

UTSA

Style Guide

Office of University Publications
The University of Texas at San Antonio

Updated January 2008

Introduction

Welcome to the UTSA Style Guide. The purpose of this style guide is to promote consistency and readability in the many magazines, reports, newsletters, brochures, Web pages and other publications produced by the university. We hope the guide will be a valuable resource to you as you prepare copy for your publication.

We've included a lot of information about names and places specific to writing about UTSA and to San Antonio. For more general information on style, punctuation, grammar and usage, we've drawn from three reference books: *The Associated Press Stylebook*; *The Chicago Manual of Style, Fifteenth Edition*; and *Merriam Webster's Collegiate Dictionary, Eleventh Edition*. The Office of University Communications uses *The Associated Press Stylebook* as its primary reference on style issues. *The Chicago Manual of Style* is the second reference.

For this guide, we tried to compile all the points that come up most often in the projects we work on for the university. But it's very likely that you might have a question we haven't addressed here. Not sure if you're capitalizing your supervisor's title correctly? Do you want more clarification on using *freshman* versus *freshmen*? Feel free to call us with any grammar, style, capitalization or usage questions you have, and we'll be happy to help you track down the answer.

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A

abbreviations

In general, avoid using abbreviations in running text (including the ampersand), except when they are part of official names. While many acronyms and initialisms may be well-known to those of us who attend school at UTSA or work in a particular department on campus, those reading your publication may not be as familiar with terms such as *CAB*, *MAES* or *FAFSA*. So spell them out on first reference—*Campus Activities Board*, *Mexican American Engineers and Scientists*, and *Free Application for Federal Student Aid*. To aid understanding, the abbreviation may be listed in parentheses following the first reference; however, do not list *UTSA* in brackets following *The University of Texas at San Antonio*.

Abbreviations of degrees, time expressions and countries' names take periods, with no space between the elements:

M.F.A., B.A., B.S., Ph.D.
a.m., p.m., B.C., A.D.
U.K., U.S. (USA is an exception)

Use periods and no space when an individual uses initials instead of a first name:

Professor L.J. Shrum, G.V.S. Raju

Acronyms and initialisms for job titles and names of organizations, centers, buildings, forms, tests and assorted other objects are generally spelled without periods:

UTSA, USAA, NASA, FBI, UN, EU
CEO
SAT, TAKS, TOEFL
FAFSA

Acronyms are made plural without apostrophes, unless the last letter of the acronym is an *s*, in which case an apostrophe is needed:

GREs, SATs, DVDs, SOS's

Abbreviations having more than one period generally take an 's to indicate the plural:

M.A.'s, Ph.D.'s

academic degrees

See **degrees**.

accent marks (diacritical marks)

Words in other languages, and a few adopted into English, sometimes have special marks above or beneath certain letters that provide help in pronunciation or meaning.

On a MacIntosh OS, the option key can be used to create many accent and punctuation marks used in Spanish and other Romance languages:

á, é, í	Option + e, the letter
è, à, ù	Option + ` , the letter
ñ, Ñ	Option + n, the letter
ê	Option + i, the letter
ü, Ü	Option + u, the letter
ç, Ç	Option + c or C
¿	Option + shift + ?
¡	Option + !

For PC users, use these keystrokes in Microsoft Word for Windows:

á	Ctrl + ' , A
é	Ctrl + ' , E
í	Ctrl + ' , I
ó	Ctrl + ' , O
ú	Ctrl + ' , U
É	Ctrl + ' , Shift + E
ñ	Ctrl + Shift + ~, N
Ñ	Ctrl + Shift + ~, Shift + N
¿	Alt + Ctrl + Shift + ?
¡	Alt + Ctrl + Shift + !
ü	Ctrl + Shift + : , U

When accenting personal names, follow the preference of the individual, if known, even though this could result in different spellings of the same last name.

Treviño, Trevino

acknowledgment

addresses

For UTSA mailing addresses, list the department above the name of the university. Use two-letter Postal Service abbreviations only with ZIP codes. See **states** for nonpostal abbreviations.

The Graduate School
The University of Texas at San Antonio
One UTSA Circle
San Antonio, TX 78249-1644

College of Public Policy
The University of Texas at San Antonio
501 West Durango Blvd.
San Antonio, TX 78207-4415

adviser/advisor

The preferred spelling is *adviser*, per *AP*, *Chicago* and *Webster's 11th*.

afterward

Not *afterwards*.

alphabetizing

In alphabetizing personal names, an initial comes before any name beginning with the same letter:

A. Tiffany Smith
Andrew Smith
B.D. Smith
Barbara Smith

Alphabetize acronyms letter by letter. Alphabetize numbers at the beginning of the list, before the A's. Accentuated or other specially treated letters—such as those with umlauts—should be alphabetized as though unaccented.

For individuals and organizations that share a name, always alphabetize the individuals first:

Tom C. Frost
Frost Bank

For individuals with compound family names, alphabetize them according to the last name; hyphenated names should be treated as one word and alphabetized according to first part.

Patricia Torres Hernandez (alphabetized under H)
Patricia Torres-Hernandez (alphabetized under T)

Personal names containing particles such as *de la*, *di*, *la*, *von*, *van*, and *saint* should be treated on a case-by-case basis and alphabetized according to the individual's preference, if known.

alumnus, alumni, alumna, alumnae

Note that *alumnus* is the singular, masculine form; for references to women, use *alumna* (singular) or *alumnae* (plural). *Alumni* may serve as the plural for a group that is composed of men only or of men and women together.

In some uses, *alumnus* is not gender specific. For example, the UTSA Alumni Association does not change the name of its Alumnus of the Year Award depending on the gender of the recipient.

Alicia C. Treviño was named 2004 Alumnus of the Year.

Anyone who attended The University of Texas at San Antonio is an alumnus or an alumna, even if he or she left without earning a degree.

and

Use & only in official names:

AT&T, Fulbright & Jaworski
NOT the Department of English, Classics & Philosophy

archaeology

athletics

In most cases, use *athletics*:

UTSA Athletics Feasibility Study,
Department of Athletics, Director of
Athletics, athletics director

award

Capitalize only as part of the name of the award.

