century 17th century

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

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

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

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

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

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

Do not use superscript.

21st century (Not: 21st century)

Do not use an apostrophe when expressing a century in numerals.

the 1900s (Not: 1900's)

Decades

Decades may be expressed in numerals; they may be spelled out when the century is clear. [UI]

the 1950s (no apostrophe)

the '50s

the fifties

Decimals and ciphers

Do not use decimals and ciphers in figures indicating even dollar amounts. [AP]

\$12 (Not: \$12.00)

Do not use unnecessary colons and ciphers in figures indicating time of day.

7 a.m. (Not: 7:00 a.m.)

Use “noon” or “midnight.” Do not use “12 noon” or “12 midnight.” Do not use “12 a.m.” or “12 p.m.”

Grade-point average

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

a grade-point average of 3.25

a 2.70 GPA

a 3.00 GPA

Hyphenation

Use a hyphen in compound constructions containing a numerical first element that acts as an adjective. (Use an “en” dash to join a third element to an already-hyphenated compound.)

first-year student

fourth-quarter touchdown

20th-century literature

three-quarter-time graduate assistantship

Do not hyphenate a numeral and the word “percent,” even as an adjective.

10 percent increase

75 percent of students

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

3 K run

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

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

Money

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

\$0.3 million \$3.8 million \$5 billion

Ordinals

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

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

Do not use ordinals after figures in dates.

June 10 (Not: June 10th)

Do not use superscript in ordinals.

21st century (Not: 21st century)

[UI]

Percent

Use numerals to express percent. Write out percent. Exception: If the text includes numerous percentage figures, use the percent symbol (%); do not insert a space between the numeral and the percent symbol. Some design requirements may necessitate the use of the percentage symbol. [UI]

8 percent 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

Use numerals to express number of semester hours. 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. [UI]

Students must earn 9 semester hours in advanced math courses.

Nine semester hours are required.

(Not: 9 semester hours are required.)

(Rewrite: The requirement is 9 semester hours.)

Telephone numbers

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

For media inquiries, call 319-356-3945.

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

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

Time: noon, midnight

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

Online style

Website names

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

Publication website names generally are italic.

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

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

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

Add “.com” only if it is part of the web site’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

Copyright, trademark, service mark

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

Use of the copyright symbol in text is rare.

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

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

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

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

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)

Punctuation

Colons and capitalization

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

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

Colon in display type

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

Comma in series

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

books, journals, and articles

Comma with adjectives

Use a comma between multiple adjectives that precede a noun.

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

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

a quiet little boy a cold soft drink

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

[UI]

Comma with expressions

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

Comma with year

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

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

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

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

[UI]

Letter grades

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

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

Her first-semester grades included two As, two Bs, and one C.

Students must have a B-plus average to remain in the program.

His earned an A-minus in the course.

Quote marks in quotations

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

Use single quote marks to enclose quotations within quotations.

[AP, UI]

Quote marks with titles

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

Quote marks with other punctuation

Commas and periods always go inside closing quote marks.

Colons and semicolons always go outside closing quote marks.

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

[UI]

Reference to a word or term

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

[UI]

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

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

Semicolon in a series

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

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

Typography of punctuation

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

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

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

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

[More: CMS 6.3–7]

Required statements

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

Job number and publication date

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

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

Nondiscrimination statement

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

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, 319-335-0705 (voice) and 319-335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.

Personally identifiable information

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

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

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

Recycled paper logo

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

Titles: People and things

Also see “Abbreviations” and “Capitalization” sections above.

Administrative appointments, faculty rank

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

David F. Wiemer, professor and chair of chemistry

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

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

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

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

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

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

[UI]

Collegiate affiliations

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

Thomas H. Charlton, professor of anthropology in the College of Liberal Arts and Sciences

Sarah England, associate professor of molecular physiology and biophysics in the Carver College of Medicine (or UI Carver College of Medicine)

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

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

Carver College of Medicine (Not: Roy J. and Lucille A. Carver College of Medicine)

Tippie College of Business (Not: Henry B. Tippie College of Business)

Department heads

When referring to leaders of departments and programs, use "chair," "director," or "head" rather than "department chair," "program director," "program head," and so forth. [UI]

Faculty: emeritus/emerita

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

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

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

Willard L. "Sandy" Boyd, UI president emeritus
(Not: Willard L. "Sandy" Boyd, UI emeritus president; Not: ...emeritus UI president)

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

emerita (female singular)

emeritus (male singular)

emeritae (female plural)

emeriti (male plural or mixed male and female plural)

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

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

F.X. Cretzmeyer, track coach emeritus.

Faculty: named positions

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

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

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

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

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

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

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

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

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

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

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

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

[UI]

Hyphenated compounds in titles

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

The All-Inclusive Workplace

[UI]

Names: 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 [UI].

Hal Brown Sr.

Robert Belson II

Jim McGraw Jr.

