

Editing

AN EDITORIAL GUIDE TO  
**STYLE & USAGE**

Resources

Punctuation

Jargon

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University of South Florida  
Publications Resource Manual

AN EDITORIAL GUIDE TO  
**STYLE & USAGE**



UNIVERSITY OF  
SOUTH FLORIDA

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## **UNIVERSITY OF SOUTH FLORIDA**

### **USF Vision**

The University of South Florida envisions itself as a premier research university with state, national and global impact, and positioned for membership in the Association of American Universities (AAU).

### **USF Mission**

As Florida's leading public metropolitan research university, USF is dedicated to excellence in:

- Student access and success in an engaged and interdisciplinary, learner-centered environment
- Research and scientific discovery, including the generation, dissemination, and translation of new knowledge across disciplines; to strengthen the economy; to promote civic culture and the arts; and to design and build sustainable, healthy communities
- Embracing innovation, and supporting scholarly and artistic engagement to build a community of learners together with significant and sustainable university-community partnerships and collaborations

### **USF Strategic Priorities**

- Community Engagement
- Global Literacy and Impact
- Integrated, Interdisciplinary Inquiry
- Research and Innovation
- Student Success



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STYLE & USAGE**

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## USF GUIDE TO STYLE & USAGE

For a long time, offices and departments throughout the University of South Florida have been producing fliers, posters, brochures, catalogs, newsletters, booklets and an array of written materials that meet specific priorities and objectives – and with good success.

So why produce a *USF Style & Usage Guide*?

To be effective, written materials need to reflect consistency and clarity. While individual publications convey distinct messages, a reader often receives communications from a number of USF sources. Just as USF's *Visual Identity & Graphic Standards* manual promotes a common “look and feel” across the university, this *Editorial Guide to Style & Usage* is aimed at creating a common voice that further enhances USF's credibility and professionalism.

There's another reason for this guide. All writers and editors across the campus have many of the same questions regarding style and usage: what to capitalize, how to use abbreviations, when to include periods or apostrophes, how terms specific to USF should be treated, and so on. Therefore, why not compile as many as possible of these common issues into a single resource – an easy reference tool that can improve efficiency.

That, quite simply, is what is meant by *style*. On the other hand, the reason for including *usage* guidelines is to encourage the correct and consistent use of words: for example, when to use *titled* instead of *entitled* or *comprise* as opposed to *compose*.

### **When To Use This Guide (And When Not)**

When creating non-academic, non-technical documents that are intended for audiences across the campus and outside the university, follow these style and usage guidelines. This includes communications for a campuswide audience as well as prospective students, alumni, donors, legislators, businesses and the general public. Specialized kinds of writing such as professional papers, dissertations, technical publications and academic works should conform to the accepted style of the respective discipline.

This guide is, by no means, comprehensive. There are many style guides available that are; however, this one is USF specific. Much of it is based on the *Associated Press Stylebook*, but it includes exceptions that make sense for USF objectives and purposes.

To ensure that this guide remains a valuable and dynamic resource, we welcome your feedback. Please call or e-mail us with your suggestions so subsequent editions can be even more useful.

## **A TO Z Guide**

Entries in this section are organized alphabetically. Most entries include an explanation – some short and others more lengthy with accompanying examples or lists. Some entries include a “See also” reference to a related entry where additional information can be found on the topic. Other entries such as *database* or *testbed* stand by themselves with no explanation because the entry, itself, represents the correct spelling or usage of the word. Finally, there are a few entries that are included simply for cross-reference purposes – to lead you to the entry that includes the explanation; for example, the entry *academic courses*, says “See courses.”

# A

**a, an** Use the article *a* before consonant sounds. Use *an* before vowel sounds even if the first letter is a consonant.

*a historic event*

*a one-year subscription*

*a two-ton truck*

*an electric shock*

*an honest effort*

*an NBA star*

**AAU** An association of 62 leading research universities in the United States and Canada. Use *Association of American Universities* on first reference and *AAU* on subsequent references.

**abbreviations** Use standard abbreviations when it is customary to do so: *Mr.*, *Mrs.*, *USF*, *YMCA*, *NFL*, *a.m.*, *etc.* However, avoid alphabet soup and using an abbreviation that a reader would not quickly recognize.

When it is necessary to use a less common abbreviation to avoid repetition, spell out the full word, name, title or phrase the first time you use it, followed immediately by the acronym in parentheses. (This differs from the *AP Stylebook*.) Then use the abbreviation for each and every subsequent use. It is not necessary to note the abbreviation in parentheses if there is only one reference.

Increasingly, periods are omitted from abbreviations. If an abbreviation can be used with or without periods, use it without. Most two-letter abbreviations, however, use periods.

*SUS for State University System*

*IOI-USA for International Ocean Institute – United States*

*ABC, CIA and FBI*

*U.S. for United States*

*U.N. for United Nations*

See also **acronyms, academic degrees.**

**academic courses** See **courses.**

## abbreviations for academic degrees

USF style omits punctuation with academic degrees. Do not use the word *degree* following an abbreviation.

*BA, MS, PhD, MBA*

In running text (paragraph form in brochures, newsletters, magazine articles, flyers), academic degrees are not used with a person's name.

*Mary Smith is the dean of the law school.*

*NOT: Mary Smith, JD, is the dean of the law school.*

**academic degrees** The preferred form is to avoid abbreviations and spell out and use lower case.

*bachelor's degree in*

*bachelor's in*

*master's degree in*

*master's in*

*doctoral degree in*

*doctorate in (NOT doctorate degree)*

*associate degree (not possessive)*

Avoid referring to a degree as *bis* or *her*. Use *a* or *an*.

Avoid the verb *got* and use *received* or *earned* instead.

*She has a bachelor's in mathematics.*

*He received a master's degree in engineering.*

*John earned an associate degree last spring.*

*Clyde Brown, who has a doctorate in biological oceanography, wrote the paper.*

**Dr./PhD in text:** Use the title *Dr.* for someone with a medical degree. Refer

to a person with a PhD degree as professor if she or he holds that title.

Do not use Dr. before the names of those who hold honorary degrees only. References to honorary degrees must specify the degree was honorary.

**academic departments** See **divisions and affiliates of the university.**

**academic papers** When citing the name of an academic paper or journal article, capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles such as *a*, *an*, or *the* or words of fewer letters if it is the first or last word in a title. Put quotation marks around the name of the article. If the name of the journal or magazine in which the article appears is used with the title, place it in italics. (If running text is already in italics, place the title in Roman type.)

*Their study, "Early Evidence on the Effects of Regulated Suicidality Warnings on SSRI Prescriptions and Suicide in Children and Adolescents," appears in the September 2007 issue of the American Journal of Psychiatry.*

**academic titles** Capitalize and spell out formal titles when they directly precede a name. Lowercase title and uppercase formal department designation when following a name or when appearing without a name. Do not capitalize occupational descriptions or identifiers, even if they appear directly before a name. Following are some examples of how various academic titles might appear in text:

*President Judy Genshaft; Judy Genshaft, president of the University of South Florida*

*Ralph Wilcox, provost and senior vice president for Academic Affairs*

*Betty Castor, executive director of the Kiran C. Patel Center for Global Solutions.*

*Mike Zaworotko, chair of the Chemistry Department; Professor Zaworotko, department chair*

*Professor Jane Applegate*

*Associate Professor Paula Coble*

*Associate Vice President Government Relations Kathleen Betancourt is visiting our campus today. The associate vice president for Government Relations is here.*

In news releases and articles, an individual's full name and title are used only on a first reference. On subsequent references, use just the last name.

**accept, except** *Accept* means to receive. *Except* means to exclude.

**accreditation** The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) is the recognized regional accrediting body in Florida. Following is a list of additional USF accreditations. On a first or only reference to an accrediting body, use the full name of the agency. If you will be referring to the agency again, include the acronym in parentheses and then use the acronym on subsequent references.

