



## UAF EXTENSION EDITORIAL STYLE GUIDE

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This style guide is designed for University of Alaska Fairbanks Cooperative Extension Service official numbered and non-numbered publications, annual reports and other materials, including news releases and promotional communications. It is based on *The Associated Press Stylebook*, *AP's Stylebook for Alaska*, *Chicago Manual of Style*, *the CBE Manual for Authors, Editors and Publishers* and the *University of Alaska Fairbanks Style Guide 2008*.

This style guide covers issues of particular application to UAF Extension and provides writers and copyeditors a guide to help achieve consistency and accuracy for Extension publications, as well as meet accepted publishing standards. For style questions that can't be resolved by this guide, check the UAF style guide at [www.uaf.edu/marketing/standards/style](http://www.uaf.edu/marketing/standards/style). To suggest changes, revisions or additions to this guide, contact Extension Communications at 907-474-5406 or [EXTeNews@uaf.edu](mailto:EXTeNews@uaf.edu).

### **AA/EEO statements**

All official numbered and un-numbered UAF Extension publications will contain the following statement:

The University of Alaska Fairbanks Cooperative Extension Service programs are available to all, without regard to race, color, age, sex, creed, national origin, or disability and in accordance with all applicable federal laws. Provided in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Fred Schlutt, Director, Cooperative Extension Service, University of Alaska Fairbanks. The University of Alaska Fairbanks is an affirmative action/equal opportunity employer and educational institution.

Federal law requires the following statement to appear on all UAF print, multimedia and web publications designed for external distribution:

UAF is an affirmative action/equal opportunity employer and educational institution.

or

UAF is an AA/EO employer and educational institution.

### **abbreviations**

Drop periods whenever possible in acronyms and abbreviations:

USDA

UAF

CES

SNRAS

*but* U.S. (see United States entry)

For companies, associations, organizations, etc., use the official name on first reference. On second reference, an abbreviation, initials or acronym may be used if its meaning will be clear to the reader.

Following AP, do not insert an abbreviation in parentheses following the full name; use the full name on the first use and the abbreviation later. If clarification is necessary for the reader to make a connection to the abbreviation, do not use the abbreviation at all.

### **academic degrees**

Lowercase in text when spelled out:

UAF offers bachelor of arts degrees in ...

Capitalize and use periods when abbreviating (only on second reference):

UAF offers B.A. degrees in ...

Preferred: John Smith received a bachelor's degree in computer science.

UAF offers:

certificates

associate degrees

bachelor's degrees

master's degrees

educational specialist degrees

doctoral degrees — Ph.D. (doctor of philosophy)

### **acronyms**

Use apostrophe only to show possession:

The PM's calendar was full.

Do not use apostrophe to show plural:

PSAs are great publicity tools.

### **address**

The following is the correct mailing address for Extension director's office:

Cooperative Extension Service

University of Alaska Fairbanks

P.O. Box 756180

Fairbanks, AK 99775-6180

### **advisor**

Not adviser (contrary to AP style).

### **Alaska**

Do not abbreviate in text.

### **Alaskan**

Use as a noun describing a person not a place. Never “Alaskan city,” for example.

The Palmer Extension agent is a longtime Alaskan.

### **a.m., p.m.**

Use lowercase with periods in between:

The conference will start at 9 a.m.

### **Arctic, arctic**

Capitalize when using as a noun:

The Arctic is a dangerous and hostile place.

Lowercase when using as an adjective:

If you survive an arctic winter, you deserve to go to the tropics.

### **Athabaskan**

Not Athabaskan.

### **Board of Regents**

Capitalize when using full name:

The University of Alaska Board of Regents met on Wednesday.

Lowercase when not using full name:

The board of regents met on Wednesday.

Takes a singular verb:

The board of regents is meeting on the UAA campus.

### **buildings**

The use of the word “building” is optional with room numbers.

Capitalize it if using with a room number:

The conference will be held in 208 Gruening Building.

Use numerals for numbers:

The conference will be held in 208 Gruening.

Lowercase in other instances:

The building was constructed ...

### **canceled**

Use one "l" not two:

The meeting is canceled due to aliens landing on the Carlson Trust Building in Anchorage.

### **campuswide**

One word, no hyphen:

That e-mail was sent campuswide.

The campuswide distribution was a success.

### **capital, Capitol**

Use capital (lowercase) when referring to the city where a seat of government is located, the case of a letter, or a budget or monetary reference. Use Capitol (capitalized) when referring to a building in which a state or federal legislative body meets.

Juneau is the capital of Alaska. Many consider the Capitol too small and want to build a new one.