B

boards

Capitalize as part of the formal name:

Board of Trustees, Board of Regents
BUT The board met to discuss the issue at
last night's meeting.

Brackenridge

Braille

brackets

Use brackets to add explanations or corrections to quoted material (an exception to AP style):

“We can talk about theory, but [students] need to learn how to translate what they are learning in school into a real situation,” Tangum said.

Use brackets as parentheses within parentheses:

The game has been immortalized in articles and a book (Harry Walters, *The Game That Went Down in History* [New York: Good Sports Press, 1987]).

buildings

Spell out the names of buildings on first reference; abbreviations may be used on second reference:

Arts Building	ART
Biosciences Building	BS
Biotechnology, Sciences and Engineering Building	BSE
Buena Vista Street Building	BV
Business Building	BB
Business Services Annex	BSA
Central Receiving and Warehouse	CRW
Convocation Center	CC or Convo
Durango Building	DB
Engineering Building	EB
Frio Street Building	FS
Humanities and Social Sciences Building	HSS
Institute of Texan Cultures	ITC
John Peace Library Building	JPL
Main Building	MB
Multidisciplinary Studies Building	MS
Monterey Building	MNT
Physical Education Building	PE
Physical Plant Building	PP
Recreation and Wellness Center	RWC
Science Building	SB
University Center	UC
University Heights	UH

C

campuswide

No hyphen; with exception of *university-wide*, most *-wide* compounds are not hyphenated.

capitalization

Official names are capitalized; unofficial, informal, shortened or generic names are not. This rule applies to offices, buildings, schools, departments, programs, institutes, centers, etc. So, phrases such as *the center*, *the institute* or *the new museum* are not capitalized:

the Office of the Registrar, the registrar's office, the registrar

the College of Business, the business college,
the college

the Center for Archaeological Research, the
center

UTSA's Institute of Texan Cultures, the
institute

Lowercase *university* unless it is used as part of a formal name, even when referring specifically to The University of Texas at San Antonio.

EXCEPTION: In formal programs for Commencement and the President's Dinner, *university* may be capitalized when referring specifically to UTSA.

Capitalize official names of bulletins, forms, conventions, conferences, symposia and the like (see also **forms**):

the Schedule of Classes, the Democratic
National Convention, a Financial Aid
Transcript

Capitalize the letters used for grades, as well as official grade names; do not put quotation marks around grades:

A, B, C, D, F, S/F, I, Incomplete, Pass,
Deferred, a grade of B

Names of official policies such as Affirmative Action and Equal Opportunity should be capitalized; if the concept, rather than the official name, is being discussed, lowercase is appropriate.

Names of holidays and recurring celebrations are usually capitalized; names of seasons, academic periods and onetime celebrations generally are not:

Thanksgiving, Commencement, Arts Week,
Homecoming, Diversity Awareness Month

BUT registration, winter 1995–96, summer
session, spring semester, spring break

For historical or documentary accuracy, follow the capitalization style of the original texts:

Humphrey Newton, Sir Isaac Newton's assistant and distant relative, once observed, "I never saw him take any Recreation or Pastime, either in Riding out to take the Air, Walking, Bowling, or any other Exercise whatever, Thinking all Hours lost that was not spent in his Studies, to which he kept so close that he seldom left his Chamber."

cardholder, cardholders

chair/chairperson

Chair is the preferred term for UTSA department heads. However, keep the appropriate term for historical accuracy if referring to, say, a past chairman or chairwoman; in references to people who work outside the university, use their preferred titles.

Eugene Dowdy is chair of the Department of Music.

This year's keynote address will be presented by Jim Dublin, chairman and CEO of public relations firm Dublin and Associates.

child care

Two words in all instances.

City of ... /city of ...

Capitalize *city of* and *state of* constructions when referring specifically to governmental bodies. Otherwise, lowercase them (per Chicago; an exception to AP style):

A \$1 million contribution from the City of San Antonio helped fund the construction.

Effective Jan. 1, 2004, smoking is prohibited in enclosed places in the city of San Antonio.

coed

Avoid using *coed*. See **inclusive writing**.

colleges

UTSA has eight colleges:

- College of Architecture
- College of Business
- College of Education and Human Development
- College of Engineering
- College of Liberal and Fine Arts
- College of Sciences
- College of Public Policy
- Honors College

collegewide

See also **campuswide**.

colons

Colons are most often used at the end of a complete sentence to introduce a list. Do not use a colon to separate a direct object from a verb within a complete sentence; a good rule of thumb is to not place a colon immediately after a verb or preposition (see **lists** for more information):

There are three UTSA campuses: the 1604 Campus, the Downtown Campus and the Institute of Texan Cultures.

The three UTSA campuses are 1604 Campus, Downtown Campus and the Institute of Texan Cultures.

NOT The three UTSA campuses are: 1604 Campus, Downtown Campus and the Institute of Texan Cultures.

If a colon is preferred, especially for vertical text, the text may be rewritten to make it grammatically appropriate to use one:

For more information, contact Lisa Palacios, director of graduate recruiting, at lisa.palacios@utsa.edu.

OR

For more information:
Lisa Palacios
Director of Graduate Recruiting
lisa.palacios@utsa.edu

NOT For more information, contact: Lisa Palacios, director of graduate recruiting, at lisa.palacios@utsa.edu.

OR

For more information, contact:
Lisa Palacios
Director of Graduate Recruiting
lisa.palacios@utsa.edu

commas

Do not use the serial comma in a list of three or more items (the final comma before *and*, *or* or *nor*), unless the use of a comma prevents confusion or an element within the list requires its own conjunction:

Courses are offered in the spring, summer and fall semesters.

BUT She's taking classes in consumer health, nutrition and health, and human sexuality.

When the items in the series contain commas themselves, use semicolons between all of the items:

New board members are Dinah Covert, owner of Covert Enterprises, a consultant in licensing and accrediting facilities; Rob Killen, attorney and partner with the law firm Castro & Killen; and Joe Solis, small business owner.

The letters in question are dated Aug. 7, 1991; June 20, 1992; and Nov. 1, 1995.

