

University of Alaska Fairbanks STYLE GUIDE 2008

This style guide is based primarily on the *Associated Press Stylebook* for 2006, 2007 and 2008. First reference for spelling and usage is *Webster's New World College Dictionary, Fourth Edition*. Another useful resource for Alaska-specific questions is the *AP Stylebook for Alaska*. Some UR/MC publications have their own styles, which are distinct from that reflected here. See "Other Pubs Style Guide 2008" for academic publications, *Alumnus*, *Cornerstone*, formal style and news releases.

academic honors

Cum laude, *magna cum laude* and *summa cum laude* are all Latin words and should be italicized. See the academic catalog for the GPA requirements to earn these honor designations at graduation.

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.

advisor

Not adviser (contrary to AP style).

ages

Always use figures for people, animals and inanimates.

The girl is 15 years old; the law is 8 years old; the 101-year-old house. When the context does not require years or years old, the figure is presumed to be years.

Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.

A 5-year-old boy, but the boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The race is for 3-year-olds. The woman is in her 30s (no apostrophe).

See also boy; girl; infant; youth and numerals in *AP Stylebook 2008*.

See comma in punctuation guidelines in *AP Stylebook 2008*.

Alaska

Do not abbreviate in text.

Alaska Sea Grant College Program

Capitalize initial letters of each word.

Alaskan

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

The professor is a longtime Alaskan.

Alaska Nanooks (see Nanook)

AlaskaOne

One word, capitalize O. Refers to the statewide public television stations only, not the radio station.

alphabetizing

Alphabetizing letter by letter, not word by word, is preferred. In the letter-by-letter method, spaces and hyphens are ignored.

Letter by letter: newborn, newcomer, New Deal, new economics
(Word by word: New Deal, new economics, newborn, newcomer)

alumni

Alumna is a female who has attended a school; alumnae is plural for female attendees; alumnus is a male who has attended a school; alumni is plural for male graduates and the term used when referring to a group of men and women. Use alumnus when referring to a non-gender specific individual.

Note: The term does not necessarily denote a graduate but may refer to anyone who has attended UAF as a student. Use the plural alumni whenever possible. Avoid abbreviating as alum.

For treatment of obsolete forms of UAF's name, see **UAF**.

a.m., p.m. (see also time of day)

Lowercase with a space between the time and a.m./p.m., and periods in between the letters:

The conference will start at 9 a.m.

Arctic, arctic (see also subarctic)

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.

Associated Students of the University of Alaska Fairbanks (ASUAF)

Do not use periods. Use abbreviation only after full name has been used at least once.

Athabaskan

Not Athabaskan.

athletic director, director of athletics and recreation

The person who oversees the Department of Athletics [plural] and Recreation is the athletic [singular] director. The title is not capitalized, not any single part of it. Not "athletic," not "director." Period.

The new coach was welcomed by athletic director Forrest Karr.

Athletics and Recreation, Department of

At UAF, the department's full title is Department of Athletics and Recreation. The last two words are optional unless their inclusion is helpful to the story.

The chancellor commended the Department of Athletics for achieving Title IX compliance.

Intramural sports are overseen by the Department of Athletics and Recreation.

aurora borealis

Do not capitalize. *Aurora* is acceptable on second reference.

Plural form auroras or aurorae; borealis does not change.

ballroom (Wood Center Carol Brown)

See **Wood Center Carol Brown Ballroom**.

bioinformatic

(adjective) — Relating to bioinformatics.

bioinformatics

(noun) — Science of information and information flow in biological systems, especially the use of computational methods to process information in genetics and genomics.

board of regents

Capitalize when using full name:

The University of Alaska Board of Regents met Wednesday.

Lowercase when not using full name:

The board of regents met Wednesday.

Takes a singular verb:

The board of regents is meeting on the UAA campus.

Bookstore

Capitalize when referring specifically to the bookstore in Constitution Hall. Do not capitalize a preceding "the."

The student bought art supplies at the Bookstore.

building — names

Capitalize building if part of the formal name.