### **capitalization**

Capitalize when using full title:

The Kenai Peninsula District Office is located ...

The College of Rural and Community Development is sponsoring ...

The Center for Distance Education ...

Lowercase when not using full title:

The district office is located ...

The college is sponsoring ...

The center ...

### **catalog**

Not catalogue.

### **chair**

Not chairman, chairwoman or chairperson.

### **city of Fairbanks, city of Anchorage**

Don't capitalize city unless referring to the full name as a legal or political entity:

The city of Fairbanks is located in Interior Alaska.

The City of Fairbanks sued the state for interfering in municipal matters.

## **Colleges, colleges**

Capitalize as part of official name:

The College of Rural and Community Development offers ...

Lowercase in other instances:

The college offers ...

UAF colleges and their abbreviations:

College of Rural and Community Development (CRCD)

College of Liberal Arts (CLA)

## **commas**

In most cases, use a comma before the “and” when combining two independent clauses. It is not necessary if the clauses are short.

We are visiting Washington, and we also plan a side trip to Williamsburg.

Timothy played the guitar and Betty sang.

In a series, leave out the comma before the “and” unless one of the items in the series has an “and” in it:

I bought oranges, apples and butter.

They looked into funding, research and development, and history.

## **Cooperative Extension Service**

Spell out on first reference. “Extension” is preferred on second reference, **not** CES:

The Cooperative Extension Service provides research-based, practical ...

The mission of Extension is ...

## **corporation**

Abbreviate:

The Bristol Bay Native Corp. is ...

## **course work**

Two words, not one.

## **dash**

See hyphens and dashes entry.

## **data**

Data can be either a singular or plural noun and requires a singular or plural verb accordingly.

See the *AP Stylebook* for further explanation.

The data is inaccurate.

The data have been carefully collected.

**database**

One word, not two.

**dates**

Abbreviate months with more than five letters if a day of the month is used.

The program will begin Jan. 1, 2009.

The program will begin March 1, 2009.

The program will take place on April 1, 2009.

Use an en dash with no spaces when dates are inclusive

*(On Mac keyboard, type option dash to create an en dash.)*

The conference will be take place June 1–10, 2009.

**days of the week**

Never abbreviate in text:

The program began Wednesday, Jan. 1, 2009

**degree**

Use figures. Use below, not a minus sign, for temperatures below zero:

It was 80 degrees in July and 30 below in October.

Use the degree symbol in recipes and in technical writing. There is no space between the symbol and the number or scale. Do not use an en dash with temperatures in text:

15° to 20°F (–10° to –7°C)

at 41°F (5°C).

**dimensions**

Use figures and spell out “inches,” “feet,” “yards,” etc.

The Extension display case is 3 feet 4 inches tall.

Hyphenate adjectival forms before nouns:

The 3-foot-4-inch Extension display case is located upstairs on the ...

**director**

Capitalize as part of a title:

When Cooperative Extension Service Director Fred Schlutt arrived ...

Lowercase in other instances:

When Fred Schlutt, director of the Cooperative Extension Service, arrived ...

**District, district**

Capitalize as part of official name:

The Cooperative Extension Service Tanana District office provides workshops ...

Lowercase in other instances:

The district provides workshops ...

**dollars**

Use dollar sign, no decimal:

The cost is \$12 per person ...

**Dr.**

Do not use Dr. as a title when someone has an earned Ph.D., and don't use Ph.D. after the name.

Reserve Dr. for those with medical degrees unless it's specifically necessary to use Dr. to indicate expertise in a subject as opposed to a lay understanding:

Fred Schlutt is Extension's director.

**Earth, earth**

Capitalize when referring to the planet:

The Earth is bigger than the moon.

Lowercase when using as a general reference:

He is down to earth.

**ellipsis**

Indicates the omission of words from a quoted sentence. In the middle of a sentence: space, three periods, space.

I always try to do my best ... however, nobody's perfect.

At the end of a sentence: space, one period, space three periods. The first period indicates the end of the sentence.

Spring activities included mud volleyball, and a bonfire. ... The chancellor began the festivities with a reception.

**e-mail**

Hyphenate with a lowercase "e."

**emeriti, emerita, emeritus**

Use emeriti in a plural context:

Engineering emeriti are designing ...

Use emeritus and emerita in a singular context:

Joe Smith, professor of geology, emeritus, was appointed to the committee.

Janet Peters, who was given emerita status in 1991, ...

### **Extension**

Capitalize all references. Use instead of "CES."