AACSB International – The Association to Advance Collegiate Schools of Business (AACSB)

Accreditation Board for Engineering and Technology (ABET)

Applied Sciences Accreditation Commission of ABET

Computing Accreditation Commission of ABET

Engineering Accreditation Commission of ABET

Accreditation Council for Graduate Medical Education (ACGME)

Accrediting Commission on Education for Health Services Administration (ACEHSA)

Accrediting Council on Education in Journalism and Mass Communications (ACETMC)

American Association of Colleges of Nursing/Commission on Collegiate Nursing Education (CCNE)

American Chemical Society (ACS)  
 American Library Association (ALA)  
 American Psychological Association (APA)  
 American Speech-Language-Hearing Association/Council on Academic Accreditation in Audiology and Speech-Language Pathology (ASHA)  
 Commission on Accreditation of Allied Health Education Program (CAAHEO)  
 Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association (CAPTE)  
 Council for Accreditation of Counseling and Related Educational Programs/American Counseling Association (CACREP)  
 Council on Education for Public Health (CEPH)  
 Council on Rehabilitation Education/Commission on Standards and Accreditation (CORE)  
 Council on Social Work Education (CSWE)  
 International Association of Counseling Services (IACS)  
 Liaison Committee on Medical Education (LCME)  
 National Architecture Accrediting Board (NAAB)  
 National Association of Schools of Art and Design (NASAD)  
 National Association of Schools of Dance (NASD)  
 National Association of Schools of Music (NASM)  
 National Association of Schools of Public Affairs and Administration/Commission on Peer Review and Accreditation (NASPAA)  
 National Association of Schools of Theatre (NAST)  
 National Association of School Psychologists (NASP)  
 National Athletic Trainers Association (NATA)

National Council for Accreditation of Teacher Education (NCATE)

National League for Nursing Accrediting Commission (NLNAC)

**accreditation statement** In compliance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) Representation of Status, Criteria 1.7, USF must be accurate in reporting to the public its status and relationship with the Commission. In catalogs, brochures and advertisements, when referring to our status with the Southern Association of Colleges and Schools, which has been achieved through the Commission on Colleges, we must describe our relationship with the commission with the following statement:

*The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, master's, specialist, and doctoral levels including the Doctor of Medicine.*

**acronyms** Acronyms differ from abbreviations in that they are formed from the first letter or letters of a series of words and spell out pronounceable words such as NATO or radar. Abbreviations are not always acronyms. While part of our everyday speech at USF, in written materials intended for an audience outside USF, it is best to avoid acronyms as much as possible.

With that said, used as sparingly as possible, acronyms are acceptable to help avoid repetition following these guidelines. Always spell out the full name, title or phrase the first time you use it, followed immediately by the acronym in parentheses. (This differs from the *AP Stylebook*.) Then use the acronym for each and every subsequent use. It is not necessary to note the acronym in parentheses if there is only one reference.

Use capital letters and omit periods in between the letters unless the result would spell an unrelated word.

*CAS for College of Arts & Sciences*

*CUTR for Center for Urban Transportation Research*

*FCoE-BITT for Florida Center of Excellence for Biomolecular Identification and Targeted Therapeutics*

While fine in everyday speech, certain acronyms should be avoided altogether in written materials including:

*COB for College of Business (don't use COBA either)*

*BOG for Board of Governor*

*BOT for Board of Trustees*

*ACT, SAT, LSAT, GMAT, GRE, MAT, MCAT,* and other entrance examination titles usually don't need to be spelled out, even on first reference.

**ACT** Stands for American College Test. *ACT* is acceptable on a first reference. Do not use periods.

**addresses** In editorial copy, use the abbreviations *Ave.*, *Blvd.* and *St.* only with a numbered address: *1600 Pennsylvania Ave.*

Spell them out when part of a formal street name without a number. All similar words such as *drive*, *road* and *circle* are always spelled out.

For correct address format for USF stationery, see the *Visual, Identity & Graphic Standards* manual, page 14. For correct format for return correspondence, contact the USF post office for current USF standards.

**adjuncts** Part-time instructors.

**administration** Lowercase. *Faculty* and *staff* are also lowercase.

**(John and Grace Allen) Administration Building** Commonly referred to as the *administration building*.

As the founding president of USF, Dr. John S. Allen (1907-1982) designed the Tampa campus and the first curriculum. He epitomized the university's early slogan "Accent on Learning." His wife, Grace Allen (1908-

2007), was active in bringing the community to the campus and starting the first USF women's club. Fittingly, USF's first building was named for them.

**admissions office** The official names are: *Office of Undergraduate Admissions*, *Office of Graduate Admissions* and *Office of MD Admissions*. You may use *admissions office* on a second reference or informally, but lowercase and remember, no apostrophe.

**adverse, averse** *Adverse* means unfavorable. It implies opposition and is usually used in relation to a thing or action.

*He had an adverse reaction to the medication.*

*The adverse weather conditions made driving hazardous.*

*Averse* means reluctant. It implies unwillingness and is usually used in relation to a person.

*I am not averse to going to the party; I just can't dance.*

**advisor, adviser** Both are correct, but *advisor* is preferred.

**affect, effect** *Affect* (verb) means to influence. *Effect* (verb) means to cause. *Effect* (noun) means a result. If you're looking for a noun, you're probably looking for *effect*.

*His decision will affect the entire family.*

*She will effect many changes in the company.*

*The effect was stunning.*

**afterward** Not afterwards.

**ages** Always use numerals for people or animals but not for inanimate objects. Use hyphens for ages expressed as adjectives.

*He has a 3-year-old son.*

*He is 3 years old.*

*She is in her 30s.* (no apostrophe.)

*The law is eight years old.*

**aid, aide** *Aid* is assistance. An *aide* is someone who serves as an assistant.

**all right** Not alright. Hyphenate only as a unit modifier:

*I am an all-right tennis player.*

**allude, elude, refer** *Allude* is to make an indirect reference to something; to speak of without mentioning. *Elude* means to avoid, evade or escape from a person or thing. To *refer* means to speak of directly.

**allusion, illusion** See **illusion, allusion**.

**a lot** Not alot. But there are *many* other word choices that are more precise so try to avoid *a lot*, *a whole lot*, *lots* and *lots of*.

**altar, alter** An *altar* is a table-like platform for religious ceremonies. To *alter* means to change.

**altogether, all together** *Altogether* means wholly, completely, in all, everything being considered. *All together* means in a group.

**alma mater** Lowercase.

*My alma mater is USF.*

*The band played the alma mater.*

**alumni** Refers to any group of graduates both men and women or just men. *Alumna* refers to one woman. *Alumnae* refers to a group of women. *Alumnus* refers to one man.

**alumni association** See **USF Alumni Association**.

**(Sam and Martha Gibbons) Alumni Center** Formally referred to as the *Alumni Center*, it is named for long-time state and national legislator Sam Gibbons and his wife Martha. Sam, known as the “Father of

USF,” was the driving force behind the creation of both the university and its medical school. He also was the first president of the USF Foundation.

**Alumni Voice** USF Alumni Association’s magazine. Sent to dues-paying association members and also available online. As with all magazine titles, italicize in text. (If running text is already in italics, place the title in roman type.)

*Did you read the article, “An Envoy of Hope” in the latest issue of the Alumni Voice?*

**a.m., p.m.** Lowercase, with period. Avoid the redundant *10 a.m. this morning*.

See also **time**.

**Americans with Disabilities Act message** The required equal opportunity statement for advertisements should reflect the following:

*USF is an Equal Opportunity/Equal Access Institution. For disability accommodations contact \_\_\_\_ at (phone number/TDD number), a minimum of five (5) working days in advance.*

The preferred statement for events, announcements and calendars should read:

*Please notify the Diversity and Equal Opportunity Office at (813) 974-4373, ADM172, within five working days of an event if a reasonable accommodation for a disability is needed.*

**amid, among** See **between, among, amid**.

**ampersand (&)** Avoid using the ampersand in the body of text unless it is part of an official title. The following use an ampersand:

*College of Arts & Sciences*

*School of Architecture & Community Design*

*School of Art & Art History*

*School of Theatre & Dance*

*University Communications & Marketing*

**(David C.) Anchin Center for the Advancement of Teaching** Commonly referred to as the *David C. Anchin Center* or the *Anchin Center*. It was built with a bequest from David C. Anchin (1904-1990), a longtime supporter and a leading advocate of reinventing education. Anchin was a poor Russian immigrant who became a successful accountant, businessman, philanthropist and education activist. He and his wife, Anne, initiated programs focused on developing character in Florida schoolchildren.