But: Professor Belson

“The” in names and titles

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

the McLaughlin Group

the McGraw-Hill Companies

the Fitness Zone

the Mill (restaurant)

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

The Sting (film)

The Red Tent (book)

The Sopranos (TV series)

The Marriage of Figaro (opera)

Capitalize “the” in text when it is the first word of a periodical’s name. [CMS 8.180]

The New Yorker

The Daily Iowan

Le Monde

Die Zeit

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): in quotes

Sculptures: italic

Statues: italic

Works of antiquity (creators possibly unknown): Roman, no quotes (the Venus de Milo)

Awards

See CMS 8.89

Course titles

Roman, no quotes

Dance

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

Major works: italic

Smaller works and individual parts of major works: in quotes

Examples: “Sugar Plum Fairy” is a popular part of *The Nutcracker*; the troupe performed “Sometimes It Snows in April,” from *Billboards*.

Events

Conferences: Roman, no quotes

Fairs: Roman, no quotes (the Iowa State Fair, the Chicago World’s Fair)

Lecture series: Roman, no quotes

Lectures, individual: Roman, in quotes

Speech series: Roman, no quotes (the State of the Union address)

Speeches, individual: Roman, in quotes

Legal cases, legislation, policies

Acts, treaties, government programs: Roman

Legal cases: The full name of a court decision is written in Roman text. Abbreviations are italicized.

Movies, radio, television

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

Movies/films: italic

Radio programs: italic

Radio programs, individual episodes: in quotes

Television programs: italic

TV programs, individual episodes: in quotes

Music

CDs and record albums: italic (*The Rolling Stones’ Sticky Fingers*)

CDs and albums, individual songs: in quotes

Concertos: Roman, no quotes; lowercase “no.” and follow with Arabic numeral, uppercase key and “Major” or “Minor” (Concerto no. 2 in D Major, Concerto no. 3 in C Minor); for exceptions and more, such as nicknamed works, see CMS

Operas: italic

Opus: “op.” + Arabic numeral (Sonata op. 31); for other music catalog systems, see CMS

Oratorios: italic

Sonatas: same as concertos

Songs (art songs, popular songs): in quotes

Symphonies: same as concertos

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

Online

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

Plays and poetry

Plays: italic

Plays and poems, divisions of: lowercase + Arabic numeral (act 3/scene 2, stanza 5, canto 2)

Poems, book of: italic

Poems, epic and long poems: italic

Poems, other (most poems): in quotes

[CMS 8.191-194]

Publications

Articles in journals, magazines, newspapers, et cetera: in quotes

Books: italic

Books, reference to parts of: lowercase + Arabic numeral (chapter 3, part 2, appendix 5, figure 7.6, table C9)

Chapters (in books): in quotes

Essays: in quotes

Exhibition catalogs: italic

Journals: italic

Magazines: italic

Newspapers: italic

Newspaper feature stories: in quotes

Pamphlets: italic

Periodicals: italic

Short stories: in quotes

Unpublished works (e.g., PhD dissertation, manuscripts): CMS 8.195, 17.213-216

Vehicles and vessels

Airplanes, individual craft: Roman

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

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

Boats, individual craft: Roman

Ships: Roman

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

Space programs: Roman (Apollo, Pioneer)

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

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

Words and spelling

Spelling guidelines

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

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

Some words and phrases

In the following list, an asterisk indicates that the word is not listed in Merriam-Webster, or that University Relations Publications treats the word differently than does Merriam-Webster.

uc = uppercase (capitalized / cap or capped / “up” style)

lc = lowercase (not capitalized / “down” style)

uc/lc = mixed uppercase and lowercase

2 Plus 2 Guaranteed Graduation Plan (space, but no hyphens); subsequent reference: 2 Plus 2 plan

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”)

adviser

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)

Board of Regents, State of Iowa; on subsequent references, "Iowa Board of Regents," "Board of Regents," or "Regents" (Regents always uppercase, noun or adjective)

campuswide (no hyphen)

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

catalog (not "catalogue")

Center for Diversity and Enrichment

CD-ROM (all uppercase, with hyphen)

City Plaza (uppercase); Iowa City's downtown pedestrian mall, the pedestrian mall, the ped mall (lowercase)

"classified as a resident for admission purposes" (no "s")

cocurricular (no hyphen)

colloquiums (plural, first spelling; "colloquia" is second spelling)

computer-aided design

computer-assisted instruction

Continuing Education Unit (abbreviate CEU)

coordinate (no hyphen)

course work (two words)

coworker (no hyphen)

cross-country (hyphen, noun and adjective)

cross-reference (noun and verb); cross-referenced (adjective);
also, cross-refer (vt)

curricula (plural, not "curriculums")

database

day care (two words, no hyphen; noun and adjective)

decision-making (noun and adjective)

degree audit (not "degree evaluation")

degree titles: do not add the word "degree" after full degree titles ("Bachelor of Arts," not "Bachelor of Arts degree"); use "a" instead of "the" ("seeking a doctorate in..." not "seeking the doctorate in...")

degree titles, shortened—note placement of apostrophe: bachelor's degree, master's degree, doctoral degree or doctorate (not "doctor's degree")

diaspora (lowercase)

downtime; uptime (one word)

east side (noun); eastside (adjective)

email, but: e-business, e-commerce, e-forms, and so forth

Ethernet

extracurricular (no hyphen)

faculty and staff (not “faculty/staff”)

fair housing policy (no hyphen)