Many students have classes in the Gruening Building.

The Girl Scouts sold cookies outside the Fred Meyer building.

Complete formal names may be abbreviated to their common usage.

Earnest Gruening Building or Gruening Building

Brooks Memorial Mines Building or Brooks Building

Lowercase in other instances:

The building was constructed...

Apply the same rules to other building designators, such as complex, facility, hall and theater. A more complete treatment of Fairbanks campus buildings and facilities names and histories is available from Marketing and Communications.

building — rooms

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

Capitalize if using with a room number:

The conference will be held in 208 Gruening Building. (or Gruening 208)

Use numerals for numbers:

The conference will be held in 208 Gruening.

Although there is no preferred UAF style, maintain consistent use within a document.

campus (see also **community campuses)**

Capitalize when using full name:

The Chukchi Campus is in Kotzebue, and the Bristol Bay Campus is in Dillingham.

Fairbanks campus does not take a capital c, and is used to refer specifically to the headquarters of the UAF system.

Lowercase when not using full or formal name:

The campus was teeming with students on the first day of class.

campuswide

One word, no hyphen.

That e-mail was sent campuswide.

The campuswide distribution was a success.

canceled

Use one l, not two:

The meeting is canceled due to aliens landing on Gruening.

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 (see also **center, department, seasons, titles and job titles)**

See individual entries. In general, capitalize formal titles or names but lowercase general uses of a noun:

The University of Alaska Fairbanks is the flagship of the statewide system.

The university's main campus is in Fairbanks.

Many classes are held in Schaible Auditorium.

The lecture was held in the auditorium.

catalog

Not catalogue.

center

Capitalize when using the full name; lowercase in other instances.

The Alaska Quaternary Center deals with certain geological time periods.

The center deals with certain geological time periods.

The Center for Distance Education moved to its offices.

The center moved its offices.

chair

Not chairman, chairwoman or chairperson. Contrary to AP style. Capitalize when preceding a name (but not department); lowercase in all other instances.

The students met with department Chair Rachel Smith to discuss their concerns.

Rachel Smith, chair of the department, issued a statement on the dean's behalf.

The committee chair was appointed last year.

championship

Capitalize when part of the complete title:

UAF won the NCAA Rifle Championship again this year.

UAF has won the national rifle championship three years in a row.

Marius Korthauer won the national championship at the NCAA National Skiing Championship.

chancellor

Capitalize as part of a title:

At the meeting, Chancellor Brian Rogers...

Lowercase in other instances:

Brian Rogers is chancellor of UAF.

Please welcome UAF's chancellor, Brian Rogers.

Note: Brian Rogers was appointed in June 2008 as interim chancellor for two years.

Use "interim chancellor" only when there is an explicit need.

chancellor's list

Place the apostrophe before the s as there is only one chancellor for whom the list is named. Do not capitalize the c or the l.

Charles W. Davis Concert Hall

Can be shortened to Davis Concert Hall (initial caps).

circumpolar

Don't capitalize.

city of Fairbanks

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.

class

Lowercase class of 1999.

class names, class standing

Lowercase class standings: freshman, sophomore, junior, senior, graduate student, undergraduate student

clean room (as used in nanotechnology)

Not cleanroom.

coed

Use coed when referring to a coeducational college or university. No hyphen.

Residence Life offers living environments to meet every need including coed buildings by floor.

Note: Use of coed when referring to a female student at a coeducational university could be considered sexist language.

cold-climate (modifying adjective)

Hyphenate cold climate when used as a modifying adjective.

The findings will help improve cold-climate building practices in Alaska.

Note: Do not hyphenate Cold Climate Housing Research Center.

Do not hyphenate when climate is the noun:

Researchers took special care of their instruments in the cold climate.

college, colleges (see also **school, schools**)

Capitalize as part of official name:

The College of Liberal Arts offers...

Lowercase in other instances:

The college offers...

