

UC Riverside Stylebook
University of California, Riverside
University Communications

Writing Style Guide

University Communications uses the *Associated Press Stylebook* as a guide for journalistic copy. The purpose of this style guide is to provide guidance in instances unique to UCR and institutions of higher education that differ or are not addressed by the AP Stylebook, while also highlighting AP entries that come up frequently in our setting. A section pertaining to gender descriptions can be found at the end.

These guidelines are intended to help achieve consistency in the writing style of material published from UCR. If rules differ between the UC Riverside Stylebook and the AP Stylebook, please follow ruling in this stylebook. For style questions or suggestions for future revisions, contact Jessica Weber at jessica.weber@ucr.edu, or by phone at 2-6049.

A

academic degrees: The preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a bachelor's degree in psychology.*

Capitalize the formal names of academic degrees, but do not capitalize the discipline or a major, minor, concentration, or field of study: *Bachelor of Science in chemistry, Master of Fine Arts degree with a major in dance*

Do not capitalize incomplete names of academic degrees: *She has a master's degree in business administration. He has a bachelor's degree in geography.* The exception is in the case of proper nouns such as English, Spanish, and French. *He has a bachelor's degree in English.*

Use an apostrophe in *bachelor's degree* and *master's degree*. Spell out "degree" after bachelor's/master's on first reference.

DO NOT add degree after doctorate: *He has a doctorate in psychology.*

Academic degree abbreviations should only be used for special circumstances or when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Abbreviations are set off by commas when used after a name: *John Doe, Ph.D., wrote an article.*

The "Dr." title is reserved for individuals with an M.D. degree. Adding the "M.D." after their name is not necessary.

Use periods for degree abbreviations: B.A., M.A., LL.D. and Ph.D. EXCEPTION: MBA is preferred.

academic departments, colleges, and schools: Capitalize when referring to the official department/college name, but lowercase generic references: *Susan Straight, professor in the Department of Creative Writing. Susan Straight, a professor in the creative writing department.*

See **departments** and **colleges and schools** for lists.

Academic disciplines and programs: lowercase is preferred: *His major is creative writing*. However, languages should be uppercase: *My major is English*.

academic quarters, semesters, terms: Lowercase these generic terms. Examples: The fall term begins on Monday. She will take classes this summer quarter. Classes for the College of Law begin in the fall semester.

Academic Senate: Capitalize

academic titles: Capitalize formal titles, such as dean, president, vice president, chair, director, provost, chancellor, vice chancellor, professor only when they precede a name: *Dean Steve Jones will be there*. *Professor Bryan White will retire in June*.

Lowercase such titles when they stand alone or when they follow a name. Titles that follow the name are set off with commas: *The director will be there*. *Tim Smith, director of the marketing department, will be there*.

When position titles include the official department or college name, the department or college should be capitalized in all uses. Examples: *Vice Provost of International Affairs Kelechi Kalu* OR *Kelechi Kalu, vice provost of International Affairs*.

NOTE: When the official title is more than 3 words, the preferred form is to write the title after the name and offset by commas: *Kelechi Kalu, vice provost of International Affairs, ...*

EXCEPTION: Named professorships, fellowships, and chairs are always capitalized including when standing alone, as well as after the designees' name: *Sharon Walker, John Babbage Chair in Environmental Engineering*. *She is also John Babbage Chair in Environmental Engineering*.

accent marks: AP style advises using accent marks or other diacritical marks with names of people who request them or are widely known to use them. When possible, confirm preferred spelling with all subjects appearing in copy. Do not use accents in names or other pronouns unless their use is preferred by the subject.

Use accent marks if quoting directly in a language that uses them: *An immigration officer spotted him and asked an innocuous question: "Cómo estás?" How are you?*

Otherwise, do not use these marks in English-language stories. Do not use for historical figures, locations, or generic references: *Sao Paulo, Brazil*. *Simon Bolivar*. *resume*.

NOTE: We put the accent in France A. Córdoba and Tomás Rivera.

See list of **faculty, staff, and notable names** for reference.

acronyms: Avoid the use of acronyms whenever possible. Full titles should be used on first reference and acronyms should only be used when multiple references make using the full name cumbersome. EXCEPTION: Widely used acronyms are okay: *FBI, CIA, NASA*

Do not introduce acronyms with parentheses. Rather, use a phrase: *The American Association for the Advancement of Science, or AAAS, is the world's largest multidisciplinary scientific society.*

adviser: This is the preferred spelling; note the e. NOT advisor. Use for all generic references.

EXCEPTION: When used in a formal title, adhere to preferred spelling for position: *John Smith, admissions advisor for the Graduate School of Education.* UCR uses "advisor" for position titles.

African American, Asian American, etc.: NOT African-American, Asian-American, etc. Do not use hyphens for ethnic groups in any instances, even as a modifier. Omitting hyphens is a recent trend due to negative connotations associated with its use: *The African American author was shortlisted for the award. She was the first Asian American gymnast to win the gold medal.*

Agricultural Experiment Station: Capitalize as shown.

alma mater: Use lowercase when describing the college one attended. Uppercase is reserved for the song and is placed in quotes: "Alma Mater"

alumna, alumnus, alumnae, alumni: alumna (alumnae in the plural) refers to a woman; alumnus (alumni in the plural) refers to a man. alumni when referring to a group of men and women. Do not use alum.

