

UNIVERSITY COMMUNICATIONS DICTIONARY OF STYLE

This University Communications style guide is maintained by Marketing and Special Events. A combination of sources was used to determine “UCLA style”:

- *The Associated Press Stylebook and Briefing on Media Law*
- *The Chicago Manual of Style*
- *Words Into Type*
- *Webster’s New World College Dictionary, Fourth Edition*
- *Merriam Webster’s Collegiate Dictionary*
- *Customary UCLA usage*

Please keep in mind that because this is an ongoing document, entries may be added or revised on a continuing basis. If you have additions or suggestions, please email them to Wendy Soderburg at wendys@support.ucla.edu. We hope this is helpful to you!

This edition updated: October 2017

A

abbreviations No spaces between letters in abbreviations: M.F.K. Fisher, Jonathan F.S. Post

abortion Use “anti-abortion” (*not* pro-life or anti-choice); “abortion rights” (*not* pro-abortion, anti-life or pro-choice); and “abortion doctor” or “abortion practitioner” (*not* abortionist).

academic courses Capitalize (but do not enclose in quotation marks) simple names of academic courses: History 6. Enclose more descriptive names of courses in quotes and use standard rules of capitalization: “Before the Law: Biblical Parable in Kielslowski, Kafka and Kierkegaard.”

academic degrees When spelling out degrees, use an apostrophe: bachelor’s degree, master’s degree (but a master of arts degree, *not* a master’s of arts). Use periods when abbreviating, as follows:

| | | | | | |
|---------|---------|------------|----------|--------|--------|
| B.A. | D.M.A. | M.Arch. I | M.Ed. | M.P.A. | M.S.W. |
| B.S. | Dr.P.H. | M.Arch. II | M.Engr. | M.P.H. | Ph.D. |
| C.Phil. | Ed.D. | M.A.T. | M.F.A. | M.P.P. | |
| D.D.S. | J.D. | M.B.A. | M.L.I.S. | M.S. | |
| D.Env. | M.A. | M.D. | M.M. | M.S.N. | |

Note: The Centennial Campaign for UCLA has its own rules for academic degrees. See entry for **The Centennial Campaign for UCLA**.

academic departments Capitalize the formal name of a department: the Department of Geography. Lowercase the informal name (except for words that are proper nouns or adjectives): the geography department, the Italian department. In the case of departments with multiple disciplines, use this phrasing:

- Department of Earth, Planetary, and Space Sciences
- Professor in the UCLA Department of Earth, Planetary, and Space Sciences
- Use “professor of Earth science,” “professor of planetary science” or “professor of space science.” (Do *not* use “professor of Earth, planetary, and space sciences.”)

academic divisions Capitalize academic division names: the UCLA Division of Humanities, the College of Letters and Science Division of Life Sciences, the dean of the Division of Social Sciences.

Academic Senate Always capitalize the full title. On second reference, use “the senate.”

academic titles On first reference, include the full and official name of the school where a faculty member teaches: José Luis Valenzuela, professor of theater in the UCLA School of Theater, Film and Television. Capitalize and spell out formal titles such as chancellor or chairman when they precede a name. Lowercase elsewhere. Lowercase modifiers such as “department”: department Chairman Jerome Wiesner. Capitalize academic fields: Chemistry Professor Donald Cram, Assistant Professor of English Virginia Woolf. Note the difference between a formal title and a job description: Professor Michael Dukakis; Michael Dukakis, visiting professor of policy studies; public policy advocate Michael Dukakis.

Note: When professors’ names are placed in a list (as in programs or brochures), it is acceptable to capitalize titles, even if they come after the names:

- Michael Dukakis, Visiting Professor of Policy Studies
Virginia Woolf, Assistant Professor of English

acronyms can be used, but only after the phrase has been spelled out in its first reference: Institute of the Environment and Sustainability (IoES). No periods with acronyms: UNICEF.

addresses Use the abbreviations Ave., Blvd. and St. with an address number: 356 Hollywood Blvd., 1206 Gayley Ave. Otherwise, spell out: Wilshire Boulevard, Hilgard Avenue. Designations such as alley, drive, road, circle and terrace are always spelled out: 550 Westview Terrace. Lowercase avenues, streets, etc., when used with more than one proper name: Enter the campus at Hilgard and Westholme avenues.

But: When writing event invitations, spell out all words: UCLA School of Dentistry, 714 Tiverton Avenue, Los Angeles, California. Do *not* use zip codes on the invitations — only on the mailing envelopes.

admission The name of the office is UCLA Undergraduate Admission (no “s”). In copy, use “admissions” when the term is used by itself to describe the subject of admissions.

advanced placement Use AP (no periods) when abbreviating on second reference.

adverbs ending in -ly are not hyphenated: This is an easily remembered rule (*not* “an easily-remembered rule”).

adviser *not* advisor

ages Always use figures when dealing with ages of people, animals and inanimates: The girl is 5 years old; the law is 8 years old; the 101-year-old house. When using decades for age, do not precede by apostrophes: people in their 70s and 80s.

alumnus, alumni, alumna, alumnae Use “alumnus” (“alumni” in the plural) when referring to a man who has attended a school. Use “alumna” (“alumnae” in the plural) for similar references to a woman. Use “alumni” when referring to a group of men and women.

Note: Use these terms to show that someone has attended UCLA. Individuals do *not* have to graduate to be called alumni. On first reference, include the full and official name of the school from which an alumnus has graduated: Joe Bruin ’18, who graduated from the UCLA Henry Samueli School of Engineering and Applied Science, works at the Boeing Company.

Alzheimer's disease *not* Disease

a.m., p.m. Lowercase, with periods. Include a space between the numeral and a.m. or p.m.: 10 p.m., 9 a.m.

among, between In most cases, the maxim holds that “between” introduces two items and “among” introduces more than two: The funds were divided *between* me and Joseph. The funds were divided *among* me, Joseph and Jonathan.

ampersand “And” should be used, unless an ampersand is stylistically part of a school’s or department’s name: Graduate School of Education & Information Studies.

Anderson School of Management Use the complete name on first reference: “UCLA Anderson School of Management.” On second reference, use “UCLA Anderson.”

