Editorial Style Guide

Introduction

The Stetson University Editorial Style Guide is designed to be a quick reference tool to help communicators write consistently and appropriately in print and electronic materials written for and about Stetson University.

Two of the more commonly used comprehensive style guides are The Associated Press Stylebook, or AP style, and The Chicago Manual of Style, or Chicago style. Stetson University Marketing follows conventions outlined in The Associated Press Stylebook, which is the standard for most university publishing, communications and news offices, and for writing for the web. The department has adopted certain deviations from AP style when Chicago style or other rules are more applicable in the university environment. The guiding principle in applying any style is maintenance of a consistent editorial approach within a specific piece.

The following is an abbreviated style guide to cover terminology and usage that commonly appears in university communications, to address items not mentioned in The AP Stylebook and to indicate exceptions to Stetson University style. For spelling, style, usage and foreign geographic names not mentioned in this guide or The AP Stylebook, use as a first reference Webster’s New World College Dictionary.

The AP Stylebook is updated periodically. When that occurs, Stetson University Marketing will update this guide and implement changes in university materials as practical.

“Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that he make every word tell.”

- William Strunk, The Elements of Style
Quick Reference

Abbreviations

- Appropriate abbreviations for common partnerships are: Inc., P.A., P.L., LLP and LLC.
- Abbreviate titles when used before a full name, e.g., Dr., Sen., except in formal use (awards, etc.). Don’t abbreviate President, Professor or Provost.
- Periods should be used in most two-letter abbreviations unless the generally accepted abbreviation either doesn’t include them or the periods don’t help to clarify the abbreviation (e.g., U.S., U.N. and U.K. all require periods, but AP, GI and EU all don’t require periods).

Academic Degrees and Programs

- Don’t capitalize the names of academic programs, majors or minors wherever they appear.
- Don’t capitalize the terms “major” or “minor” unless at the start of a sentence.
- Insert periods when abbreviating a degree designation (B.A., M.A., Ph.D., etc.) except in the case of headlines and subheadlines.
  - Correct: The Stetson University J.D./M.B.A. program is offered exclusively at the university’s Gulfport campus. John Smith M.B.A. ‘09 J.D. ’12
- In narrative text, refer only to the highest earned degree and the university at which the degree was earned; in lists (e.g., view books, faculty web pages, etc.) all degrees and colleges/universities may be listed.
- Don’t use hyphens when referring to academic degrees and programs.

<table>
<thead>
<tr>
<th>Degree Name</th>
<th>Abbreviation with periods</th>
<th>Abbreviation without periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts</td>
<td>B.A.</td>
<td>BA</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>B.S.</td>
<td>BS</td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td>B.B.A.</td>
<td>BBA</td>
</tr>
<tr>
<td>Bachelor of Music</td>
<td>B.M.</td>
<td>BM</td>
</tr>
<tr>
<td>Bachelor of Music Education</td>
<td>B.M.E.</td>
<td>BME</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>Ph.D.</td>
<td>n/a</td>
</tr>
<tr>
<td>Executive Master of Business Admin</td>
<td>E.M.B.A.</td>
<td>EMBA</td>
</tr>
<tr>
<td>Juris Doctor</td>
<td>J.D.</td>
<td>JD</td>
</tr>
<tr>
<td>Master of Accountancy</td>
<td>M.Acc.</td>
<td>MAcc</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>M.A.</td>
<td>MA</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>M.B.A.</td>
<td>MBA</td>
</tr>
<tr>
<td>Master of Education</td>
<td>M.Ed.</td>
<td>MEd</td>
</tr>
<tr>
<td>Master of Laws</td>
<td>LL.M.</td>
<td>LLM</td>
</tr>
<tr>
<td>Master of Science</td>
<td>M.S.</td>
<td>MS</td>
</tr>
<tr>
<td>Specialist in Education</td>
<td>Ed.S.</td>
<td>EdS</td>
</tr>
</tbody>
</table>
Acronyms

- On first reference, spell out the full name of the organization (e.g., Campus Life and Student Success). Don’t use the acronym in parentheses after the name. If an acronym can’t be obviously recognized on a stand-alone basis on subsequent references, don’t use it.
- Acronyms should be used on subsequent references except when starting a new sentence, unless the acronym is universally recognizable (e.g., ABA, FBI, SAT). Otherwise, spell out the full name at the start of a new sentence.
- Avoid overuse of acronyms. They can break the narrative flow.