UAF colleges and their abbreviations:

College of Engineering and Mines (CEM)

College of Liberal Arts (CLA)

College of Natural Science and Mathematics (CNSM)

College of Rural and Community Development (CRCDD)

commas

Use a comma before the and when combining two independent clauses:

I was laughing, and he was crying.

In a series, do not use a 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.

commencement, convocation

Lowercase when used to refer to commencement or convocation generally:

UAF's 69th commencement was held May 5, 1991.

More than 2,000 people attended the UAF commencement ceremonies.

Capitalize when followed by the specific year:

UAF celebrated Commencement 2006 in grand style.

community campuses

Capitalize when using full name:

Bristol Bay Campus is in Dillingham.

Chukchi Campus is in Kotzebue.

Interior-Aleutians Campus is based in Fairbanks.

Kuskokwim Campus is in Bethel.

Northwest Campus is in Nome.

Lowercase when not using full or formal name:

The campus is located on the other side of town.

convocation

See **commencement**.

corporation

Abbreviate:

The Bristol Bay Native Corp. is...

core

Refers to the concentration of classes taken by all baccalaureate students. Do not capitalize.

course work

Two words, not one.

cross country

No hyphen: UAF has men's and women's cross country skiing teams.

dashes

See **hyphens and dashes**.

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:

The program will begin Jan. 1, 1991.

The program will begin March 1, 1991.

The program will take place April 1, 1991.

Use an en dash with a space on either side when dates are inclusive (On Mac keyboard, type option dash to create an en dash.)

The conference will take place June 1 – 10, 1991.

Do not use a comma to separate the month and year (June 2003).

Davis Concert Hall

Acceptable use of Charles W. Davis Concert Hall. Use initial caps in both versions.

day care

Two words, no hyphen, in all uses. (An exception to *Webster's* use as an adjective.)

The Bunnell House day care center gives hands-on training to early childhood education students.

days of the week

Never abbreviate in text:

The program began Wednesday, Jan. 1, 1991.

dean

Capitalize as part of a title:

UAF School of Hard Knocks Dean John Smith...

At the meeting, Dean John Smith...

Lowercase in other instances:

John Smith, dean of UAF's School of Hard Knocks...

dean's list and deans' lists

When someone is named to a dean's list, the apostrophe should be placed before the s. Place the apostrophe after the s when referring to the many lists from the many deans.

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)

degree-seeking (See also **non-degree-seeking**)

Hyphenate:

All degree-seeking students eventually must declare a major.

department

Although most departments' formal names are Department of X, they are also commonly referred to as X Department. Retain capitalization in either case.

The Department of History is sponsoring a contest.

The History Department is sponsoring a contest.

Lowercase when not using the full title in either form:

The department is sponsoring ...

Exceptions: There are departments that are not preceded by Department of or whose official name at UAF is contrary to convention. Such names should be capitalized. These include: Admissions, University Fire Department, University of Alaska Fairbanks Police Department, Registrar's Office, Marketing and Communications and University Relations. Note: Registrar, when used alone, should not be capitalized to avoid confusion with the person holding that title. Cf Admissions, which could never be confused with an actual person.

director

Capitalize as part of a title:

When Employee Relations Director Bill Smythe arrived...

Lowercase in other instances:

When Bill Smythe, director of Employee Relations, arrived...

dollars

Use dollar sign, not the word dollars, no decimal:

The cost is \$12 per person.

Do not hyphenate costs that modify a noun:

The \$1.2 million budget increase was blamed on skyrocketing insurance costs.

Dr.

Do not use Dr. as a title when someone has earned a Ph.D. or honorary degree, 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.

Brian Barnes is IAB's director.

Exceptions may be made for formal university documents or on mailings pulled from Raiser's Edge.

Earth, earth

Capitalize when referring to the planet:

The Earth is bigger than the moon.

Lowercase when using as a general reference:

It felt good to dig in the moist spring earth.

Edith R. Bullock Prize for Excellence

Initial capitalization. Adding in service is not part of the title; neither is award.

ellipsis

Indicates the omission of words from a quoted sentence.

In the middle of a sentence: space, three periods, space.

