

A Guide to Style

for the
University of Missouri–St. Louis

Second Edition

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A Guide to Style for the University of Missouri–St. Louis, Second Edition

The following entries are guidelines for writing and editing copy at the University of Missouri–St. Louis. They were extracted from several sources or created by staff in UMSL Creative Services. Sources include The Associated Press Stylebook 2008; Webster's New World College Dictionary, Fourth Edition; The Chicago Manual of Style, 15th Edition; and The Elements of Style, Third Edition.

To request copies of A Guide to Style for the University of Missouri–St. Louis or suggest edits, please send an e-mail message to hockett@umsl.edu.

abbreviations

See **acronyms**.

academic degrees

- If mention of a degree is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation. Instead, use a phrase. Example: Bill Doe, who has a bachelor's degree in philosophy, won the Employee of the Month Award in July.
- Use an apostrophe in "bachelor's" and "master's."
- Use abbreviations such as "BA," "BS," "MA" and "PhD" only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name. Never use after just a last name.
- When used after a name, an academic abbreviation is set off by commas: Bill Doe, PhD, spoke to the class.
- Do not precede a name with an informal title or courtesy title for an academic degree and follow the name with the abbreviation for the degree in the same reference. Wrong: Criminology professor Bill Doe, PhD, was hired last year. Right: Bill Doe, PhD, is the newest faculty member in the department.
- Do not capitalize degrees unless abbreviated. Examples: Bill Doe, MA philosophy 1995, serves as president of his local Optimist Club. Bill Doe earned a master's degree in English from Smith College in 1995.
- Write: an MA (not a MA). But write: a master's degree (not an master's degree).
- When identifying University of Missouri–St. Louis alumni and their degrees in a run of copy, refer to the following examples: Jim Smith, BS business administration 1974, won the award last year. John Foster, MA political science 1971, will run for alderman next year.
- Further abbreviation of degree names is acceptable in tabular material. "BS business administration" can become "BSBA." "BS nursing" can become "BSN."
See **alumnus**; **titles, academic**; and **titles, doctor**.

academic units

- Capitalize all names of colleges, schools, departments, divisions, offices and centers at the University of Missouri–St. Louis when using the full, proper name. Examples: Department of History, College of Education and Center for International Studies.
- Academic units are lowercased when used informally. Examples: history department, department, nursing college and center.
- After the full, proper name of a school, college, office or department has been used in a first reference, do not overuse the formal name throughout the copy. Use second references, such as: school, college, office or department.

- Proper names of UMSL's colleges, divisions and schools:
 - * College of Arts and Sciences
 - * College of Business Administration
 - * College of Education
 - * College of Fine Arts and Communication
 - * College of Nursing
 - * College of Optometry
 - * Division of Continuing Education
 - * Graduate School
 - * Pierre Laclede Honors College
 - * School of Social Work
 - * University of Missouri–St. Louis/Washington University Joint Undergraduate Engineering Program

- Proper names of UMSL's centers:
 - * Center for Business and Industrial Studies
 - * Center for Character and Citizenship
 - * Center for Emerging Technologies
 - * Center for Entrepreneurship and Economic Education
 - * Center for Ethics in Public Life
 - * Center for Eye Care
 - * Center for Human Origin and Cultural Diversity
 - * Center for International Community College Education and Leadership
 - * Center for International Studies
 - * Center for Languages and Cultures
 - * Center for Nanoscience
 - * Center for Neurodynamics
 - * Center for Student Success
 - * Center for Teaching and Learning
 - * Center for the Study of Disability, Education, and Culture
 - * Center for Transportation Studies
 - * Center for Trauma Recovery
 - * Children's Advocacy Services of Greater St. Louis
 - * E. Desmond Lee Technology and Learning Center

- * Faculty Resource Center
 - * German Culture Center
 - * Institute for Women's and Gender Studies
 - * International Business Institute
 - * Missouri Small Business Development Center
 - * Nicholas and Theodora Matsakis Hellenic Culture Center
 - * Online Testing Center
 - * Public Policy Research Center
 - * Regional Center for Education and Work
 - * Sue Shear Institute for Women in Public Life
 - * Technology Support Center
 - * The Center for the Humanities
 - * University Child Development Center
 - * University Eye Center
 - * Whitney R. Harris World Ecology Center
- Proper names of UMSL's academic departments and areas:
 - * Accounting Area
 - * Department of Anthropology and Languages
 - * Department of Art and Art History
 - * Department of Biology
 - * Department of Chemistry and Biochemistry
 - * Department of Communication
 - * Department of Criminology and Criminal Justice
 - * Department of Economics
 - * Department of English
 - * Department of History
 - * Department of Mathematics and Computer Science
 - * Department of Music
 - * Department of Philosophy
 - * Department of Physics and Astronomy
 - * Department of Political Science
 - * Department of Psychology
 - * Department of Sociology
 - * Department of Theatre, Dance and Media Studies
 - * Division of Counseling and Family Therapy
 - * Division of Educational Leadership and Policy Studies
 - * Division of Educational Psychology, Research and Evaluation
 - * Division of Teaching and Learning
 - * Finance Area
 - * Information Systems Area
 - * Logistics and Operations Management Area
 - * Management Area
 - * Marketing Area
- See **Department of Athletics**.

acronyms

- An acronym is a word formed from the first letter or letters of a series of words. "BIG," for example, stands for "Biological Information Group."
- An abbreviation is a shortened form of a word or phrase. "CIA," "FBI" and "GOP" are examples of abbreviations formed by using an organization's initials.
- Do not use acronyms or abbreviations the reader would not quickly recognize.
- Do not follow an organization's full name with an acronym or abbreviation in parentheses or set off by dashes or commas. If an acronym or abbreviation would not be clear on second reference without this arrangement, do not use the acronym or abbreviation.

address

- Address a letter or an envelope, but never address a problem. A problem should be: dealt with, taken up, considered, tackled, coped with or discussed. Example: At the staff meeting, the dean and the chancellor discussed (not addressed) admission requirements.
- Do not use "address" alone as a synonym for a speech or talk. Example: Bill Doe's talk (not address) on the campus master plan impressed the faculty. See **keynote address**.

addresses

- Use the abbreviations "Ave.," "Blvd." and "St." only with a numbered address. Example: 1500 Page Ave. Spell out when part of a formal street name without a number: Page Avenue. Lowercase and spell out when used alone or with more than one street: Page and University avenues.
- Do not abbreviate if number is omitted: East 42nd Street, West 43rd Street and K Street Northwest.
- Spell out similar words: alley, drive, road, terrace and place. Capitalize them when part of a formal name without a number. Lowercase when used alone or with two or more names.
- Always use figures for an address number: 3541 Boston Farm Drive.
- Spell out and capitalize "First" through "Ninth" when used as street names. Use figures for "10th" and above.
- Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: 222 E. 42nd St., 562 W. 43rd St. and 6700 K St. N.W. See **states**.

adjectives, adverbs

- Omit those used as intensifiers. Examples: lovely building, fantastic party, urgently needed, strongly advise, comparatively small and new record.
- Avoid using "very" and "really."

adopt, approve, enact, pass

The following are adopted or approved: amendments, ordinances, resolutions and rules. Bills are passed. Laws are enacted.

adviser

It's not "advisor," unless it is part of an official name.

African-American

- It's an acceptable term to describe an American black person of African descent. Also acceptable is "black." The terms are not interchangeable. People from Caribbean nations, for example, generally refer to themselves as "Caribbean-American." Follow a person's preference.

- It's always capitalized.

- It's always hyphenated, unless "African American" (no hyphen) is part of a title or an organization's full, proper name.