Addresses

- For formal invitations, awards, citations and ads, write out the street name (Boulevard, Avenue, Drive, Road, Apartment, etc.). For stories, announcements and web writing where a specific number is associated with the street name, use the commonly accepted abbreviation for the word.
- Write unit numbers as follows:
  - Correct: Unit 1234
  - Incorrect: Unit #1234
- Write out full state names in narrative text if the name is used alone. Abbreviate with standard AP abbreviations if used with a city (e.g., DeLand, Fla). The only acceptable use of the two-capital-letter abbreviation (e.g., FL) is in mailing addresses.
- Use Ave., St., and Blvd. only with a numbered address (e.g., 421 N. Woodland Blvd.).
- Likewise, use N. S. E. or W. only with a numbered address (e.g., 421 N. Woodland Blvd.).
- Spell out Avenue, Street, Boulevard, North, South, East, and West if no number is used (e.g., North Woodland Boulevard).
- Always spell out Drive, Road, Lane, Alley and similar short address locators.
- Don’t use abbreviations in formal invitations or formal titles.

Alumni and Students

- When referring to a graduate of Stetson University, either note the graduate’s degree and class year or simply their class year without using a comma.
  - Correct: John Smith BA ’07, John Smith ’07
- When referring to a graduate of Stetson University who has earned multiple degrees from the institution, note each of the class years degrees unless space is an issue.
  - Correct: John Smith ’07, JD ’10
- Don’t project graduation years for any student.
  - List undergraduates by their class designation or class year (e.g., first-year, sophomore, junior, senior, class of 2014, etc.).
  - List graduate students by their program name (Master in Teacher Education student, M.B.A. student, etc.).
  - List College of Law students by their year at Stetson University (first-year,
second-year, etc.).
  - Don't capitalize alma mater.
  - “Alumni” is plural and refers to a group of men or a group of men and women. The plural “alumnae” refers to a group of women. “Alumna” refers to one female graduate and “alumnus” refers to one male graduate.
  - Refer to alumni or graduates, not to an alum or to alums except in informal social media exchanges.
  - List part-time students as such.
  - See Quick Reference: Gender-Neutral Language

Campuses, Building Names, Room Numbers
  - When referring to a building for the first time in narrative text, use its full name. Subsequent referrals may use an accepted abbreviation in informal writing (e.g., CUB for Carlton Union Building).
  - When referring to a building and room number, use the building’s name followed by its room number (e.g., Carlton Union Building 201). In informal writing, when subsequent referrals are made and an accepted abbreviation exists, it may be used.
  - Per Dining Services, the coffeeshop is to be referred to as such, not as the coffee shop, the coffee house or the coffeehouse.
  - The word “campus” should be lowercase.
  - Per accreditation rules, only the DeLand and Gulfport campuses can be referred to as campuses. The Stetson University Center at Celebration and the Tampa Law Center should never be referred to as campuses; instead, they should be referred to as satellite locations, centers or by their full names.
  - When identifying room numbers, don’t abbreviate the word “room” and always associate the building name with the room number. When writing a list of rooms, write the name of the building first followed by the room number(s) (e.g., Carlton Union Building room 101, 102 and 103).

Capitalization
  - In formal writing, capitalize the initial letters of each word in the full, formal names of departments and offices except for words less than four letters and conjunctions. In informal writing, departments may be referred to informally.
    - Correct: (Formal): Office of Academic Affairs; (Informal): Academic Affairs
    - Correct: (Formal): Department of English; (Informal): the English department
  - When referring to specific awards, grants, loans and scholarships, use the full name and capitalize the name on first reference. In subsequent references, capitalize only the award type.
    - Correct: Homer and Dolly Hand Award on first reference; Hand award on subsequent reference.
  - Capitalize and spell out formal titles such as Chairperson or Provost when they precede a
Don’t capitalize the word “university” unless using the full name of the institution.
- See Quick Reference: Titles of Published Works for title capitalization rules.
- Capitalize T in The only if it is widely recognized (e.g., The Ohio State University, The New
  York Times or The Florida Bar) and only if the reference would be awkward without it.
- Capitalize “department” and “office” only when used as part of an official name.