**annual** An event should be held at least two years in a row before it is called annual. That's why *first annual* should be avoided. (Just note that sponsors plan to hold the event every year.)

**another** *Another* is not a synonym for additional. Another refers to an element that somehow duplicates a previously mentioned amount.

*Twenty people left the room; another 20 stayed.*

*Three speakers addressed the audience before lunch; two others spoke during the afternoon.*

**any more, anymore** Use *any more* with a noun to mean any additional.

*The store is not hiring any more employees.*

Use *anymore* to modify a verb meaning nowadays or any longer.

*She won't be working there anymore.*

**anyone, everyone, someone** Distinguish these words from any one, every one and some one. Use two words when you want to single out one person and one word for indefinite references.

For example, *anyone* (one word) means any person. *Any one* (two words) means any

single person. The same is true for everyone and someone.

*Any one of the students will tutor you.*

*Anyone can tutor you.*

**assistant/associate professor** See **professor**.

**assure** See **ensure, insure, assure**.

**athletic, athletics** *Athletic* is the adjective. *Athletics* is the noun and usually takes a plural verb. It is acceptable to use the noun as an adjective when referring to programs.

*We are proud of our athletics programs.*

*USF Athletics received a generous donation.*

**averse, adverse** See **adverse, averse**

**a while, awhile** With for or any other preposition use *a while*; otherwise use *awhile*.

*We stayed for a while.*

*We stayed awhile.*

# B

**Banner** Part of the university's administration management systems.

**beside, besides** *Beside* is a preposition that means by or at the side of, near.

*The mother sat beside her child's bed the entire time he was ill.*

It may also be used to mean apart from or to compare to.

*That's beside the point.*

*Beside other teachers, Dr. Black is the most knowledgeable.*

*Besides* is used primarily as an adverb meaning in addition to or as well as.

*Who besides Mary has the assignment completed?*

**bestseller** One word when used as a noun. Use *best-selling* with a hyphen when you need an adjective as in *best-selling book*.

**between, among, amid** Use *between* to show a relationship between two objects only. *Between* uses an objective pronoun—me, her, him. It's *between you and me* not *between you and I*.

Use *among* when it's more than two.

*They divided the candy among the children.*

Use *amid* when the reference is to a quantity of something you don't think of as individual items.

*The little boy was lost amid the crowd.*

**biannual, biennial** *Biannual* is twice a year and is a synonym for semiannual. *Biennial* is every two years. Do not hyphenate.

**bimonthly, semimonthly** *Bimonthly* means every other month. *Semimonthly* means twice a month. Do not hyphenate.

**biweekly, semiweekly** *Biweekly* means every other week. *Semiweekly* means twice a week. Do not hyphenate.

**Blackboard** Capitalize. USF's online academic course management system. An academic portal used by faculty and students to post course content, grades, discussions, etc.

*Blackboard is accessed through myUSF.*

When referring to a *whiteboard*, *blackboard* or *chalkboard*, lowercase and write as a single word.

See also **Enterprise Business Systems**.

**Board of Governors** The Office of the Board of Governors is the governing body for the State University System of Florida. On first reference you may use the *Office of the Board of Governors* or *Board of Governors*. On subsequent references, you may use *board* (if it won't be confused with another board). Avoid using *BOG* in written materials.

**Board of Trustees** On first reference, acceptable ways to refer to the university's governing body include: the *University of South Florida Board of Trustees* and the *USF Board of Trustees*, using capitals. Use capital letters on first reference. On subsequent references, you may use *board* (if it won't be confused with another board) or *trustees*. Avoid using the acronym *BOT* in written materials.

*Trustee* may be used as a title and is capitalized before a name:

*USF Trustee Lee Arnold.*

**boilerplate** Public relations/marketing term that refers to a standard description about an organization that is used for a variety of purposes: for example, as the last paragraph in a press release. USF's boilerplate is updated regularly to reflect the most current facts and statistics that distinguish USF. It can be found at the bottom of current press releases under News & Media, on the University Communications & Marketing Website.

**book titles** Capitalize the principal words of all books (including textbooks), including prepositions and conjunctions of four or more letters and the first and last words in the title. Place the name in italics.

Use quotations for book chapters or individual sections.

Note: if running text is already in italic, as it is below, place titles that would otherwise be italicized in Roman type.

*Please review The Elements of Style before coming to class.*

Webster's New World Dictionary *should be at every writer's fingertips.*

*In the Best American Short Stories 2007, my favorite story is T.C. Boyle's "Balto."*

Note: this style differs from AP style in that AP places books in quotations. USF style places book titles in italic and uses quotation marks around short poems, articles, stories or chapters of books.

See also **composition titles**.

**boys** Use *men* when referring to male students.

**bring, take** *Bring* implies a carrying to.

*Bring the pencil to me.*

*Take* implies similar action but away from.

*Take the DVD back to the store.*

**broadcasting stations** Abbreviate the names of broadcasting stations omitting spaces and periods.

*WUSF 89.7*

*WUSF 89.72 (HD)*

*WUSF TV/DT*

**building names** Capitalize and spell out *building* when it is part of a proper name, but not when it stands alone or is used collectively.

Capitalize formal building names or accepted formal references to a building. On second reference, lowercase when proper name is not used. Also lowercase when using as a generic description.

*The Empire State and Chrysler buildings are in New York City.*

*The president's office is in the John and Grace Allen Administration Building.*

*The provost is located in the administration building, as well.*

*My class is in Cooper Hall.*

*The tour group walked past the David C. Anchin Center.*

*My interview took place in the Alumni Center. The center is located near Fowler Ave.*

*I walked over to the library.*

*They met at the bookstore.*

*They had coffee in the USF Bookstore.*

*The Student Services Building is closed.*

*I'm working in an engineering lab.*

Formal names of buildings on the Tampa campus:

Andros Center

Andros Office

Argos Center

Auxiliary Services

Baptist Student Center

Behavioral Sciences

Beta Hall

BioScience Building

B'nai B'rith Hillel House

Botanical Gardens

C.W. Bill Young Hall

Campus Information Center

Castor Hall

Catholic Student Center

Center for Urban Transportation Research

Central Plant

Central Receiving & Storage

Chapel Center @ USF

Chemistry Building

Child and Family Studies Building

Communication & Information Sciences Building

Contemporary Art Museum

Cooper Hall (Arts & Sciences)

Crosswinds Wesley Foundation

Cypress Residence Apartments & Suites

Dance Building

David C. Anchin Center

Delta Hall

Diagnostic Institute, University

Edgar W. Kopp Engineering Building

Education Building

Education Research Child Care Development

Embassy Suites Hotel

Engineering Building II

Engineering Building III	Maintenance and Service Shops
Engineering Laboratory	Marshall Student Center
Engineering Research	Moffitt Cancer Center and Research Institute
Engineering Teaching Auditorium	Moffitt Child Care Center
Epsilon Hall	Moffitt Garage
Eta Hall	Moffitt Research Institute
Eye Institute	Moffitt Tower
Facilities Planning & Construction	Mu Hall
Faculty Office Building	Nano Technology
Ferguson Hall (Business)	Natural & Environmental Sciences
Fine Arts Studio	Northwest Education Complex (includes Continuing Education)
Golf Clubhouse and Operations (The Claw)	Parking Garage (Collins Blvd.)
Graphic and Printing Services	Parking Garage (Crescent Hill)
Greek Housing	Parking Garage (Laurel Dr.)
Grounds and Transportation	Parking & Transportation Services
Gus A. Stavros Center for Economic Education	Parking Garage (Engineering)
Holly Housing	Physical Education
Honors College	Physical Plant Operations
Hope Lodge	Physical Plant (FMHI)
Human Services Building	Physics / Mathematics
Intercollegiate Athletic Facility	Pizzo Elementary School
Iota Hall	Post Office, USF
John & Grace Allen Administration Building	Psychology Research
Johnny B. Byrd, Sr. Alzheimer's Center & Research Institute	Psychology/Communication Sciences & Disorders
Kappa Hall	Public Health
Kiran Patel USF Charter School	Recreation Center
Kosove Hall	Research Park
Lambda Hall	Sam & Martha Gibbons Alumni Center
Lawton and Rhea Chiles Center	Science Center
Library	Shriners Auxiliary
Life Science (Biology)	Shriners Hospital for Children
Life Science Annex	Soccer and Track Stadium
Lifsey (President's House)	Social Science
Louis de la Parte Florida Mental Health Institute	Social Work, School of
Magnolia Apartment	Student Health Services
Maple Suites	Student Services Building
	Sun Dome