Note: When listing the names of alumni, always include their class year to eliminate need to note someone as a UCR alumnus or alumna (see **class years**)

Alumni Association, the: Do not capitalize unless used as a proper noun: the UCR Alumni Association. (not the Association)

alumni board: Do not capitalize.

annual fund, alumni annual fund, alumni annual fund campaign: These are but a few of the many generic names for certain fund-raising activities. Such generic terms are lowercased. An annual fund drive and its various components, however, may have specific names that vary from year to year and may be based on a theme or a specific target audience. Such named campaigns are capitalized.

appendix, appendices, appendixes: Both appendixes and appendices are correct plural forms of the word appendix, although the latter is preferred. Capitalize in references to a specific appendix or specifically to that portion of a book or report. Lowercase generic references. Examples: *in the Appendix, an appendix, the appendix of a book.*

artist-in-residence: Note hyphens.

athletic (adj.), athletics (noun): Confusion often arises when a writer does not have clearly in mind whether the noun form (athletics) is required as a modifier or the adjective form (athletic) is required. An athletic director is a director who is an athlete, regardless of what he or she directs. An athletics director, on the other hand, is specifically a director of physical activity, such as sports.

Use formal title or "athletics director" when speaking about collegiate sports: *Tamica Smith Jones, Director of Athletics. Tamica Smith Jones, the current athletics director.*

B

bell tower: Uppercase only when referring to it as the UCR Bell Tower, although a formal title is likely not necessary. NOT belltower. NOT the Bell Tower: *Students gathered around the bell tower for the midday concert.*

NOTE: The “carillon” is the name for the set of bells in the bell tower and NOT the name of the bell tower itself.

boards of advisers, board of directors, board of supervisors, board of trustees:
Lowercase the names of such internal elements of an organization or institution. They are widely used *generic* terms.

book titles: See **titles, composition**

building: Never abbreviate. Capitalize the proper names of buildings. Include the word building if it is an integral part of the formal name. Examples: *The university campus has numerous buildings including the Life Sciences building, Sproul Hall, the Arts building and the Genomics building.*

bullets, use of punctuation with: Bullets are typographical elements that are used to set off individual ideas when both emphasis and clarity are important. This is especially true when there is a list of ideas to be expressed. Two punctuation formats are used: the single-sentence format and the multiple-sentence format.

For the single-sentence format bullets are used to set off individual elements of a long, complex sentence. No punctuation is used because the elements do not constitute complete sentences by themselves and because the bullets take the place of such punctuation as commas and semicolons at the end of each element. Also, the first word after the bullet is lowercased unless it is a proper noun. Example:

Applicants to the university must submit:

- a \$10 application fee
- a completed application form
- three letters of reference
- a short biographical sketch
- two transcripts of completed high school work

When the ideas are expressed as complete sentences, end each with a period and capitalize the first word. Example:

The application procedure is as follows:

- All applicants must submit a \$10 application fee.
- A completed application form must accompany the fee.
- Three letters of reference are required.
- Applicants must write a short biographical sketch.
- Two grade transcripts must be sent by the school registrar.

C

campus: Lowercase, even when used with Riverside: the campus, the UC Riverside campus. To show possession, add apostrophe s: *the campus's reputation*.

capitalization: UCR uses a “down style” of capitalization, which avoids unnecessary capitals. Proper names are capitalized. Generic terms, such as university, department, school, street and state, are lowercased except when such terms are used as part of a complete expression of a formal name.

centers and laboratories: Use lowercase for generic: *the writing center, the career services center*.

Capitalize when naming a specific center: *the Center for Conservation Biology, the Center for Plant Cell Biology*.

Lowercase center when it is used to refer to a previously fully identified center. Example: *The Center for Plant Cell Biology is located at UCR. The center is run by Natasha Raikhel*.

Visit <http://www.ucr.edu/alpha> for A-Z listing. NOTE: Refer to the official center page, not the listed links, for the correct name.

LIST OF CENTERS:

- Agricultural Operations
- California Center for the Native Nations
- California Community College Collaborative
- Center for Bibliographical Studies & Research
- Center for Bioengineering Research
- Center for Catalysis
- Center for Conservation Biology
- Center for Economic Forecasting
- Center for Glial-Neuronal Interactions
- Center for Healthy Communities
- Center for Iberian and Latin American Music
- Center for Ideas & Society
- Center for Infectious Disease and Vector Research
- Center for Integrative Biological Collections
- Center for Invasive Species Research
- Center for Molecular and Translational Medicine
- Center for Nanoscale Science & Engineering
- Center for Plant Cell Biology
- Center for Research in Intelligent Systems
- Center for Social and Economic Policy
- Center for Sustainable Suburban Development
- Central Facility for Advanced Microscopy and Microanalysis
- College of Engineering-Center for Environmental Research & Technology (CE-CERT)
- Communications & Networks Group
- Counseling and Psychological Services
- Deep Canyon Desert Research Center
- Evaluation and Assessment
- Healthy Families Project
- High Resolution Mass Spectrometry Facility
- Institute for Integrative Genome Biology
- Institute for Research on World-Systems

International Student Resource Center
LGBT Resource Center
Plant Transformation Research Center
Research and Economic Development
Stem Cell Center
Transportation and Parking Services
UCR ARTS
UCR Extension Center
UCR Palm Desert Center
Women's Resource Center

chair: Capitalize named professorships both preceding and following a name. Examples: *Juan Felipe Herrera*, *Tomás Rivera Endowed Chair in Creative Writing* or *Tomás Rivera Endowed Chair in Creative Writing Juan Felipe Herrera*.

chapter: Lowercase when the reference is to a chapter of an organization. Example: *The UCR chapter of the Society of Editors met yesterday*.