<table>
<thead>
<tr>
<th>Capitalize</th>
<th>Don’t Capitalize</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article titles in Faculty Forum</td>
<td>Annual meeting, board meeting, annual conference</td>
</tr>
<tr>
<td>Board of Trustees (when referring to the</td>
<td>Board of Trustees (in the general sense)</td>
</tr>
</tbody>
</table>
  university’s Board of Trustees)                |                                                       |
| Constitutional amendments (First Amendment,    | Class (in the general sense), subject or topic names |
  10th Amendment)                                |                                                       |
| Names of colleges and schools                  | College                                               |
| Names of designated rooms                      | Constitution(al) (for an organization)               |
| Names of official groups                       | Courses                                               |
| Publication issues/editions published by season | Executive committee, executive board                  |
  (the Spring 2012 issue)                        |                                                       |
| Specific events (e.g., Commencement,           | Semesters/seasons                                     |
  Convocation, Homecoming, etc.)                 |                                                       |
| The Florida Bar                                 |                                                       |
| Class titles (when referring to a specific class) |                                                       |

Common Punctuation
- Don’t use a comma before the words “and” and “or” in a series unless it’s necessary to
  distinguish elements.
  - Correct: one, two, three and four.
  - Incorrect: one, two, three, and four.
    - Note: Academic writing uses the serial comma.
- Use only one space between sentences.
- Don’t use the ampersand (&) except when it’s part of an official name.
- Use a colon to introduce long lists.
- Use a semicolon to set off a series that includes commas.
- Use a colon before items that can stand on their own as complete sentences (e.g., Note: Please
  use proper grammar.).
- Appositives:
  - Separate appositives when the information is not essential to the noun described
    (e.g., John Smith ‘80 and his wife, Jane, announce a son...).
  - If the information is essential, it should not be separated in commas.
  - Since most professors have more than one publication, always assume that the name
    of the publication or presentation is essential.
- Commas
Don’t insert a comma before professional association abbreviations such as P.A., LLP, etc. Always use the full name of the firm instead of using “et al.”

Don’t use commas before suffixes, e.g., Sr., Jr., III, etc.
Correct: John F. Kennedy Jr.
Incorrect: John F. Kennedy, Jr.

Dashes
- In print, use an en dash (–) without spaces for periods of time, e.g., 2012-2013.
- In print, use an em dash (—) with spaces to indicate abrupt changes in sentences or phrases. There should be a space before and after the em dash.
- On the web, use a single dash for all hyphenations.

Computing and Electronics

- Use email and not e-mail.
- Use home page and not homepage or home-page.
- Capitalize the i in “Internet” in all uses.
- Login/Log in
  - Use “login” when referring to a username.
  - Use “log in” when referring to an action.
  - Don’t capitalize unless at the start of a sentence.
  - “Login” is preferred over “logon,” “sign in,” “signon” or other similar terms.
  - When working with a form, a username field should be labeled “Username.”
- Use online and not on-line or on line.
- Operating Systems:
  - Use Apple Mac OS X, not OS X.
  - Use Microsoft Windows followed by the version designation or number if referring to a specific version, and Microsoft Windows if referring to the operating system in general.
- Use page view and not pageview or page-view.
- Use sitemap and not site map or site-map.
- Use username and not user name or user-name.
- Use VoIP and not VOIP.
- Use website and not web site or web-site.
- Use Web page (print) and web page (Web) and not webpage or web-page. Always capitalize the term “Web” when it appears as a reference to the World Wide Web (print) but don’t capitalize it in web writing.
- Use Wi-Fi when referring to the wireless networking protocol and wireless when referring to wireless accessibility.
- World Wide Web/Web
  - World Wide Web should always be capitalized.
  - Web should be capitalized when referring to the World Wide Web.
  - Web should not be capitalized when used as an adjective.
The device manufacturer isn't necessary when referring to a commonly known device (e.g., iPad, iPhone).