See **races and nationalities**.

afterward

Not "afterwards."

ages

Always use figures. When the context does not require "years" or "years old," the figure is presumed to be years. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. Examples: Kelly is a 4-year-old girl. The girl is 4 years old. The man, 38, has a sister, 31. The toy is for 3-year-olds. The woman is in her 40s (no apostrophe).

air-conditioned (adjective)

air conditioner, air conditioning (nouns)

a la carte, a la king, a la mode

All-America, All-American

Individual team members may be called "All-Americans." Use "All-America" in other applications. Examples: She is an All-American. She is an All-America player.

all-around

Not "all-round."

all ready, already

"All ready" means everyone is ready. "Already" is an adverb. Examples: She waited until we were all ready to leave. He already owns a car.

all right (adverb)

Never "alright."

all time (noun)

all-time (adjective)

alum

See **alumnus, alumni, alumna, alumnae.**

alumni association

See **University of Missouri–St. Louis Alumni Association.**

alumnus, alumni, alumna, alumnae

- "Alumnus" ("alumni" is plural) is a man who has graduated from a school.
- "Alumna" ("alumnae" is plural) is a woman who has graduated from a school.
- "Alumni" refers to a group of men or a group of men and women.
- "Alum" and "alums" are slang. Do not use.
- When identifying University of Missouri–St. Louis alumni and their degrees in a run of copy, refer to the following examples: Jim Smith, BS business administration 1974, won the award last year. John Foster, MA political science 1971, will run for alderman next year.
- Further abbreviation of degree names is acceptable in tabular material.

Examples: "BS business administration" can become "BSBA." "BS nursing" can become "BSN."

See **academic degrees.**

ampersand (&)

- Use the ampersand when it is part of a formal name. Examples: Social Sciences & Business Building and Tom & Harry's Oyster Bar.
- The ampersand should not otherwise be used in place of "and."

and/or

It's a shortcut that can damage a sentence and lead to confusion or ambiguity. Use either word, but not both words in a sentence. If necessary, use an "or both" phrase. Example: Please hand me the salt or pepper or both.

annual

Do not describe an event as "annual" until the event has been held in at least two successive years. In other words, do not use the phrase "first annual." Instead, note that an organization plans to sponsor an event annually. "Inaugural" is an acceptable adjective to describe an event the first time it's held.

anti-

Refer to The Associated Press Stylebook or Webster's New World College Dictionary, Fourth Edition.

anxious

It means fearful, apprehensive or worried. Never use as a synonym for "eager."

athletic facilities

- Use an athletic facility's full, proper name on first reference. Acceptable second references include: field, court and center.

- The proper names of University of Missouri–St. Louis athletic facilities are:

- * Chuck Smith Court

- * Don Dallas Soccer Field

- * Mark Twain Athletic & Fitness Center

- * UMSL Softball Field

- * UMSL Tennis Courts

- * WingHaven Country Club

See **Department of Athletics**.

athletics

See **Department of Athletics** and **Tritons**.

attribution

See **says, said**.

author

A noun. Do not change it into a verb. Wrong: Bill Doe authored a novel. Bill Doe and Sally Rae have authored two books. Right: Bill Doe wrote a novel. Bill Doe and Sally Rae have written two books.

a while (noun)

awhile (adverb)

bachelor's degree

See **academic degrees**.

backward

Not "backwards."

bandleader**Blanche M. Touhill Performing Arts Center**

- It's the full, proper name for that building. Use it on first reference. Acceptable second references: center and the Touhill.

- The center houses two performance spaces: Anheuser-Busch Performance Hall and E. Desmond and Mary Ann Lee Theater. Use those names on first reference. Acceptable second references: performance hall, hall and theater.

See **buildings on campus**.

buildings on campus

- Use a building's full, proper name on first reference. Acceptable second references: building, hall, garage and center.

- The proper names of buildings at the University of Missouri–St. Louis are:
 - * Alumni Center
 - * Anheuser-Busch Ecology and Conservation Complex
 - * Bellerive Hall
 - * Benton Hall
 - * Blanche M. Touhill Performing Arts Center
 - * Boiler House
 - * Catholic Newman Center
 - * Chancellor's Residence
 - * Clark Hall
 - * Computer Center Building
 - * E. Desmond Lee Technology and Learning Center
 - * Education Administration Building
 - * Fine Arts Annex
 - * Fine Arts Building
 - * General Services Building
 - * J.C. Penney Conference Center
 - * Kathy J. Weinman Advocacy Centre
 - * Lucas Hall
 - * Mansion Hills Condominiums
 - * Marillac Hall
 - * Mark Twain Athletic & Fitness Center
 - * Millennium Student Center
 - * Millennium Student Center Garage North
 - * Millennium Student Center Garage South
 - * Music Building
 - * Normandie Hall
 - * Nursing Administration Building
 - * Oak Hall
 - * Parking and Transportation Building
 - * Provincial House
 - * QT Storage Facility
 - * Regional Center for Education & Work
 - * Research Building
 - * Richard D. Schwartz Observatory
 - * Sassin Building
 - * Seton Center
 - * Simpkin Gym
 - * Social Sciences & Business Building
 - * Social Sciences & Business Building Tower
 - * South Campus Classrooms Building

- * South Campus Computer Building
- * South Campus Garage
- * Stadler Hall
- * Telecommunity Center
- * Thomas Jefferson Library
- * University Center
- * University Meadows Apartments
- * University Park Apartments
- * Villa Building
- * Ward E. Barnes Library
- * West Drive Garage South
- * William L. Clay Center for Nanoscience
- * Woods Hall

See **athletic facilities** and **Blanche M. Touhill Performing Arts Center**.

build up (verb)

buildup (noun, adjective)

Business, Technology and Research Park

See **University of Missouri–St. Louis Business, Technology and Research Park**.

bylaw, byline, byproduct

campus

- It's an acceptable second reference for the University of Missouri–St. Louis and other University of Missouri System campuses. Example: Tim visited the University of Missouri–St. Louis, and he enjoyed his time on campus.
- Lowercase in all uses, except when writing "North Campus" or "South Campus."

See **North Campus**, **South Campus** and **University of Missouri–St. Louis**.

campuswide

carmaker

carwash

CD-ROM

It's an abbreviation for a compact disc that acts as a read-only device. "CD-ROM" is acceptable on first reference. "CD-ROM disc" is redundant.

See **compact disc**.

centers

See **academic units**.

CEO

- Acceptable on second reference as a title before a name or as a stand-alone abbreviation for "chief executive officer." On first reference "chief executive officer" should be used, either as individual's title or a description of the job.
- Use "chief financial officer" and "chief operating officer" on first reference, and "CFO" and "COO" thereafter.
- Always spell out lesser-known "C-level" positions such as "chief administrative officer" or "chief risk officer."

chairman, chairwoman

- Capitalize when written as part of a full, proper title that appears before a name. Example: Department of History Chairwoman Jane Smith overhauled the performance evaluation process.
- Lowercase when appearing elsewhere or for casual, temporary positions. Examples: The search committee is headed by Joe Foster, chairman of the Department of Philosophy. The meeting chairman David Hetfield didn't have much to say.
- Do not use "chairperson" or "chair" unless it's an organization's formal title for an office.

chancellor

See **George, Tom** and **titles, academic**.

Chancellor's Council

See **University of Missouri–St. Louis Chancellor's Council**.

chief executive officer, chief financial officer, chief operating officer

See **CEO**.

cities

- Use the name of the city, town or village with the state. A comma separates the city and state, and a second comma separates the state from the rest of the sentence. Example: Shelly will travel to Hazelwood, Mo., and Springfield, Mo.
- The following U.S. cities stand alone without a state:

Atlanta	Milwaukee
Baltimore	Minneapolis
Boston	New Orleans
Chicago	New York
Cincinnati	Oklahoma City
Cleveland	Philadelphia
Dallas	Phoenix
Denver	Pittsburgh
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego

Las Vegas San Francisco
Los Angeles Seattle
Miami Washington
See **states**.

citywide

classes

Lowercase names of classes: graduate, senior, junior, sophomore or freshman. Do not use "postgraduate."