Capitalize when the reference is to a chapter of a publication, used with a number and always an Arabic figure. Example: *The information was in Chapter 3 of the book*.

chemicals: Spell as two or more words when used as adjectives; do not hyphenate. Examples: *sodium cyanide salts*, *hydrogen peroxide bleach*, *boric acid crystals*.

class names: Lowercase is preferred. Example: *class of '89* (to get left facing, type in apostrophe twice, then delete the first – " then ')

class standings: Lowercase is preferred. Example: freshman, sophomore, junior, senior.

class years: When listing the names of alumni, always include their class year to eliminate need to note someone as a UCR alumnus or alumna. No comma between name and class year. *John Smith '63*. (note the left facing quotation mark. To get left facing, type in apostrophe twice, then delete the first – " then ')

Add comma AFTER class year: *John Smith '63, was named president of Generic Company*.

NOTE: A comma is added after the name when master's degree or doctorate is included and between multiple degrees: *John Smith, Ph.D. '71* and *John Smith '63, Ph.D. '71*. You do not need to designate undergraduate degree type before class year.

college: Capitalize only when used as part of a complete formal name. Examples: *He attends the College of Business Administration, where he studies in the college's taxation program. The business college is one of the largest of its kind*.

colleges and schools: Capitalize official names of colleges and schools. Use the FULL name of the college on first reference. Okay to shorten on subsequent references and when using in headlines. Avoid the use of acronyms whenever possible: *She is the current dean of the Marlan and Rosemary Bourns College of Engineering. Prior to her appointment, she was a professor in the engineering school*.

Visit admissions.ucr.edu/academics/index.html for online list. NOTE: Refer to the official college/school page, not links, for correct name.

LIST OF COLLEGES AND SCHOOLS:

A. Gary Anderson Graduate School of Management (“Anderson Graduate School of Management,” or “the management school” on subsequent references.)
College of Humanities, Arts, and Social Sciences
College of Natural and Agricultural Sciences
Graduate School of Education
Marlan and Rosemary Bourns College of Engineering (“Bourns College of Engineering,” “Bourns,” or “the engineering school” on subsequent references)
School of Business (Shortened to “Business” when appropriate)
School of Medicine
School of Public Policy

colloquiums, colloquia: Either spelling is acceptable as the plural of *colloquium*; however, *colloquiums* is preferred.

commas: Although not suggested by AP, we use commas to separate words or phrases in a series, (Oxford comma). Examples: *She took classes in biology, chemistry, and English. He did not want his car painted red, green, or black.*

Use a comma before the concluding conjunction in a complex series of phrases: *Students are evaluated on whether they have participated in extracurricular activities, whether they have the required SAT scores and grade-point average, and their personal statement.*

For a series that includes internal punctuation, or when the items in the series are especially long, use **semicolons** instead of commas to separate items for clarity: *He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kansas, Mary Smith, of Denver, and Susan, of Boston; and a sister, Martha, of Omaha, Nebraska.*

conference, conference titles: Capitalize conference titles; do not set in quotation marks; do not italicize. Capitalize *conference* as part of a full formal name; lowercase when used alone or when used with a place name and date.

core curriculum: Lowercase all references to the generic term for liberal arts requirements.

course names: Formal course names are rarely used in copy. It is preferred to lowercase and use informally. Example: *That professor teaches a class on social psychology. Not “She taught Social Psychology.”*

coursework: This term is spelled as one word.

courtesy titles: Do not use the courtesy titles except in direct quotations, or where needed to distinguish among people of the same last name (as in married couples or brothers and sisters), or where a woman specifically requests that a title be used (for example, where a woman prefers to be known as Mrs. Susan Smith or Mrs. Robert Smith). In cases where a person’s gender is not clear from the first name or from the story’s context, indicate the gender by using he or she in a subsequent reference.

cum laude: Signifies graduation with honors; do not italicize.

curricula: The preferred spelling for the plural of *curriculum*.

D

dashes: Use the appropriate dashes in your writing. We use hyphens and em dashes. DO NOT use en dashes in any instances.

Use hyphens for date ranges, odds, ratios, scores, avoiding ambiguity, and compound modifiers. See **hyphens** for details.

Use em dashes with a single space on either side to replace the use of commas for more readability, or to create emphasis. See **em dash** for details.

datelines: Include dateline in press releases distributed to media but DO NOT include dateline in posted news.ucr.edu articles. Datelines for press releases should be written as follows:

RIVERSIDE, Calif. (www.ucr.edu) —

Be sure to include (www.ucr.edu) following the city with the text hyperlinked to the UCR homepage. An em dash (NOT en dash) should follow the url.

dates: It is not necessary to include the year if it is the year we are currently in. Example: *The event is scheduled for Nov. 4.* (NOT *The event is scheduled for Nov. 4, 2018.*)

When writing about an event in a previous year, avoid saying, "Last April..." Instead, write the month and year. Example: *The event took place in April 2017.* (NOT *The event took place last April.*)

If writing about an event held earlier in the year and not using the specific date, write the month only. Example: *The event took place in April.* (NOT *The event took place last April.*)

dean's list: Lowercase. Examples: *She is on the dean's list.*

degrees with distinction: Lowercase. Example: cum laude, magna cum laude and summa cum laude.

degrees, academic: See "academic degrees."

departments: Capitalize the official names of departments and other divisions of companies, government agencies, and similar institutions. In subsequent references, such names may be shortened (but lowercased); always lowercase informal references. Examples: *Department of Mathematics, or the math department.* Never abbreviate *department* or *division*. In most cases, UCR does not have to precede the department name

Visit <https://www.ucr.edu/dept.html> for online list. NOTE: Refer to the official department page, not listed links, for correct name.