Teaching Auditorium - Theatre I  
 Theatre Arts Rehearsal  
 Theatre II  
 Theta Hall  
 Transportation Inspection and Storage  
 University Lecture Hall  
 University Police  
 University Technology Center I & II  
 USF Health (Children's Medical Services)  
 USF Family Center  
 USF Federal Credit Union  
 USF Health  
 USF Health Clinics  
 USF Health Endoscopy Center  
 USF Health Laboratories  
 USF Health Nursing  
 USF Health – Therapy  
 USF Patel Charter School  
 Visual & Performing Arts  
 Westside Conference Center  
 WUSF-FM 89.7  
 WUSF-TV (Channel 16)  
 Zeta Hall

**Bull Runner** Fare-free shuttle bus systems around the USF Tampa campus available to students, faculty, staff and visitors.

**Bulls, USF Bulls** Commonly refers to USF's athletic teams. Always capitalize.

**Bulls Country** A grassroots initiative designed to increase school spirit and awareness of USF by branding the area surrounding the university with USF colors and Bulls Country signage to help define the neighborhoods as part of the USF community.

# C

**(Charles William) C.W. Bill Young Hall** Houses the Joint Military Leadership Center (JMLC) and USF's ROTC programs. The four-story, 53,000 square-foot building is the university's most technologically advanced educational facility. It was named after Congressman C.W. Bill Young, a long-time supporter of USF and sponsor of the federal grant that helped provide funding for the center.

**campus names** Always use USF before the location of a campus. A hyphen after USF is not necessary. Use of the word campus is not necessary either. The campuses in Lakeland, Sarasota-Manatee and St. Petersburg are referred to as *regional campuses*.

*USF Polytechnic*

*USF Sarasota-Manatee*

*USF St. Petersburg*

*USF Tampa*

**campuswide** One word. Also: *citywide*, *countywide*, *statewide*, *nationwide* and *worldwide*.

An exception to this rule is if the word becomes long and cumbersome as in university-wide.

*They accepted the university-wide initiative.*

Another exception is *World Wide Web*.

See also **-wide**.

**can, may** *Can* means the ability to do something. *May* means to ask, grant or deny permission.

See also **may, might**.

**capital, capitol** *Capital* is a city. It may also be used as a financial term to describe

money, equipment or property used in a business. In both instances, use lowercase.

*Capitol* is a building, either the one in Washington or other buildings that house governments. Capitalize when referring to the U.S. Capitol and the Capitol in Washington. Follow the same practice when referring to state capitol buildings.

*Tallahassee is the capital of Florida.*

*Congress and the Florida Legislature meet in buildings called capitols.*

*The march concluded on Capitol Hill, and the leaders then met with the President in the west wing of the Capitol.*

**capitalization** In general, avoid unnecessary capitals by capitalizing only when referring to an official name. Many words and phrases are listed separately in this guide. When in doubt, consult *Webster's New World College Dictionary (4th ed.)*

**university, college:** Capitalize *university* and *college* when they are part of an official name: the *University of South Florida*, *New York University*, *College of Business*. Lowercase when used as plurals.

*Princeton and Yale universities*

*The colleges of Business and Engineering*

Lowercase university and college on second references.

*I earned my bachelor's degree at the University of South Florida.*

*The university has a strong liberal arts program.*

*The College of Marine Science offers a rigorous curriculum.*

*The college has outstanding faculty.*

**proper names, nouns:** Always capitalize proper names and nouns that identify a specific person, place or thing. This does not include short conjunctions, prepositions and articles such as *a*, *an*, *the*, *and* or *of* or a word of fewer letters if it is the first or last word in a long name.

*Mary, Tampa, USF Contemporary Art Museum, USF Foundation, College of Marine Science, Environmental Science and Policy program, John and Grace Allen Scholarship Fund, the Office of Admissions.*

Lowercase common nouns.

*the city, the museum, the foundation, the college, the scholarship fund, the admissions office.*

This same principle applies to the official names of centers and institutes.

*the Center for Entrepreneurship*

*the Institute on Black Life*

*the Dr. Kiran C. Patel Center for Global Solution*

*the Center for Urban Transportation Research*

*the Joint Military Leadership Center*

On a second reference, lowercase the *center* or the *institute*. This same rule applies to the formal names of committees.

**titles:** Capitalize formal titles for positions when used immediately before a name. Lowercase formal titles when used alone or when set off by commas. If the formal name of a department is part of a title, capitalize even if it follows the name.

*The president spoke.*

*Vanessa Black, director of the Division of Patents and Licensing, is here.*

*Director of Patents and Licensing  
Vanessa Black has arrived.*

*Rhea Law is president and chief executive officer of Fowler White Boggs Banker P.A.*

In news releases and articles, an individual's full name and title are used only on a first reference. On subsequent references, use just the last name.

**classes and courses:** Use lowercase when you refer to classes and courses, unless you use the specific (and complete) title or the name carries a proper noun or numeral.

*She registered for Biology 101.*

*Her History of Civilization class is cancelled.*

*My chemistry class is fascinating.*

**majors, minors, programs, departments, offices:** Lowercase USF majors, minors, programs of study, departments or offices unless referring to an official title (with the exception of languages, which are proper nouns).

*Mary is a music major.*

*Greg received a degree in biology.*

*I'm a French major.*

*The Department of Chemical and Biomedical Engineering is part of the College of Engineering.*

*She was accepted into the Environmental Chemistry Program.*

*USF offers a master's program in women's studies.*

See also **books; building names, composition titles; divisions and affiliates of the university.**

**cardinal directions** Lowercase north, south, northeast, northern, etc., when they indicate compass direction. Capitalize these words when they designate a region.

*The train was traveling west.*

*He lives in the Midwest.*

*The entire Northeast will receive rain.*

*She has a Southern accent.*

*We live in Central Florida.*

**(Betty) Castor Hall** Commonly referred to as *Castor Hall*. Originally named Gamma Hall, one of USF's first residence halls and historically women-only, it was renamed Castor Hall in the fall of 2001 to honor the university's first female president, Betty Castor, USF's CEO from 1994-1999.

During Castor's presidency, USF became recognized as a top-level research institution and added numerous programs and buildings.

## cell phone

**chair** *Chair* is preferred as a title, not chairman or chairwoman. Capitalize as a title only when used before a name as an official title and lowercase when used after the name.

*Chair Rhea Law will attend the meeting.*

*Dr. Brown, chair of the finance committee, will lead the discussion.*

**Charit-a-Bull** A USF tradition and student competition that is co-sponsored by USF Homecoming and USF Center for Civic Engagement and Volunteerism. Students create sculptures from canned goods, which are then donated to local food banks.

**Chinsegut Hill** USF's conference and retreat center located in Brooksville.

## classroom

**co-** Use a hyphen when forming nouns, adjectives and verbs that indicate occupation or status.

*co-chair*

*co-sponsor*

*co-host*

*co-worker*

**coed** Do not use as a noun or to refer to female students. It is used to mean inclusive of both genders as in coed residence halls. Do not hyphenate.

**colleges** Use the official name of a USF college or school on a first reference and then lowercase the word *college* or *school* on a second reference.