(See Cooperative Extension Service entry)

### **Extension Communications**

Extension Communications is the official name of the UAF Cooperative Extension Service's communication unit.

### **Extension Leadership Group**

Capitalize and spell out on first reference. Use "ELG" on second reference.

### **4-H**

Avoid beginning a sentence with "4-H." Members may be referred to sparingly as 4-H'ers:

The University of Alaska Fairbanks Cooperative Extension Service 4-H program sponsors the Cloverbud 4-H Club.

### **faculty**

Use singular faculty:

The faculty is meeting today ...

Faculty members are meeting today ...

### **fax**

Short for facsimile machine, use lowercase:

To send a fax, follow these instructions ...

### **first names**

Use full name unless nickname preferred by owner:

Charles Ray was named professor emeritus ...

Or if he prefers:

Chuck Ray was named professor emeritus ...

### **fractions**

Spell out fractions when not units of measure. Hyphenate in any part of speech:

One-half of those surveyed said they used wood as an alternate energy source.

By the time they reached Soldotna, two-thirds of the people had been surveyed.

The recipe calls for ½ teaspoon of vanilla and 1 cup of sugar. (see recipe entry)

### **fundraiser, fundraising**

One word. No hyphen.

### **governmental titles**

Abbreviate in the following ways in text:

Gov. Walter J. Hickel ...

Sen. Joe Smith ...

Rep. Ann Jones ...

### **hyphens and dashes**

**hyphens:** use when separating non-inclusive numbers or in compound nouns. Do not use spaces around the hyphen.

My mother-in-law is coming to town. Her phone number is 555-1234.

**en dash:** use to separate ranges of items, such as dates or quantities. Do not use spaces around the en dash. (On Mac keyboards, type option+hyphen to create an en dash.)

There will be 30–50 people there.

The event runs Oct. 10–15.

**em dash:** use in place of commas to set off a section of the sentence that requires special emphasis. Place one space before and after the em dash. (On Mac keyboards, type option+shift+dash to create an em dash.)

The em-dash — a very important typographical element — should not be overused.

### **Inc.**

Don't use. For instance, if Arco Alaska Inc. is referenced, delete Inc.:

Arco Alaska is an oil company.

### **Institute, institute**

Capitalize when part of official title:

The Institute of Arctic Biology ...

Lowercase in other instances:

The institute ...

### **Interior**

Capitalize when referring to the geographical region of Alaska. Refers generally to the Tanana,

Yukon and Kuskokwim river valleys.

UAF is located in the Interior. UAF is located in Interior Alaska.

### **Internet**

Always capitalize. Do not abbreviate to “net.”

### **Legislature**

Capitalize when referring to the Alaska Legislature:

The Legislature held a special session last month to ...

### **-ly words**

Do not use a hyphen with -ly words:

UAF offers many privately funded scholarships.

### **listserv**

Avoid if possible this term for an e-mail discussion group. It is the commercial brand name of a particular software program designed for automating e-mail discussions; it is one of the most frequently used, but there are other such programs.

### **master, master's**

Do not capitalize unless at the beginning of a sentence. Use an apostrophe when modifying a noun, otherwise use no apostrophe.

His master's degree means great job prospects.

### **media and medium**

Media is plural and takes a plural verb, and medium is singular:

The media work hard for their money.

This medium is better than the rest.

### **mission statement**

Revised in December 2005 and officially adopted in January 2006, the UAF Extension mission statement is:

The Cooperative Extension Service Mission is to interpret and extend relevant research-based knowledge in an understandable and usable form; to encourage the application of this knowledge to solve the problems and meet the challenges that face the people of Alaska; and to bring the concerns of the community back to the university.

### **Mount McKinley**

Do not abbreviate Mount. The park is Denali National Park and Preserve.

Mount McKinley is located in Denali National Park and Preserve.

**multimedia**

No hyphens, all one word.

**muskox (singular) and muskoxen (plural)**

One word, no space.

**Native**

Capitalize when referring to Alaska's Indians, Eskimos and Aleuts:

Alaska Natives have lived in Alaska a long time.

**nonprofit**

No hyphen:

UAF is a nonprofit institution.

**numbers**

Spell out one to nine and use figures for 10 and up, except for units of measure and/or casual usage or dialogue:

2 to 3 pounds

6 cents

1/2 inch (see fractions entry)

Add 1 cup of sugar for each 2–3 pounds of fruit. (see recipes entry)

I told you a thousand times, no!

**oil pipeline**

Don't capitalize:

The trans-Alaska oil pipeline flows south from ...

**online**

No hyphen.

**p.m., a.m.**

Don't use all caps:

The conference will start at 9 p.m.