LIST OF DEPARTMENTS:

- Administrative Studies
- Asian Studies Program
- BNN Administrative Unit
- Cell, Molecular, and Developmental Biology
- Classical Studies
- Comparative Ancient Civilizations Program

Computing and Communications
Department of Anthropology
Department of Art
Department of Biochemistry
Department of Bioengineering
Department of Biology
Department of Botany and Plant Sciences
Department of Chemical and Environmental Engineering
Department of Chemistry
Department of Comparative Literature and Languages
Department of Computer Science and Engineering
Department of Creative Writing
Department of Dance
Department of Earth Sciences
Department of Economics
Department of Electrical and Computer Engineering
Department of English
Department of Entomology
Department of Environmental Sciences
Department of Ethnic Studies
Department of Evolution, Ecology, and Organismal Biology
Department of Gender and Sexuality Studies
Department of Hispanic Studies
Department of History
Department of Mathematics
Department of Mechanical Engineering
Department of Microbiology and Plant Pathology
Department of Molecular, Cell and Systems Biology
Department of Music
Department of Nematology
Department of Philosophy
Department of Physics & Astronomy
Department of Political Science
Department of Psychology
Department of Religious Studies
Department of Sociology
Department of Statistics
Department of the History of Art
Department of Theatre, Film and Digital Production
Division of Biomedical Sciences
Education Abroad
Environmental Toxicology Graduate Program
Global Studies
Graduate Division
Graduate Medical Education
Graduate Program in Genetics, Genomics and Bioinformatics
Graduate Program in Microbiology
Graduate Program in Plant Pathology
Graduate Program in Southeast Asian Studies
Humanities, Arts, and Social Sciences program
Interdisciplinary Programs
International Affairs

International Relations Program
Labor studies
Latin American Studies Program
Law and Society Program
Liberal Studies
Linguistics Program
Marxist Studies Program
Master of Public Policy Program
Materials Science and Engineering
Media and Cultural Studies
MFA in Creative Writing and Writing for the Performing Arts
Neuroscience Graduate Program
Neuroscience Undergraduate Major
Office of Academic Personnel
Office of Alumni & Constituent Relations
Office of Campus Veterinarian
Office of Development
Office of Event Management & Protocol
Office of Interdisciplinary Programs
Office of Interdisciplinary Programs
Office of Resource Planning and Budget
Office of Technology Commercialization
Office of the Chancellor
Office of the Ombuds
Office of the Provost & Executive Vice Chancellor
Office of the Registrar
Operation Education
Plant Pathology Graduate Program
Undergraduate Business Program
Undergraduate Education
University Advancement
University Communications
University Writing Program
Urban Entomology Program
Urban Studies Program
Water SENSE IGERT
Western American Studies

dissertations, titles of: Capitalize and set within quotation marks; do not italicize.

division of: Capitalize when *division* appears as part of a complete formal name; lowercase otherwise: *She is a director in the Division of University Advancement. The division is one of several in the institution.*

doctor: Use “Dr.” only for an individual who is a medical doctor. Use on first reference only and use last name only for subsequent referrals. Do not use Dr. before the names of individuals who hold other types of doctoral degrees.

Doctor of Law: A common name for the Juris Doctor (J.D.) degree.

dorm, dormitory: Avoid. Use residence hall.

E

en dash: DO NOT USE. Replace with hyphen or em dash where appropriate.

em dash: Use em dashes with a single space on either side to replace the use of commas, parentheses, or colons for more readability or to create emphasis: *When the car was finally delivered — nearly three months after it was ordered — she decided she no longer wanted it.*

DO NOT confuse em dashes (—) with en dashes (–), which are slightly shorter.

NOTE: You can create an em dash by pressing **Ctrl+Alt+Minus (on the numeric keypad)** or **holding alt+0151**

emeritus: This word is added to a formal title to denote that an individual who has retired has retained his or her title or rank. Place emeritus after the formal title. Capitalize when used before the name; lowercase when used alone or after the name. Never italicize. Examples: *Professor Emeritus Henry James spoke at the luncheon. The group met to honor the president emeritus for his years of service. William James, director emeritus, completed work on his book.* The plural is emeriti.

events: Most are lowercased. Example: commencement, convocation, parent or student orientation, spring or fall break, reunions. Capitalize official event names: *UCR's Spring Splash is held annually.*

exhibit: Put the titles of exhibits in quotation marks.

ex officio: Do not hyphenate or italicize this term, which means *by virtue of one's office or position.*

Extension: UCR (or UC Riverside) Extension is the continuing education branch of UCR. Do not use UNEX.

UC Cooperative Extension (correct title) is a University of California program, with a unit located at UCR. Advisers work closely with farmers and schools to transfer research knowledge from specialists to the public.

F

faculty, singular and plural: Teachers in an educational unit are known as *faculty*. In references to unit members as a whole: the faculty — the term is singular. When referring to an individual faculty member or a smaller group, add the word "members." Examples: *The chemistry faculty meets regularly on Wednesdays; some faculty members always miss this meeting.*

faculty, staff, and notable names: The names of faculty, staff, and others mentioned should be written as the subject prefers, and whenever possible, you should confirm this with the subjects. This includes using shortened names, variant spelling, accents, and use of initials.

Do not capitalize a title used alone, following a name, or modified. Departments remain capitalized in all instances. Example: The dean said, the chancellor said, the director said, France A. Córdova, chancellor of UC Riverside.