Councils, Departments, Divisions, Groups

- In formal writing, use the formal name of the department, division, council or group on first reference; subsequent references should use informal names.
  - Correct: (First reference): Department of Human Resources, (Subsequent reference): HR or Human Resources department
- When referring to a college or school, capitalize its name appropriately when referring to the Stetson University college or school. When referring to a college or school in a generic sense, don't capitalize its name.
  - Correct: The School of Business Administration, the business school.
  - Incorrect: The school of Business, the Business School.

Dates and Times

- Academic years
  - Correct: 2012-2013
- Use numerals for the date and time of day except noon and midnight in all publications unless the nature of the publication requires that they be spelled out (e.g., formal invitations).
- Avoid redundancies such as “10 a.m. this morning” or “10 p.m. Monday night.”
- Don't use a comma between seasons or months and year, even when referring to semesters; seasons are written in lowercase.
  - Correct: The visiting professor will be starting in August 2012.
  - Correct: The senior class will graduate in spring 2013.
  - Correct: The spring 2013 semester will start in January 2013.
  - Incorrect: The visiting professor will be starting in August, 2012.
  - Incorrect: The senior class will graduate in Spring, 2013.
  - Incorrect: The Spring 2013 semester will start in January 2013.
- Use only necessary digits for the time of day (e.g., 8 p.m., not 8:00 p.m. or 10-11:30 a.m., not 10:00-11:30 a.m.).
- AP style requires that a.m./p.m. be lowercase and that a period be used after each letter.
- Express years or times in parallel construction: from 1997 to 2007, or from 9 to 10:30 a.m.
- Avoid “from” with a dash as in “from 9-10:30 a.m.” or “from 1997-2007.”
- Use B.C. and A.D. to indicate “Before Christ” and “Anno Domini” (Latin for in the year of the Lord).
- Midnight/noon
  - Correct: 10 a.m. - midnight, 10 p.m. - noon
  - Incorrect: 10 a.m. - 12 noon, 9 p.m. - 12 midnight
- Months
Capitalize the names of months in all uses.

- When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year alone. Don’t abbreviate March, April, May, June or July.
- When a phrase lists only a month and a year, don’t separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.
- In tabular material, use three-letter forms without a period: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

Gender-Neutral Language

- Use gender-neutral language whenever possible to maintain a natural flow of words.
  - Correct: Chair, letter carrier, spokesperson
  - Incorrect: Chairman/Chairwoman, mailman, spokesman/spokeswoman
- Avoid the gender-neutral but awkward “his or her” possessive. To do so, rephrase the sentence using a plural antecedent.
  - Correct: All students will receive their ID cards.
  - Incorrect: All students will receive his or her ID card.

Numbers and Figures

- Spell out the numbers one through nine and use numerals for numbers 10 and over unless space is an issue, the reference is to age or unless referencing very large numbers or units (e.g., 8-bit, 16-bit, 5 million).
- Very large numbers shouldn’t be abbreviated and should be expressed as follows:
  - Correct: 9 million
  - Incorrect: 9,000,000
- Currency should be written as follows:
  - Use the dollar symbol and a figure.
  - Spell out “cents” when used alone.
  - Combining dollars and cents should be written as $1.23.
  - Write out large numbers as follows:
    - Correct: $12 million
    - Incorrect: $9,000,000, $12,000,000, 9 million dollars
- Spell out and don’t abbreviate large numbers (million, billion), percent and unit numbers (bits, miles, etc.).
- When large numbers must be spelled out, use a hyphen to connect a word ending in “y” to another word. Don’t use commas between other separate words that are part of one number.
- Use figures for credit hours, grade-point averages, standardized test scores and units. Don’t add commas to scores that reach into the thousands.
- Don’t go beyond two decimal places.