See **freshman**.

class names

See **course names**.

clichés

Avoid them.

co-

- Use a hyphen when forming nouns, adjectives and verbs that indicate occupation or status. Examples: co-author, co-pilot, co-defendant, co-star, co-worker and co-owner.
- Do not use a hyphen in other instances. Examples: coed, coeducation, coexist, cooperate and coordinate. Note: "Cooperate," "coordinate" and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

collective nouns

- Collective nouns are nouns that are singular in form, but meaning a group of things, such as: board, class, committee, crowd, family, faculty or team.
- Use singular verb or pronoun if the noun is being used in the sense of a single unit operating together in agreement. Use plural pronoun or verb if the noun is used to name a group operating as individuals or in disagreement. Examples: The jury reached its (not their) verdict. The committee set its (not their) agenda. The faculty (acting separately) have written books. The faculty (acting at same time) has left the building.
- Note: Check with the story's source when collective nouns are used and it's not clear whether the group acted individually or as a unit.

colleges

See **academic units**.

collegewide

colloquia, colloquium

"Colloquia" is plural. "Colloquium" is singular.

commas

- Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series. Examples: The uniforms are red, white and gold. She likes Jeff, Justin and Tom.
- However, put a comma before the concluding conjunction in a series if an integral part of the series requires a conjunction. Example: I had coffee, toast, and bacon and eggs for brunch.
- Also use a comma before the concluding conjunction in a complex series of phrases. Example: The most important attributes the candidate has are his ability to complete multiple tasks while under pressure, knowledge of industry standards and regulations, and willingness and desire to regularly travel.
- Use commas to separate a series of adjectives that are equal in rank. Example: He is a kind, generous man.
- Use commas to introduce a complete one-sentence quotation within a paragraph. Example: Tom Jones said, "I can't understand her fascination with matchbooks."
- Use commas instead of periods at the end of a quote that is followed by attribution. Example: "Give me that back," Jennifer Smith said.
- Use commas to separate a city and state. A second comma should separate the state from the rest of the sentence. Example: Shelly will travel to Hazelwood, Mo., and Springfield, Mo.
- For more information about using commas, refer to the punctuation guide in The Associated Press Stylebook.

commencement

Lowercase in all uses.

committees

Uppercase names of committees.

compact disc

First reference is "compact disc." Acceptable second references: CD and disc. See **CD-ROM**.

company, companies

Use proper name of the company – as the company identifies itself – on first reference. Example: Ford Motor Company. On second reference: Ford or company.

See **incorporated**.

concept, conceptualize

- In general, avoid using these vague words. Instead, substitute: idea, notion, scheme or envision.
- It's acceptable to use "concept" when referring to something complex. Wrong: Dean Jim Smith's concept of parking lot use. Right: Einstein's concept of the universe.

Coordinating Board for Higher Education

Not: Coordinating Board of Higher Education.

course names

- When the full, proper names of courses are used, capitalize the names. If course numbers appear with course names, use Arabic numbers. Examples: Bob Jones enrolled in Introduction to Communication and Contemporary Political Ideologies. Professor Bill Smith teaches Quality Management 430 and Management Science Methods 482.
- For informal use of course names, do not capitalize. Examples: Jean Taylor took ethics and economics this semester. Jim Jones earned A's in both of his history classes.

course work

Two words.

curator

First reference: Joe Smith, curator, or Curator Joe Smith. Your run of copy determines whether you identify the University of Missouri System along with a curator's name and title. Second reference: Smith or curator.

See **Curators of the University of Missouri System**.

Curators of the University of Missouri System

- It's the first reference to the governing body of the University of Missouri System. The body is a nine-member board. Acceptable second references: curators, board and board of curators.
 - Use the singular pronoun "it" when the group acts as a unit or in agreement. Use the plural pronoun "they" when the group acts as individuals or in disagreement.
 - Do not capitalize "curator" or "curators" when used alone.
- See collective nouns.

Curators' Professor

- It's a title given to those who hold the prestigious academic appointments known as a "Curators' Professorships," which are earned by outstanding University of Missouri System scholars with established reputations.
- Use the apostrophe. It's a proper noun. Always capitalize. Examples: Joe Smith is a Curators' Professor of Biology. Joe Smith, Curators' Professor of Biology, has worked at the university for 20 years. She is a Curators' Professor.

Curators Scholar

- It's a title earned by University of Missouri System students who are selected in recognition of outstanding academic achievement in high school and potential for outstanding academic achievement in college.

- Do not use an apostrophe. It's a proper noun. Always capitalize. Examples: Bud Jones is a Curators Scholar. Bud Jones, Curators Scholar, is a gifted public speaker. Second reference: Jones, scholar (the person) or scholarship (the award).

Curators' Teaching Professor

- It's a title given to those who hold the prestigious academic appointments known as a "Curators' Teaching Professorships," which are earned by outstanding University of Missouri System teachers with established reputations.
- Use the apostrophe. It's a proper noun. Always capitalize. Examples: Joe Smith is a Curators' Teaching Professor of Biology. Joe Smith, Curators' Teaching Professor of Biology, has worked at the university for 20 years. She is a Curators' Teaching Professor.

cutting edge and leading edge

Trite, vague phrases that tell readers nothing. Be more specific.

See **state of the art**.

dash, en dash

- A dash is a punctuation mark that's longer than a hyphen and is used differently.
- An en dash is specific kind of dash that's about the width of the letter "N."
- Use a single en dash, with no spaces to punctuate "University of Missouri–St. Louis" and other similar constructions. An en dash can join one word to a compound (e.g. "a jazz–rock 'n' roll hybrid"), but a hyphen cannot. "St. Louis" must be joined to "University of Missouri" with an en dash.
- Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause. Examples: They will drive to Detroit next week – if his car is repaired in time. Jones created the sculpture – he sketched the first concept in 1978 – for the Bank of America branch on 13th Street.
- Use a dash before an author's or composer's name at the end of a quotation. Example: "If you tell the truth you don't have to remember anything." – Mark Twain.
- For more information about using dashes, refer to the punctuation guide in *The Associated Press Stylebook*.

See **University of Missouri–St. Louis**.

database

dates

- Always use Arabic figures, without "st," "nd," "rd" or "th."
- If referring to the most recent date (past tense) or the most immediate date (future tense), avoid using the year in copy. Examples: Jim left for Russia on June 1. Marc Jones will be eligible for parole on Feb. 15, 2020.
- If referring to a day of the week that is within the previous six days (past tense) or upcoming six days (future tense), use only the day of the week. If the day is outside that range, use only the date. Examples: John bought groceries on

Tuesday. Jane's co-workers will throw her a birthday party on Friday. Jim's last appointment was April 9.

- The construction "Wednesday, Oct. 8" is redundant. The date "Oct. 8" alone is preferred.
- Ranges of dates within a single month can be written two ways: Oct. 8-10 or Oct. 8 to Oct. 10. But ranges of dates that span two, or more, different months must be written: Oct. 8 to Dec. 2.

See **days of the week**; **months**; **time, date and place**; and **years**.

day care (noun)

day-care (adjective)

daylong

days of the week

- Capitalize them.
- Do not abbreviate, except when needed in tabular format. Use three letters without a period: Sun, Mon, Tue, Wed, Thu, Fri and Sat.
- Ranges of days can be written two ways: Monday-Thursday or Monday to Thursday.
- If referring to a day of the week that is within the previous six days (past tense) or upcoming six days (future tense), use only the day of the week. If the day is outside that range, use only the date. Examples: John bought groceries on Tuesday. Jane's co-workers will throw her a birthday party on Friday. Jim's last appointment was April 9.
- The construction "Wednesday, Oct. 8" is redundant. The date "Oct. 8" alone is sufficient.

See **dates** and **time, date and place**.

daytime

dean's list

Lowercase in all uses.

decade-long (adjective)

decision making (noun)

decision-making (adjective)

Department of Athletics

It's the full, proper name for the department. Use it on first reference. Acceptable second references: department and athletics department.

See **athletic facilities** and **Tritons**.

departments

See academic units.

Des Lee Collaborative Vision

- It's the full, proper name for an organization housed at the University of Missouri–St. Louis. Acceptable second references: DLCV and organization. Do not use "collaborative" (adjective) as a second reference.

digital versatile disc

See **DVD**.

digital video disc

See **DVD**.

dilemma

Not a synonym for: predicament, jam, trouble or problem. A dilemma is a situation in which someone faces two alternative courses of action, both of which are likely to be unpleasant, such as: the devil or the deep blue sea. Wrong: Professor Doe's dilemma is finding time to publish papers. The dilemma our department faces is not having enough money. Right: Professor's Doe's problem is that he can't find enough time to publish papers. The problem our department faces is not having enough money.

dimensions

- Use figures, and spell out "inches," "feet," "yards," etc. to indicate depth, height, length and width. Hyphenate dimensions that are used as adjectives. Examples: He is 5 feet 6 inches tall. The baseball team drafted a 7-foot pitcher. The trailer is 10 feet long. The tile is 12 inches by 12 inches, the 12-by-12 tile.
- Use an apostrophe and quotation marks to indicate feet and inches (6'2") in technical contexts only.

directions and regions

When indicating a compass direction, lowercase: north, south, east, northern, northeast, etc. Capitalize when these words designate a region. Examples: The bird flew east. The tornado headed south. Crop yields are low in the Midwest. He has a Southern accent. Snowstorms pounded the East Coast.

disabled

- In general, do not describe an individual as disabled unless clearly pertinent. If a description must be used, identify the disability and how much the person's physical or mental performance is affected. Wrong: Professor Doe is disabled. Right: Professor Doe is visually impaired, hearing-impaired, has cerebral palsy, a partial hearing loss or a speech impairment.
- Do not use "handicapped" or "crippled" when referring to a person with a disability. The words are offensive.