*The majority of faculty members from the College of Education will be attending the meeting at which a number of graduate students from the college will be presenting current research projects.*

**Commencement** Capitalize when referring to USF.

**Communicators Network** The USF Communicators Network provides university marketing professionals with the resources and information they need to do their jobs effectively. The Communicators Network utilizes listserv announcements and monthly meetings to disseminate critical information to members.

**complement, compliment** *Complement* is something that supplements. *Compliment* is praise or the expression of courtesy.

**compose, comprise** *Compose* means to create or assemble. *Comprise* is to include or contain. You can write *composed of* or *consisted of* but not *comprised of*.

*The class is composed of 15 students.*

*The United States is composed of 50 states.*

*A zoo comprises mammals, birds and reptiles.*

*The whole comprises the parts.*

See **include, comprise**.

**composition titles** Italicize the names of: books, long works and compositions, works of art and art exhibitions, legal cases, magazines, journals, pamphlets, brochures, long poems, plays, movies, television series, television programs, musical compositions.

Place quotation marks around chapters, stories, article titles, short poems, television show episodes and other short works.

If running text is already in italics, place these titles and other words usually in italics in roman type.

*My favorite chapter in Ken Black's latest book, All By Myself, is "Time to Go."*

Italicize the names of spacecraft, planes, ships and trains.

*the space shuttle* Challenger

*the U.S.S.* Iowa

*the Spirit of* St. Louis

See also **book titles**.

## computer terms

CD: compact disc

CD-ROM

chatroom

database

disk, diskette

domain name

DOS: disk operating system

download, upload

e-mail

Ethernet

home page

hyperlink

Internet

ISP: Internet service provider

JPEG

LAN

laptop

listserv

log on

Macintosh

offline, online

PC: personal computer, PCs

PDF

PowerPoint

TIFF

QuarkXPress

URL

Word

World Wide Web (see **Web** words)

**contractions** In most non-academic writing, contractions make your text easier to read and more conversational in style. Unless a formalized construction helps emphasize the meaning of a sentence or phrase, use contractions and use them consistently.

**(Russell M.) Cooper Hall** Commonly referred to as *Cooper Hall*, it housed the original College of Liberal Arts at USF and is dedicated to its first dean, Russell M. Cooper (1907-1975).

A visionary, Cooper believed that the true function of a university is to stimulate critical thinking. He advocated a broad and interdisciplinary education. Cooper also served as assistant to the vice president for academic affairs, and director of USF's Center for World Order. He was honored not only for his educational accomplishments and contributions to the university, but for the kindness and inspiration he provided to students, faculty and staff, family and friends.

**council, counsel** *Council* is a deliberative body or elected officials and those who are members of it. To *counsel* means to advise someone or receive advice.

**county** Capitalize when referring to a specific county. Lowercase when referring to plural combinations.

*USF is in Hillsborough County.*

*The governor visited Polk and Pasco counties.*

**courses** When referring to a course, lowercase the name unless you are using a specific title; then capitalize the primary words in the title.

*The course, Road to the White House, provides students with an insider's view of the election process.*

*I'm taking a criminology class and Chemistry for Today.*

**currently, presently** *Currently* means now. *Presently* means in the near future.

**curricula, curriculum, curricular** *Curriculum* is the singular form for a program of academic courses or learning activities (*the mathematics curriculum*). *Curricula* is the plural for curriculum. *Curricular* is the

adjective form of curriculum as in the *Chemistry Department's curricular philosophy*.

**curriculum vita, curricula vitae**

*Curriculum vita* is singular; *curricula vitae* is plural.

A *curriculum vita* is a summary of one's personal history and professional qualifications. It is longer than a resume, containing more details about one's educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors and affiliations. It is used when applying for academic, education, scientific or research positions, fellowships or grants.

**cutlines** Photo captions. Use a period at the end of a cutline if it is a sentence.

# D

**data** Plural noun, usually takes a plural verb. *The data have been carefully collected.*

If used as a collective noun, when the group or quantity is regarded as a single unit, it takes a singular verb as in *The data is sound.*

**dates** Always capitalize the names of months. Spell out the month when it is used alone or with a year alone, and do not separate with commas.

*My birthday is in February.*

*February 2008 was a snowy month.*

When a month is used with a specific date, abbreviate *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Spell out *March*, *April*, *May*, *June* and *July*. Always use numerals without suffixes such as *st*, *nd*, *rd* or *th*.

*Feb. 14 was the snowiest day of the month.*

When a phrase is used with a month, date and year, set both the date and year off with commas.

*Feb. 14, 2008, is the date of the new release.*

Do not use the word “on” before a date or day of the week when its absence would not lead to confusion.

*He begins his new job Nov. 23.*

*I'll arrive Monday.*

To describe sequences of dates or inclusive dates, use a hyphen with no spaces between the hyphen and the characters instead of the word *to* or *through*. The same rule applies when referencing a span of years: use a hyphen and drop the first two numbers of the second year. If the years span a century change, use all four numbers of the second year.

*The box office is open Monday-Friday.*

*The performance will run May 5-9.*

*1979-81*

*2002-04*

*1999-2003*

See also: **days of the week, decades.**

## database

**Data Warehouse** See **Enterprise Business Systems.**

**days of the week** Capitalize them. Do not abbreviate, except when needed in a tabular format:

*Sun., Mon., Tue., Wed., Thu., Fri., Sat.*

**decades** Use numerals to indicate decades of history. Add an apostrophe when numerals are left out; show plural by adding the letter *s* but no apostrophe. Use an apostrophe before the year for class years or abbreviations to indicate the first two numbers of the year are omitted. Use a hyphen when connecting a word with a numeral.

*the 1890s*

*the '90s*

*the Roaring '20s*

*the mid-1970s*

*She graduated with the Class of '03.*

**decision making** Two words when used as a noun. Hyphenate when used as a compound adjective.

**degrees** See **academic degrees.**

**department names** See **divisions and affiliates of the university.**

**directions, regions** See **cardinal directions.**

**disabilities** Always place emphasis on the person, not the disability; therefore, the preferred reference is *students with disabilities*. At USF, academic accommodations are made through Students with Disabilities Services (SDS). Avoid outdated terms such as *handicapped*, *challenged* or *invalid*. When writing about people with disabilities and referring to people without disabilities, avoid the term *normal* and use *able-bodied* instead.

See **Americans with Disabilities Act message.**

**diseases** Lowercase *arthritis*, *emphysema*, *leukemia*, *migraine*, *pneumonia*, etc.

When a disease is known by the name of the person identified with it, capitalize only the individual's name.

*Alzheimer's disease*

*Parkinson's disease*

**disinterested, uninterested** *Disinterested* means impartial. *Uninterested* means lacking interest.

**divisions and affiliates of the university** Capitalize the formal names of

schools, academic departments and divisions of the university. Lowercase names that are shortened or reversed.

*Department of Chemistry, chemistry department*

*Office of the Chancellor, chancellor's office*

*University Registrar, registrar's office*

*Office of the Provost, provost's office*

Always capitalize units that don't normally use "Office of" or "Department of" in their formal titles.

*Student Success*

*Continuing Education*

*Facilities Operations*

In plural constructions, lowercase department, school, program, office and other descriptive titles. Also use lowercase for "department" when it stands alone.

*I have friends in the schools of engineering and education.*

*He has been in the department for 20 years.*

### **doctor, doctorate**

See **academic degrees**.

### **dormitory/dorm** See **residence halls**.

**dual degree** *Dual degree*, without a hyphen, is the noun. *Dual-degree* is the adjective.

*He has a dual degree in Spanish and international finance.*

*It was important to her to find a school that offered a dual-degree program in journalism and business.*

**due to** Use *due to* only if you mean *caused by* or *resulting from*. It's best to avoid beginning a sentence with this phrase, the safest place for it being after a form of the verb to be. Try substituting *caused by* and, if you can, your sentence is correct.