The company has plants in Naples, Fla.; Bellingham, Wash.; and Santa Rosa, Calif.

For numbers larger than 999, use a comma to mark off the thousands, millions, etc. An exception is SAT scores. See also **numbers**.

1,001 nights; 35,000 students

When they follow a person's name, qualifiers such as *Ph.D.* and *C.P.A.* are preceded by a comma; a second comma follows the qualifier in running copy:

The opening remarks by Beth Michaels, M.A., set the tone.

However, do not set off *Jr.*, *Sr.* or *III* with commas:

Felix D. Almaraz Jr., the Maury Maverick Sr. Award, H. Paul LeBlanc III

Set off a geographical unit's name with commas on both sides when it follows the name of a smaller geographical unit found within its borders:

Paris, Texas, is a small community.

The same holds true for a year, if a day of the month precedes it:

April 1, 2008, is not an official holiday.

BUT She knew that April 2008 was the deadline for contest submissions.

Always set off a parenthetical (nonessential) expression on both sides. In the following example, *George W. Bush* is parenthetical because it does not actually narrow down the meaning of *U.S. president* (the United States only has one president):

The U.S. president, George W. Bush, will be there.

NOT The U. S. president George W. Bush will be there.

AND NOT The United States President, George W. Bush will be there.

BUT when president is used as a personal title, no comma is called for:

U.S. President George W. Bush will be there.

The abbreviations *e.g.* and *i.e.* are always followed by a comma and are usually used in a parenthetical remark; if used in a nonparenthetical situation, they are always spelled out:

List your favorite design programs (e.g., Quark, InDesign).

The editor discouraged use of the serial comma, that is, the final comma in a series of objects.

Commas appear after, not before, an expression in parentheses (like this), and they always go inside quotation marks:

"It's time to leave," he said.

comprise/compose

Use *compose* when referring to something created or put together. It can be used in both active and passive voices. *Comprise* means to contain, to include all or to embrace. It should be used in active voice. Do not use *comprised of*:

The aquifer is composed of fractured limestone that filters and stores water.

The Texas Diversity Council is composed of five councils serving the greater metropolitan areas of Austin, Corpus Christi, Dallas, Houston and San Antonio.

The archive comprises letters, papers and 350 graphics reflecting the history of late 20th century printmaking on the West Coast.

NOT

The archive is comprised of letters, papers and 350 graphics reflecting the history of late 20th century printmaking on the West Coast.

conjunctions

Use a comma before a conjunction separating two noun-verb clauses:

The vice president met with the director, but they didn't come to any conclusions.

Students should apply early for scholarships, and the Scholarship Office should ensure that they have all the information required.

BUT She attended classes daily and took notes.

core curriculum requirement

course names

Each course has a course number and title, which is always capitalized; there is no punctuation between the course number and course title. Also capitalize if the official course name is referred to without the number; however, lowercase a general reference to a course:

CHE 5643 Advanced Organic Chemistry

Professor Walmsley will teach Advanced Organic Chemistry I.

Professor Walmsley will teach a graduate chemistry course.

coursework

credit hours

Use numerals to refer to credit hours, even in running text (an exception to AP style):

3 credit hours

cyber

In general, do not use a hyphen when combining *cyber* with another word beginning with a consonant:

cybercafe, cybersecurity, cyberspace,
cyberterrorism

NOTE: UTSA's Institute for Cyber Security Research is an exception.

D

dashes

The two most commonly used dashes are the em dash and the en dash.

the em dash looks like this: —
(**option + shift + -**)

the en dash looks like this: –
(**option + -**)

the hyphen looks like this: -

It's good to keep in mind that dashes separate, whereas hyphens join (see **hyphens** for information regarding their use). This distinction usually holds true for em versus en dashes as well.

Em dashes are frequently used to set off parenthetical phrases, especially long or complex ones where something stronger than a comma is called for. If the phrase comes at the end of a sentence, only one dash is needed to set it off—like this. If it is inserted into the middle of the sentence—like this—you need dashes on both sides:

The building—one of our oldest—will be reroofed.

NOT The building—one of our oldest, will be reroofed.

En dashes are used to represent a range between figures or words:

11 a.m.–noon, 1994–96, pages 3–12

En dashes are also used to indicate the minus sign in a grade:

C–

Also, en dashes are used in place of hyphens in open compounds:

San Antonio–based, Pulitzer Prize–winning,
post–World War II

database

dates

Use numerals for years; use no punctuation if just listing the month and the year, but set the year off with commas if using the day of the month as well (see **months** for more information):

May 1990; a Feb. 1, 1996, deadline

Decades may be referred to in any of the following ways but should be consistent within a single publication:

the 1990s, the '90s, the nineties
NOT the 1990's

day care

Two words in all instances.

days of the week

Capitalize them. Do not abbreviate.

degree programs at UTSA

For an updated list of academic degrees, please refer to the current undergraduate and graduate catalogs, which are available in print and on the UTSA Web site at www.utsa.edu/ucats.

degrees

Lowercase names of academic degrees (even formal names) in running text. Note that while *bachelor's* and *master's* end in 's, the other generic words for degrees do not:

an associate degree, a bachelor's degree, a master's degree, a doctoral degree or a doctorate

She earned a bachelor of music degree. She earned a bachelor's degree in music.

He is pursuing a master of science degree in chemistry.

However, formal names of degrees may be capitalized in list format. Capitalization in names of degrees should match the registrar's official degree list:

Bachelor of Arts
Master of Arts
Doctor of Philosophy

Use periods when abbreviating degrees.:

B.A., B.F.A., M.A., Ph.D., Ed.D.

Pluralize abbreviations of degrees with an 's:

Ph.D.'s

Do not capitalize subject areas when referring to them in text:

He is an American studies major.

All students in bicultural-bilingual studies must take 3 credit hours in sociology.

In running text, *minor* should not be capitalized:

He plans to pursue a minor in art history.

departments/divisions

Check UTSA's Web site for updated information on the names and locations of academic departments/divisions.

doctoral degree/doctorate

Doctoral degree and *doctorate* are interchangeable, but are not synonymous with *Ph.D.*; UTSA also offers a doctor of education degree, an Ed.D. Do not use *doctorate degree*.



ellipsis points

Ellipsis points are three-dot sequences used to indicate that something has been left out of a sequence or passage. Leave a space before and after each three-dot sequence, but do not use spaces between dots (per AP style; an exception to Chicago).