**percent**

Use numerals and spell out percent; only use symbols in tables and within parentheses:

More than 5 percent of the fish were dead.

Less than 20 percent of the people voted.

Many field varieties were tested, but only 17 (25%) failed to survive the winter.

### **Program Highlights**

Program Highlights is the official annual report of UAF Extension. Formerly known as Extension in Review, the report is written and edited by Extension Communications.

### **recipes**

Do not use abbreviations. Spell out teaspoon, tablespoon, etc. Always use figures; separate ranges of items with an en dash:

Heat 5–6 pounds fruit in 2 cups syrup water. Add 2 tablespoons each of vinegar and salt per gallon.

To prevent darkening, add 1 teaspoon ascorbic acid in powdered or crystal form.

### **scientific terminology**

For numbered, reviewed publications, Latin (genus, species and subspecies) names of plants and animals are italicized; additional (following) designations (such as “var.” for a variety of a species) are regular type. The genus name is capitalized and the species lowercased (even when it is a proper adjective). After initial use, the genus name may be abbreviated. Common names (except those that are trademarked or patented) are set lowercase; capitalize only proper nouns and adjectives:

The state flower of Alaska is the Alpine forget-me-not, or *Myostis alpestris*. The dwarf forget-me-not appears to be a member of the Myotis family, but is actually *Eritrichium aretioides*.

Abbreviate genetic terms when they are given as part of scientific names. Do not abbreviate them when used in a general sense (“several forget-me-not species”):

species (sp.)

multiple species (spp.)

subspecies (ssp.)

cultivar (cv.)

variety (var.)

forma (f.)

pathovar (pv.) (when given as part of a pathogen name)

For news releases and non-numbered publications, follow AP style and do not use italics or abbreviations (see titles entry).

### **Southcentral, Southcentral Alaska**

The arc between the Gulf of Alaska on the south and the Alaska Range on the north. Capitalize:

UAA is located in Southcentral.

The campus is located in Southcentral Alaska.

### **Southeast Alaska, Southeast, Southeastern**

Also known as the Panhandle. The 500-mile region stretching from the southern tip of Prince of Wales island north to the far edge of the Malaspina Glacier on the western side of Yakutat Bay.

Capitalize:

Juneau is located in Southeast.

It rains a lot in Southeast Alaska.

### **tables**

Sources for tables and figures, if needed, should be formatted as author-date citations if reference list or bibliography is used. If reference list is not used, the source may contain full bibliographic information. See "Scientific Style and Format."

### **Rooms**

Capitalize when part of a formal name of a room:

The meeting will be in the Wood Center Memorial Conference Room.

The lecture will be in the Globe Room.

### **School, school**

Capitalize when part of official title:

The School of Natural Resources and Agricultural Sciences is located in the Arctic Health Research Building.

Lowercase in other instances:

The agricultural sciences school is in the Arctic Health Research Building.

UAF schools and their abbreviations:

School of Education (SOE)

School of Fisheries and Ocean Sciences (SFOS)

School of Management (SOM)

School of Mineral Engineering (SME)

School of Natural Resources and Agricultural Sciences (SNRAS)

### **Signers' Hall**

Not Signer's Hall. Signers' Hall is plural since there were many signers of the Alaska constitution in this building.

**state of Alaska**

In general, don't capitalize state:

“The state of Alaska is the 49th state in the union.”

**states**

For news releases, web postings, newsletters and Program Highlights magazine, use Associated Press style:

<b>State</b>	<b>Abbr.</b>	<b>State</b>	<b>Abbr.</b>	<b>State</b>	<b>Abbr.</b>
Alabama	Ala.	Maryland	Md.	Rhode Island	R.I.
Alaska	Alaska	Massachusetts	Mass.	South Carolina	S.C.
Arizona	Ariz.	Michigan	Mich.	South Dakota	S.D.
Arkansas	Ark.	Minnesota	Minn.	Tennessee	Tenn.
California	Calif.	Mississippi	Miss.	Texas	Texas
Colorado	Colo.	Missouri	Mo.	Vermont	Vt..
Connecticut	Conn.	Montana	Mont.	Virginia	Va
Delaware	Del.	Nebraska	Neb.	Washington	Wash.
Florida	Fla.	Nevada	Nev.	West Virginia	W.V.
Georgia	Ga.	New Hampshire	N.H.	Wisconsin	Wis.
Hawaii	Hawaii	New Jersey	N.J.	Wyoming	Wyo.
Idaho	Idaho	New Mexico,	N.M.		
Illinois	Ill.	New York	N.Y.		
Indiana	Ind.	North Carolina	N.C.		
Indiana	Ind.	North Dakota	N.D.		
Kansas	Kan.	Ohio	Ohio		
Kentucky	Ky.	Oklahoma	Okla.		
Louisiana	La.	Oregon	Ore.		
Maine	Maine	Pennsylvania	Pa.		