AP Stylebook refers to *The Associated Press Stylebook and Briefing on Media Law*. Follow the style practices recommended in the *AP Stylebook* except when superseded by this dictionary of style.

apostrophe When omitting letters or figures, use apostrophes: rock ‘n’ roll; ‘tis the season to be jolly; the class of ‘62; the ‘20s. Make sure the apostrophe faces the right way (’).

the Archive Use UCLA Film & Television Archive (note ampersand) on first reference.

the Archives Use University Archives on first reference.

Arts and Architecture Use the School of the Arts and Architecture (note the “the” before Arts).

Arts Library is located in the UCLA Luskin School of Public Affairs.

Asian American Studies Center Use UCLA Asian American Studies Center.

B

bachelor's, B.A. (See **academic degrees.**)

bear statue The official name of the statue on the UCLA campus is The Bruin. It may be referred to as The Bruin; The Bruin statue; or the statue The Bruin. Do not use Bruin bear or Bruin Bear.

between, among In most cases, the maxim holds that “between” introduces two items and “among” introduces more than two: The funds were divided *between* me and Joseph. The funds were divided *among* me, Joseph and Jonathan.

biannual Occurring twice a year.

biennial Occurring every two years.

billion, million Use figures with “billion” or “million” in all except casual uses: I’d like to make a million dollars. **But:** The university will raise \$4.5 billion.

bimonthly Every other month. “Semimonthly” means twice a month.

Biomedical Library Use Louise M. Darling Biomedical Library. “Biomedical Library” is acceptable on second reference. The title of the head of the Louise M. Darling Biomedical Library is “director.”

biweekly Every other week. “Semiweekly” means twice a week.

board of directors Lowercase unless part of a proper name: UCLA Alumni Association Board of Directors.

book titles Capitalize principal words (and all words of four or more letters). Italicize book titles: Carolyn See, author of *Golden Days*, has a Ph.D. in American literature from UCLA. Do *not* italicize: the Bible, the Constitution (of the U.S.A.), the Declaration of Independence.

Broad Art Center Use Eli and Edythe Broad Art Center. The Broad Art Center is acceptable on second reference.

BruinCard

Bruin Family Weekend was formerly called “Parents’ Weekend.”

The Bruin statue The official name of the statue on the UCLA campus is The Bruin. It may be referred to as The Bruin; The Bruin statue; or the statue The Bruin. Do not use Bruin bear or Bruin Bear.

building names Use “UCLA’s” followed by the building name, or use the building name followed by a comma and “UCLA”: UCLA’s Royce Hall or Royce Hall, UCLA.

Bunche Center Use the Ralph J. Bunche Center for African American Studies at UCLA. “Bunche Center” is acceptable on second reference.

The Burkle Center for International Relations Use UCLA Ronald W. Burkle Center for International Relations or, simply, the UCLA Burkle Center for International Relations on first reference. “Burkle Center” is acceptable on second reference.

C

California Digital Library “CDL” is acceptable on second reference if the acronym is used in parentheses after the first reference.

California Digital Library’s Melvyl Catalog “Melvyl Catalog” is acceptable on second reference.

California NanoSystems Institute Note the capital “S” in NanoSystems (one word). Use “CNSI” on second reference.

campuswide

cannot

capital refers to the city where a seat of government is located; do not capitalize.

capitalization In general, note that we are “down-style,” per the *AP Stylebook*, which means we avoid unnecessary capitalization. This applies to things such as boards of directors (Ned Nought is on the board of directors at Nadir Corp.), department names (history department, art department) and titles when they follow the names (Gene Block, chancellor of UCLA).

capitol refers to the actual building in which a state legislative body meets.

cell phone

The Centennial Campaign for UCLA The official name of UCLA’s five-year, 100th-anniversary fundraising campaign, launched in 2014 and set to end in 2019. In general, The Centennial Campaign for UCLA follows the University Communications Dictionary of Style; in certain cases, however, it follows its own set of style rules:

- Always capitalize “The” in references to The Centennial Campaign for UCLA. When used alone, “campaign” is lowercase.
- Capitalize “University” when it refers to UCLA.
- Class years for bachelor’s degree recipients are treated as per the University Communications style guide’s “class years” entry: Joe Bruin ’13, Josephine Bruin ’92.
- For advanced degrees, there are two departures from the University Communications Dictionary of Style:
 - Do not use periods: MA and PhD (not M.A. and Ph.D.)

- Insert a comma between the name and the degree: Paul Watford, JD '94
- Friends and donors who are parents of UCLA graduates may be designated with “P,” along with the anticipated graduation year of their student, as follows:
 - Garen Staglin '66, P '01
 - Marion Anderson, P '77, P '88 (multiple children)
 - James Collins '50, P '86, P '92 (multiple children)
- The Campaign URL should be written with caps, but no extra spaces: LetThereBe.ucla.edu

Center for the Health Sciences *not* Center for Health Sciences

César E. Chávez Center for Interdisciplinary Instruction

César E. Chávez Department of Chicana and Chicano Studies

chancellor Capitalize only when it precedes the name. (See **academic titles**.)

Chancellor's Residence Use “the residence” on second reference.

Charles E. Young Research Library “Research Library” is acceptable on second reference.

child care

Clark Library Use William Andrews Clark Memorial Library on first reference. “Clark Library” is acceptable on second reference. The title of the head of the William Andrews Clark Memorial Library is “librarian.”

class Capitalize: Class of 2013.

class years When listing degrees and class years, do *not* add a comma after the person’s name. For undergraduate degrees, leave off degree and add graduation year with an apostrophe: Joe Bruin ’85 (*not* Joe Bruin B.A. ’85). For graduate degrees: Joe Bruin M.S. ’98. Multiple degrees: Josephine Bruin ’00, M.A. ’02, Ph.D. ’04. For names with suffixes: Joe Bruin Jr. ’12 (no comma between name and suffix). For pairs: Joe ’03 and Josie ’05 Bruin. For pairs with different last names: Joe Bruin ’03 and Josie Smith ’05. Make sure apostrophe faces the right way (’).

Note 1: Do *not* list graduation years for current students, as there is no guarantee when a student will graduate. Also, when writing for events such as Bruin Family Weekend, do *not* assign a student’s grad year to his/her parents. For example, if John Smith graduated from UCLA in 1982, use John Smith ’82. But if John Smith is also the parent of a student who is graduating in 2014, do *not* use John Smith ’82, Parent ’14. In the case of nametags, simply include “UCLA Parent” under the name.