Below is a list of frequently used names and their full titles:

LIST OF NAMES:

Ameae Walker, vice provost of Academic Personnel
Bobby McCracken, associate vice chancellor for Business and Financial Services
Cynthia K. Larive, provost and executive vice chancellor
Daniel Aldrich (former interim chancellor)
Danna Gianforte, associate vice chancellor for Computing and Communications and chief information officer
David H. Warren (former interim chancellor)
Deborah Deas, Mark and Pam Rubin Dean of the School of Medicine and chief executive officer for Clinical Affairs)
Elizabeth Boyd, associate vice chancellor and chief compliance officer
France A. Córdova (former chancellor)
Gerry Bomotti, chief financial officer and vice chancellor for Planning and Budget
Gordon Watkins (former provost)
Herman Spieth (former chancellor)
Hieu Nguyen, associate vice chancellor of Development
Howard H "Tim" Hays Jr. (campus donor and newspaper publisher **note no period after middle initial)
Ivan Hinderaker (former chancellor)
Jadie Lee, associate vice chancellor of Human Resources
Jane Close Conoley (former interim chancellor)
Janet Napolitano, president of the University of California
Jeff Kaplan, associate vice chancellor of Capital Asset Strategies
John Andersen, vice provost for Administration Resolution
Kathryn Uhrich, dean of the College of Natural and Agricultural Sciences
Kelechi Kalu, vice provost of International Affairs
Kevin J. Vaughn, dean of UCR Extension
Kim A. Wilcox, chancellor
LaRae Lundgren, associate vice chancellor for Student Affairs and Enrollment
Mariam Lam, associate vice chancellor for Diversity and Inclusion
Michael J. Pazzani, vice chancellor for Research and Economic Development
Milagros Peña, dean of the College of Humanities and Social Sciences
Peter A. Hayashida, vice chancellor for University Advancement
Raymond Orbach (former chancellor)
Robert D. Grey (former interim chancellor)
Ron T. Coley, vice chancellor for Business and Administrative Services
Rosemary Schraer (former chancellor)
Rosibel Ochoa, associate vice chancellor for Technology Partnership
Sharon Walker, interim dean of the Marlan and Rosemary Bourns College of Engineering
Shaun Bowler, dean of the Graduate Division
Ted Hullar (former chancellor)
Thomas Smith, dean of the Graduate School of Education
Timothy P. White (former chancellor)
Tomás Rivera (former Chancellor)
Yunzeng Wang, dean of the School of Business

fellow: Lowercase this word in references to members of learned societies, holders of fellowships and members of governing bodies. *She was named an American Association for the Advancement of Science fellow earlier this year.*

forms: generally, lowercase names of forms: add/drop form, application for admission, declaration of major form. Some federal financial aid forms have particular styles: i.e. FAFSA.

forums: preferred over fora for the singular form of forum.

fraternities, sororities: The full, formal name should be used on first reference. Abbreviations are acceptable on second reference but avoid nicknames such as TriDeltas.

A member is a member, never a brother or sister.

In reference to a fraternity's or sorority's building, the word house should be lowercase when it follows the name of the organization. Example: *Tau Kappa Epsilon house; fraternity house.*

Fulbright scholar: Lowercase *scholar*.

G

grade point average: No hyphens. Abbreviate as *GPA* (without periods) only on subsequent references or if the context makes the meaning absolutely clear.

grades: Do not set course grades in quotation marks. Form grade plurals by adding 's. Examples: *Jim received a B and two A's for the quarter. His sister, who was ill and had been forced to withdraw from school, received W's in her classes.*

graduate, graduate from: Schools graduate students, but students graduate from schools: *Dave Brown graduated from UCR in 2009.*

gymnasium: Lowercase unless it is part of a formal name. The abbreviation *gym* (no periods) is OK in informal references.

H

Headlines, subheadlines: Headlines and subheadlines follow sentence casing. Do not include any end punctuation:

Pest-monitoring device enters into field trials

The technology invented by engineers at UC Riverside could reduce pesticide use and crop loss

When using quotes in headlines, use single quotation marks. Double quotation marks are OK to use in subheads:

Graphic novel adaptation of 'Kindred' nominated for Eisner award

Jennings previously won an Eisner in 2016 for "The Blacker the Ink: Constructions of Black Identity in Comics and Sequential Art"

Hispanic: A person from or whose ancestors were from a Spanish-speaking land or culture. Latino and Latina are sometimes preferred. Follow the person's preference. Use a more specific identification when possible, such as Cuban, Puerto Rican or Mexican American.

Honorable, the Honorable: The adjective title Honorable, whether abbreviated or spelled out, is never used with a surname alone. If the article “the” is used, Honorable should be spelled in full. If the article is not used, the abbreviated form, Hon., is the correct form. Hon. and the Honorable always go before the name. Examples: *President Smith greeted the Honorable John Doe warmly. President Smith greeted Hon. John Doe warmly.*

honorary degrees: All references to an honorary degree should specify that the degree is honorary. Honorary degrees are not earned through a degree-granting academic program of study. Do not use Dr. before the name of a person whose only doctoral degree is honorary.

hyperlinks: Hyperlink relevant words in articles rather than writing out the URL. Examples: *In [a recent article](#), Chancellor Kim A. Wilcox discussed the need for more federal funding for scientific research.*

EXCEPTION: Include URL when text will be used in printed materials and make bold: *Find more information about these events at **events.ucr.edu**.*

For web articles, set hyperlinks to open in a new tab. In WordPress, this can be done by clicking the hyperlinked text while editing, selecting the pencil icon, selecting the gear icon, and checking the box marked “Open link in new tab”

hyphens: Use hyphens for date ranges, odds, ratios, scores, avoiding ambiguity, and compound modifiers.

avoiding ambiguity: Use a hyphen whenever ambiguity would result if it were omitted: *The president will speak to small-business owners. He recovered his health. He re-covered the leaky roof. The story is a re-creation. The park is for recreation.*

compound modifiers: Use hyphens to link all the words in a compound preceding a noun except the adverb very and all adverbs that end in -ly: *a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, but a barely audible sound.*

EXCEPTION: Do not use hyphens for any ethnic groups, even if used as a modifier: *The African American author was shortlisted for the award. She was the first Asian American gymnast to win the gold medal.*

I

ID: Capitalize and do not use periods with the abbreviation for *identification*. Do not use an apostrophe with the plural. Examples: *He lost his ID. The students need their IDs to get in.*

italics: In most cases, do not use italics in copy. Do not use italics for any composition titles. In general, italics should only be used for scientific terms where appropriate: *in vivo*.