*The damage was due to a widespread fire.*

# E

**effect, affect** See **affect, effect**.

**e-mail** Uses a hyphen. Does not need to be capitalized unless it is the first word in a sentence.

**e-mail address** If an e-mail address falls at the end of a sentence, use a terminal period.

*Please contact us at [www.usf.edu](http://www.usf.edu).*

**emeritus, emerita** Place *emeritus* (masculine, singular) or *emerita* (feminine, singular) after the formal title. Use *emeriti* for plural, both masculine and feminine and *emeritae* for plural, feminine.

*Professor Emeritus Howard Smith*

*the professor emeritus*

*Susan Jones, professor emerita*

**ensure, insure, assure** *Ensure* means to make certain. *Insure* means to protect against financial loss by means of a legal contract. *Assure* means to guarantee or convince.

**Enterprise Business Systems** Also known as EBS, these systems form part of the enterprisewide information systems of record for USF. These systems are critical to the operation of the university and include: Data Warehouse, eUSF, FAST, GEMS and OASIS.

**Data Warehouse:** provides access to a central repository of data that is periodically extracted from Enterprise Business Systems and other primary administrative systems. It is used for reporting, analysis, DataMarts, decision support systems and executive informa-

tion. An account is required to access the Data Warehouse.

**eUSF Portal:** provides authorized personnel with a single, highly-secure point of entry to all applications (with the exception of OASIS) via one sign-on and password. It provides a customized view of just the information and tasks related to an employee's specific job and virtual workspaces for departments and individual workgroups to share and collaborate on various projects.

**FAST:** (Financial Accounting System) financial administrative system for general ledger, accounts payable accounts receivable, purchasing, fixed assets, grant management, budget and cash management. Access to FAST is limited to authorized university personnel.

**GEMS:** (Global Employment System) administrative and management system for personnel and payroll activities at USF. It is the primary source of information on positions, appointment information, payroll registers and budget summaries. Access to GEMS is limited to authorized university personnel, but all employees can view paychecks, request leave and maintain personnel data through a *GEMS Self-Service* account.

**OASIS:** (Online Access Student Information System) student administration management system for use by both students and university personnel. Supports functions necessary for student administration including admissions, financial aid, registration, academic history, degree, audit and student accounts receivable. Both students and university personnel can access the system with appropriate security.

**entitled, titled** *Entitled* means having the right to do or have something. *Titled* is the word to use if you're introducing the name of a publication, speech, musical piece, etc.

*Membership in the association entitles you to free issues of the newsletter.*

*The book is titled War and Peace.*

## equal opportunity messages

**abbreviated statement:** for use on forms, recruitment and employment advertisements and posters.

*USF is an EO/EA institution*

**formal statement:** for use in official documents (specifically the catalog) and as may be directed by the Diversity and Equal Opportunity Office.

*The University of South Florida is committed to the principles of equal education and employment opportunities without regard to race, color, marital status, gender, sexual orientation, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the university's respect for personal dignity. These principles are applied in the conduct of university programs and activities and the provision of facilities and services.*

**general statement:** for use in most general publications, event programs, conferences invitations, etc.

*Events, activities, programs and facilities of the University of South Florida are available to all without regard to race, color, marital status, gender, sexual orientation, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the university's respect for personal dignity.*

**ESOL** English for Speakers of Other Languages.

**EthicsPoint** An anonymous hotline to report activities that may involve certain improper conduct or violations of USF Policies. Written as a single word with no spaces.

**ethnic, racial designations** Capitalize the proper names of nationalities, peoples, races, tribes.

*Arab, Arabic, African, American, Caucasian, Hispanic, Latin, Sioux*

Use a hyphen to designate dual heritage.

*Polish-American*

*a Japanese-American newspaper*

*Mexican-American*

No hyphen, however, for *French Canadian* or *Latin American*.

Lowercase *black* and *white* when using them as ethnic and racial designations as either nouns or adjectives.

**eUSF Portal** See **Enterprise Business Systems**

**everyone** See **anyone, everyone, someone**.

**except, accept** *Except* means to exclude. *Accept* means to receive.

# F

**faculty** Lowercase. Refers to tenured educators holding the rank of professor, associate professor, or assistant professor; and library professional staff holding the ranks of librarian, associate librarian, or assistant librarian; and central administrative officers, deans and directors, if they also hold regular faculty status.

Technically speaking, faculty can take a plural or a singular verb depending on how the word is being used—either to refer to a group as a whole (singular) or to refer to members individually (plural)

*The faculty is present.*

*The faculty agree to meet tomorrow.*

For the sake of clarity, rewrite the sentence to avoid a plural verb or use *faculty members*. When writing about individuals, use a *faculty member*.

**faculty awards** The faculty award programs are composed of the *Distinguished University Professor*, *Emeritus Professor* and the *Outstanding Undergraduate Teaching and Advising Award*. Distinguished University Professor is an honorific title and should be capitalized and spelled out in front of the honoree's name. Avoid the acronym *DUP*.

**farther, further** *Farther* refers to physical distance. *Further* refers to an extension of time or degree.

*He could walk no farther.*

*She refused to discuss the issue any further.*

**FAST** See **Enterprise Business Systems**

**fax** Short for facsimile, it is not an acronym and does not need to be written in all caps. Fax can be used as a noun, adjective or a verb.

**(Chester H.) Ferguson Hall** Also known as the *College of Business*, or the *business building*, or *Ferguson Hall*. The building was named for Chester H. Ferguson (1908-1983) who was a successful businessman and a principal architect of the state university system. He helped establish USF's regional campuses and health sciences center, which is known today as USF Health. In 1980, USF recognized his contributions and named its College of Business building in his honor.

**fewer, less** In general, use *fewer* for individual items that can be counted. Use *less* for bulk or quantity that is measured (not counted). Fewer usually takes a plural noun; less usually takes a singular noun.

**firsthand** adjective.

**(Louis de la Parte) Florida Mental Health Institute** Use full name of the institute with appropriate upper and lowercase letters on first reference. May refer to as *FMHI* on subsequent references.

The institute was named for former Florida Senate President and Tampa attorney Louis de la Parte. He was nationally recognized for his tireless efforts to establish academic centers to develop innovative programs for the state's social service, criminal justice and education systems.

**foreign students** The preferred phrase is *international students*. International Services is the main administrative and immigration advising office at USF for international students.

**forbear, forbear** To *forbear* means to avoid or shun. A *forebear* is an ancestor.

**forego, forgo** To *forego* means to go before. *Forgo* means to abstain from.

**foreseeable future** Avoid this cliché.

**fractions** Spell out fractions less than one, using hyphens between words. Use figures for precise amounts larger than one, converting to decimals when appropriate.

*One-half, two-thirds*

*1.5 liters*

*One and one-half liters*

**freshman, freshmen** *Freshman* is singular. *Freshmen* is plural. Use the singular as an adjective as in *freshman class*, *freshman year*. Other alternatives are: *incoming students* or *first-year class*.

**FTIC** Stands for *first time in college*. These are students who are the first in their families to attend college.

**Fulbright** Always takes an initial cap: a *Fulbright research grant*.

**fundraising, fundraiser**

# G

**GEMS** See **Enterprise Business Systems**

**girls** Use *women* when referring to female students.

**global world** Avoid this redundant wording.

**good, well** *Good* is an adjective that means something is as it should be or is better than average.

*She still looked good even after all these years.*

*The cookies smelled good.*

Do not use *good* as an adverb.

*Well* is an adverb and is used to describe an activity. It means in a satisfactory manner.

*Sue sings well.*

*The class did well on the SAT.*

It may also be used as an adjective to mean healthy, suitable or proper.

*My neighbor looks well even though he has been quite ill.*

**GPA** Stands for *grade point average*. Write out for external audiences. USF's grade point average is based on a 4.0 scale.

**graduated** Graduated from is the correct usage.

*He graduated from USF in 1991.*

*The College of Medicine graduated 100 students.*

**(Not: He graduated USF.)**

**Graphicstudio** Founded in 1968, *Graphicstudio* is a USF-based workshop that has attracted leading international contemporary artists over the years who have created hundreds of limited edition fine arts works in the studio. *Graphicstudio*, with the Contemporary Art Museum and the Public Art Program, form the Institute for Research in Art.