Note 2: A special exemption has been granted for The Centennial Campaign for class year/degree formatting. Please see **The Centennial Campaign for UCLA**.

co- Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: co-worker, co-author, co-chairman, co-sponsor.

College of Letters and Science The College of Letters and Science is the largest academic unit at UCLA. Use the full name — the College of Letters and Science — in formal situations only. “The UCLA College” is acceptable on first reference; “the College” is acceptable on second reference.

commas Use commas in a simple series of nouns or phrases, or in a simple series of elements that include a conjunction. Use semicolons to separate the phrases in a series that include commas.

- The course covers racism, sexism and age discrimination. (With a simple series of nouns, no comma before “and.”)
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act. (With a simple series of phrases, no comma before “and.”)
- He gulped some hot coffee, grits, and ham and eggs for breakfast. (With a series containing another conjunction, insert a comma before “and.”)
- The finale included a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam. (With a series of phrases that include commas, use semicolons. Insert a semicolon before “and.”)

commencement Capitalize UCLA Commencement and Commencement Weekend, but not commencement activities.

committee Capitalize only when part of a name: the Scholarship Steering Committee.

compose means to put together, to be made up of: The jury is composed of seven Latinos, an African-American man and four Caucasian women.

composition titles Italicize book titles, computer game titles, movie titles, opera titles, play titles, poem titles, long musical compositions, television program titles, and names of newspapers and magazines: *Law and Order*, *The Marriage of Figaro*, *The New York Times*, *Paradise Lost*. Names of songs and television program episodes are quoted: “Some Enchanted Evening,” “Chuckles Bites the Dust,” an episode of *The Mary Tyler Moore Show*.

compound modifiers In general, we follow the AP rule of using hyphens but aren’t quite as stringent. For example, according to AP style (below), a hyphen would be used in “a high-school student” or “affirmative-action program.” We wouldn’t use a hyphen in those cases because the meaning is quite clear without one.

AP Style: When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all the words in the compound except the adverb “very” and all adverbs that end in “-ly”: a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, an easily remembered rule.

comprise means to encompass, to contain, to embrace, to include all. It does *not* take “of”: The jury comprises people of several races.

conferences and events Enclose in quotes: “Digital Mania,” “Perspectives on Equity, Diversity and Inclusion.” For recurring or annual events, however, no quotes are needed: Bruin Family Weekend, Bruin Day.

copyright symbols © ® Do not use.

Corinne A. Seeds University Elementary School is now known as the UCLA Lab School.

Cotsen Institute of Archaeology at UCLA Located in the basement of the Fowler Museum at UCLA.

couple When used in the sense of two people, the word takes plural verbs and pronouns: The couple were married Saturday and left Sunday on their honeymoon. In the sense of a single unit, use a singular verb: Each couple was asked to give \$10.

courses Capitalize (but do not enclose in quotation marks) simple names of academic courses: History 6. Enclose more descriptive names of courses in quotes and use standard rules of capitalization: “Before the Law: Biblical Parable in Kielslowski, Kafka and Kierkegaard.”

course work Two words.

Court of Sciences Student Center Formerly the Bombshelter.

curly quotes (also called “smart quotes”) are standard. As their name suggests, curly quotes are curved (“ ”), as opposed to straight quotation marks (“ ”). To learn how to create curly quotes — or to curl straight quotes — click on the Help menu, select Microsoft Word Help and search on smart quotes.

D

Darling Law Library Use Hugh and Hazel Darling Law Library. On second reference, Law Library is acceptable.

dash (See **em dash**.)

dates In a calendar listing, move from the particular to the general — time, day, date: 2 p.m., Tuesday, April 25. In body text, a date is set off by a pair of commas: Bruce Springsteen will perform on Tuesday, April 25, at Royce Hall. In news releases, use the actual day of the week, rather than “today”: The California Department of Transportation announced Tuesday (*not today*) it will close Sunset Boulevard between 7 a.m. and 7 p.m. For specific dates, do *not* use st, nd, rd or th — except for “Fourth of July,” which can be spelled out.

David Geffen School of Medicine at UCLA On second reference, use “Geffen School of Medicine” or

“the medical school.”

day care

days Capitalize days of the week. Do not abbreviate. Capitalize “Day” in widely recognized holidays: New Year’s Day, Independence Day, Christmas Day.

dean Capitalize only when part of a name: Judy Olian, dean of the UCLA Anderson School of Management; Dean Judy Olian.

decades Use Arabic numerals: the 1960s (*not* the sixties). Use apostrophes when numerals are omitted: the ’60s. Make sure apostrophe faces the right way (’). (See also **years**.)

degrees (See **academic degrees**.)

De Neve Separate the two words in “De Neve” by a space: De Neve Plaza Auditorium; 330 De Neve Drive.

departments (See **academic departments**.)

Dickson Court encompasses the large, grassy areas between Perloff Hall on the north and Schoenberg Music Building on the south. It also includes the Arroyo Bridge, extending from the flagpole on the west to Founders’ Rock on the east.

Dickson Plaza is the official name of the grassy quad bordered by Royce and Haines halls on the north, the Humanities and Powell Library buildings on the south, the Shapiro Fountain on the west, and the flagpole on the east. Royce Quad is the informal name.

dictionary The *AP Stylebook* recommends *Webster’s New World College Dictionary*.

director Do not capitalize when referring to an occupation: Willeke Wendrich, director of the institute; Cotsen Institute of Archaeology at UCLA director Willeke Wendrich.

Dr. Reserve for physicians and then avoid if possible. Instead, embrace specificity: D.B. Todd, surgeon.

dual heritage (See **hyphens**.)