If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. It should be noted that terminal punctuation is retained before points of ellipsis; the first point is the period, indicating the end of the sentence quoted, and the three points of ellipsis follow:

“The students felt strongly that the park needed a master plan,” Hays says. “We ended up master-planning the whole park. . . . We’ve tackled the entire 19 acres.”

“I think it’s going to be really good exposure for them and also for me because there’s a lot of professional people taking the M.B.A. at UTSA,” Tomita says. “It’s going to be a rich mix of feedback . . . from their different backgrounds and disciplines.”

You can leave in other punctuation that comes just before or after an ellipsis if it will make things clearer, but this is not required (and is less common).

Note that ellipsis points are not used at the beginning of a block quote nor, usually, at the beginning of a quotation used in running text even when you’ve dropped some words from the original beginning.

If a block quote or a run-in quote closes with a grammatically complete sentence (even if it’s been shortened), you need not add ellipsis points at the end, either.

e-mail

Always spell *e-mail* with a hyphen (per AP, Chicago and MW). Hyphenate all terms that use the letter *e* in place of *electronic*:

e-business, e-mail, e-newsletters

emeritus

Emeritus is the singular, masculine form, and *emerita* is the singular, feminine form. For groups, *emeriti* can be used for men only or a group of men and women together, while

emeritae can only be used for a group of all women.

All references of the variation on *emeritus* follow the noun.

Jacinto Quirarte, professor emeritus of art and art history, was honored by the Sons of the Republic of Texas.

Honors went to Bernard Rapoport, chairman emeritus and founder of American Income Life Insurance Co., for his support for the UTSA Downtown Campus.

The awards, founded by Professor Emerita Marian Martinello, recognize the best projects by interdisciplinary students.

ensure

Do not use *insure* unless specifically related to insurance.

F

fall, fall semester

Lowercase references to seasons and academic periods.

She is getting married this fall. She will get her degree after the fall semester.

farther/further:

Farther refers to distance, *further* refers to time or degree.

She walked farther to class.

He will look further into the missing money.

fax

Do not use all capital letters; it’s not an acronym.

field trip

fieldwork

first semester, first-semester

Hyphenate as an adjective before the noun; otherwise, leave as two words.

He needs tips for a successful first semester.
All first-semester freshmen must attend orientation.

foreign words and phrases

Commonly used foreign phrases and their abbreviations are not italicized; a good rule of thumb is if a foreign word is listed in the dictionary, don't italicize it:

ex officio, et al., cum laude, pro forma, hors d'oeuvres

Less common terms are italicized:

ante prandium, s'il vous plait, porque

When using a foreign word throughout a story, italicize it on first reference only:

The institute will honor the fallen soldiers with an *ofrenda*, or altar. The *ofrenda* will remain on display through the end of the year.

forms

Full names of official forms and documents are capitalized but are not italicized or enclosed in quotation marks:

Declaration of Independence, Federal Income Tax Return, Financial Aid Certification Sheet, General Scholarship Application, Free Application for Federal Student Aid, UTSA Housing Application

In general references where formal names are not used, it's OK to lowercase.

He filled out the financial aid application.
She filled out the housing application.

freshman/freshmen

Use the noun *freshmen* when referring to a group of first-time students. Use *freshman* as the adjective modifier and as a noun referring to a sole first-time student.

Freshman orientation is held during the summer.
All freshmen must attend a freshman orientation.
He was a freshman in 2000.

Fulbright

full time, full-time

Hyphenate as a modifier before a noun; do not hyphenate after the noun.

She works full time. He's a full-time student.

fundraising, fundraiser

One word in all instances.



GPA

Use this abbreviation (without periods) for *grade point average*.

grades

When referring to a grade, use a capital letter; quotation marks should not be used around letter grades. Use an en dash to indicate a minus sign:

a B– average for the course, a P/F course, a grade of I (Incomplete)

Pluralize single letter grades with apostrophes:

She got mostly B's and C's all year.

See also **capitalization** for more information.

graduate

Graduate refers to all postbaccalaureate degrees: master's and doctoral programs.

UTSA has 126 undergraduate and graduate programs.

OR, to be more specific:

UTSA has 126 bachelor's, master's and doctoral programs.

Greek

Use the terms *Greek life* or *sororities and fraternities*. When making a distinction between social organizations and professional or honorary organizations, say so. Capitalize *Greek* when referring to fraternities and sororities. Capitalize the proper names of the fraternities and sororities.

groundbreaking

groundwater



health care

Two words in all instances (per AP).

He's pushing for health care reform.

Hill Country

Hispanic

hyphens

To check if a particular word is hyphenated, refer to Webster's 11th Edition. Also, Chicago's 15th edition has a guide for hyphenation of compounds, combining forms and prefixes under section 7.90.

A compound modifier is usually hyphenated when it comes before the noun but not after it:

She directs their computer-assisted mail services. Almost all of our services are computer assisted.

Those are graduate-level courses. That course is graduate level.

He is a much-appreciated worker. His diligence is much appreciated.

EXCEPT when the first modifier ends in *-ly*; in this case, do not hyphenate it:

The highly organized administrative assistant was deeply respected.

NOT The strangely-dressed man appeared lost.

Modifying phrases containing numbers (cardinal or ordinal) tend to be hyphenated before but not after the noun:

a three-hour tour

a 150,000-square-foot building

a 5-year-old child

San Antonio is the seventh-largest city in the U.S. UTSA is the second-largest institution in the UT System.

BUT The tour was more than three hours.

The child is 5 years old.