**GRE** Stands for Graduate Record Examination. *GRE* is acceptable on a first reference. Do not use periods.

**Greek** Capitalize when referring to fraternity and sorority communities on campus.

**groundbreaking** One word as an adjective or as a noun.

# H

**handicapped** See **disabled**.

**health care** Two words, no hyphen.

**Herd of Thunder** (HOT) USF's marching band. The band debuted at the football season home opener against Southwest Texas State on Sept. 11, 1999. The band's unique entrance to the field began as a running "stampede" that day, and the tradition has continued ever since.

**his/her** Avoid this construction.

**historic, historical** *Historic* means having or likely to have lasting significance; important as in a *historic* occasion. *Histori-*

*cal* means based on history as in a *historical* novel. See also **a, an**.

**HIV** Since HIV stands for human immunodeficiency virus, to say *HIV virus* is redundant. AIDS (acquired immune deficiency syndrome) is the disease caused by HIV, so the two acronyms are not interchangeable. It is okay to use the acronym, *HIV*, on a first reference.

*They are conducting HIV research.*

**Homecoming** Always capitalize when referring to *USF Homecoming* as a noun or as an adjective, i.e., *Homecoming* week, *Homecoming* activities. Homecoming is scheduled during football season and is called *Super-Bull*, followed by the numeric succession.

**home page** Two words. Refers to the front page of a particular Web site.

**honors and awards** Capitalize official names including the word *award* if it is part of the formal name.

*Distinguished University Professor*

*Overall Businesswoman of the Year,  
Education Category*

Lowercase *cum laude*, *magna cum laude* and *summa cum laude*. It is not necessary to offset with commas.

*Sam received a bachelor's degree summa cum laude in mathematics.*

**hopefully** The original meaning of this word is *in a hopeful manner*, or *full of hope*. It's correctly used as an adverb and, ideally, should not be used to mean *it is hoped* or *I hope*.

**Incorrect:** *Hopefully, the weather will hold for the picnic tomorrow.*

**Correct:** *I hope the weather will hold for our picnic tomorrow.*

**Correct:** *She asked hopefully if she could borrow the car.*

**housing** See **residence halls**.

## I

**illusion, allusion** An *illusion* is a false impression or image. An *allusion* is an indirect reference.

**imply, infer** *Imply* means to suggest or indicate indirectly. To *infer* is to conclude or decide from something known or assumed.

**include, comprise** Use *include* to introduce a series when the items that follow are only part of the total. Use *comprise* when the full is given.

*The price includes breakfast.*

*The school comprises kindergarten through fifth grade classes.*

**in-depth**

**Information Technologies** Capitalize when using as the official name of the central information technology division for USF. May use *IT* on second and subsequent references.

**inpatient, outpatient** One word as either a noun or adjective.

**instructor** Term used to refer to adjunct faculty members.

**insure** See **ensure, insure, assure**.

**interface** You really mean *work together* or *interact*, so just avoid *interface*, which really makes a better noun than it does a verb.

**Internet**

**intranet** Lowercase. An *intranet* is a private computer network that uses Internet technology in which access is restricted to members of a particular organization or company.

**irregardless** There is no such word. Use *regardless*.

**italics** See **composition titles**.

**its, it's** *Its* is a possessive pronoun.

*The cat is lost. Its collar is missing.*

*It's* is the contraction for *it is*.

*It's time to leave.*

## K

**kick off, kickoff** *Kick off* is the verb. *Kickoff* is the noun or adjective.

*The game will kick off at 1 p.m.*

*Kickoff is at 1 p.m.*

*The kickoff party is at 1 p.m.*

**(Edgar W.) Kopp Building** The campus's first engineering building, it is commonly referred to as the *Engineering Building* or the *Kopp Building*. It is named in honor of Edgar W. Kopp (1926-1979) who began USF's engineering programs. He developed the college's academic programs and physical facilities and actively encouraged student organization development. Eleven engineering student organizations were established during his tenure. Kopp also nurtured and supported early involvement by the college in community activities. Probably the best known is the Engineering EXPO, held at USF annually each February during National Engineering Week.

H

I

J

K

**(A. Harrison and Ruth) Kosove Hall**

Referred to as *Kosove Hall*. In 1999, Alpha Hall, one of USF's first residence halls, was renamed to honor long-time friends of the university, A. Harrison Kosove (1898-1988) and his wife, Ruth (1912-1997).

The son of a Russian immigrant, Harrison Kosove established the A. Harrison and Ruth Kosove Endowment in gratitude for the success his adopted country enabled him to achieve. This gift was then the largest single, private philanthropic gift in USF's history. The Kosove Scholarship Program makes annual, renewable scholarship awards to undergraduate and graduate students.

## L

**Lake Behnke** The lake that borders the USF Botanical Gardens, Shriners Hospital and the College of Medicine was dedicated in 1994 to esteemed teacher, physician and administrator Roy Behnke, MD and his wife Ruth. He was founding chair of Internal Medicine, a role model to students and an inspiration to colleagues. She was a generous volunteer in the USF Botanical Gardens.

**Lawton and Rhea Chiles Center for Healthy Mothers and Babies** Commonly referred to as the *Lawton and Rhea Chiles Center*. Opened in 2002, it was named after the late governor of Florida and his wife, both advocates of infant health care. The center is dedicated to reducing infant mortality by improving health care for poor mothers and their children up to age 5.

**lay, lie** *Lay* means to place or deposit, and requires a direct object.

*Lay the book on the table.*

*I will lay the pillow on the bed.*

*Lie* means to be in a reclining position or to be situated. It does not take an object (lie, lay, lain, lying).

*Go lie down and take a nap.*

**learning communities** A program within the College of Arts and Sciences that enables a group of students to explore independent subjects through a common, interdisciplinary theme bringing a liberal arts college experience to a large university. Learning communities offered at USF are: The Big Ideas, Crime and Punishment and Unearthing Latin America.

Capitalize when referring to the program on a first reference and lowercase when referring to any learning community or learning communities on subsequent references.

**lectern, podium** You stand on a *podium*. You stand behind a *lectern*.

**less** See **fewer, less**.

**libel, slander** *Libel* refers to injury through written or printed form and, in some states, injury broadcast by television or radio because it is carried to a wide audience. *Slander* is spoken, defamatory statements. Both are considered defamation.

**lifelong**

**(Julian Hawthorn) Lifsey House** Commonly referred to as *Lifsey House*, USF's on-campus presidential home was named after Julian H. Lifsey, Jr. (1917-1989) —a Tampa lawyer, banker and land developer who with his wife, Mary Ann, gave the principal donation for the construction of the building. The Lifsey House serves as a location for official university functions.

**like** Use *such as* instead of *like* to cite examples.

**like, as** Use *like* as a preposition to compare nouns and pronouns. It requires an object.

*Tom plays the trumpet like a pro.*

*As* is a conjunction that introduces clauses and phrases.

*The watermelon tasted cold and sweet as I thought it would.*

**listserv** A generic term for e-mail-handling software that enables contact lists to be easily maintained and updated. Many USF e-mails lists are open so members can self-subscribe. An index of the various online USF e-mail lists can be found on the USF Web site.

Written with all capitals and a registered trademark, LISTSERV® is the e-mail list management software created by L-Soft. Since the word, LISTSERV® is a registered trademark, it should be written as all capitals with the registered trademark symbol when referring to the software product. Generally speaking, when writing for an external audience, use a generic equivalent such as e-mail lists or e-mail management software.

**living-learning communities** Designated area within a residence hall where students from various backgrounds are connected by shared interests, including academic major and philosophy. Capitalize when referring to the program on a first reference and lowercase when referring to any living-learning community on subsequent references.

**locations** See **campus names**.

**login, logon, logoff** These are nouns when written as a single word. *Log in*, *log on* and *log off* are verbs.

*My login failed.*

*I will log in to my computer.*

**long time, longtime** One word when used as an adjective.

*We have been studying for a long time.*

*They are longtime friends.*

# M

**man, mankind** Use humanity or human-kind

See **nonsexist language**.