E

East Asian Library (See **Richard C. Rudolph East Asian Library**.)

e-business Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). *Never* E-Business: Is e-business up? E-business is up.

e-commerce Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). *Never* E-Commerce: Is e-commerce up? E-commerce is up.

eight-clap (*not* 8-clap)

Eli and Edythe Broad Art Center The Broad Art Center is acceptable on second reference.

ellipsis A sequence of three dots (...) indicating an omission in text. Insert a space on each side of an ellipsis.

email Do not hyphenate; lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). *Never* EMail: Is email more convenient? Email is more convenient.

email address Do not underscore email addresses. Enclose in parentheses or insert the word “at” before the address: To apply for admission, email Joe (joebruin@ucla.edu); for more information, email

Josephine at josiebruin@ucla.edu.

em dash An em dash is the long dash that is most frequently used to denote an abrupt change in thought: Will you — can you — pay your taxes? An em dash, sometimes just called a “dash,” is not the same thing as a hyphen, which is used as a joiner: a plate of grayish-pink shrimp. Some people use two hyphens to indicate an em dash; indeed, sometimes you may not have a choice. When writing email, for example, it is impossible to create an em dash and you are forced to use two hyphens. We recommend using the em dash whenever possible, however. (To create an em dash in Word, press CTRL, ALT and the minus sign. The minus sign is the dash located on the number pad of the keyboard, directly above the plus sign. OR click on the “Insert” tab at the top of the screen, click on “Symbol” and select the em dash from the options.) Insert a space on both sides of an em dash. (See **hyphens**.)

emeritus describes an individual who has retired but retains his title on an honorary basis. “Emeritus” is the singular noun; “emeriti” is the plural noun. “Emeritus” is the singular masculine adjective: Professor Emeritus of Spanish John Doe; John Doe, professor emeritus of Spanish. “Emerita” is the singular feminine adjective: Professor Emerita of Physics Anne Smith. “Emeriti” is the plural adjective: There are five professors emeriti in the Department of English. “Chancellor emeritus”: The research library was named after Chancellor Emeritus Charles E. Young; the chancellor emeritus was honored.

en dash The en dash is one-half the length of an em dash and is longer than a hyphen. The en dash is used to represent *to* or *through* between figures or words: The years 1968–1975 were turbulent ones for UCLA. Do not insert spaces before and after an en dash. However, if the numbers are preceded by the word *from*, use the word *to* and not an en dash: John Wooden was head men’s basketball coach from 1948 to 1975.

endowed chair Use the full title of an endowed academic chair when appropriate. Make sure to specify that someone *holds* the chair, not that they *are* the chair: Jason Speyer holds the Ronald and Valerie Sugar Chair in Engineering. **But:** Florence Nightingale, the Abigail Jones Professor of Nursing.

ethnic heritage, ethnicity (See **hyphens**.)

Eugene and Maxine Rosenfeld Management Library “Management Library” is acceptable on second reference.

events and conferences Enclose in quotes: “Digital Mania,” “Perspectives on Equity, Diversity and Inclusion.” For recurring or annual events, however, no quotes are needed: Bruin Family Weekend, Bruin Day, UCLA Commencement.

exhibition titles Use italics: *The Un-Private House; Live Dangerously*.

F

faculty is singular when referring to an academic body: UCLA’s faculty is one of the best in the country. Faculty is plural when referring to several individuals: The engineering faculty are doubling the number of patents they filed last year.

faculty-in-residence

Faculty Research Lecture, Faculty Research Lecturer

fees Do not use “.00”: \$3 (*not* \$3.00).

Fielding School of Public Health Use UCLA Jonathan and Karin Fielding School of Public Health or, simply, the UCLA Fielding School of Public Health on first reference. On second reference, “Fielding School” is acceptable.

fieldwork

Film & Television Archive (See [UCLA Film & Television Archive](#).)

foreign words and phrases that have been adopted into the English language are not italicized and are not enclosed by quotation marks: *fait accompli*, *karaoke*. Words that are not familiar or widely used, however, should be italicized. Use a dictionary if you’re not sure.

Founders’ Rock Spelled with an “s’ ” — *not* Founder’s Rock. Founders’ Rock, a 75-ton granite boulder from Perris Valley, Calif., was installed in time for UCLA’s site dedication in 1926.

Fowler Museum at UCLA On second reference, use “the Fowler Museum.”

fundraiser, fundraising

G

Geffen Academy (Not to be confused with Geffen Hall.) Geffen Academy is UCLA’s college preparatory school for 6th- through 12th-grade students from across the greater Los Angeles area, as well as for children of UCLA faculty and staff. Geffen Academy is located on Kinross Avenue, between Gayley and Veteran avenues in Westwood.

Geffen Hall (Not to be confused with Geffen Academy.) Geffen Hall, located at the intersection of Le Conte Avenue and Tiverton Drive, is the home of medical education at UCLA. The facility’s teaching labs, lecture auditorium and exam rooms are easily adapted to different learning styles and new advances in teaching tools and curricula. The six-level building also includes study spaces, a student lounge and administrative offices. Remember to use Geffen Hall, *not* David Geffen Hall.

Geffen Playhouse *not* UCLA’s Geffen Playhouse or Geffen Playhouse at UCLA.

Geffen School of Medicine On first reference, use David Geffen School of Medicine at UCLA.

gender-neutral pronouns Follow the lead of the *Associated Press Stylebook* when considering the use of “they” as a singular, gender-neutral pronoun. AP says:

They, them, their In most cases, a plural pronoun should agree in number with the antecedent: The children love the books their uncle gave them. They/them/their is acceptable in limited cases as a singular and/or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and always is preferable.

In stories about people who identify as neither male nor female or ask not to be referred to as he/she/him/her: Use the person’s name in place of a pronoun, or otherwise reword the sentence, whenever possible. If they/them/their use is essential, explain in the text that the person prefers a gender-neutral pronoun. Be sure that the phrasing does not imply more than one person.

general education As per the *UCLA General Catalog*, use GE (no periods) when abbreviating.

geographic regions Lowercase north, south, northeast, etc., when they indicate compass direction: They drove west. Capitalize when they designate regions: The Midwest was hit hard by the recent storm.

Gonda (Goldschmied) Neuroscience and Genetics Research Center

Graduate School of Education & Information Studies Note ampersand.

graduation years (See **class years**.)

groundbreaking

Guggenheim Fellowship but Guggenheim fellow

H

Hammer Museum (See **UCLA Hammer Museum**.)

health care Two words. Hyphenate only when used as a modifier: health-care program.

Henry J. Bruman Maps and Government Information Library “Maps and Government Information Library” is acceptable on second reference.

Henry Samueli School of Engineering and Applied Science Use the UCLA Henry Samueli School of Engineering and Applied Science. On second reference, UCLA Engineering is acceptable.