For reviewed and numbered publications, use postal code abbreviations for states and territories:

<b>State</b>	<b>Abbr.</b>	<b>State</b>	<b>Abbr.</b>	<b>State</b>	<b>Abbr.</b>
Alabama	AL	Kentucky	KY	Oklahoma	OK
Alaska	AK	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Pennsylvania	PA
Arkansas	AR	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Canal Zone	CZ	Michigan	MI	South Carolina	SC
Colorado	CO	Minnesota	MN	South Dakota	SD
Connecticut	CT	Mississippi	MS	Tennessee	TN
Delaware	DE	Missouri	MO	Texas	TX

District of Columbia	DC	Montana	MT	Utah	UT
Florida	FL	Nebraska	NE	Vermont	VT
Georgia	GA	Nevada	NV	Virginia	VA
Guam	GU	New Hampshire	NH	Virgin Islands	VI
Hawaii	HI	New Jersey	NJ	Washington	WA
Idaho	ID	New Mexico	NM	West Virginia	WV
Illinois	IL	New York	NY	Wisconsin	WI
Indiana	IN	North Carolina	NC	Wyoming	WY
Iowa	IA	North Dakota	ND		
Kansas	KS	Ohio	OH		

**statewide**

Do not use a hyphen and don't capitalize:

The statewide office of Extension is located in Fairbanks.

**subarctic**

One word, no hyphen.

**telephone numbers**

Correct form for off-campus out-of-state calling, as well as all web references:

Call 907-474-5211 for more information.

**temperatures**

Use figures. Use below, not a minus sign, for temperatures below zero:

It was 80 degrees in July and 30 below in October.

**time of day**

Use numerals, no :00

The program will start at 9 a.m.

The program will start at noon.

Use a.m. and p.m., not uppercase:

The program will start at 9 a.m.

Use an en dash with no spaces if times are inclusive:

The conference will be held from 9–11 a.m.

**titles**

**articles, songs, lectures, unpublished papers**

Capitalize and use quotation marks:

The choir sang "Alaska's Flag Song" after the ceremony.  
He introduced Bill Robinson's lecture, "Leading from the Middle."

**awards, recognitions, prizes, certificates**

Do not italicize or use quotation marks. Capitalize.

She received the Extension Agent of the Year Award.

**books, newspapers, newsletters, published reports, magazines, movies, radio shows, operas**

Italicize, contrary to AP style:

*"Newsweek* quoted the president as saying ..."

**committees, conferences, conventions, programs, workshops**

Do not italicize or use quotation marks. Capitalize.

The department is hosting the Alaska Native Arts Festival.

He was appointed to the 2003 International Resources Committee.

**trademark symbol (TM) or <sup>TM</sup>**

For news releases, Program Highlights and promotional communications, if you can't use superscript, use parentheses (TM). For reviewed publications, if the document mentions registered trade names of products, do not use the "registered" or TM <sup>TM</sup> symbol in the text. This standard disclaimer must be included:

To simplify information, trade names of products have been used. No endorsement of named products by the University of Alaska Fairbanks Cooperative Extension Service is intended, nor is criticism implied of similar products that are not mentioned.

**URLs**

A Uniform Resource Locator is a web address. Leave off the http:// unless there is no www in the address.

Visit [www.uaf.edu/ces](http://www.uaf.edu/ces) for more information.

Check your financial aid status online at <http://uaonline.alaska.edu>.

**U.S.**

Spell out when used as a noun. Use "U.S." (no space) only as an adjective.

The United States is facing a coffee shortage.

The U.S. coffee shortage is becoming a serious problem.

**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.

Her curriculum vita was outstanding.

**web**

When “web” stands alone, use a lowercase “w” (contrary to AP Style). This is short for the formal name “World Wide Web” or “WWW.” Avoid use of the formal name, whenever possible, but if it must be used, the “Ws” should be uppercase.

Master Gardener program information can be found on the web.

**website**

One word, lowercase “web” (contrary to AP Style).

**work force**

Two words.

**years**

No apostrophe:

In the 1960s Extension continued to grow.

**Yupik, Yup’ik**

In most cases, use Yupik with no apostrophe. Use “Yup’ik” when referring to those from Central or Yukon Kuskokwim Delta regions.