However, when the modifying phrase involves money symbols or percentages, neither takes hyphens in any position:

a 9 percent increase in costs

\$2.5 million gift

Use a suspended hyphen when a base word, such as *year*, *UTSA* and *campus* in the examples below, or a suffix or prefix such as *self*, is doing double duty:

second- and third-year law students

UTSA-owned and -operated computer store

on- or off-campus housing information

Use this construction even when complete words, standing alone, would be closed up:

macro- and microeconomics

EXCEPT when the first expression is ordinarily open:

applied linguistics and sociolinguistics

Many words beginning with common prefixes are closed up.

extracurricular, interlibrary, midyear,
minicomputer, multicultural, nondegree,
postdoctoral, semicolon, socioeconomic

Generally, a hyphen is only used if the prefix ends in a vowel and the word that follows begins with the same vowel.

pre-enrollment, re-evaluate

There are two types of EXCEPTIONS:

When closing up a word would make it confusing, ambiguous or difficult to read:

co-op vs. coop
anti-intellectual vs. antiintellectual

When the second element of the word starts with a capital letter or precedes a hyphenated phrase:

pre-Columbian
non-degree-granting program
(BUT nondegree)
mid-May

The prefix *co-* is hyphenated in words that indicate occupation or status. Otherwise, it is usually closed up:

co-author, co-host
cocurricular, coeducation

Hyphenate both the noun forms and the adjectival forms of grade:

first-grader, 10th-grader, a fourth-grade pupil
BUT He is in the first grade.

Do not use a hyphen to designate dual heritage in either the adjectival or noun form (an exception to AP style):

Mexican American students
African American

I.D. card

inclusive writing

Avoid English words and usage that reinforce sexist stereotypes. Do not use *he* as an all-inclusive pronoun; *he or she* may be used, or change the subject to the plural so that *they* becomes the appropriate pronoun, revise the sentence to eliminate the pronoun altogether, or repeat the noun or use a synonym for it.

In referring to humanity as a whole, avoid the use of *man* or *mankind*; instead, use *human beings*, *humanity*, *women and men*, *people* or *individuals*. Similarly, replace *man-made* with *artificial*, *handmade*, *machine-made*, *manufactured*, *constructed* or *produced*, as appropriate.

Avoid terms that assume that the male is the standard and the female is an adjunct of that standard; for example, use *author* for both female and male writers, and eliminate the use of *coed*.

Institute of Texan Cultures

For external publications, use *UTSA's Institute of Texan Cultures* on first reference. *ITC* can be used on subsequent references.

Internet addresses

The *http://* may be left off the spelling of Internet addresses, or URLs. An exception might be a URL that begins with something other than *www*. Always check URLs before publishing them to ensure they are correct and active.

If an Internet address falls at the end of a sentence, use a period. Internet addresses that break over more than one line should be broken after a slash or before a period, without inserting a hyphen. Hyphenate only when an address breaks in the middle of a long word.

URLs do not need to be set in italic or bold type but may be for emphasis.

JKL

Latin

Latin phrases such as *ex officio* or *ad hoc* are not italicized because they are common and found in the dictionary. If the word or phrase is not found in the dictionary, italicize the foreign word. See also **foreign words and phrases**.

Latino/a

lists

Lists can be either within a paragraph (run-in list) or run vertically. Vertical lists are used to catch the attention of the reader quicker and are appropriate for brochures or posters. They are also used for lists that are lengthy or when list items contain more than one sentence.

Run-in lists are often used if the listed items are brief and are preferred over vertical lists for magazine or newsletter articles.

Example of a run-in list:

To be eligible for a writing job, you must have a bachelor's degree in English or a similar field; have experience with Microsoft

Word, InDesign and Microsoft Outlook; and have three years professional experience.

Example of a vertical list:

The Department of Computer Science boasts the these cutting-edge research opportunities:

- computer and information security
- bioinformatics and computational biology
- machine learning and artificial intelligence
- visualization and multimedia
- computer architecture, and many other areas

Above all else, consistency is key with lists. Be sure all list items are parallel in construction. That means if one is a fragment, make all the items fragments. If one list item begins with a verb, they should all begin with a verb.

Here are some general guidelines:

Decide on bullets, numbers or letters to set off your list. Numbers are helpful if you're showing a sequence. Otherwise bullets suffice.

Freshmen must remember these key points for a successful first year:

- Sleep well.
- Study frequently.
- Ask questions.

To be considered for financial aid, a student must

1. be officially admitted to UTSA
2. file a Free Application for Federal Student Aid
3. meet deadlines set by the Office of Student Financial Aid.

Introduce vertical lists with either a complete lead-in sentence or a fragment. If a complete sentence is used, use a colon at the end. If it's a fragment, no punctuation is used. Never follow a verb or preposition with a colon. This rule also applies to run-in lists.

Other points made by the president were the following:

- Membership should be increased.
- Dues should be kept the same.
- Meetings should be more frequent.

By the time I'm 50, I plan to visit

- China
- Ireland
- Japan.

Required courses include the following:
ENG 201, ENG 310 and SP 120.

OR Required courses include ENG 201,
ENG 310 and SP 120.

In attendance: Greene, Conolly, Sumner and
Jenkins.

OR In attendance were Greene, Conolly,
Sumner and Jenkins.

For more information, contact Jane Smith,
Alumni Affairs.

OR For more information: Jane Smith,
Alumni Affairs

If your vertical list items are complete sentences,
capitalize the first word in each. Otherwise
capitalization is optional, but make sure you're
consistent.

If your list items are complete sentences, you
will need punctuation at the end of each item. No
end punctuation is needed after fragments or
single words, but a period is placed after the last
item if the list constitutes a complete sentence.

The questions I plan to ask are

- What is the name of your project?
- Why are you conducting this research?
- How does this affect the surrounding
community?

Over the holidays I plan to

- eat
- sleep
- read.

log-in

long term, long-term

Only use a hyphen when it's a compound
modifier before a noun:

She will finish in the long term. He has a
long-term project.

long time, longtime

She has been going to school a long time.
They are longtime friends.

lower-division

Hyphenate even when it follows a noun.

M

midterm

minor

Lowercase *minor*. See **degrees**.

money

Delete excess numerals when you have a round
dollar amount:

\$10, NOT \$10.00

She won \$10.

NOT She won \$10 dollars.

Use figures with million and billion, except in
casual references.

The building cost \$3.5 million.

BUT I'd like to win a billion dollars.

EXCEPTION: In graphs or charts, you may use
decimals and zeros.

months

Capitalize the names of months in all uses.