(On Mac keyboard, type option semicolon to create an ellipsis.)

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.

See the AP Stylebook for further treatment.

e-mail

Hyphenate with a lowercased 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, ...

faculty

Use faculty as a singular noun:

The faculty is meeting today ...

Faculty members are meeting today ...

He is a member of the faculty.

Farmers Loop

No apostrophe.

fax

Short for facsimile machine, use lowercase:

The student wanted to fax her transcript to the graduate school.

fellow, fellowship

Do not capitalize when describing a person who is a member of an academic society or organization or who has a similar standing as a graduate student. Capitalize *fellowship* when used in the formal title of the award.

August Mensch was named a Brookings fellow for his work in economic theory.

The Profound Fellowship is offered in alternating years. Graduate students who win the fellowship are expected to publish a peer-reviewed article within three years.

Fire Department (see also **Police Department**)

The full name is the University Fire Department (not UAF Fire Department; compare with **Police Department**). Capitalize when referring to the university department, even when not preceded by University. Lowercase when referring to fire departments in general.

The University Fire Department serves the University of Alaska Fairbanks campus, as well as a large off-campus fire district.

UAF fire science graduates find employment in fire departments nationwide.

first names

Use full name unless a nickname is preferred by the owner:

Charles Ray was named professor emeritus.

Or if he prefers:

Chuck Ray was named professor emeritus.

See *AP, names entry for treatment of children and youth*.

flier

Flier is the preferred term for an aviator or a handbill. *Flyer* is the proper name of some trains and buses: *The Western Flyer*.

fonts

See www.uaf.edu/marketing/standards/graphic/fonts.html for approved university fonts.

fundraiser, fundraising

One word, no hyphens.

GED

General Educational Development. Use initial caps. On first reference, use General Educational Development. For second reference, use GED.

For admission to associate/certificate programs, you must have a high school diploma or a General Educational Development diploma. If you do not have a high school diploma or GED, you may take courses as a non-degree-seeking student.

genus, species

In the first reference of scientific or biological names, capitalize the first, or generic, Latin name for the class of plant or animal and lowercase the species that follows: *Homo sapiens*, *Tyrannosaurus rex*. On second reference, abbreviate the first letter and spell out the second word: *H. sapiens*, *T. rex*. Divisions higher than genus — phylum, class, order and family — are capitalized but not italicized.

geographic information system

Lowercase. Abbreviate as GIS (no periods).

geologic ages

Capitalize the name and the eon, era, etc.

Several faculty members in the Anthropology Department specialize in Alaska archaeology from the Holocene Epoch of the Quaternary Period.

Georgeson Botanical Garden

Garden is singular, not plural.

government titles

Abbreviate in the following ways in text:

Gov. Sarah Palin ...

Sen. Joe Smith ...

Rep. Ann Jones ...

grade point average

On first reference, use grade point average. For second reference, use GPA.

Great Hall

Officially Regents' Great Hall, but Great Hall can be used. Regents' is plural and possessive.

high school

Two words when used as a noun and a compound modifier (contrary to *Webster's*).

home schooling, home-schooled, home-schooler

honors list

Lowercase, no apostrophe:

John Smith was named to the honors list.

honorary degrees

Do not use Dr. before the name of an individual whose only doctorate is honorary.

Exceptions may be made for formal university documents or on mailings pulled from Raiser's Edge.

hyphens and dashes

hyphens: use when separating noninclusive 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. Place one space before and after the en dash.

(On Mac keyboard, type option + dash 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 keyboard, type option/shift dash to create an em dash.)

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

See also **time of day**.

Inc.

Preferred house style is to delete even when part of a corporate name, but if it is retained, abbreviate and capitalize as Inc. Do not set off with commas. Apply the same treatment to other designations such as LLC.

Arco Alaska is an oil company. *or*

Arco Alaska Inc. is an oil company.

in-state (adj.)

Hyphenate.

Alaska residents pay in-state tuition.

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. Acceptable to use the Net on second reference.