- Do not sensationalize by writing a person: is afflicted with, is crippled with, suffers from or is a victim of.
- Put people first, not their disability. Examples: people who have arthritis, children who cannot hear or people with disabilities.
- Do not use the term wheelchair-bound or variations. Consider writing: uses a wheelchair or braces, walks with crutches, etc.
- Use the term "interpreter" for those who assist people who are hearing-impaired. Wrong: Bill Doe is a signer. Right: Bill Doe is an interpreter for people who are hearing-impaired.
- When it's necessary to make a distinction, people without disabilities should be referred to as non-disabled.

disc, disk

- Use "disc" for phonograph records and related terms ("disc jockey"), optical and laser-based devices ("laserdisc" and "videodisc") and for "disc brake."
 - Use "disk" for computer-related references and medical references, such as "slipped disk."
- See **diskette**.

diskette

It's a generic term that means "floppy disk." It's not synonymous with "disk."
See **disc, disk**.

doctor

See **titles, doctor**.

doctoral, doctorate

- A person: is a doctoral candidate in a program; works on a doctoral degree; or works on a doctorate.
- Don't write "doctorate degree," because "doctorate" is a degree. Examples: Bill Doe earned a doctorate. Jim Smith earned a doctoral degree.

DVD

- It's similar to a CD-ROM, but it can hold more data.
- It's an abbreviation for "digital versatile disc" or "digital video disc." Acceptable first reference: DVD, digital versatile disk or digital video disc. Always use "DVD" on second reference.

editor-in-chief

Use hyphens. Capitalize when used as a formal title before a name. Example: Editor-in-Chief Dan Jones has worked at the newspaper for 20 years.

elderly

It's a sensitive word for some people. Use it sparingly and carefully. Don't use as a description for an individual, but the word can be used generically, as in: home

for the elderly or concern for the elderly. Likewise, watch such descriptions as: old man, old woman, old people and senior citizen.

elected officials

See **titles, elected**.

ellipsis (...)

- In general, treat ellipsis as a three-letter word, constructed with three periods and two spaces as shown.
- Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. Do not delete copy that would distort meaning.
- For more information about using ellipsis, refer to the punctuation guide in *The Associated Press Stylebook*.

e-mail

- It's a noun, not a verb.
- Acceptable in all references for "electronic mail."

emeritus

Denotes individuals who have retired and retain their rank or title. Place "emeritus" after the formal title. Examples: Bill Doe, associate professor emeritus of journalism, and Professor Emeritus Bill Doe. The plural is "emeriti." Example: Bill Doe, Bob Doe and Ruth Doe, professors emeriti of journalism, will speak tomorrow.

endowed professor

- Capitalize when part of a formal title. Examples: Joe Smith is the Sanford N. McDonnell Endowed Professor in Character Education. Joe Smith, the Sanford N. McDonnell Endowed Professor in Character Education, has worked at the university for 20 years.
- Lowercase "endowed professor" on second reference or when it stands alone. Example: Joe Smith is an endowed professor at the university.

ensure

Use "ensure" when meaning to make sure.

entitled

It's the right to do or have something, not a synonym for "titled" or "called." Examples: That company's employees normally are entitled to severance pay. The book is titled "The Night of the Gun."

equal opportunity/ADA institution

It's the correct phrase to use on publications and letterhead, instead of: equal opportunity employer. "ADA" is an abbreviation for the Americans with Disabilities Act. The article "an" may precede the phrase. Example: The University of Missouri–St. Louis is an equal opportunity/ADA institution.

events

Random events occur. Planned events take place. Both happen.

every day (adverb)

everyday (adjective)

fellow

- Lowercase in all uses. But uppercase when part of proper name. Example: Public Policy Research Center Fellow.
- Write "fellow of" (not "fellow in") an organization.

financial aid office

See Office of Student Financial Aid.

firsthand**first names**

See **names** and **titles, courtesy**.

fiscal year

- Always use figures without commas, and write as single-year or range. Examples: Jim completed accounting for fiscal year 2004-05. He did not have the figures for fiscal year 1999 or fiscal year 2003.
 - The abbreviation "fy" or "FY" only is acceptable in tabular material or in a run of copy that "fiscal year" often is repeated.
- See **years**.

following and follow(ed)

Avoid using as a preposition. Instead, recast sentence to use either "after" or "afterward." Wrong: He spoke following dinner. Right: He spoke after dinner.

follow up (verb)

follow-up (noun, adjective)

foreign, foreigner

Do not use when referring to students or countries. Instead, write: international student(s), country(ies) and international(s). Use "foreign" to describe: words, languages, money or names.

forward

Not "forwards."

Founders Dinner

It's the full, proper name for the annual event that recognizes distinguished University of Missouri–St. Louis alumni, donors, faculty and staff. The apostrophe is not used in "Founders Dinner." Acceptable second references: dinner and event.

fractions

- Spell out amounts less than one, using hyphens between the words: one-half, two-thirds, four-fifths.
- Use figures for precise amounts greater than one, converting to decimals when practical.
- Some computer-software programs provide a function for creating fractions combined with whole numbers. When that option is not available, use figures with a space between the whole number and the fraction: 2 1/3, 5 9/10 or 8 13/16.

freelance, freelancer

"Freelance" is a verb and adjective. "Freelancer" is a noun.

freshman

It describes the class and a member of that class. Use "freshmen" as a plural noun.

from ... to

- This construction denotes a logical progression, not a range. Examples: from A to Z; from girlhood to womanhood; and from stockroom to boardroom.
 - To write "activities that range from bowling to fishing" makes readers wonder what goes in between. To write "from bowling to fishing to golfing to swimming" is worse. Instead, write: activities as diverse as bowling, fishing, golfing and swimming.
- See **to ... from**.

full time, full-time

Hyphenate when used as a compound modifier. Examples: Bill Doe works full time as a chemist. Our department has 45 full-time students.

fundraiser, fundraising

It's one word in all cases.

general assembly

See **Missouri General Assembly**.

George, Tom

- It's the name of the chancellor of the University of Missouri–St. Louis. Acceptable: Tom George, Thomas George and Thomas F. George. On first

reference: University of Missouri–St. Louis Chancellor Tom George or Tom George, chancellor of the University of Missouri–St. Louis.

- The run of copy determines how the university is identified with the chancellor's name. If the preceding run of copy includes "University of Missouri–St. Louis" (spelled out), then "UMSL Chancellor Tom George" and "Tom George, UMSL chancellor" are acceptable.

See **chancellor** and **titles, academic**.

goodbye

grade point average

- The abbreviation "GPA" is acceptable on first reference when used with figures. Example: We require a GPA of 2.5 (A=4.0).
- Spell out and do not hyphenate when used alone. Example: Your grade point average is important.

grades

Write: three A's, two B's and one C; and an A+ and a C-.

graduate admissions

See **Office of Graduate Admissions**.

graduate assistantships

Graduate School

- It's a proper noun. Capitalize it. Acceptable second reference: school.
- Students who seek master's and doctoral degrees at the University of Missouri–St. Louis are enrolled in the Graduate School, except for those in optometry.
- Write "graduate student" in an area, not "student in the Graduate School" of an area.

gray

Not grey. But write "greyhound" when describing the animal or the bus company.

groundbreaking

handicapped

See **disabled**.

headlines

- Capitalize only the first word and proper nouns.
- Use Arabic numerals for all numbers in headlines, even numbers appearing at the beginning of headlines.
- Use single quotes for quotation marks.
- Use "US," "UK" and "UN" (no periods) in all headlines.

headquarters

Takes singular or plural verb. Don't use "headquartered" as a verb.

health care (noun)

health-care (adjective)

hip-hop**home page****incorporated**

Use proper name of the corporation – as the corporation identifies itself – on first reference. Examples: Anheuser-Busch Companies, Inc. and Pfizer Inc. On second reference: Anheuser-Busch and Pfizer.