Family Weekend

fieldwork (one word)

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

first-come, first-served

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

first-year student (never “freshman”)

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

Fourteenth Amendment (uc)

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 (first spelling for plural; second is “gymnasia”)

half-life (noun)

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

half-time (adjective and adverb, something that done half of the time, to do something half of the time)

half-timer (noun, someone who does something half-time)

health care (noun or adjective, no hyphen)

Herky the Hawk (“Hawk” uc)

history: a history (not “an history”)

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

Homecoming (uc when referring to University of Iowa Homecoming and associated events)

home page (two words)

honors: University of Iowa Honors Program; honors program; honors student(s) (note uc/lc)

Howard Hughes Medical Investigator

in-depth (adjective, but not adverb)

internet (lc)

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

~~ISIS – Iowa Student Information Services no longer used~~

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

judgment (no “e”)

labanotation (in dance; lc)

Latin American (no hyphen, noun and adjective)

lifestyle

LISTSERV™: use only when referring to the LISTSERV brand name electronic mailing list; for general references to emailing lists, use “electronic mailing list” or “email list”

Living Learning Communities (LLCs)

log in (verb); log-in (noun)

MacArthur Fellow

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

microcomputer

microorganism

*mid-century; mid-afternoon

minicomputer

multimedia

MyUI

nanostudy (no hyphen)

National Historic Landmark

neoclassical

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)

old gold and black (UI colors; lc)

online (adjective and adverb, not hyphenated)

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

orthopedics (first spelling); but, UI Department of Orthopaedics

Pap smear (note uc/lc)

paraprofessional

Parent and Family Network

part-time (adjective and adverb); part-timer (noun)

pass/fail (on first reference; may use P/F on subsequent references)

pass/nonpass (on first reference; may use P/N on subsequent references)

ped mall, pedestrian mall, Iowa City’s downtown pedestrian mall (lc); but uppercase “City Plaza”

percent (one word)

Pick One; or Pick One project (use “project,” lowercase; don’t use “campaign”)

Poet Laureate (e.g., Iowa Poet Laureate, U.S. Poet Laureate)

postbaccalaureate / postdoctoral (no hyphen)

post-master’s (as in post–master’s-degree work, hyphen)

PowerPoint

practicums (not practica)

*pre-business, pre-dentistry, pre-law, pre-medicine, pre-nursing, pre-pharmacy, et cetera.
(hyphen; preparation for study of a specific discipline)

preprofessional (no hyphen)

presidential medallion

problem solving (noun); problem-solving (adjective)

Program in Creative Writing (Iowa Writers' Workshop students are enrolled in this)

proseminar

Pulitzer Prize

Regent Admission Index ("Regent" singular)

Regents (always uc, noun or adjective; see "Board of Regents, State of Iowa")

~~Regents universities~~ Iowa's public universities, Iowa's public universities and special schools;
one of three universities governed by the Board of Regents, State of Iowa (when referring specifically to UI)

résumé (use correct accents)

Rhodes Scholar

RiverFest

satisfactory/fail (on first reference; may abbreviate S/F on subsequent references)

self-evaluation (hyphen, noun and adjective)

self-study (hyphen, noun and adjective)

service learning (noun); service-learning (adjective)

sexually transmitted infection; abbreviate STI (not "sexually transmitted disease/STD")

Social Security Administration, U.S.

social security number (lowercase)

socioeconomic

south side (noun); southside (adjective)

Soviet Union: use "former Soviet Union" or "former USSR" (no periods in USSR)

Spanish American (no hyphen, noun and adjective)

state-of-the-art (adjective)

student athlete (no hyphen, noun or adjective)

study abroad (no hyphen, noun or adjective)

symposia (plural; not "symposiums")

theater / theatre (see "Theater/Theatre" below)

The IOWA Challenge, the IOWA Challenge committee

*Third World (uc)

three-dimensional; 3-D (hyphen and cap "D")

*timeline

toward (no "s")

traveling (one "l")

trailblazing

2 Plus 2 Guaranteed Graduation Plan (space, but no hyphens); subsequent reference, 2 Plus 2 plan (note uc/lc)

U-bill (“bill” lc)
underway
uptime; downtime (one word)
USSR: use “former USSR” or “former Soviet Union” (no periods in USSR)
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)
*web (lc; short for “World Wide Web”)
*web address (lc)
webcast (lc)
webmaster (lc)
*website (lc)
Western world (uppercase “Western,” CMS 8.50)
west side (noun); westside (adjective)
wireless internet access
wireless networking
work-study program
workup (noun); work up (verb)
workstation
writer in residence (noun); writer-in-residence (adjective)
writers’ workshop: first use is Iowa Writers’ Workshop (uc), with reference to the University of Iowa; writers’ workshop (lc) on second use only
X-ray (noun, uppercase); X-ray (adjective, uppercase); x-ray (verb, lowercase)

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.