Positions and Titles
Positions and titles shouldn’t be capitalized unless they precede the holder’s name. Use the holder’s last name on second reference instead of referring to the position or title.
  ○ Correct: Director of Creative Services John Smith; John Smith, director of creative services

General professional titles before the holder’s name shouldn’t be capitalized unless used as a courtesy title.
  ○ Correct: The lead defense attorney is civil rights lawyer John Smith.

The names of endowed chairs should be capitalized and referred to in full on first reference, e.g., Dr. John Smith, Sam R. Marks Chair of Religion. The names of endowed chairs should not be included in headlines unless the story specifically concerns the chair.

Don’t abbreviate positions.

Most titles can be abbreviated when they precede the holder’s name (e.g., Dr., Sen.). Exceptions include President, Provost and Professor.

Class designations are not capitalized unless they are at the start of a sentence.

In the case of professors and staff who are also Stetson University alumni, include their highest degree and class year(s) behind their name on first reference.
  ○ Correct: John Smith ‘92, JD ‘96

Don’t use courtesy titles except in direct quotations or to distinguish between more than one person of the same last name.

Don’t use Dr. before the holder’s name unless the holder is a medical doctor. Instead, use “Ph.D.” after the holder’s name (e.g., John Smith, Ph.D.).

Telephone Numbers

Use hyphens throughout the telephone number:
  ○ 386-822-7000, 1-800-688-0101, 011-44-20-7535-1515 (U.K.)

Write extensions as follows:
  ○ Correct: 386-822-7000 ext. 1234
  ○ Incorrect: 386-822-7000x1234

Telephone numbers should be assumed to be U.S.-based. The telephone number will give itself away as international.

Titles of Published Works

Capitalize the principal words in titles, including prepositions and conjunctions of four or more letters and words of fewer than four letters if used as the first or last word in a title.

Put titles of cases, court decisions, online publications, published books, magazines, newspapers and periodicals in italics.

Don’t use italics for titles of informal websites, blogs, TV shows, or social media platforms.

Put titles of articles, chapters, lectures, theses, research papers, presentations and dissertations in double quotation marks.

Spell out the names of all titles; don’t abbreviate when writing out a title unless the abbreviation is part of the title.
Publisher, page and volume information is usually not included; refer to the date/season of the issue instead. Note: Academic writing requires full reference citations.

Use cardinal numbers when referring to editions. Don't use superscript.

A-Z Index

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#

800 number
See Stetson University ID

A

Acronyms
See Quick Reference: Acronyms

A Capella
Two words, no capitalization, e.g., a capella group.

Academic Degrees and Programs
See Quick Reference: Academic Degrees and Programs

Admission, Office of
Office of Admission or Admission, not Office of Admissions or Admissions.

Addresses
See Quick Reference: Addresses

Alumni
See Quick Reference: Alumni and Students

a.m./p.m.
See Quick Reference: Dates and Times

Ampersand (&)
See Quick Reference: Common Punctuation

Awards and Funds
See Quick Reference: Capitalization
B

**Banner**
Banner is the enterprise resource management system the university uses to store, organize and maintain many university records. It should be referred to as My Stetson or my.stetson.edu.

**Blackboard**
Blackboard is a web-based application that allows Stetson University faculty to deliver course content and other class-related material to students.

**Blu-ray**
Not Bluay.

**Bluemner, Oscar**
American modernist painter Oscar Bluemner (1867-1938). The university holds an important collection of his works. The Vera Bluemner Kouba Collection is named after the artist’s daughter, who donated the collection to the university.

C

**Campuses, Building Names, Room Numbers**
See [Quick Reference: Campuses, Building Names, Room Numbers](#)

**Captions**
- Use full sentences.
- Don’t describe the obvious. Provide the reader with additional information, other than what they already see and understand from looking at the photo.

**Carlton Union Building, CUB**
The abbreviation is acceptable on second reference to the Carlton Union Building when the piece is directed at an internal audience that would be familiar with the term.

**Catalog**
The catalog should be referred to as the Stetson University Catalog. The Stetson University Bulletin is its former name.