See **company, companies**.

indoor (adjective)

indoors (adverb)

instructor

A faculty member is an "instructor in an area." Examples: Joe Williams is an instructor in English. Bill Ward, instructor in business administration, has taught at the university for a long time.

See **titles, academic**.

Internet**interschool****interstate**

Use the form "Interstate 70" on first reference. Thereafter, use "I-70" or "interstate." This rule applies to all interstate highways.

in the ... at the

See **locations of events**.

it

- Avoid using the vague "it" when starting sentences or referring to something mentioned three or four paragraphs earlier.
- If at all possible, explain all "its." Your readers will appreciate it.

italic type

- Italicize names of: books, movies, television programs, recordings, paintings, artwork, photographs, ships, spacecraft, theater productions, legal cases, books of

the Bible and works of music. But abandon italic type in favor of quotation marks (for these uses) when copy is written for publication on the Internet or when copy is written for distribution to the news media.

- Do not use italic type or quotation marks for the Bible and reference books, such as almanacs, dictionaries, encyclopedias and handbooks.
- Do not use italic type or quotation marks for newspapers, magazines or journals. Right: The New York Times. Wrong: *The New York Times* and "The New York Times."

See **quotation marks** and **titles, composition**.

judgment

Not judgement.

junior and senior

- Abbreviate as "Jr." and "Sr." only with full names of people. Do not precede by a comma. Wrong: Billy Doe, Jr. Right: Billy Doe Jr.
- When necessary to distinguish between father and son in second reference: the elder Doe or the younger Doe.

keynote address

Not: keynote speech.

kick off (verb)

kickoff (noun)

KWMU (90.7 FM)

This is the public radio station located in Lucas Hall at the University of Missouri–St. Louis. On first reference, identify the station with its four call letters followed by its frequency enclosed in parentheses. Example: KWMU (90.7 FM) is licensed to the Curators of the University of Missouri System. Acceptable second references: KWMU, radio station or station.

See **radio stations**.

land-grant

Hyphenate when used as an adjective. Example: The University of Nebraska became a land-grant institution in the late 1800s.

laptop

lecturer

A faculty member is a "lecturer in an area." Examples: Joe Williams is a lecturer in English. Bill Ward, lecturer in business administration, has taught at the university for a long time.

See **titles, academic**.

legislature

See **Missouri General Assembly**.

libraries

- "University Libraries" is the full, proper name of the organization that provides information and resources to the University of Missouri–St. Louis.
- The full, proper names of UMSL's libraries and archives are:
 - * St. Louis Mercantile Library
 - * Thomas Jefferson Library
 - * University Archives
 - * Ward E. Barnes Library
 - * Western Historical Manuscript Collection
- On first reference, use the proper names of the libraries. Acceptable second references: Jefferson library, Barnes library, Mercantile library, archives, collection and library.

lifelong, lifestyle, lifetime**locations of events**

- When writing the location of an event, use the "in the ... at the" construction. Examples: The blood drive will take place in the Century Rooms at the Millennium Student Center. The concert will begin at 7 p.m. Tuesday in the auditorium at the J.C. Penney Conference Center.
- For locations with a room number, follow these examples: The class meets in 401 Clark Hall. The client and designer will meet in 252 General Services Building.

long term (noun)

long-term (adjective)

long time (noun)

longtime (adjective)

master's degree

See **academic degrees**.

media

- It's a noun. It's the plural form of "medium."
- It's the means of communication – or the tools used to store and deliver information – such as newspapers, radio, television, books, films, etc.
- "Media" is not synonymous with "news media," which is a specific part of the media that focuses on presenting news to the public. When referring to the news media, write "news media."

midnight

Midnight is part of the day that is ending, not the one that is beginning. Write: midnight (not 12 a.m. or 12 midnight).
See **noon**.

Midwest, Midwestern

See **directions and regions**.

Missouri General Assembly

Use on first reference when identifying the state's legislative body. Acceptable second references: assembly and legislature.

Missouri University of Science and Technology

It's the full, proper name for the university in Rolla, Mo. Use it on first reference. Acceptable second references: Missouri S&T, university, campus and Rolla campus.

mix, mixture

"Mix" is a verb. "Mixture" is a noun. Wrong: The department has a mix of students. Right: The department has a mixture of students.

modifiers

Avoid vague, overused, all-purpose modifiers, such as: a lot, kind of, sort of, very, really, quite, somewhat, both, new, rather and wide.

monthlong**months**

- Capitalize them.
 - When a month is used with a specific date, abbreviate only: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
 - Spell out when using alone.
 - When a phrase lists only a month and a year, spell out the month, and do not separate the month and year with a comma. Example: She left the country in January 2003.
 - When a phrase refers to a month, day and year, set off the year with a comma. Example: He was sentenced Jan. 11, 1999, in Florissant, Mo.
 - If referring to the most recent date (past tense) or the most immediate date (future tense), avoid using the year in copy. Examples: Jim left for Russia on June 1. That prisoner will be eligible for parole on Feb. 15, 2020.
- See **dates; time, date and place; and years**.

more important, most important

Use. It's not "importantly."

more than

See **over**.

multi- and semi-

In general, do not use a hyphen. Examples: semifinal, semiannual, multicultural and multipurpose. Hyphenate to avoid repeated vowels. Example: semi-invalid.

multicultural**multidisciplinary****names**

- Use first and last names of the person. Examples: Bernard Campbell and Mitch Martin. On second reference: Campbell and Martin.
- In general, call children 15 or younger by their first name on second reference.
- For a married person who has a two-word surname joined by a hyphen, use the entire surname on second reference. Example: Michele Lee-Smith works at the service station. Lee-Smith has worked there for five years.
- For a married person who has a two-word surname not joined by a hyphen, use the second name on second reference. Example: Jackie Brandt McDonald lives near an office complex. McDonald walks to work every day.

See **junior and senior** and **titles, courtesy**.

news media

See **media**.

nicknames

Place nicknames in quotes, not parentheses. Examples: Bernard "Beanie" Campbell and Frank "The Tank" Ricardo.

9/11

See **Sept. 11**.

non-

In general, do not hyphenate. Use a hyphen, however, before proper nouns or in awkward combinations, such as: non-nuclear. Examples without hyphen: noncredit, nonprofit, nonvoting and nontraditional.

nonprofit**noon**

Noon is the middle part of the day. Write: noon (not 12 p.m. or 12 noon).

See **midnight**.

North Campus

nouns

Avoid using the following nouns as verbs: author, contact, critique, debut, headquarter, host, impact, interface, jet, obsolete, pastor, pen, premier, target or gift.

numerals

- Use Arabic numerals for: addresses, ages, aircraft, spacecraft, clothes sizes, dates, dimensions, highways, recipes, speeds, sports, time, weights, years and percentages (except at the beginning of a sentence).
 - Use Arabic numerals before: millions, billions or trillions.
 - Use Arabic numerals for money. Starting with a single million, write as: \$12 million, not \$12,000,000.
 - Use Arabic numerals for number designations. Examples: No. 1, No. 15 and Nos. 1 and 15.
 - Use Arabic numerals for temperatures. But spell out "zero." And below "zero," spell out "minus." Examples: This afternoon, the high temperature may reach 35 degrees. The temperature may drop to zero. The average temperature for January was minus 5 degrees.
 - Use Arabic numerals for all numbers, even numbers appearing at the beginning of the headline.
 - Numbers with suffixes -nd, -rd, -st and -th are used for: political divisions (1st Ward); military sequences (1st Lt. or 7th Fleet); courts (2nd District Court); streets after the ninth; and amendments to the U.S. Constitution after Ninth. Examples: First Amendment and 10th Amendment.
 - Use words instead of figures for: numbers less than 10; numbers starting a sentence, except for a year; casual uses of numbers (Thanks a million!); and fractions less than one (one-third).
 - Use Roman numerals for: man who is the third or later in his family to bear a name; king; queen; pope; or world war. Examples: John D. Rockefeller III, Pope John Paul II, Queen Elizabeth II and World War I. Note: Do not insert commas between the last word and Roman numeral.
- See **fractions**.

office

Capitalize when used as part of a full, proper name. Examples: Kate is an administrative assistant in the Office of Alumni Relations. Jim is a counselor in the Office of Graduate Admissions.

Office of Student Financial Aid

Use it on first reference. Acceptable second references: financial aid, financial aid office and office.