See **scientific names**.

J

junior, senior, III, IV, etc.: Do not use a comma to separate a name from Jr., Sr., III, IV, etc.

K

L

Latino/a: Follow AP guidelines. Often the preferred term for a person from or whose ancestors were from a Spanish-speaking land or culture or from Latin America. Latina is the feminine form. Use a more specific identification when possible, such as Cuban, Puerto Rican, Brazilian or Mexican American. Follow the person's preference.

lecture titles: Capitalize and set off with quotation marks. Do not italicize. Example: *Dr. Price's topic was "The City of the Future."*

legal citations: Italicize and use v. (not vs.) for versus. Examples: *Goodman v. Price, Campbell v. City of Atlanta.*

legislative titles: Use Rep., Reps., Sen. and Sens. as formal titles before one or more names. Spell out and lowercase representative and senator in other uses: *Sen. John McCain will be in attendance. The senator will deliver the keynote address at the event.*

Spell out other legislative titles in all uses. Capitalize formal titles such as assemblyman, assemblywoman, city councilor, delegate, etc., when they are used before a name. Lowercase in other uses.

library: The formal title is UCR Libraries, which consists of the Tomás Rivera Library, the Raymond L. Orbach Science Library, and the music library.

M

magna cum laude: Do not italicize this phrase, which is used to signify graduation with high honors from a university or college.

majors, minors, and concentrations: Lowercase names of academic majors, minors, concentrations, areas and fields of study. Capitalize the proper, formal names of degrees. Examples: *She received a Bachelor of Visual Arts degree with a major in studio and a concentration in sculpture. He graduated with a Master of Business Administration with a major in taxation with emphasis in the field of small business development.*

medical terminology: Lowercase diseases, conditions, symptoms, tests and treatments except for proper names. Do not italicize. Examples: *acinitis, articulo mortis, Brian's reflex, Castle's intrinsic factor, Grave's disease, dysphasia, Heimlich maneuver, mumps, polio, leprosy, metabolism test.*

N

nationalities: Capitalize the proper names of nationalities, peoples, races, tribes, etc.: Arab, Arabic, African, American, Caucasian, Cherokee, Chinese (both singular and plural), Eskimo (plural Eskimos) or Inuit, French Canadian, Japanese (singular and plural), Jew, Jewish, Nordic, Sioux, Swede, etc.

O

office of, office: Capitalize only when *office* is part of the formal name of an organization, unit, subunit or agency; lowercase otherwise. See **departments**.

on campus, off campus: Hyphenate when used as an adjective. Example: *Students have many off-campus housing opportunities*. Write two words, without hyphenation when used as an adverb. Example: *The student moved on campus*.

P

parentheses: In general, use parentheses around logos, as shown in datelines, but otherwise use them sparingly.

Avoid using parentheses for acronyms. Use “or” instead if necessary: *The University of California, Riverside, or UCR*, **see acronyms**

parking lot: lowercase is preferred. Example: parking lot 30, lot 24.

percent: Use the % sign when paired with a numeral, with no space, in most cases: *Average hourly pay rose 3.1% from a year ago; her mortgage rate is 4.75%; about 60% of Americans agreed; he won 56.2% of the vote*. Use figures: *1%, 4 percentage points*.

For amounts less than 1%, precede the decimal with a zero: *The cost of living rose 0.6%*.

In casual uses, use words rather than figures and numbers: *She said he has a zero percent chance of winning*.

Use decimals, not fractions, in percentages: *Her mortgage rate is 4.5%*.

For a range, *12% to 15%*, *12%-15%* and *between 12% and 15%* are all acceptable.

Use **percentage**, rather than **percent**, when not paired with a number: *The percentage of people agreeing is small*.

periodicals, titles of: Titles of newspapers, newsletters, journals, magazines, and similar periodical publications are capitalized and set in Roman. Capitalize such words as *magazine* and *journal* only if part of the formal name. See **titles, composition**

Ph.D., Ph.D.s: Use periods; do not use an apostrophe in forming the plural. In textual materials, use the word “doctorate” instead of Ph.D. Example: *He holds a doctorate in business administration*.

professional designations: Abbreviated professional designations generally do not use periods. Example: *CPA*.

professor: Capitalize only before the name; lowercase when standing alone or when following the name. Examples: *Professor Marion Blake; Professor Blake; Marion Blake, professor of geology; the professor; Assistant Professor Phil Baker; Phil Baker, assistant professor of musicology; the assistant professor.*

Note that the term professor is not a generic term for any person teaching a course at the school. The word should be used only in references to those who have official status as professors. Always use official designations, even in casual references. These include associate professor, assistant professor, adjunct professor, instructor, clinical professor, adjunct assistant professor, clinical associate professor, professor emeritus, and associate professor emeritus.

program, capitalization of: The word program itself should never be capitalized unless it is, in fact, part of the formal name. Examples: *The biology program* (generic name) *is taught in the Department of Biology. She took part in the FastStart program* (program not part of formal name) *and the UCR Medical Scholars Program* (is part of the formal name).

Q

quotes, quoting sources: In general, quotes in press releases should be attributed using "said" when including a direct quote.