Herb Alpert School of Music The full name is the UCLA Herb Alpert School of Music. Use “the Alpert School” on second reference.

high-tech

the Hill refers to the northwest corner of campus where the residence halls are located. Do not use quotation marks, and do not capitalize “the” unless it is the first word in a sentence.

hip-hop

historical periods Capitalize famous epochs: the Middle Ages. Lowercase century: the 12th century. Use numerals to designate a century unless it is the first word in a sentence: People sometimes wore odd shoes in the 12th century. **But:** Twelfth-century shoes could be odd. Note the hyphen when using a compound adjective: The 12th-century Crusaders may have introduced pointy-toed shoes to Europe. (See **decades**.)

home page

hours Do *not* use “:00.” Insert a space between the numeral and a.m. or p.m., lowercase a.m. and p.m., and use periods in a.m. and p.m. (6 p.m., *not* 6:00PM).

Note: The exception is when writing copy for event invitations, programs and promotional materials, in which case you should use “:00”: The reception begins at 7:00 p.m.

Howard Hughes Medical Institute investigator Do not capitalize “investigator.”

Hugh and Hazel Darling Law Library “Law Library” is acceptable on second reference. The title of the head of the Law Library is “law librarian.”

hyperlink When hyperlinking URLs, include “http://” in hyperlinks that do not begin with “www.” For those that do begin with “www,” do not include “http://.” If a URL falls at the end of a sentence, use a period.

hyphens Do not insert spaces before and after hyphens: 11 a.m.-2 p.m., 5-6 p.m. Do not use hyphens when ethnic terms are used as nouns: More African Americans majored in philosophy this year. Use hyphens when ethnic terms are used adjectivally: More than 100 African-American philosophers met at UCLA. (Also see **em dash**.)

I

Internet Capitalize.

Islam/Islamic/Muslim “Islam” is the name of a religion. “Muslim” is the name used for an adherent of the Islamic faith. “Islamic” is accurately applied only to what pertains directly to the faith and its doctrines: Islamic law, Islamic holy site. Use “Muslim” as an adjective to denote the works and acts of Muslims and their institutions: Muslim women, Muslim countries, Muslim art.

J

James West Alumni Center “West Center” is acceptable on second reference.

Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA This is the official name of the research center (not to be confused with the Stewart and Lynda Resnick Neuropsychiatric Hospital at UCLA). The Semel Institute for Neuroscience and Human Behavior at UCLA is preferred on first reference. On second reference, use the Semel Institute.

Janss Steps

Joe and Josephine Bruin are the campus mascots. Josephine also goes by “Josie.”

John Wooden Center On second reference, “Wooden Center” is acceptable.

Jonathan and Karin Fielding School of Public Health Use UCLA Jonathan and Karin Fielding School

of Public Health or, simply, the UCLA Fielding School of Public Health on first reference. On second reference, “Fielding School” is acceptable.

Jonsson Cancer Center (See **UCLA’s Jonsson Comprehensive Cancer Center.**)

junior Abbreviate as Jr. only with full names of persons. Do not precede by a comma: Joseph P. Kennedy Jr.

K

kickoff One word, no hyphen.

L

La Kretz Hall

Law Library (See **Hugh and Hazel Darling Law Library.**)

Le Conte Avenue

lectures, symposia Use quotation marks around lecture and symposium titles: E.O. Wilson will discuss “The Future of Life.” Do *not* use quotation marks for program titles: Women’s Studies Program 25th Anniversary Celebration.

legislature Capitalize when preceded by the name of a state: the Kansas Legislature. Capitalize in subsequent specific references and in such constructions as the 100th Legislature, the state Legislature.

Lesbian, Gay, Bisexual and Transgender (LGBT) Note that “UCLA Lesbian Gay Bisexual

Transgender Campus Resource Center” does not include commas.

libraries (See **UCLA Library**.)

log on to *Not* log onto: For more information, log on to www.fmch.ucla.edu.

Louise M. Darling Biomedical Library “Biomedical Library” is acceptable on second reference. The title of the head of the Louise M. Darling Biomedical Library is “director.”

Luskin Conference Center Acceptable on second reference. The full name is the UCLA Meyer and Renee Luskin Conference Center. To avoid confusion with other Luskin-named organizations at UCLA, never use LCC or Luskin Center.

Luskin School of Public Affairs The official name is the UCLA Meyer and Renee Luskin School of Public Affairs. “UCLA Luskin” is acceptable on second reference.

Lu Valle Commons

-ly adverbs Adverbs ending in –ly are not hyphenated: This is an easily remembered rule. (*Not* “an easily-remembered rule.”)

M

M.A. (See **academic degrees**.)

MacArthur Fellowship, MacArthur Fellow

Macgowan Hall Note the small “g.”

magazine titles Use italics. Capitalize principal words (and all words of four or more letters). The word “magazine” is lowercase unless it is part of the title: *UCLA Magazine*, *Newsweek* magazine.

majors/minors Lowercase, unless they include proper names: He majored in sociology and minored in Asian studies.

Management Library (See **Eugene and Maxine Rosenfeld Management Library**.)

Maps and Government Information Library (See **Henry J. Bruman Maps and Government Information Library**.)

Marion Davies Children’s Health Center

UCLA Mattel Children’s Hospital

M.B.A. (See **academic degrees**.)

M.D. (See **academic degrees**.)

MEChA Note the lowercase “h.” The name of the Latino student organization is an acronym for *Movimiento Estudiantil Chicano de Aztlán* (Chicano Student Movement of Aztlán).

medicine (See **David Geffen School of Medicine at UCLA**.)

Melvyl Catalog (See **California Digital Library’s Melvyl Catalog**.)

Meyer and Renee Luskin Conference Center On second reference, use “Luskin Conference Center.” To avoid confusion with other Luskin-named organizations at UCLA, never use LCC or Luskin Center.

military titles Capitalize a military rank when used as a formal title before an individual's name. Most ranks should be abbreviated: Gen. John J. Pershing arrived today. An aide said the general would review the troops.

millions, billions Use figures with "billion" or "million" in all except casual uses: I'd like to make a million dollars. **But:** The university will raise \$4.5 billion.

money Do not use ".00": \$3, *not* \$3.00.

months Capitalize the names of all months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas: January 2014. When a phrase refers to a month, day and year, set off the year with commas: Feb. 14, 2015, was the target date. **But:** The exception is when writing copy for event invitations: The Chancellor's Bruin Game Day Party will be held on October 12.

more than, over "Over" generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals ("She is over 30"), but "more than" is better suited: Their salaries went up by more than \$20 a week.

movie titles Capitalize principal words (and all words of four or more letters). Use italics: UCLA alumnus Tim Robbins directed *Dead Man Walking*.

multidisciplinary

multimedia

Music Library and **Music Library Special Collections** are both housed in the Schoenberg Music Building.

music titles Capitalize and italicize descriptive titles for orchestral works: Bach's *Suite No. 1 for Orchestra*; Beethoven's *Serenade for Flute, Violin and Viola*. If the instrumentation is not part of the title

but is added for explanatory purposes, the names of the instruments are lowercased: Mozart's *Sinfonia Concertante in E flat major for violin and viola*. If in doubt, lowercase the names of the instruments.