**Celebration, Stetson University Center at**
- The full name of the university’s satellite center in Celebration is the Stetson University Center at Celebration.
- Use the Celebration center’s full name on first reference; on subsequent references, use Celebration center or simply Celebration.
CLASS
Acronym for Campus Life and Student Success, an administrative division.

Coffeeshop
Per Dining Services, the coffeeshop is to be referred to as such, not as the coffee shop, the coffee house or the coffeehouse.

Commas
See Quick Reference: Common Punctuation

Commencement
Use to refer to the annual graduation ceremony/ceremonies held in the spring.

Convocation
Use to refer to the event at the beginning of the academic year to induct incoming first-year students.

Computing and Electronics
See Quick Reference: Computing and Electronics

Coursework
Write as one word with no spaces.

Court cases
See Quick Reference: Titles of Published Works

Curriculum Vitae, CV
Acceptable in all uses for Curriculum Vitae.

Cutlines
See Captions

D

Dashes
See Quick Reference: Common Punctuation

Dates and Times
See Quick Reference: Dates and Times

Dean’s list
Don’t capitalize this term.
Decades
No apostrophe, e.g., 2010s, 1980s.

Degree Names
See Quick Reference: Academic Degrees and Programs

DeLand
Always capitalize the L because the city is named after Henry Addison DeLand.

Dorms
See Residence halls

Dual Degrees
Not “joint degrees”: Students may earn the J.D./M.B.A. dual degree at Stetson.

duPont-Ball Library
Lowercase the d in duPont.

E

e.g./i.e.
  - e.g. is short for Latin *exempli gratia* and means *for example*. Follow with a comma.
  - i.e. is short for the Latin *id est* and means *that is*. Follow with a comma.

Endowed Chairs
  - Include the full title in first reference to faculty in endowed positions; e.g., Dr. John Smith, Sam R. Marks Chair of Religion.
  - It’s not necessary to use the full title on first reference if writing headlines unless relevant to the story.

F

Faculty
  - When referring to faculty as one collective group, the word is singular.
  - When referring to individual faculty members, the term can be considered plural.
  - An easy way to avoid confusion is to use “faculty members” to clarify that multiple individuals are being referenced.

First-Year
Stetson University refers to freshman students as first-year students.
Florida Bar
See Quick Reference: Capitalization

FOCUS
Acronym for Friends On Campus Uniting Students, a comprehensive orientation program. Use FOCUS Orientation on first reference. FOCUS is acceptable on second reference.

Fundraising, fundraiser
Spell as one word, with no hyphens.

G

Gender-Neutral Language
See Quick Reference: Gender-Neutral Language

Gillespie Museum of Minerals
Full name of the earth-science museum. Gillespie Museum is acceptable on second reference.

GPA
Grade-point average. GPA is acceptable in all references.

Graduate
Always use in the active voice.
- Correct: He graduated from Stetson University.
- Incorrect: He was graduated from Stetson University.

Green, Stetson
- Stetson Green is the green space between the Carlton Union Building and the duPont-Ball Library.
- Stetson GREEN also refers to the Stetson Global and Regional Eco-Expertise Network.

Gulfport campus
- The Stetson University College of Law is located in Gulfport, Fla., adjacent to St. Petersburg.
- When describing the law school’s location, include “adjacent to St. Petersburg” or “in the Tampa Bay area” to avoid confusion with Mississippi.
- Refer to programs taking place at this campus as taking place at the Gulfport campus, not at the law school.

H

Hands-on
Not hands on.

**Hatters**
Using the term Hatters is acceptable when referring to Athletics or invoking school spirit.

**HATS**
Acronym for High Achieving Talented Students academic enrichment program. HATS is acceptable in all references.

**Home page**
See [Quick Reference: Computing and Electronics](#)

**Howard Frankland Bridge**
Not the Howard Franklin Bridge.

**ID card**
This is the preferred way to refer to a Stetson University ID card.

**ID number**
See [Stetson University ID](#)

**i.e./e.g.**
- i.e. is short for the Latin *id est* and means *that is*. Follow with a comma.
- e.g. is short for Latin *exempli gratia* and means *for example*. Follow with a comma.
- Use *i.e.* to add clarity or to indicate specificity; use *e.g.* to indicate a list in which all items are not present.