OK, OK'd, OK'ing, OKs

- "OK" is an abbreviation for "oll korrekt," a facetious misspelling of "all correct."
- Do not use "okay."

ongoing

It means still in existence. Do not use "ongoing" as a modifier. Doing so is redundant. Wrong: The ongoing exhibit runs through March. Right: The exhibit runs through March.

online

Do not capitalize unless part of a proper name.

op-ed

It's a noun or adjective that designates an opinion column or newspaper page, usually the one opposite the editorial page. Examples: The op-ed on gun control stirred debate. Jim edits the op-ed page.

open-minded**over**

- It refers to spatial relationships. Example: He threw the football over Jim's head.
- "More than" generally is a better choice with numbers. Examples: His collection includes more than 7,000 beer cans. The orchestra has more than 50 members. For more than 20 years, he's been a member of the club.

page numbers

- Always use figures, and capitalize "page" when used with a figure. Examples: Page 1 and Page 10.
- When a letter is appended to the figure, capitalize it, but do not use a hyphen. Example: Page 20A. Exception: a Page One story.

part time, part-time

Hyphenate as a compound modifier. Examples: Two part-time students work here. He attends school part time.

per

Save this word for such Latinate uses as: per capita and per diem. Use "a" or "each" instead. Examples: Bill Doe signs up for three credit hours each semester. The fee is \$54 a credit hour.

percent

- It's one word. It takes a singular verb when standing alone. It also takes a singular verb when a singular direct object follows the construction "a percentage of." Examples: Professor Doe said 60 percent was a failing grade. The candidate said 60 percent of the vote was enough to win.
- "Percent" takes a plural verb when a plural direct object follows the construction "a percentage of." Example: Fifty percent of the staff members were on vacation last week.

percentages

Use figures: 1 percent, 2.5 percent or 0.6 percent. Repeat "percent" with each individual figure: Professor Doe said that 10 percent to 35 percent of the papers he read were horrible.

See **ranges**.

person, people

When speaking of an individual, use "person." In plural uses, it's "people."

Examples: One person went to the seminar. Thousands of people attended the concert.

plurals

Refer to The Associated Press Stylebook.

postdoctoral

One word. Do not use "postdoc."

pre-

Use hyphen if a prefix ends in a vowel and the word that follows begins with same vowel, as in: pre-elect, pre-empt and pre-exist. Otherwise, most "pre-" words are treated as one. Examples: prearrange, preregister, precollegiate, preprofessional and preseason.

presently

Use it to mean in a little while or shortly, but not to mean now or currently: Bill Doe will speak presently, not Bill Doe presently is the speaker. The latter is redundant.

prior to

Do not use. Instead, use "before." Examples: Professor Bill Doe will speak in Kansas City, Mo., before coming to Chicago. Students will be given a quiz before spring break.

professor

- Do not refer to faculty members as professors unless they have earned that academic rank. Instead of "professor," use: instructor, assistant professor, associate professor, lecturer or visiting professor.
- A faculty member is a "professor of an area." Examples: Dave Johnson is a professor of English. Professor of Accounting Walter Smith has taught the introductory course for 20 years.

See **titles, academic**.

quotation marks

- Quotation marks should surround the exact words of a speaker or writer.

- For more information about using quotation marks for direct quotation, dialogue or conversation, refer to the punctuation guide in *The Associated Press Stylebook*.
- Quotation marks should always surround titles of: poems, songs, presentations, talks, music movements, speeches, lectures, research articles and papers, individual television episodes, short stories, book chapters, magazine articles and news headlines (if used in run of copy).
- Italicize names of: books, movies, television programs, recordings, paintings, artwork, photographs, ships, spacecraft, theater productions, legal cases, books of the Bible and works of music. But abandon italic type in favor of quotation marks (for these uses) when copy is written for publication on the Internet or when copy is written for distribution to the news media.
- Do not use quotation marks or italic type for the Bible and reference books, such as almanacs, dictionaries, encyclopedias and handbooks.
- Do not use quotation marks or italic type for newspapers, magazines or journals. Example: *The New York Times*, not *The New York Times* or "The New York Times."

See **italic type** and **titles, composition** and **words as words**.

races and nationalities

Capitalize proper names of races, nationalities, tribes and people. Examples: African-American, Caucasian, Italian, Eskimo, Cherokee or Chinese. Lowercase colors: mulatto, white, red and black.

See **African-American**.

radio stations

- On first reference, identify a radio station with its four call letters followed by its frequency, which should be enclosed in parentheses. Example: Bob Slydell works at KWMU (90.7 FM). On second reference: KWMU, radio station or station.
- For radio stations outside the St. Louis area, provide the city where the station is located. Examples: Peter Gibbons was featured in a story on WBEZ (91.5 FM) in Chicago. Bob Porter works at WHYN (560 AM) in Springfield, Ill.

See **KWMU (90.7 FM)**.

ranges

- Write: \$12 million to \$14 million. Do not write: \$12 to \$14 million.
- Write: 18 percent to 20 percent. Do not write: 18 to 20 percent.

See **to ... from**.

re-

- In general, use a hyphen if the word that follows "re" begins with an "e." Examples: re-elect, re-election, re-enlist, re-establish and re-equip.
- For other words, the sense of the word should govern whether to use a hyphen. Examples: recover (regain) and re-cover (cover again); reform (improve) and re-form (form again); and resign (quit) and re-sign (sign again).

really

Avoid using.

rear, raise

One rears children, but raises animals and inanimate objects.

regions

See directions and regions.

rock 'n' roll**RSVP**

- The abbreviation for the French "repondez s'il vous plait," it means "please reply."
- Do not use periods: R.S.V.P.

St. Louis

- Use it alone without additional description when identifying the city in Missouri. Do not use "City of St. Louis" or "St. Louis City." Right: Bill lives in St. Louis. Steve works in north St. Louis. Wrong: Jennifer lives in the City of St. Louis.
 - Other entities must be distinguished from the city. Examples: Mary lives in St. Louis County. Jen is a St. Louis-area sales representative. Bill is from west St. Louis County.
- See **cities**.

says, said

- Among attributive verbs, "says" and "said" usually say it best. They're short, clear, neutral and accurate. To avoid monotony, use substitutes: went on, continued or added. Avoid using: stated, declared, pointed out, noted, warned, charged, claimed or admitted.
- Never use verbs denoting non-verbal processes as attribution, such as: smiled, wept and laughed. One doesn't smile or laugh words. One says them, smiling or laughing. Wrong: "I'm fond of him," she smiled. Right: "I'm fond of him," she said, smiling.

schools

See **academic units**.

seasons

Lowercase: spring, summer, fall and winter. Also lowercase derivatives, such as "springtime." Make exceptions when it's part of a formal name. Examples: Summer Olympics and Winter Olympics.

semi-

See **multi- and semi-**.

Sept. 11

It's the term for describing the terrorist attacks in the United States on Sept. 11, 2001. Use "2001" if needed for clarity. Also acceptable is "9/11."

sexism

When a description assumes both sexes are involved, avoid the masculine references "he" and "his." In most cases, sentences can be rewritten from singular to plural without damaging meaning or structure. Wrong: After a student has completed the application process, he is assigned an adviser. Right: After students have applied to the university, they are assigned advisers.

sign up (verb and noun)**state of the art**

- Avoid this cliché. Instead, specifically describe the upgrade or improvement to office or equipment.

See **cutting edge and leading edge**.

State of the University Address

It's the full, proper name for the annual event held in the fall at the University of Missouri–St. Louis. Use it on first reference. Acceptable second references: event and address.

states

- For postal addresses, use standard two-letter designations without punctuation: MO, IL and KS.

- Spell out state names when they stand alone. Example: She lives in Illinois.

- Abbreviate state names in tabular material or when combined with a city name. Example: Tracy will stop in Springfield, Ill., and Litchfield, Ill.