Muslim (See **Islam**.)

N

nametag One word.

the Net Acceptable on second reference to “the Internet”

Neuropsychiatric Hospital (See **Stewart and Lynda Resnick Neuropsychiatric Hospital at UCLA**.)

Neuropsychiatric Institute (See **Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA**.)

newspaper names Italicize all names. Capitalize “The” in a newspaper’s name if that is the way the publication prefers to be known (e.g., *The New York Times*). When in doubt, check the masthead.

No. Use “No.” as the abbreviation for “number” in conjunction with a figure to indicate position or rank: Ronald Reagan UCLA Medical Center was again ranked No. 1 in the western United States.

Nobel Prize Capitalize as follows: Nobel Prize in Chemistry; 2013 Medicine Laureate Randy W. Schekman; Nobel Laureate Randy W. Schekman. **But:** Nobel Prize winner; Nobel laureate (if not connected to a name).

nonprofit One word.

North Campus Student Center

numerals Spell out whole numbers below 10. Use figures for 10 and above.

Note: The exception is ages, in which case you should always use numerals: The boy, 5, knew he wanted to be an engineer. The 2-year-old building was already in need of repair.

O

OK, OK'd, OK'ing Do *not* use “okay.”

online One word.

on-screen *Not* on screen or onscreen: The on-screen text is easy to read.

on-site

Ostin Music Center Acceptable on second reference. The full name is the Evelyn and Mo Ostin Music Center.

over, more than “Over” generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals (“She is over 30”), but “more than” is better suited: Their salaries went up by more than \$20 a week.

P

Pacific-12 Conference Use “Pac-12” on second reference (note hyphen).

Parents' Weekend is now called “Bruin Family Weekend.”

parking structure, parking lot Capitalize when referring to a specific structure or lot: Parking Structure 32; Lot A. On second reference, it's OK to use "PS" when indicating a specific lot: PS 32.

party affiliation Separate with parentheses: Rep. Judy Chu (D-Calif.) is a UCLA alumna.

Pauley Pavilion Only one "l" in Pavilion.

percent Use figures and do not use the % symbol: 1 percent, *not* 1% or one %.

Performing Arts Special Collections encompasses materials formerly held in the separate Arts Library Special Collections and Music Library Special Collections and is located in the Charles E. Young Research Library building.

Ph.D. Insert periods. Ph.D.s is the plural. (See **academic degrees**.)

phone numbers Enclose the area code in parentheses; use a hyphen to separate the prefix from the last four digits: (310) 825-2585.

play titles Capitalize principal words (and all words of four or more letters). Use italics: *Romeo and Juliet*.

policy maker, policymaking

possessives Nouns ending in "s" — both singular and plural — take only an apostrophe to form the possessive: the campus' entrance; the Bruins' victory.

postdoctoral No hyphen.

postseason, preseason No hyphen.

Powell Library

premier, premiere “Premier” refers to the prime minister in some countries (noun); it can also mean “first in rank or position” (adjective). “Premiere” (with an “e”) is the first public performance or showing of a play, opera, film, etc. (noun); it can also mean “to present publicly for the first time” (verb).

prime marks These marks (') (") (") are used to designate units of measurement and are also used for various other purposes in mathematics, the sciences, linguistics and music: He is 6'2" tall; $Tx = x'$. When possible, do *not* use prime marks in place of curly (smart) quotes. (See **curly quotes**.)

program names Capitalize “program” when it is part of a name: Student Research Program, K-14 Outreach Program, Business Law Program, Latin American Studies Program.

protester

Q

quarter Capitalize when referring to a specific quarter or term: Fall Quarter 2018. Otherwise, lowercase: spring quarter, winter term.

Quran The preferred spelling for the Muslim holy book. Use the spelling “Koran” only if preferred by a specific organization or in a specific title or name.

R

Rae Lee Siporin Library at the UCLA LGBT Center Official name of the library at the Lesbian Gay Bisexual Transgender Campus Resource Center.

Ralph & Goldy Lewis Center for Regional Policy Studies Note ampersand.

Ralph J. Bunche Center for African American Studies at UCLA “Bunche Center” is acceptable on second reference.

re-create because “recreate” should be reserved for fun (recreation).

Regents Capitalize on first reference: The Regents of the University of California, or UC Regents. “The regents” is acceptable on second reference.

Research Library (See **Charles E. Young Research Library**.)

the Rev. When this title is used with the name of a person, it is preceded by “the”: “They used smoke and mirrors to fabricate the inclusion illusion,” the Rev. Jesse Jackson said.

Richard C. Rudolph East Asian Library “East Asian Library” is acceptable on second reference.

Ronald W. Burkle Center for International Relations Use UCLA Ronald W. Burkle Center for International Relations or, simply, the UCLA Burkle Center for International Relations on first reference. “Burkle Center” is acceptable on second reference.

Ronald Reagan UCLA Medical Center

ROTC stands for Reserve Officer Training Corps. The acronym is acceptable on first reference.

roundtable Use when referring to a conference for discussion by several participants.

Royce Quad Informal name for that part of Dickson Plaza bounded roughly by the Powell Library and

Humanities buildings and Haines and Royce halls. (See **Dickson Plaza**.)

R.S.V.P. *Not* RSVP

S

said In a quotation, newspaper style traditionally places “said” after the name of the person quoted, not before: Kelly said, *not* said Kelly. But inversion is allowed when the speaker’s name is followed by an identifier: “He reminds me of a cosmic J. Edgar Hoover,” said Kelly, director of the center.

Samueli School of Engineering and Applied Science The official name is the UCLA Henry Samueli School of Engineering and Applied Science. Use UCLA Engineering on second reference.

Santa Monica–UCLA Medical Center Now called UCLA Medical Center, Santa Monica.

Schoenberg Music Building, Schoenberg Hall The building is Schoenberg Music Building; the main auditorium is Schoenberg Hall.