Inupiaq

The language of Alaska Inuit Eskimos, spoken on the North Slope and in Northwest Alaska as far south as Unalakleet. Distinct from Yupik. A north Alaska Eskimo (person). Use Inupiaq to refer to the language (never Inupiat), to one person and as an adjective. Use Inupiak to refer to two people. Use Inupiat to refer to three or more people (never Inupiat), to the people collectively and to the culture.

The Eskimo languages include the four Yupik languages of Alaska and Siberia as well as Inuit, the Alaska sector of which is called Inupiaq.

job titles

When preceding an individual's name, capitalize formal titles but not occupational descriptions. At UAF, capitalize only the following formal titles and their subsets (e.g., Chancellor Rogers and Vice Chancellor Sharpton): president, chair (don't capitalize department), chancellor, dean, director, professor and its subsets

(contrary to AP), and provost. **Chair** is contrary to AP's use of **chairman** and **chairwoman**.

The audience applauded after Chancellor Rogers' speech.

The committee listened to the advice of attorney Janice Rogers.

Students met with department Chair PT Barnum to discuss the changes.

The committee granted tenure to Assistant Professor Kline.

Do not capitalize titles in regular text when not followed by a name; job titles may be capitalized in memos, lists and other irregular documents and publications, if desired.

The dean of the College of Liberal Arts is retiring.

To: Brian Rogers, Chancellor / From: Jake Poole, Vice Chancellor

K – 12

Stands for kindergarten through 12th grade. Use en dash, offset by space on either side.

KUAC

Refers to both the radio station transmitter and the PBS television station in Fairbanks. Can be used as KUAC FM (no hyphen). See also **AlaskaOne**.

Lady Nanooks

See **Nanooks**.

Land, Sea and Space Grant institution

Capitalize Land, Sea and Space Grant, but not institution. No hyphens.

Latin names

For scientific names, see **genus, species**.

Lee H. Salisbury Fine Arts Theatre

Salisbury Theatre is acceptable variant of formal name. Use initial caps.

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.

majors

See **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.

She's getting a master of science degree in biology.
His master's degree means great job prospects.

media and medium

Media is plural and takes a plural verb, whereas medium is singular:
The media work hard for their money.
This medium is better than the rest.

Moore-Bartlett-Skarland Complex

Hyphenate Moore-Bartlett-Skarland. Capitalize all initial letters, including Complex.
Abbreviate to MBS Complex (no hyphens) on second reference.

Mount McKinley

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

multilevel lounge

See **Wood Center multilevel lounge**.

multimedia

No hyphen, all one word.

muskox (singular) and muskoxen (plural)

One word, no space (contrary to *Webster's*).

MyUA

One word, capital M.
We have an Internet portal accessible through the UAF web pages which is called MyUA.

Nanook

Nanook is a derivation of the Inupiaq Eskimo word for polar bear, nanuq. All UAF sports teams are called Alaska Nanooks, (avoid UAF Nanooks). Capitalize. Use singular form as an adjective, plural or singular as a noun.
The Nanook hockey team made the playoffs this year.
The Nanooks won in overtime.
The former Nanook was a first-round NHL draft pick.
Alaska Nanooks is the official brand of the UAF Department of Athletics and Recreation and its 10 varsity athletic teams. When Alaska Nanooks is used on first reference, Alaska or Nanooks is acceptable on second reference.
Do not use lady when referring to a women's team (e.g., the Lady Nanooks).

Native

Capitalize when referring to Alaska's Indians, Eskimos and Aleuts:
Alaska Natives have lived in Alaska a long time.

noncontiguous state

No hyphen. Refers to Alaska or Hawaii. (Contrary to *Stylebook for Alaska*.)

non-degree-seeking

Hyphenate all elements.

nonprofit

No hyphen.

non-resident

Hyphenate. (Contrary to *Webster's* pattern of not hyphenating non- words.)

north, North, northern, Northern

Do not capitalize when using as a general term.

The snow on the north side of the building was the last to melt.

The house's northern exposure made it harder to sell.