When a month is used with a specific date,
abbreviate only Jan., Feb., Aug., Sept., Oct.,
Nov. and Dec.

When a phrase lists only a month and a year, do
not separate the year with commas; in these

instances, do not abbreviate the month—spell it out. When a phrase refers to a month, day and year, set off the year with commas. See also **dates**.

He was born Saturday, Aug. 11, 2007, at Methodist Hospital.
Feb. 1, 1996
February 1996
NOT February, 1996
NOT Feb. 1996

multicultural

N

non-

In general, don't use a hyphen if the word is easily understood. Use a hyphen in awkward combinations. See **hyphens** for more information.

numbers

Spell out *one* through *nine*; use numbers for 10 and above.

Use numerals when referring to ages; dollars; credit hours; page, volume or chapter numbers; percentages; dates; addresses; or telephone numbers:

four 3-credit-hour classes
page 4
5 percent
0.66 percent
8-month-old boy

When discussing a range of years, separate this range with an en dash:

the 2006–2007 academic year

Spell out—and hyphenate—fractions:

two-thirds; three-fifths

For round figures greater than 999,999, use *million* or *billion* after the initial numeral(s); for more precise numbers, use all numerals:

2 million; \$2.8 billion; 234,500,000

Use commas in numbers greater than or equal to 1,000:

2,000; 23,456
the 227,000-square-foot BSE Building

EXCEPT SAT scores:

a combined score of 1250

Spell out all numbers that occur at the start of a sentence or reword the sentence:

Six credit hours were all he needed to complete the major.
He needed just 6 credit hours to complete the major.

EXCEPTION: In a list, it's OK to start a sentence or phrase with a numeral.

UTSA has expanded its degree programs to include

- 63 bachelor's degrees
- 43 master's degrees
- 20 doctoral degrees.

It's also acceptable to use numerals in the following examples:

table 1, act 2, scene 3
step 4
the 1980s
class of '95
a 5-4 score
2-year-old child
54-million-year-old discovery
a \$3 million gift
100-level courses

O

off-campus, on-campus

Hyphenate as an adjective before the noun; otherwise, leave as two words.

He lives in on-campus housing.
She's always wanted to live on campus.

on-campus housing

UTSA's on-campus housing options are Chaparral Village, Laurel Village, Chisholm Hall and University Oaks.

office

Capitalize only when part of a formal name.
Lowercase the informal reference:

Office of Communications
BUT communications office

online

ordinals

In general, do not spell out ordinals, unless part of a course title:

20th century, 2nd District Court, 6th Fleet
Topics in Nineteenth-Century Literature

orientation

Capitalize only if part of a proper name.

Roadrunner Days is an orientation for freshmen. All students must attend New Student Orientation.

out of state, out-of-state

Hyphenate when preceding a noun; don't hyphenate when it's following a noun.

out-of-state tuition
He wants to go to school out of state.

P

parallelism

Parallelism is the principle that parts of a sentence that are parallel in meaning should be parallel in structure. Items of a series also should be parallel in form.

Seeing is believing. To see is to believe.
NOT Seeing is to believe.

part-time/part time

Hyphenate only as a modifier before a noun.

Joe attends school part time.
Joe is a part-time student.

percent

Always spell out *percent* in text and use numerals. It is OK to spell out the number if a percent is used at the beginning of a sentence.

person-first language

Person-first language is used when referring to people with disabilities. In this language, the person is emphasized first, the disability second.

person with a disability
NOT person who is disabled, disabled person, crippled, handicapped, handicap or handicapped person

person who is unable to speak
NOT person who is mute or dumb

woman who is blind (only when referring to someone with complete loss of sight. In other cases use *woman who is visually impaired* or *woman who has low vision*)
NOT blind woman or the blind

student with a learning disability
NOT a slow learner, retarded or learning disabled

Avoid phrases like *confined, bound, restricted* or *dependent*; choose phrases like *person who uses a wheelchair, person who walks with crutches*. Avoid labeling or categorizations that begin with *the*: *the disabled, the deaf* or *the blind*.

Handicap can be used when citing laws and situations, but should not be used to describe a person with a disability.

Ph.D, Ph.D.'s

See **abbreviations, plurals** and **titles**.

photo I.D.

plurals

Generally, the only nouns that commonly take 's for the plural form are (1) abbreviations with more than one period and (2) single letters:

M.B.A.'s
x's and y's
A's and B's

See also **abbreviations**.

Apostrophes are never used to form the plural of any proper noun. Plural names of people and other proper nouns are created by adding *s* or *es*. Most names ending in *es, s, or z*, use *es* to form the plural.

The Taylors will attend.
The Edwardses and Charleses can be added to the list.
The Gonzalezes were invited.

If the plural rule results in an awkward construction, recast the sentence.

The art show collection included seven paintings by Velasquez
NOT seven Velasquezes

policymaking

Always one word.

possessives

Make singular nouns possessive by adding 's; make regular plural nouns ending in *s* possessive by adding only an apostrophe; plurals lacking an *s* are treated like singular nouns:

a student's right, students' duties, women's lounge

Certain uninflected singular nouns that look like plurals, such as *species* and *series*, are treated like plurals to form the possessive:

The lecture series' costs will be covered by the department.

Do not add an 's to a word ending in *s* when it is describing a place, entity, event, etc.

Veterans Day, Visitors Bureau, a teachers college

When a proper name ends in *s*, add only an apostrophe for the possessive:

Dickens' novels

Plural proper nouns add an apostrophe (no *s*) to indicate possession:

The reception will be at the Taylors' home.
The Joneses' tuition payment has been filed.

post-

In general, don't hyphenate words with a *post-* prefix:

postgraduate, postsecondary
BUT post-Freudian, post-Darwinian

pre-

Don't hyphenate words with a *pre-* prefix unless the word that follows begins with an *e*.

premed, preprofessional
BUT pre-election, pre-enroll

president

See **titles**.

prior to

Use *before* instead.

professor

See **titles**.

Q

quotation marks

Always place periods and commas inside of quotation marks. Place colons and semicolons outside of quotation marks because colons and semicolons are sentence punctuation and are not part of the quotation.