School of the Arts and Architecture Use the UCLA School of the Arts and Architecture on first reference (note the “the” before Arts).

School of Dentistry Use UCLA School of Dentistry on first reference.

School of Law Use UCLA School of Law on first reference.

School of Medicine Use David Geffen School of Medicine at UCLA on first reference. On second reference, use “Geffen School of Medicine” or “the medical school.”

School of Music Use UCLA Herb Alpert School of Music on first reference.

School of Nursing Use UCLA School of Nursing on first reference.

School of Public Affairs The official name is the UCLA Meyer and Renee Luskin School of Public Affairs. “UCLA Luskin” is acceptable on second reference.

School of Public Health Use UCLA Jonathan and Karin Fielding School of Public Health or, simply, the UCLA Fielding School of Public Health on first reference. On second reference, “Fielding School” is acceptable.

School of Theater, Film and Television Use UCLA School of Theater, Film and Television on first reference.

Science and Engineering Library “SEL” is acceptable on second reference if acronym is used in parentheses after the first reference.

Science and Technology Research Building

seat belt Two words.

Seeds, Corinne A. (See **UCLA Lab School**.)

Semel Institute for Neuroscience and Human Behavior at UCLA This name is preferred on first reference, although the official name of the research center is the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA. On second reference, use the Semel Institute.

semicolons Use semicolons to link independent clauses or to separate phrases in a series that include a comma: The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam. Semicolons are placed outside of quotation marks: Singer/songwriter Pharrell wrote three original songs for the film *Despicable Me 2*, including “Scream” (featuring Cee Lo Green); “Just a Cloud Away”; and “Happy.”

senior Abbreviate as Sr. only with full names of persons. Do *not* precede by a comma: Thurston Howell Sr.

seniors is the preferred term for older adults (when the context provides clarity).

serial commas Use commas in a simple series of nouns or phrases, or in a simple series of elements that include a conjunction. Use semicolons to separate the phrases in a series that include commas.

- The course covers racism, sexism and age discrimination. (With a simple series of nouns, no comma before “and.”)
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act. (With a simple series of phrases, no comma before “and.”)
- He gulped some hot coffee, grits, and ham and eggs for breakfast. (With a series containing more than one conjunction, insert a comma before “and.”)
- The finale included a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam. (With a series of phrases that include commas, use semicolons. Insert a semicolon before “and.”)

smart phone

smart quotes (also called “curly quotes”) are standard. To learn how to create them — or to curl straight quotes — click on the Help menu, select Microsoft Word Help and search on smart quotes. (See **curly quotes**.)

sociocultural

socioeconomic

song titles Do not italicize. Enclose in quotation marks: “Stars and Stripes Forever,” “Some Enchanted Evening.”

Southern Regional Library Facility “SRLF” is acceptable on second reference if the acronym is used

in parentheses after the first reference.

start-up Hyphenate the noun: He quit his job to form a start-up. Hyphenate the adjective: The start-up company failed after its first year. Do *not* hyphenate the verb: I'm going to start up the car.

states For a list of state and ZIP code abbreviations, see the *AP Stylebook*. If the name of a state stands alone, spell it out: Although Ralph Bunche was not born in California, he grew up in Los Angeles. When combining the name of a state with another place-name, use the state abbreviation: Did Bunche work in Sacramento, Calif.? For a complete address, use the ZIP code abbreviation: Today, the African Studies Center is located in Bunche Hall at UCLA, Box 951361, Los Angeles, CA 90095-1361.

But: When writing event invitations, spell out all words, including names of states: UCLA School of Dentistry, 714 Tiverton Avenue, Los Angeles, California. (Use zip codes only on mailing envelopes.) To be consistent, spell out names on return addresses and response cards, too.

statewide

Stewart and Lynda Resnick Neuropsychiatric Hospital at UCLA This is the official name of the inpatient psychiatric hospital on the UCLA campus (not to be confused with the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA, which is a research center).

Student Activities Center Formerly the Men's Gym.

student-athlete

Students' Store The proper name is the UCLA Store.

style manual (See *AP Stylebook*.)

systemwide

T

teachers college No apostrophe.

telephone numbers Enclose the area code in parentheses; use a hyphen to separate the prefix from the last four digits: (310) 825-2585. (See **phone numbers**.)

television program titles Capitalize principal words (and all words of four or more letters). Use italics: She donated archival materials from *The Carol Burnett Show* to UCLA. For specific episodes, enclose in quotation marks and do not italicize: “Chuckles Bites the Dust,” an episode of *The Mary Tyler Moore Show*.

term Capitalize when referring to a specific quarter or term: Fall Quarter 2014. Otherwise, lowercase: spring quarter, winter term.

that vs. which In the broadest terms, the general rule is: Use “that” with dependent clauses that are essential to meaning; use “which” with independent clauses, which are set off by commas.

- The bit of information that really turned the case around was the glove. (The dependent clause, “that really turned the case around,” is essential to the meaning of the sentence.)
- The glove information, which really turned the case around, was presented early in the trial. (The fact that the information turned the case around is an additional thought, an independent clause.)

For more details, see the “that (conjunction),” “that, which, who, whom (pronouns),” “who, whom” and, especially, the “essential clauses, nonessential clauses” entries in the *AP Stylebook*.

theater Reserve “Theatre” for proper names.

3-D *Not* three-D

time periods Capitalize famous epochs: the Middle Ages. Lowercase century: the 12th century. Use numerals to designate a century unless it is the first word in a sentence: People sometimes wore odd shoes in the 12th century. **But:** Twelfth-century shoes could be odd. Note the hyphen when using a compound

adjective: The 12th-century Crusaders may have introduced pointy-toed shoes to Europe. (See **decades**.)

times Do not use “:00.” Insert a space between the numeral and a.m. or p.m., lowercase a.m. and p.m., and use periods in a.m. and p.m. (6 p.m., *not* 6:00PM). Use figures except for “noon” and “midnight.” Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m. Avoid such redundancies as 10 a.m. this morning, 10 p.m. tonight or 10 p.m. Monday night. The construction “4 o’clock” is acceptable, but time listings with “a.m.” or “p.m.” are preferred.