Capitalize when referring to the specific geographic area.

His research was on the mushrooms of the North.

Scientists studying the Northern Hemisphere were at the conference.

northern lights (see also *aurora borealis*)

Do not capitalize.

numbers, cardinal

For print copy in most instances, spell out one through nine, and use figures (10, 27, 134) thereafter. See *AP Stylebook* for treatment in other situations. See also *ages*.

The lab has 12 workstations but only nine microscopes.

When writing for the web, using figures in conjunction with facts is often preferred, even when the number is less than 10, but spell out numbers when not used with specific facts.

UAF's AISES chapter has won the chapter of the year award 5 times.

Students may bring one or two study aids into the testing room.

numbers, ordinal

Do not superscript the st or th designations:

They celebrated their 25th wedding anniversary.

oil pipeline

Don't capitalize:

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

on campus, on-campus

Hyphenate when serving as an adjective describing a noun:

I want to live in on-campus housing.

Do not hyphenate when on serves as a preposition:

I want to live on campus.

Note: Same rules apply with off campus and off-campus

online

No hyphen.

percent

Use numerals and spell out percent:

More than 5 percent of the fish were dead.

Less than 20 percent of the people voted.

Performance Based Budget/Budgeting

No hyphens. Capitalize.

pipeline (See **oil pipeline**)

planets

Capitalize nouns and adjectives derived from the proper names of planets and other heavenly bodies.

Spirit and *Opportunity* are two rovers NASA landed on Mars in January 2004 that continue to gather data as they roam the Martian landscape.

Poker Flat Research Range

There is no s on the end of Flat.

PolarExpress

One word. Capitalize E and italicize Express.

Police Department (see also **Fire Department**)

The full name is the University of Alaska Fairbanks Police Department or UAF Police Department (not the University Police Department. Compare with **Fire Department**). Capitalize when referring to the UAF department, even when not preceded by UAF. Lowercase when referring to police departments in general.

The UAF Police Department is staffed 24 hours a day, every day.

You may call the Police Department to request an escort to your car.

TVC Law Enforcement Academy students are employed by police departments throughout the country.

postbaccalaureate

One word, no hyphen.

postdoctoral

One word, no hyphen.

pre-major

Hyphenate.

president's professor

Capitalize when used as part of a formal title before the name, otherwise lowercase.
 President's Professor John Walsh studies global change, and Buck Sharpton, president's professor of remote sensing, conducts research in the Geophysical Institute.

program

Capitalize when used as part of a formal title but not in its general sense.
 TVC's Fast Track Training Program lasted three years. Many students enrolled in the program.
Note: Not all programs use the word program in their title, as in the following:
 UAF participates in GVEA's Sustainable Natural Alternative Power program.
 Academic programs (majors) are not capitalized.
 She studied philosophy before switching her major to wildlife biology.

Pub

Capitalize when referring to the bar in Wood Center. Do not capitalize a preceding the.

Quaternary (see also **geologic ages**)

Not Quarternary.

Rasmuson Library

Capitalize when using the full name or shortened version:
 The Rasmuson Library is located in the Fine Arts Complex ...
 The Elmer E. Rasmuson Library is located in the Fine Arts Complex ...
 Do not capitalize library when not preceded by Rasmuson.

Regents' Great Hall

Official name. Regents' is possessive and plural. Great Hall (initial caps) is also acceptable.

room

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.
 Delete when using a numeral and building name.
 The group meets in 208 Gruening. (Alt: Gruening 208, or adding Building following the proper name.)

Salisbury Theatre

Acceptable variant of Lee H. Salisbury Fine Arts Theatre. Use initial caps in both cases.

School, school

Capitalize when part of official title:

The School of Management is in the Bunnell Building.
Preferred house style is not to flip-flop school names (see **department**), but capitalize if doing so. Lowercase in other instances:

The management school is in the Bunnell Building.

The school renewed its accreditation in 2007.