Quotation marks are not used to set off quoted material that is four lines or longer. The quotation is indented and written in block style. Titles, etc. within the quote follow the use of quotation marks.

Sarah Sam's critique of the first film shown in Theater 101 states:

The film *Star Wars* was a unique and unprecedented theatrical feat. The action was riveting and the cinematography set the standards for today's action-packed features. Even the symbolism and morality expressed in the story of *The Empire Strikes Back* was intriguing.

Use italics, not quotations, to highlight a word you are explaining or discussing:

A *hypallage* is the interchange of two elements in a phrase or sentence from a logical to a less logical relationship.
NOT A "hypallage" is the interchange of two elements in a phrase or sentence from a logical to a less logical relationship.

Avoid setting off an informal expression that the reader will already know; either use it without quotes or find a synonym:

The dean's get-together should be delightful.
NOT The dean's "get-together" should be delightful.

R

rank-in-class

Hyphenate in all instances.

re

Do not hyphenate words with *re-* prefix unless the word that follows begins with an *e*.

résumé**River Walk****Rules and Regulations of the Board of Regents****runner-up, runners-up**

S

Saint (St.)

Abbreviate with place names and saints, such as *St. Louis*, *St. Matthew*, *St. Mary's University*. For personal names, follow the individual's preference:

Camille Saint-Saens, Jill St. John

Schedule of Classes

seasons

Lowercase the names of seasons unless they are part of a formal name or designate an issue of a periodical:

Winter Olympic Games

It is in the Fall 2003 issue of *Sombrilla*.

He graduated in the fall semester.

The doctoral program in anthropology began in spring 2007.

semesters

Lowercase references to semesters:

the spring 2002 semester

semicolon

See **commas**.

Social Security Number

If it needs to be abbreviated, use *SSN*.

South Central Texas region

South Texas

Southwest, southwestern

Uppercase *southwest* when used as part of a proper name or to designate a region. But in general, when referring to cities and states, the preferred form is to lowercase compass points only when they describe a section of the state or city (per AP).

The storm system developed in the Southwest.

The scholarship is for students from southwestern Texas.

spaces

Use one space, not two, at the end of every sentence. Use one space after a colon.

Spanish words

Italicize on first reference only, unless the word is in common usage for your publication's audience. This is largely a question of editorial judgment. See also **foreign words and phrases**.

states

Spell out the names of the 50 states when they stand alone in text.

Abbreviate the state name in conjunction with the name of a city, county, town, village or military base. The names of eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

NOTE: *Texas* normally is not added to city names in publications, however, because UTSA publications have an international audience, including the state is allowed.

Students from El Paso, Texas, can qualify for the scholarship.

Place one comma between the city and the state name and another comma after the state name, unless ending a sentence:

She was born in Nashville, Tenn.

She graduated from a school in Texas.

She now lives in Austin, Texas, but is moving to Florida.

The state abbreviations are

Ala.
Ariz.
Ark.
Calif.
Colo.
Conn.
Del.
Fla.
Ga.
Ill.
Ind.
Kan.
Ky.
La.
Md.
Mass.
Mich.
Minn.
Miss.
Mo.
Mont.

Neb.
Nev.
N.H.
N.J.
N.M.
N.Y.
N.C.
N.D.
Okla.
Ore.
Pa.
R.I.
S.C.
S.D.
Tenn.
Texas
Vt.
Va.
Wash.
W.Va.
Wis.
Wyo.

syllabus, syllabuses

T

telephone numbers

Include the area code in parenthesis. Do not include *1* before the number.

(210) 458-4525
(800) 458-4600

tense

In general, use tense consistently throughout a story. However, tenses may be intermingled as appropriate to context—i.e., to distinguish terminated from continuing action:

“I disagree,” she said. But she continues to encourage students to present new ideas.

“I disagree,” she said at the meeting yesterday, but then continued to encourage students to present new ideas.

The verb form *say(s)* suggests past as well as continuing action; verbs such as *think*, *regard*, *deny* and *hope* written in present tense can coexist comfortably with other verbs in other tenses:

She says baseball is boring.
She said she thinks baseball is boring.

that and which

Use *that* (without a comma) to introduce essential or restrictive clauses (important to the meaning of a sentence.)

The research paper that Professor Higgins assigned is due by noon on Friday in his office.

Use *which* (with commas) to introduce nonessential or nonrestrictive clauses:

Professor Higgins’ assignment, which is very complicated, is due by noon on Friday in his office.

Rule of thumb: If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise use *that*.

the

Capitalize *the* only if it is part of a composition title (see **titles of works**) or name; always lowercase when used with organizations in running text:

We subscribe to *The New Yorker* and to the *San Antonio Express-News*.

The measure was approved by the University of Texas System Board of Regents.

Note: An exception to the rule is *The University of Texas at San Antonio*. In all cases, *The* is capitalized.

theater

Do not use *theatre* unless part of a proper name.

times

Use numerals in all cases; omit the zeros for on-the-hour times except in formal usage such as programs for ceremonies:

9 a.m., 11:15 p.m.

12 p.m. is expressed as *noon*, not *12 noon*; *12 a.m.* is expressed as *midnight*, not *12 midnight*.

Avoid redundancies such as *a 12 noon luncheon* or *10 p.m. Monday night*.

Use periods for *a.m.* and *p.m.*; also, use an en dash when a range of time is expressed:

3–4:30 p.m. or 3 to 4:30 p.m.

The word *to* must be used if preceded by *from*:

from 9 a.m. to noon
NOT from 9 a.m.–noon

When referring to an event, the correct form is time, date and place:

The orchestra will perform at 9 a.m., April 4 under the Sombrilla.

titles of people

In general, capitalize formal titles immediately preceding a name and lowercase titles following a name. Lowercase descriptive or occupational titles such as *history professor*, *department chair*, *math teacher*, *basketball coach*.

Professor Joel Saegert
BUT marketing professor Joel Saegert
Bonnie Lyons, professor of English

This rule applies not only to academic titles but also to administrative titles:

UTSA President Ricardo Romo will give the welcome address at the university's Fall

Convocation. Romo, who has been president of UTSA since 1999, will accept the award.