When attributing a quote after first reference of a person, follow with *Lastname said*. (Said should not come before the name in this case.): *"What we read will shape and direct the possibilities in what we see," Company said.*

Use the following format for attribution with said before the name ONLY if a person's title and/or an additional descriptor follows their name: *"I've always been curious," said 34-year-old Santasilia, who goes by "Cat," and is an international doctoral student in UC Riverside's Department of Anthropology.*

R

R'Garden, R'Pantry, etcetera: All departments and listings beginning with "R" should be written WITHOUT a space after the apostrophe or a preceding article such as "the": *Students are offered supplementary food items through R'Pantry. Students, faculty, and staff can grow their own produce at R'Garden for free.*

regents: When referring to the UC Board of Regents, the groups' formal name, Regents of the University of California, should be used on first reference. The term "regents" in lowercase can be used in subsequent references.

regions and areas: Upper case Inland Empire; Inland Southern California. Follow AP guidelines for other regions and areas.

residence hall: preferred over dorm or dormitory

S

school: Capitalize only when used as part of a complete formal name; lowercase informal and incomplete references. Examples: *She attends the Graduate School of Education. The nursing*

school starts next week. The school will be in session in the fall. His brother is in law school now. He attends the UCLA School of Law.

scientific names: The names for genera, species and subspecies are set in italics. The genus name is given first and is capitalized; species and subspecies names are lowercased even though they may be proper adjectives. After the first use, the genus name may be abbreviated to a single capital letter. Examples: *Rosa caroliniana*, *Styrax californica*, *Populus tremuloides*, *P. deltoides*, *Noctilio l. labialis*.

Latin names can be italicized. English derivatives of scientific names are lowercased and not italicized. Examples: *amoeba*, *amoebas* (from *Amoeba*), *carnivores* (from the order *Carnivora*).

semesters, quarters: Lowercase academic semesters and quarters in textual material. Do not separate the semester from the year by a comma. Examples: *The College of Law meets in the spring semesters. Courses begin in the fall semester. She will graduate in spring 2008.*

Staff Assembly, UCR: UCR Staff Assembly is the official name of the campus organization.

staff, singular and plural: Personnel in many organizations are referred to as *staff*, both in the singular and the plural. In references to unit members as a whole — *the staff* — the term is singular. In references to members of the group, the term is plural. Examples: *The department staff meets regularly on Wednesdays; some staff always miss this meeting.* For clarity, when referring to individual staff members, use another word, such as *members*. Examples: *The department staff meets regularly on Wednesdays; some members always miss this meeting.*

student groups: Capitalize the formal names of officially organized groups of students and student classes, but lowercase student classifications. Examples: *the Student Government Association, the Biology Club, senior class, class of 1932, freshman, sophomore, junior, senior, graduate, undergraduate.*

summa cum laude: Do not italicize this phrase denoting academic honor.

T

tags: Lowercase all tags when posting articles on news.ucr.edu unless a proper noun. Add tags for associated colleges, departments, centers, faculty/staff names, and recurring topics. Tag both the full college name and accepted acronyms.

If a tag has already been created, select the existing tag instead of creating a new one. Tags must be added one at a time in order to check if the field populates with an existing tag you can select. Separate tags with commas.

LIST OF COMMON TAGS:

- Bourns College of Engineering, BCOE
- College of Humanities Arts and Social Sciences, CHASS
- College of Natural and Agricultural Science, CNAS
- School of Public Policy, SPP
- School of Medicine, SOM
- School of Business
- Philanthropy (use for any stories involving gifts to UCR)

telephone numbers: Area code in parentheses and dash for telephone number. Example: (123) 123-1234. Campus numbers are 2-1234. Spell out "extension" for campus phone numbers instead of using X or ext.

television programs, titles of: Set the titles of television programs, episodes, shows and series within quotation marks: *He will appear on an episode of "Modern Family."*

theater, theatre: Theater when used in a sentence, but it's the UCR Department of Theatre.

theses, titles of: Set off the titles of theses and dissertations with quotation marks. Do not italicize.

titles: Do not capitalize a title used alone, following a name, or modified. Example: The dean said, the chancellor said, the director said, France A. Córdova, chancellor of UC Riverside.

titles, composition: Follow AP guidelines. The following are for items not addressed by AP:

- Journals, Magazines, and Newspapers: set in roman with no quotation marks (Vogue, The New York Times, Journal of Educational Psychology); individual articles have quotation marks. ("Article Title" in Magazine Name)
- Photographs: do not confuse with descriptive cutlines, which are used for purposes of identification and information in photographs. Exceptionally fine photographs, which are considered artwork, may be given titles in much the same way as paintings or other works of art; capitalize with quotation marks.
- Books: book titles, titles of chapters, essays and article titles within a book are capitalized and enclosed within quotation marks.
- Titles of papers: titles of papers presented at conferences and meetings or appearing in journals are set in caps and set off by quotation marks. Do not italicize.
- Seminar titles: set in caps and lowercase; do not italicize or set in quotes.

trustee: Trustee is a generic term for a person or group appointed to manage the affairs or property of another person or organization. It is not a formal title; do not capitalize even before the name. Also, lowercase board of trustees.

U

UCR ARTS: This is the correct way to use in UCR publications.

UCR ARTS is made up of three parts. Use the full name of each gallery on first reference:

California Museum of Photography
Jack and Marilyn Sweeney Art Gallery ("Sweeny Art Gallery" on subsequent references)
Barbara and Art Culver Center of the Arts ("Culver Center of the Arts" or "Culver Center" on subsequent references)

university: Capitalize only when used as part of a complete formal name or title; lowercase otherwise. Examples: *He attends the University of California, Riverside. The university is providing him with an excellent education. He works in the university's library.*

University of California, Riverside: Okay to use UCR in Inside UCR, UC Riverside for audiences who are familiar with the campus, but for all other publications, it's University of California, Riverside, on first reference. UCR or UC Riverside okay after that.

NOTE: Should be written as University of California, Riverside, (with additional comma after Riverside) unless at the end of a sentence.