UAF schools and their abbreviations:

Graduate School (usually not abbreviated)

School of Education (SOE)

School of Fisheries and Ocean Sciences (SFOS)

School of Management (SOM)

School of Natural Resources and Agricultural Sciences (SNRAS)

scientific names

See **genus, species**.

seasons

Do not capitalize.

She caught a cold every winter.

Enrollment was high at the start of the fall 2005 semester.

I hope to graduate in spring 2006.

ships

Italicize the name of the ship, but not the preceding designator (contrary to AP style).

Use the pronoun it rather than she.

The r/v *Alpha Helix*...

Signers' Hall

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

size

Hyphenate when used as an adjective modifying a noun.

The 14,000-square-foot building was funded in part by private donations.

The building featured 14,000 square feet of labs and classrooms.

Note exception to the tagline 360+ million-acre classroom (see **slogans**)

slogans

Use the following upper- and lowercase:

Alaska's Land, Sea and Space Grant institution

UAF is a Land, Sea and Space Grant institution.

360+ million-acre classroom (Can also be used without +)

America's Arctic University (Capped as slogan but not in text)

SpringFest

One word. Capitalize F.

square foot, square mile, square inch

See **size**.

state of Alaska

In general, don't capitalize state:

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

State of the University address

Capitalize State and University, but not address.

The State of the University address was canceled this year.

states

See *AP Stylebook*.

statewide

Do not use a hyphen and don't capitalize.

The statewide offices are in the Butrovich Building.

Steller's jay, Steller's eider, Steller's sea eagle

Capitalize Steller's and spell with an -er, not an -ar.

Steller sea lions

Capitalize Steller and spell with an -er, not an -ar.

student-athlete

Hyphenate.

subarctic

One word, no hyphen. Do not capitalize.

telephone numbers (see also toll free)

Correct form for on-campus telephones:

Call 7581 for more information.

Correct form for off-campus calling:

Call 474-7581 for more information.

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

Call 907-474-7581 for more information.

Call 800-474-1111 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.

Fahrenheit temperatures are assumed and need not be designated as such. See the *AP Stylebook* for further treatment of Fahrenheit and Celsius.

theatre

Use theatre when referring to UAF's department or theater company:

Theatre UAF is the university's student production company.

UAF's theatre department is popular among students.

UAF's Salisbury Theatre is located off the Great Hall.

Use theater when referring to theater in general:

Theaters across the country are ...

time of day

For whole number times, use numerals, no :00. If minutes are indicated, include the colon. Separate the time from the a.m./p.m. designation with a space:

The program will start at 9 a.m.

The program will start at noon.

The doors will open promptly at 6:45 p.m.

Use a.m. and p.m., not upper case:

The program will start at 9 a.m.

Use an en dash offset by one space on each side if times are inclusive:

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

titles (see also **center**, **department**, **seasons**, **titles** and **job titles**)

Articles, exhibits, lectures, songs, unpublished papers

Capitalize and use quotation marks:

The choir sang "Alaska's Flag" after the ceremony.

He introduced Bill Robinson's lecture, "Leading from the Middle."

The museum hosted "The Nature and Art of Collections" exhibit.

Awards, certificates, course names, prizes, projects, recognitions, scholarships

Do not italicize or use quotation marks. Capitalize.

She received the Alaskan of the Year Award.

The student won the John Doe Scholarship.

The Fisheries Population Dynamics class was on Tuesday evenings.

Books, magazines, movies, newsletters, newspapers, operas, radio shows, reports, television shows

Italicize, contrary to AP style:

Newsweek quoted the president as saying ...

The Alumni Association publishes *The Alumnus* four times a year.

Classes, committees, conferences, conventions, lecture series, seminars, workshops

Do not italicize or use quotation marks. Capitalize.

The department is hosting the Festival of Native Arts.

He was appointed to the 2003 International Resources Committee.

A fourth section of Technical Writing was added after dozens of students expressed an interest in developing their technical writing skills. [Note the difference between capitalizing the formal title of the class and lowercasing its subject.]