Mark G. Yudof is the ninth chancellor of the UT System. Chancellor Yudof took office in August 2002.

Director of Athletics Lynn Hickey will speak to the fans. Hickey serves as UTSA's athletics director.

An EXCEPTION to this rule is the named title:

Mohammad "Mo" Jamshidi is the Lutchter Brown Professor of Biology.

The formal title *Dr.* (plural *Drs.*) may be used before the names of individuals who hold doctorates as well as those who hold medical degrees. However, because other courtesy titles (*Mr.*, *Mrs.*, *Miss*) are rarely used in university publications, it is better to use academic and administrative titles.

Assistant Professor John Alexander
NOT Dr. John Alexander

titles of works

Capitalize the principal words in a title. Articles (*the*, *a*, *an*), coordinating conjunctions and prepositions are lowercased, unless they are the first or last word in the title.

For news releases, follow *Associated Press Style* for composition titles: Place quotation marks around all composition titles such as books, computer games (but not software), movies, operas, plays, poems, songs, television programs, and the titles of lectures, speeches and works of art.

For all other publications, *The Chicago Manual of Style, 15th Edition*, is the first reference. For brochures, newsletters and other publications, place the following titles of works in italics: books, movies, operas (and other long musical compositions), plays, journals, television programs and works of art:

The San Antonio Symphony will present the world premiere of *Something Miraculous Burns*, a composition by David Heuser.

J. Mitchell Miller is editor of the *Journal of Criminal Justice Education*, the first journal to be housed in the College of Public Policy.

La Tragedia de Macario, directed by UTSA student Pablo Veliz, was accepted into the Sundance Film Festival.

BUT, place the following in quotation marks regardless of publication: titles of articles, chapters, short stories, essays, songs, theses, dissertations, lectures, papers presented at meetings and individual poems.

The Department of Electrical Engineering hosts a lecture, “The Investigation of the Columbia Accident at Southwest Research Institute,” at 7 p.m., Tuesday, in the Science Building.

The story of how San Antonians supported a Mexican revolutionary leader will be part of the lecture “Francisco I. Madero and the Mexican Revolution.”

Tomás Rivera Center for Student Success

Use *TRC* on second reference.

toward

Not *towards*.



UNAM

The proper name of UTSA’s sister institution is La Universidad Nacional Autónoma de México. Use *UNAM* on second reference.

underrepresented

underserved

underutilized

under way

Two words in almost all instances.

United States

The abbreviation *U.S.* is acceptable as a noun and adjective

U.S. citizen

He’s back in the United States now.

He’s back in the U.S. now.

universities (other)

Always use full names of other colleges and universities on first reference.

university

Lowercase *university* unless it is used as part of a formal name. Note: In formal publications such as the President’s Dinner or Commencement programs, it is OK to uppercase *University* when it refers to UTSA.

The performance took place at The University of Texas at San Antonio.

Once again, the university will host a national sports tournament.

The University of Texas at San Antonio

See **UTSA**, use of.

The University of Texas System

On second reference, it is OK to write *the UT System*.

University of Texas System Board of Regents

Not *the University of Texas Board of Regents*.

upper-division

Hyphenate even when it follows a noun.

UT System institutions (with abbreviations for second reference)

The University of Texas at Arlington
(UT Arlington)
The University of Texas at Austin (UT Austin)
The University of Texas at Brownsville
(UT Brownsville)
The University of Texas at Dallas (UT Dallas)
The University of Texas at El Paso (UT El Paso)
The University of Texas-Pan American
(UT Pan American)
The University of Texas of the Permian Basin
(UT Permian Basin)
The University of Texas at San Antonio (UTSA)
The University of Texas at Tyler (UT Tyler)

System medical institutions:

The University of Texas Southwestern Medical
Center at Dallas (UT Southwestern Medical
Center or UT Southwestern)

The University of Texas Medical Branch at
Galveston (UTMB)

The University of Texas Health Science Center
at Houston (UT Health Science Center–
Houston. Never UT Houston)

The University of Texas Health Science Center
at San Antonio
(UT Health Science Center or UTHSC)

The University of Texas M.D. Anderson Cancer
Center (M.D. Anderson or the cancer center)

The University of Texas Health Center at Tyler
(UT Health Center–Tyler)

The system:

The University of Texas System (UT System)
The University of Texas System Administration
(UT System Administration)
The University of Texas System Board of
Regents (UT System Board of Regents)

UTSA Alumni Association

This is the official name of the university's
alumni association.

UTSA, use of

In running text, these are the correct ways to
refer to UTSA:

The University of Texas at San Antonio
UTSA (on second reference)
the university (on second reference;
lowercase *university*; see also **university**)

The university has three campuses—Downtown
Campus, the Institute of Texan Cultures and the
1604 Campus.

UTSA 1604 Campus

UTSA Downtown Campus

UTSACard

UTSA's Institute of Texan Cultures

See **Institute of Texan Cultures**.



versus

Spell out in ordinary speech and writing, but
shorten to *vs.* in short expressions. For courts
cases use *v.*

The decision to apply for the vocal
scholarship versus the general music
scholarship is up to you.

The game at 6:30 p.m. is UTSA vs.
Louisiana Tech.

In this class, we will discuss Marbury v.
Madison.

vice president

See **titles**.

VIP, VIPs

W

Web

webcast

webmaster

Web page

Web site

weeklong

word processing

Use for both noun and adjective forms.

workstation

workforce

workplace

work-study

World Wide Web

XYZ

year-end

yearlong

One word when used as an adjective:

The yearlong project begins in September.

year-round

years

Use figures without commas. Use commas only with a month and day. Use an *s* without an apostrophe to indicate spans of decades or centuries. Years are the exception to the rule in numerals that a figure is not used to start a sentence. See also **dates**.

Dec. 18, 1994

the 1980s

1964 was a turbulent year.

UTSA was founded in 1969 by the Texas Legislature.

yesterday

Use only in direct quotations and in phrases that do not refer to a specific day. Use the day of the week or date in other cases.

Yesterday we were young.

Classes began Aug. 22.

Classes will begin Tuesday.

zero, zeros