- Eight states are never abbreviated in run of copy or as part of an address: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

- In run of copy, use these abbreviations for city-state combinations: (Alabama) Ala.; (Arizona) Ariz.; (Arkansas) Ark.; (California) Calif.; (Colorado) Colo.; (Connecticut) Conn.; (Delaware) Del.; (Florida) Fla.; (Georgia) Ga.; (Illinois) Ill.; (Indiana) Ind.; (Kansas) Kan.; (Kentucky) Ky.; (Louisiana) La.; (Maryland) Md.; (Massachusetts) Mass.; (Michigan) Mich.; (Minnesota) Minn.; (Mississippi) Miss.; (Missouri) Mo.; (Montana) Mont.; (Nebraska) Neb.; (Nevada) Nev.; (New Hampshire) N.H.; (New Jersey) N.J.; (New Mexico) N.M.; (New York) N.Y.; (North Carolina) N.C.; (North Dakota) N.D.; (Oklahoma) Okla.; (Oregon) Ore.; (Pennsylvania) Pa.; (Rhode Island) R.I.; (South Carolina) S.C.; (South Dakota) S.D.; (Tennessee) Tenn.; (Vermont) Vt.; (Virginia) Va.; (Washington) Wash.; (West Virginia) W.Va.; (Wisconsin) Wis.; and (Wyoming) Wyo.

- Always use periods with such two-letter abbreviations as N.D., N.Y., S.C., N.J., except for mailing addresses.

See **addresses**.

statewide

step family, stepbrother, stepfather

South Campus

structures

See **buildings and structures**.

systemwide

TA

See **teaching assistant**.

teaching assistant

Use it on first reference. Abbreviation is "TA." Plural is "TAs." The abbreviations are acceptable on second reference.

teen, teenager (nouns)

teenage (adjective)

Not teenaged.

telephone numbers

- Use figures.
- Use this form: 314-555-5555 (hyphens, not periods).
- For international numbers (from the United States), use "011", the country code and telephone number. Example: 011-44-20-7534-1616 (hyphens, not periods).
- If extension numbers are needed, write: ext. 2 or ext. 4071. Use a comma to separate the main number from the extension. Example: 314-555-5555, ext. 101.

television

Always use "television" (not "TV"), except in direct quotes, headlines or in constructions, such as: TV dinner or cable TV.

television stations

- On first reference, identify a television station with its four call letters followed by its channel, which should be enclosed in parentheses. Example: Jim Smith works at KPLR (Channel 11). Acceptable second references: KPLR, television station or station.
- For television stations outside the St. Louis area, provide the city where the station is located. Examples: Milton Waddams was featured in a story on WGN (Channel 9) in Chicago. Bill Lumbergh works at WICS (Channel 20) in Springfield, Ill.

that, which

- The defining or restrictive pronoun is "that." Use "that" when introducing non-parenthetical clauses, and don't set these clauses off with commas. Example: She works in the office that was remodeled.
- The non-defining or non-restrictive pronoun is "which." Use "which" when introducing parenthetical clauses, and set these clauses off with commas. Example: The book, which was published in 1996, won a Caldecott Medal.

theater

In all uses write theater, not theatre, with exceptions for proper names.

time

- Use figures except for "noon" and "midnight." Use a colon to separate hours from minutes. Examples: 11 a.m.; 1 p.m.; 3:30 p.m.; 11 a.m. to 3 p.m.; and 3 to 5:15 p.m.
 - Avoid redundant writing. Wrong: 10 a.m. this morning or 10 p.m. tonight. Right: 10 a.m. or 10 p.m.
- See **midnight; noon; and time, date and place.**

time, date, place

When announcing an event, try to structure sentences with the time appearing first, then date, then place. Also try to locate the time and date as close to a sentence's verb as possible. Examples: Tim left the airport at 6 p.m. Feb. 12. Bill Doe's class meets from 10 a.m. to noon Mondays and Fridays in 350 Macintosh Hall. Jim attended the annual convention Oct. 14 and 15 in Arlington, Va.

See **dates, months and time.**

titles

- In general, confine capitalization to formal job titles used directly before an individual's name. Lowercase and spell out titles (separated by commas) when they are not used with an individual's name or when they follow a name. Examples: Ben Stone, online editor, was hired in the fall. Online Editor Ben Stone was hired in the fall.
 - Lowercase titles that serve primarily as occupational descriptions. Examples: novelist, movie star and farmer.
 - Never use an occupational title with a single name. Wrong: novelist Clancy and singer Jones. Right: novelist Tom Clancy and singer Tom Jones.
- See **titles, formal.**

titles, academic

- Full, proper academic titles should be capitalized and spelled out when preceding a name. Examples: The course was created by Associate Professor of Biology Bill Doe. The article was written by Instructor in English Jim Smith. The university hired Dean of the College of Education Bill Wayne last year.
- Lowercase academic titles when they appear elsewhere or when not written as full, proper titles. Examples: The course will be taught by Sally Jones, associate

professor of biology. The magazine was edited by instructor Jennifer Dodge. Bill Wayne, dean of the College of Education, accepted an offer to teach abroad.

- When writing titles for faculty members, do not allow the names of faculty members' colleges or departments to excessively influence your writing. Rather, make titles specific and accurate. Right: Ben Shipmen, associate professor of counseling and family therapy (specific). Wrong: Ben Shipmen, associate professor of education (generic). Right: Laura Jones, professor of mathematics (accurate). Wrong: Laura Jones, professor of mathematics and computer science (not accurate).

See **academic degrees; chairman, chairwoman; George, Tom;** and **titles, doctor.**

titles, composition

- Quotation marks should always surround titles of: poems, songs, presentations, talks, music movements, speeches, lectures, research articles and papers, individual television episodes, short stories, book chapters, magazine articles and news headlines (if used in run of copy).
- Italicize names of: books, movies, television programs, recordings, paintings, artwork, photographs, ships, spacecraft, theater productions, legal cases, books of the Bible and works of music. But abandon italic type in favor of quotation marks (for these uses) when copy is written for publication on the Internet or when copy is written for distribution to the news media.
- Do not use quotation marks or italic type for the Bible and reference books, such as almanacs, dictionaries, encyclopedias and handbooks.
- Do not use quotation marks or italic type for newspapers, magazines or journals. Example: The New York Times, not *The New York Times* or "The New York Times."

See **italic type** and **quotation marks.**

titles, courtesy

- In general, do not use the courtesy titles: Miss, Ms., Mr. or Mrs. Use first and last names of the person: Sally Ray or Bill Doe. On second reference: Ray or Doe.
- Only use courtesy titles when needed to distinguish between or among people with the same last name.

See **junior and senior** and **names.**

titles, doctor

On first reference, use the title "Dr." for practitioners of the healing arts (including osteopaths, dentists and optometrists) but not holders of doctoral or honorary degrees.

See **titles, academic.**

titles, elected

- As formal titles before one or more names in regular text, use: Rep., Reps., Sen. and Sens. Examples: Sen. Bill Wright; Sens. Wright and Smith; Rep. Tim Daly; and Reps. Daly and Davis. In other uses, spell out and lowercase: representative and senator.

- Add "U.S." or "state" before a title only if necessary to avoid confusion.
Example: U.S. Rep. Tim Daly and state Sen. Tom Williams spoke Tuesday on campus.
- Spell out other elective titles in all uses. Capitalize when they are used before a name. Lowercase in other uses.

titles, formal

- Formal titles generally denote a unique scope of authority, professional activity or academic accomplishment so specific that the designation becomes almost as much an integral part of an individual's identity as a proper name itself.
 - Capitalize formal titles when they are used immediately before one or more names. Examples: President George Bush or President Bush; Gov. Bob Holden or Gov. Holden; and Chancellor Bob Smith or Chancellor Smith.
 - Lowercase titles that serve primarily as occupational descriptions. Examples: novelist, movie star and farmer.
 - Never use an occupational title with a single name. Wrong: novelist Clancy and singer Jones. Right: novelist Tom Clancy and singer Tom Jones.
- See **titles**.

to ... from

- Use the construction to express an increase, decrease, relocation, etc. Examples: Jim Jones, an accountant at Miller Paints, moved to St. Louis from Detroit. The raise increased Jenny's annual salary to \$45,000 from \$38,000.
 - Never use "from ... to" when expressing this type of increase, decrease or move.
- See **from ... to**.

toward

Not "towards."

trident

See **Tritons**.

Tritons

- It's the official nickname of the men's and women's teams that are part of the Department of Athletics at the University of Missouri–St. Louis. The run of copy determines how, or if, the university is identified with the nickname. If the preceding run of copy includes "University of Missouri–St. Louis" (spelled out), then "Tritons" (alone), "UMSL Tritons" and "University of Missouri–St. Louis Tritons" are acceptable.
 - It's always "Tritons" (plural), never "Triton" (singular).
 - "Tritons" refers to "Triton," the mythological Greek god who is the messenger of the deep. Like his father, Poseidon, Triton carries a trident, a three-pronged spear. The trident, not Triton, is what's depicted in the logo for the UMSL Tritons.
- See **Department of Athletics**.