Programs (see individual entry, **program**)

Capitalize when part of the title:

TVC launched the popular Fast Track Training Program in 2005.

Note: Not all programs use the word program in their title, as in the following:

UAF participates in GVEA's Sustainable Natural Alternative Power program.

Do not capitalize when used as a general term:

The student took every health care program offered.

toll free

Two words unless modifying a noun:

Students can call toll free anytime.

The toll-free number was inadvertently disconnected.

trademark symbol – (TM) or TM

If you can't use a superscript, use parentheses (TM).

Troth Yeddha'

Capitalize. Pronounced approximately trot yet.

The land now occupied by the University of Alaska Fairbanks campus was called Troth Yeddha' (wild potato hill) by the Tanana Athabascans.

UAF

Do not use periods between letters. Use only after full name has been used at least once. If possessive, use an apostrophe.

UAF's enrollment is up.

In stories about UAF when it had a different name, it is acceptable to use the then-current name as long as it is clear that the name is obsolete.

Jane Doe has seen many changes at the University of Alaska Fairbanks since she first attended the school, then known as the University of Alaska, in 1940.

UAOnline

One word, UAO all capitalized.

University, university

Capitalize as part of a title:

The Ohio State University campus is ...

Lowercase in other instances:

The university campus is ...

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 for more information.

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

If a URL must break across two lines, choose to break at a punctuation point, such as a period or a slash.

For more information about the counseling program visit www.uaf.edu/educ/graduate/counseling.html.

URLs that end with a directory (e.g. www.uaf.edu/chancellor/) should have a slash at the end. Do NOT use a slash at the end if the URL ends with a filename: (e.g. www.uaf.edu/chancellor/bio.html) or if the URL is only the domain name (e.g. www.uaf.edu). URLs that end in [/index.html](http://www.uaf.edu/chancellor/index.html), [/index.htm](http://www.uaf.edu/chancellor/index.htm) or [/index.xml](http://www.uaf.edu/chancellor/index.xml) should be shortened to the directory name (e.g. www.uaf.edu/chancellor/index.html can be changed to www.uaf.edu/chancellor/).

U.S.

Use periods for abbreviating United States but not USA:

The U.S. is facing a coffee shortage.

Several former Nanook athletes will represent the USA.

Usibelli Awards

The official titles of the awards are: Emil Usibelli Distinguished Teaching Award, Emil Usibelli Distinguished Research Award and Emil Usibelli Distinguished Service Award. May retain initial caps of Usibelli Award on second reference, or when combining the three separate titles for the sake of brevity. Do not capitalize *award* when used alone.

The university announced the Emil Usibelli Distinguished Teaching, Research and Service Awards today. Yelena Matusevich won the teaching award. The Usibelli Awards are handed out annually in the spring.

vice chancellor

Do not hyphenate.

Capitalize as part of a title:

Vice Chancellor Joe Smith voted to second the motion.

Lowercase in other instances:

Joe Smith, vice chancellor, voted to second the motion.

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.

wait list

When used as a noun and adjective, two words, no hyphen:

If you are on a wait list for a class and have kept up with class activity, you may be allowed to register for the class as vacancies occur.

When used as a compound modifier, hyphenate:

Ten students hoped to get into the wait-listed class.

web

When web stands alone, use a lowercased 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 upper case.

The student found her grades on the web. (contrary to AP style)

website

One word, lowercased web (contrary to AP style).

West Ridge

Two words, initial caps. Refers to western portion of the Fairbanks campus.

Wood Center

Officially William R. Wood Center, but Wood Center can be used. Does not need to be preceded by the.

Wood Center Carol Brown Ballroom

Not Wood Center Ballroom.

Wood Center multilevel lounge

Lowercase multilevel and lounge. Do not hyphenate multilevel.

work force

Two words, not one.

years

No apostrophe:

In the 1960s UAF continued to grow.

Deferred maintenance was an issue during the 1980s – 1990s.

Yupik, Yup'ik

In most cases, use Yupik with no apostrophe. Use Yup'ik when referring to those from Central or YK Delta regions.