**In/into**
- In is used to indicate location: She was in the room.
- Into is used to indicate motion: She walked into the room.

**Inclusivity**
Use gender-neutral language. See [Quick Reference: Gender-Neutral Language](#)

**Institute for International and Comparative Law**
Don’t use “Summer” Institute for International and Comparative Law.

**J**

**Jargon**
Try to avoid use of special vocabulary or idioms particular to a specific group or area of specialization unless the verbiage is in wide use and is easily recognized.

K

Keynote
Lowercase unless at the start of a sentence, e.g., keynote address, keynote speaker.

L

Law firm abbreviations
See Quick Reference: Abbreviations

Libby, President Wendy B.
Always use President Libby’s middle initial on first references. On second reference, use President Libby or Libby.
- Correct: President Wendy B. Libby; Dr. Wendy B. Libby; Wendy B. Libby, president

Libby, Dr. Richard M.
Dr. Libby’s husband should be referred to as Dr. Richard M. Libby on first reference.

M

Midnight
See Quick Reference: Dates and Times

Millions, billions
See Quick Reference: Numbers and Figures

Monthlong
No hyphens or spaces needed.

Months
See Quick Reference: Dates and Times

N

Names
- On first reference use first and last names (with title when appropriate). On subsequent references, use last name only.
  - If the person is widely known by another combination of their first, middle and last names, use the name for which they are most widely known.
No comma before suffixes.

Nonprofit
Write this term without hyphens or spaces.

Noon
See Quick Reference: Dates and Times

Numbers
See Quick Reference: Numbers and Figures

O

Office
See Quick Reference: Capitalization

OK
Per AP style, use “OK” in all caps (OK, OK’s, OK’d) over any other form.

On campus/on-campus/off campus/off-campus
- On-campus/off-campus is a unit modifier (“The students live in on-campus housing.”).
- On campus/off campus shows adverbial location (“I have a job on campus.”).

Ongoing
Not on-going or on going.

Online
See Quick Reference: Computing and Electronics

Orientation
Don’t capitalize when used in a general sense or on second reference. Capitalize only when part of the name of an event or program.

P

Page view
See Quick Reference: Computing and Electronics

Palm Court
This term refers to the area between Elizabeth Hall, the duPont-Ball Library, Sampson Hall and Minnesota Avenue on the DeLand campus and should be capitalized. It is commonly referred to as the quad.
Percent
See Quick Reference: Numbers and Figures

Ph.D.
In narrative text, the preferred form is to refer to a degree holder as having a doctorate and name the area of specialty.

Pregame
Not pre-game or pre game.

Postdoctoral degree
Not post-doctoral or post doctoral degree.

President
Lowercase unless used as a title before a name.

Professor
Don’t abbreviate. Don’t capitalize unless it’s used as either a courtesy or formal title (e.g., Professor Jones, Professor of History John Smith).

Professor Emeritus, Professor Emerita, Professors Emeriti, Professors Emeritae
These are the preferred terms for a male professor, female professor, male professors or female professors who have retired.

Provost
Lowercase unless used as a title before a name. Don’t abbreviate.

Publications/presentations
See Quick Reference: Titles of Published Works

Q

Quad
See Palm Court

R

Rankings
- Spell out first through ninth; beginning with 10th use figures.
- Don’t use superscript.
- Abbreviate to “No.” if listing with ordinal (e.g., “No. 1 in advocacy”).
Registered trademarks
Registered trademarks must be capitalized (e.g., Band-Aid, Google).

Registrar
Lowercase unless used as a title before a name or as part of the formal name of an office.

Residence halls
Residence hall is the preferred term over dormitory or dorm.

Resume
Write this word without accent marks in both print and web but write the sentence in such a way that the meaning of the word can be discerned from the context in which it’s used.