Truman, Harry S.

Use a period after the initial. According to The Associated Press Stylebook, Truman once said there was no need for the period, because the "S" did not stand for a name. But Truman was asked in the early 1960s about his preference. He replied, "It makes no difference to me." Also, the Harry S. Truman Library & Museum in Independence, Mo., punctuates the initial with a period.

T-shirt

Not: tee-shirt, t-shirt, teeshirt or tea shirt.

TV

See **television**.

UMSL

- It's the preferred second reference for the "University of Missouri–St. Louis."
- When used as adjective, "UMSL" requires the article "a." Wrong: She is an UMSL student. Right: She is a UMSL student.

See **University of Missouri–St. Louis**.

UMSL Bookstore & Computer Shop

It's the full, proper name of the retail outlet located in the Millennium Student Center. Acceptable second references: UMSL bookstore, bookstore and store.

UM St. Louis

It's the full, proper name of the biannual magazine for the University of Missouri–St. Louis. Note: There is no hyphen in "UM St. Louis" when identifying the magazine.

See **UM–St. Louis**.

UM–St. Louis

- Do not use "UM–St. Louis." It's no longer an acceptable second reference for "University of Missouri–St. Louis."
- Exception: UM St. Louis magazine.

See **UMSL** and **University of Missouri–St. Louis**.

under way

Two words in virtually all uses. One word only when used as an adjective before a noun in a nautical sense: an underway flotilla.

unique

It means one of a kind. Do not use it as a synonym for: different, outstanding or exceptional. Avoid using: more unique, very unique, most unique, quite unique, rather unique and somewhat unique.

university

It's an acceptable second reference for the University of Missouri–St. Louis and other University of Missouri System campuses. Example: He attended the University of Missouri–St. Louis. He enjoyed his time at the university (lowercase).

University of Missouri–Columbia

- It's the full, proper name for the university in Columbia, Mo. Use it on first reference. Acceptable second references: UMC, Columbia campus, university and campus.
 - Despite the previous guideline, the collected rules of the University of Missouri System include a rule that the "University of Missouri" can be written on first reference for the Columbia campus when relating to student and faculty recruitment, advancement, intercollegiate athletics and other similar public relations functions. However, to avoid confusion, using "University of Missouri" is not recommended, particularly in instances when that organization's name appears in the same run of copy as "University of Missouri–St. Louis," "University of Missouri System," etc.
 - Use a single en dash, with no spaces to punctuate "University of Missouri–Columbia." An en dash can join one word to a compound (e.g. "a jazz–rock 'n' roll hybrid"), but a hyphen cannot. "Columbia" must be joined to "University of Missouri" with an en dash.
- See **dash, en dash**.

University of Missouri–Kansas City

- It's the full, proper name for the organization. Use it on first reference. Acceptable second references: UMKC, Kansas City campus, university and campus.
 - Use a single en dash, with no spaces to punctuate. An en dash can join one word to a compound (e.g. "a jazz–rock 'n' roll hybrid"), but a hyphen cannot. "Kansas City" must be joined to "University of Missouri" with an en dash.
- See **dash, en dash**.

University of Missouri–St. Louis

- It's the full, proper name of the organization. Use it on first reference. Acceptable second references: UMSL, St. Louis campus, university and campus.
 - Use a single en dash, with no spaces to punctuate. An en dash can join one word to a compound (e.g. "a jazz–rock 'n' roll hybrid"), but a hyphen cannot. "St. Louis" must be joined to "University of Missouri" with an en dash.
- See **dash, en dash**.

University of Missouri–St. Louis Alumni Association

It's the full, proper name of that organization. On first reference: University of Missouri–St. Louis Alumni Association. The run of copy determines how the university is identified with the association. If the preceding run of copy includes "University of Missouri–St. Louis" (spelled out), then "UMSL Alumni

Association" is an acceptable first reference. Acceptable second references: alumni association and association.

University of Missouri–St. Louis Business, Technology and Research Park

It's the full, proper name for the park. On first reference: University of Missouri–St. Louis Business, Technology and Research Park. The run of copy determines how the university is identified with the park. If the preceding run of copy includes "University of Missouri–St. Louis" (spelled out), then "UMSL Business, Technology and Research Park" is acceptable on first reference. Acceptable second references: park and research park.

University of Missouri–St. Louis Chancellor's Council

It's the full, proper name of the organization. On first reference: University of Missouri–St. Louis Chancellor's Council. The run of copy determines how the university is identified with the council. If the preceding run of copy includes "University of Missouri–St. Louis" (spelled out), then "UMSL Chancellor's Council" is acceptable on first reference. Acceptable second references: chancellor's council and council.

University of Missouri System

- It's the full, proper name of the unified, statewide, multicampus University of Missouri System and the administration for the system. Acceptable second references: UM System, university system and system.
- Do not use "University of Missouri" to represent the "University of Missouri System."

University of Missouri System Board of Curators

See **Curators of the University of Missouri System**.

universitywide

The term was dropped long ago because of its double meaning of reference to both the University of Missouri System and individual campuses. On first reference to all four campuses, use "University of Missouri System." Acceptable second references: UM System, university system or system.

See **University of Missouri System**.

upward

Not "upwards."

URL

It's the abbreviation for "Uniform Resource Locator," an Internet or Web address. Example: <http://www.umsl.edu/>.

U.S.

- The abbreviation is acceptable as a noun or adjective for "United States." "U.S." can be used on first reference.
- In headlines, it's "US" (no periods).

U-turn**versus**

- When comparing two items in ordinary writing and speech, spell out. Example: Bill Smith's plan to improve highways versus John Butler's proposal to overhaul the train depot was on the committee's agenda.
- In short expressions, "vs." is permitted. Examples: The Buster James vs. Bill Legend bout was a classic. Students debated the long-standing issue of free vs. paid parking.
- For court cases, use "v." Example: Marbury v. Madison.

very

Avoid using.

veterans

Write without an apostrophe. Examples: Veterans Administration, Veterans Day and Veterans of Foreign Wars.

videocassette (noun and adjective)

video game

videotape (noun and verb)

Washington

- Abbreviate the state as: Wash. Never abbreviate when referring to the U.S. capital.
 - When the context requires distinction between the federal district and state, use: Washington, D.C., and Washington state.
- See **cities** and **states**.

Web site

weeklong, weekdays, weeknights

whether or not, as to whether

"Whether" alone is sufficient in most cases. "Whether or not" means in any case. Example: The football team will play whether or not it rains.

which

See **that, which**.

-wide

No hyphen, as in: citywide, continentwide, countrywide, industrywide, campuswide, nationwide, statewide or worldwide.

words as words

According to The Associated Press Stylebook, the meaning of this phrase is best illustrated by an example: In this sentence, "woman" appears solely as a word rather than as the means of representing the concept normally associated with the word. When a word is used as a word, surround it with quotation marks.

work force (noun)

work-force (adjective)

workplace, workstation (nouns or adjectives)

World Wide Web

- On second reference: Web.
- Other uses: Web site, Web page and Web address.

year-end (adjective)

yearlong, year-round

years

- Always use figures without commas. Example: The tornadoes struck in 1975 and 2001.
- Use commas only with a month and date. Example: Sept. 12, 1974, was a great day.
- Use an "s" without an apostrophe to indicate spans of decades or centuries, and do not use shortened forms. Wrong: '30s, '40s and '50s. Right: the 1800s and the 1890s.
- Avoid the phrase: by the year 2030. Instead, use: by 2030.
- Years are the lone exception to the general rule that a figure is not used to start a sentence. Example: 1974 was an awful year.

For ranges of years, refer to the following examples: 1968-1988, 1968 to 1988, or 1968-88. When the spread involves two centuries, use full figures. Examples: 1987 to 2007 or 1987-2007.

- For academic years and athletic seasons, refer to the following examples: John Blutarsky completed his degree requirements during the 1998-99 academic year. Kent Dorfman retired from professional basketball after the 2001-02 season. See **dates, fiscal year** and **months**.

ZIP codes

- Use the abbreviation "ZIP" for Zone Improvement Program, but always lowercase "code."

- Do not put a comma between state name and the ZIP code. Example: Palm Springs, CA 00000.