University Extension: see **Extension**

University Village: Capitalize

upper class, upper-class, upperclassman, upperclasswoman: upper class (n.): no hyphen; upper-class (adj.): hyphen when used as modifier; upperclassman, upperclasswoman: both are written as one word

V

Vita, vitae: Vita is singular and vitae is plural. Use when referring to a biographical sketch, generally in conjunction with "curriculum," especially when the information refers to academic history. Curriculum vita is the formal name for an academic's resume, curricula vitae is the plural designation. "*Her curriculum vita was outstanding.*" Do not use C.V.

W

workshop, titles of: Set in caps; do not italicize; do not set off with quotation marks.

work-study (adj.), work study (n.): work-study (adj.): use hyphen when used as modifier before noun; work study (n.): no hyphen when used as noun.

workweek: one word

X

Y

Yearlong: one word

Z

Gender (Per AP guidelines)

Not synonymous with sex. *Gender* refers to a person's social identity while sex refers to biological characteristics. Not all people fall under one of two categories for sex or gender, according to leading medical organizations, so avoid references to *both*, *either* or *opposite* sexes or genders as a way to encompass all people. When needed for clarity or in certain stories about scientific studies, alternatives include men and women, boys and girls, males and females.

Language around gender is evolving. AP recommends the terms *sex reassignment* or *gender confirmation* for the medical procedures used for gender transition, while some groups use other terms, such as gender affirmation or sex realignment. The AP allows for *LGBT* and *LGBTQ* to be used on first reference without spelling out the acronyms. For guidance on pronouns, see the "they, them, their" entry above.

Some frequently used terms and definitions:

cisgender: May be used if necessary to refer to people who are not transgender in stories about gender, as a means to distinguish people from one another. Use only with explanation. Do not use terms like *normal* to describe people who are not transgender. *Cisgender* refers to gender and is not synonymous with *heterosexual*, which refers to sexuality.

gender nonconforming (n.), gender-nonconforming (adj.): Acceptable in broad references as a term for people who do not conform to the traditional view of two genders. *The group is providing scholarships for gender-nonconforming students.* When talking about individuals, be specific about how a person describes or expresses gender identity and behavior. *Roberta identifies as both male and female.* Not synonymous with *transgender*. Use other terms like *bigender* (a term for people who identify as a combination of two genders) only if used by subjects to describe themselves, and only with explanation.

intersex: Term for people born with genitalia, chromosomes or reproductive organs that don't fit typical definitions for males or females at birth. *Gonzalez is an intersex person, Zimmerman is intersex.* Do not use the outdated term *hermaphrodite*.

LGBT/LGBTQ: Can be used on first reference without spelling out the acronyms.

sex reassignment or gender confirmation: The treatments, surgeries, and other medical procedures used by transgender people to match their sex to their gender. The preferred term over *gender reassignment*; do not use the outdated term *sex change*. *Sex reassignment or gender confirmation surgery* is not necessary for people to transition their gender. *Balducci weighed whether to have sex reassignment surgery during his transition.*

they, them, their: In most cases, a plural pronoun should agree in number with the antecedent: *The children love the books their uncle gave them.* *They/them/their* is acceptable in limited cases as a singular and/or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and always is preferable. Clarity is a top priority; gender-neutral use of a singular *they* is unfamiliar to many readers. We do not use other gender-neutral pronouns such as *xe* or *ze*.

In stories about people who identify as neither *male* nor *female* or ask not to be referred to as *he/she/him/her*: Use the person's name in place of a pronoun, or otherwise reword the sentence, whenever possible. If *they/them/their* use is essential, explain in the text that the

person prefers a gender-neutral pronoun. Be sure that the phrasing does not imply more than one person. Examples of rewording:

Hendricks said the new job is a thrill (instead of *Hendricks said Hendricks is thrilled about the new job* or *Hendricks said they are thrilled about the new job*).

Lowry's partner is Dana Adams, an antiques dealer. They bought a house last year (instead of *Lowry and Lowry's partner bought a house last year* or *Lowry and their partner bought a house last year*).

When *they* is used in the singular, it takes a plural verb: *Taylor said they need a new car*. (Again, be sure it's clear from the context that only one person is involved.)

transgender: An adjective that describes people whose gender identity does not match the sex or gender they were identified as having at birth. Does not require what are often known as *sex reassignment* or *gender confirmation* procedures. Identify people as *transgender* only if pertinent, and use the name by which they live publicly. Generally, avoid references to a *transgender* person being born a *boy* or *girl*, since describing someone as transgender speaks for itself and doesn't take intersex babies into account. *Bernard is a transgender man. Christina is transgender*. The shorthand *trans* is acceptable on second reference and in headlines: *Grammys add first man and first trans woman as trophy handlers*.

Do not use as a noun or refer to someone as *a transgender*, or use the term *transgendered*. Not synonymous with terms like *cross-dresser* or *drag queen*, which do not have to do with gender identity. Do not use the outdated term *transsexual*. Do not use a derogatory term such as *tranny* except in extremely rare circumstances — only in a quote when it is crucial to the story or the understanding of a news event. Flag the contents in an editor's note.

Use the name by which a transgender person now lives: *Caitlyn Jenner*. Refer to a previous name only if relevant to the story: *Caitlyn Jenner, who won a 1976 Olympic gold medal in decathlon as Bruce Jenner*. See name changes, LGBT, LGBTQ.

transition, gender transition: The process by which transgender people change the physical characteristics associated with the sex or gender they were identified as having at birth to those matching their own gender identity. May include *sex reassignment* or *gender confirmation* procedures, but not necessarily. *Washington is transitioning while helping his daughter consider universities. Chamberlain's family offered support during her transition*.