Room
See Quick Reference: Campuses, Buildings, Room Numbers

S

Seasons
Lowercase fall, winter, spring, summer and all derived words (e.g., springtime, summertime) unless they are part of a formal name.

Second references
- Don’t capitalize second references of partial names of organizations unless they can stand independently as proper nouns.
- Don’t repeat an acronym in parentheses with the first reference; if the acronym can’t be obviously recognized on second reference, don’t use it at all.

Semester
Lowercase unless at the start of a sentence.

Sentence spacing
See Quick Reference: Common Punctuation

Serial comma
See Quick Reference: Common Punctuation

Slideshow
Not slide-show or slide show.

Social Security number/SSN
Use initial caps on “Social Security” only. Avoid SS# and the redundant SSN#.
Spelling
See Quick Reference: Common Punctuation

Spokesperson
See Quick Reference: Gender-Neutral Language

Spring
See Seasons

States
See Quick Reference: Addresses

Stetson
Don’t refer to “Stetson” by itself unless referring to the John B. Stetson Company founded in 1865 by John B. Stetson.

Stetson Showcase
Use this term to refer to the annual Stetson Undergraduate Research and Creative Arts Symposium. Note that this event is formerly known as SURCAS and is now known as the Stetson Showcase.

Stetson University
- Never use the term “Stetson” for Stetson University. Instead, refer to “Stetson University” or “StetsonU.” See Stetson.
- Never use the term “SU” unless writing for the Department of Athletics.
- The Stetson University College of Law should be referred to in full and never as the “Stetson College of Law.” However, “Stetson Law” is permitted in headlines or on second reference.
- For the College of Law, the term “College of Law” may be omitted if referring to a Stetson University entity that already has “law” in its title.
- When the word “university” appears by itself, don’t capitalize it.

Stetson University ID number, SUID
Use Stetson University ID on first reference in formal writing. Use SUID over any other form on second reference and in writing directed to any Stetson University internal audience that would know the term immediately. Never use the term “800 number” when referring to an SUID as that term is associated closely with toll-free telephone numbers.

Students
See Quick Reference: Alumni and Students

Study abroad
Don’t capitalize and write as two words.
Summer
See Seasons

T

Tampa Law Center
Don't refer to the Tampa Law Center as the Tampa campus. Refer to it in full on first reference and as the “Tampa satellite campus” on second reference. It is located “adjacent to” or “at the entrance of” downtown Tampa, but not “in downtown Tampa.”

Telephone Numbers
See Quick Reference: Telephone Numbers

Theater/Theatre
The preferred spelling is theater except when referring in any way to the Theatre Arts department or program.

The
See Quick Reference: Capitalization

Time
See Quick Reference: Dates and Times

Titles
See Quick Reference: Positions and Titles

Transfer
Lowercase when used to classify students.

Trustee Emeritus, Trustee Emerita, Trustees Emeriti, Trustees Emeritae
These are the preferred terms for a male trustee, female trustee, male trustees (or a mixed group) or female trustees who have stepped down from the university's Board of Trustees.

U

University
See Quick Reference: Common Punctuation

V

Veterans
Don't include an apostrophe when referring to the U.S. Department of Veterans Affairs, Veterans Affairs Yellow Ribbon Program, the U.S. Court of Appeals for Veterans Claims or Veterans Day.

W

Wi-Fi, wireless
See Quick Reference: Computing and Electronics

Winter
See Seasons

Work study
- Write as two words when referring to the program (e.g., Federal Work Study program).
- Hyphenate when using as an adjective (e.g., The work-study student started in January.).
- Don't capitalize unless at the start of a sentence.

WORLD: International Learning
The WORLD: International Learning office should be written as such on first reference. “International Learning office” is acceptable on second reference.

World Wide Web/Web
See Quick Reference: Computing and Electronics

X

Y

Yearlong, year-end, year-round
- Yearlong is one word.
- Hyphenate year-end and year-round.

Z

Zipcar
This is the proper way to write the company's name.

ZIP code
This is the preferred way to refer to a U.S.-based postal code. In the case of international postal codes, clearly note the country that the address is located within in order to minimize confusion.