Note: The exception is when writing copy for event invitations, programs and promotional materials, in which case you should use “:00”: The reception begins at 7:00 p.m.

titles Capitalize when followed by the person’s name: Chancellor Gene Block is UCLA’s 10th chief executive. Drop the title after the first reference: Block was inaugurated on May 13, 2008. Always lowercase when the title — regardless of rank — follows the name: Jerry Brown, governor of California, previously held that same position from 1975 to 1983. (See **academic titles**.)

trademark symbol Do not use TM, ® or any other trademark symbols.

U

UCLA *Not* “University of California, Los Angeles” (except on formal documents).

UCLA American Indian Studies Center

UCLA Asian American Studies Center

UCLA Bruins is the official name for the athletic teams, but it can be shortened to “the Bruins” for subsequent references.

The Centennial Campaign for UCLA The official name of UCLA’s five-year, 100th-anniversary fundraising campaign, launched in 2014 and set to end in 2019. Note that the “T” in “The” is capitalized when using the campaign’s full name; when used alone, “campaign” is lowercase. (For more complete

style information, see listing under “Centennial Campaign for UCLA.”)

UCLA Chicano Studies Research Center

UCLA College of Letters and Science Use “UCLA College” on first reference and “the College” on second reference. The formal name is still UCLA College of Letters and Science.

UCLA Film & Television Archive “The Archive” is acceptable on second reference. Note ampersand.

The UCLA Foundation Capitalize the “t” in “The.”

UCLA Hammer Museum *Not* UCLA at the Armand Hammer, Armand Hammer Museum or some other variant. Use “the Hammer Museum” on second reference.

UCLA Health Formerly UCLA Health System, UCLA Health is the clinical component of the UCLA academic medical enterprise. It includes Ronald Reagan UCLA Medical Center; UCLA Medical Center, Santa Monica; the Resnick Neuropsychiatric Hospital at UCLA; UCLA Mattel Children’s Hospital; and the UCLA Medical Group, along with a wide-reaching system of primary care and specialty care offices throughout the western Los Angeles area.

UCLA Herb Alpert School of Music

UCLA Jonathan and Karin Fielding School of Public Health May also use UCLA Fielding School of Public Health on first reference. On second reference, “Fielding School” is acceptable.

UCLA Lab School Formerly known as the Corinne A. Seeds University Elementary School.

UCLA Library refers to the campuswide network of libraries. When describing the overall system, use “UCLA Library” on first reference; “the Library” is acceptable on second reference. See names of individual libraries (e.g., Charles E. Young Research Library) for details.

UCLA Mattel Children’s Hospital

the UCLA Medal The university’s highest honor.

UCLA Medical Center, Santa Monica Formerly called Santa Monica–UCLA Medical Center.

UCLA Meyer and Renee Luskin Conference Center

UCLA Meyer and Renee Luskin School of Public Affairs On second reference, “UCLA Luskin” is acceptable.

UCLA Neuropsychiatric Institute Use the Semel Institute for Neuroscience and Human Behavior at UCLA on first reference. (The official name of the research center is the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA.) On second reference, the Semel Institute is acceptable.

UCLA’s Jonsson Comprehensive Cancer Center On second reference, use Jonsson Cancer Center or the Jonsson center.

underrepresented

under way

UniCamp

United Nations Abbreviate only when used as an adjective. Note periods: U.N. Security Council.

United States / U.S. The abbreviation U.S. (note periods) is acceptable as a noun or adjective for United States.

university is lowercase when referring to UCLA. When referring to the University of California, use “the University.”

Note: When writing specifically for **The Centennial Campaign for UCLA**, capitalize “University” when it refers to UCLA.

University Archives are located in the Charles E. Young Research Library. Include “University” on first reference; “the Archives” is acceptable on second reference.

University of California Abbreviate as UC on second reference.

University of California, (Campus) with comma(s): The University of California, Santa Cruz, now offers optional letter grades. Short forms are acceptable on second reference: UC Berkeley, UC Davis, UC Irvine, UCLA (preferred), UC Merced, UC Riverside, UC San Diego, UCSF, UC Santa Barbara and UC Santa Cruz.

University of California, Los Angeles Acceptable for formal documents; otherwise, use UCLA.

University of California Office of the President Abbreviate on second reference as UCOP.

university seal and signature Guidelines for use of the university seal and signature can be found on the UCLA Brand Guidelines website at <http://brand.ucla.edu>. Electronic copies of type style and PMS color guidelines, as well as copy and photography guidelines, can also be found here.

universitywide Use only when referring to the UC system. When referring to UCLA, use “campuswide.”

USC No periods. Use University of Southern California on first reference.

username

V

Veterans Affairs VA (no periods) is acceptable on second reference.

Veterans Affairs Greater Los Angeles Healthcare System

vice chancellor *Not* vice-chancellor. (See **academic titles**.)

vice provost *Not* vice-provost. (See **academic titles**.)

voicemail

W

Washington / Wash. Abbreviate the state but never the capital. (See **states**.)

the Web Capitalize.

web address Include “http://” in URLs that do not begin with “www.” For those that do begin with “www,” do not include “http://.” If a URL (or email address) falls at the end of a sentence, use a period.

web browser

website

West Center The official name is the James West Alumni Center. “West Center” is acceptable on second reference.

which vs. that In the broadest terms, the general rule is: Use “that” with dependent clauses that are essential to meaning; use “which” with independent clauses, which are set off by commas.

- The bit of information that really turned the case around was the glove. (The dependent clause, “that really turned the case around,” is essential to the meaning of the sentence.)
- The glove information, which really turned the case around, was presented early in the trial. (The fact that the information turned the case around is an additional thought, an independent clause.)

For more details, see the “that (conjunction),” “that, which, who, whom (pronouns),” “who, whom” and, especially, the “essential clauses, nonessential clauses” entries in the *AP Stylebook*.

William Andrews Clark Memorial Library “Clark Library” is acceptable on second reference. The title of the head of the William Andrews Clark Memorial Library is “librarian.”

work-study

Y

years Use apostrophes when numerals are omitted: Class of '99, the '60s. Otherwise, drop the apostrophe: the 1800s, the 1970s. When indicating a range of years, use an en dash and four-digit years: The 2016–2017 season was our best yet. **Not:** The 2016–17 season was our best yet.

Young Research Library Building The official name of the building. But the library is known as the Charles E. Young Research Library.

Z

zip codes Do *not* use zip codes on invitations, but *do* use them on invitation mailing envelopes. Zip codes are optional on map inserts/directions.