## **(Phyllis P.) Marshall Student Center**

USF's student union. Originally called the University Center, then the Marshall Center, it is now called the Marshall Student Center and is the university's student union building.

The first student union opened in 1960 and was one of the university's original five buildings. A major renovation was completed in 1990 and the building was formally dedicated in 1994 when it was renamed in honor of its former director, Phyllis P. Marshall.

To accommodate USF's substantial development since then, a new building was completed in 2008 replacing the former facility. It is one of the largest and most modern student centers in the Southeast.

Marshall was long known as USF's unofficial housemother, confidant and mentor. She joined the staff of USF in 1960 as the school's first resident instructor. In 1961, she was appointed program director of the University Center and in 1965, director of student organizations. Marshall was named director of the University Center in 1975.

**Martin Luther King, Jr. Plaza** Commonly referred to as MLK Plaza, it is the best known gathering place on the USF

L

M

Tampa campus. Named for famous civil rights leader Dr. Martin Luther King Jr., the scenic plaza features a memorial to King, a large reflecting pool, the famous “I Have a Dream” speech engraved on a wall and a long, trellised colonnade leading to the Marshall Student Center.

**may** See **can, may**.

**may, might** *May* implies greater likelihood than *might*. *I may go on vacation next week* implies that there is a greater possibility you will be lying on the beach next Monday than *I might go on vacation*. Either word can be used in the present tense.

However, use *might* if your sentence has other verbs in the past tense.

*She might have finished the race if it hadn't been so hot.*

See **can, may**.

**media** When referring to mass communications, *media* is a plural noun and takes a plural verb.

*The media are here for the press conference.*

**mid** Use a hyphen when connecting a word with a numeral.

*mid-1970s*

**MoBull Plus Messenger** Wireless notification system that enables USF to deliver emergency text messages and other information directly to a subscriber's mobile phone. It also allows local merchants to communicate with USF community members including students, faculty, staff, alumni and friends of USF and students to access a variety of additional features.

**(H. Lee) Moffitt Cancer Center and Research Institute** The nationally-recognized H. Lee Moffitt Cancer Center and Research Institute was named for the prominent Tampa attorney, former speaker

of the Florida House of Representatives, 10-year state representative and a cancer survivor himself. Moffitt was the first graduate of USF to be elected to state office. Among all his achievements, the most notable one was his pushing to make the H. Lee Moffitt Cancer Center a reality after being deeply affected by the deaths of three close and young associates. The cancer center named after Moffitt opened in Nov. 1986. Today, it is part of an elite group of National Cancer Institute Comprehensive Cancer Centers. The mission of the Moffitt Cancer Center is to contribute to the prevention and cure of cancer.

**money** When referring to dollar amounts in millions, use the numeral and million, rather than zeros. For amounts of more than \$1 million, use the \$ and numerals up to two decimal places. Do not link the numerals and the word by a hyphen.

*\$6 million (not \$6,000,000)*

*It is worth \$7.45 million.*

*The college was awarded a \$13 million grant.*

For amounts less than \$1 million, use the dollar sign and numbers. Do not use a decimal and two zeros. Use the comma in dollar amounts in the thousands.

*\$150 (not \$150.00)*

*\$9.50*

*\$150.25*

*\$3,000 (not \$3000)*

*Admission is \$2 for students.*

Spell out the word *cents* with lowercase, using numerals for amounts less than a dollar.

*5 cents*

*12 cents*

**months** See **dates**.

**more than** See **over, more than**.

**(Carol and Frank) Morsani Center for Advanced Health Care**

The six-story facility is located on the USF Health quadrant of the USF campus at Holly and Magnolia avenues. The center combines world-class health care with a state-of-the-art building designed to help facilitate learning in health teams.

The center is named for Carol and Frank Morsani who contributed \$7 million to its construction and whose total giving to USF exceeds three times that amount.

**multi** In most cases, when used as a prefix, no hyphen is needed.

*multicultural*

*multimillion*

*multimillionaire*

*multimedia*

**myriad** Originally, this word meant ten thousand, but it now means numerous or a great number. Proper use does not include the preposition of (a myriad of) nor should it be made plural (myriads).

*Greg has myriad chicken pox on his face.*

**myUSF** USF's academic portal which provides access to Blackboard. Written with initial lowercase. See also **Blackboard**.

## N

**nondegree** One word. Use a hyphen in *nondegree-seeking*.

**nonprofit** Avoid *not-for-profit*.

**nonsexist language** In general, when both genders are intended, use *people*, *persons* and *humankind* instead of *man*, *men* and *mankind*. *Chair* or *chairperson* is preferable to *chairman* or *chairwoman*.

The same principle holds true for words that end in *man*. Use letter carrier instead of *mailman*, *firefighter* instead of *fireman*, *businessperson* instead of *businessman*, *police officer* instead of *policeman*, etc. Use *homemaker* rather than *housewife*, *house-keeping service* instead of *maid service*, *effective selling* instead of *salesmanship*. It is also becoming more common to use *actor* for both men and women.

Overall, try to construct sentences to avoid having to use gender-specific terms. Using *he/she* and *his/her* is awkward; try to use plural pronouns such as *they* and *their* making sure there is verb/noun agreement. Never use *he* as an all-inclusive pronoun.

See also **chair, freshman**.

**numbers** Spell out whole numbers below 10 and use figures for 10 and above.

*They have two four-room houses and 12 three-room houses and 12 10-room houses.*

Spell out ordinal numbers first through ninth when they indicate sequence in time or location. Starting with 10th, use numerals. The exception to this rule is when 1st, 2nd, 3rd, etc. has been assigned in forming names.

*She teaches first grade.*

*He was third in line.*

*He is part of the 7th Fleet.*

*The 1st Ward was hit the hardest.*

Always spell out numbers at the beginning of a sentence, regardless of any resulting inconsistency.

*Fifty-four women and 48 men received degrees.*

See also **ages, dates, decades, money, percent, time.**

# O

**OASIS** See **Enterprise Business Systems**

**off campus, on campus** Two words, but hyphenate before a noun.

*He lives on campus.*

*He lives in an off-campus apartment.*

**online, offline** Always written as one word.

**OPS** Stands for *Other Personnel Services*. One of four pay plans at USF. OPS employees are temporary or part-time. This is an internal-oriented acronym and should be avoided in writing to an external audience.

**Oracle** *The Oracle* is the name of USF's official student newspaper.

**Osher Lifelong Learning Institute at USF** Write out on first reference. Shorten to OLLI-USF on subsequent references. Preferred reference is to *OLLI* rather than *Osher*.

**outpatient, inpatient** One word as either a noun or adjective.

**over, more than** *Over* is an adverb referring to direction and spatial relationship; *more than* refers to numbers or amounts.

*The plane flew over the house.*

*USF offers more than 100 master's degrees.*

# P

**Park-n-Ride** As in *Park-n-Ride* lots, remote parking along the Bull Runner shuttle route.

**PDF** Stands for portable document format. A PDF is a popular way of formatting documents so they can be viewed or printed on multiple platforms without changing.

**percent** Always use numerals (including the numbers 1-9) and spell out the word *percent* in text. *Percent* takes a singular verb when standing alone or when a singular word follows an "of" construction. Use a plural verb when a plural word follows an "of" construction.

*The teacher said 60 percent was a failing grade.*

*He said 50 percent of the membership was there.*

*He said 3 percent of the members were there.*

**PhD** The preferred form for PhD is to say a person holds a doctorate in (their field of study).

See also **academic degrees.**

**physician assistant** No apostrophe.

**(Anthony P.) Pizzo Elementary**

**School** Commonly referred to as Pizzo Elementary, it is a public school on the southernmost corner of the USF Tampa campus. It was named for the late Hillsborough County historian Anthony P. Pizzo, popularly known as Tony, who was the city's laureate historian, lecturer, author and storyteller. In honor of his historical contributions to USF's library and the community, Pizzo Elementary School was named for him when it was dedicated in 1998.

**plurals** Don't use an apostrophe on plurals such as CEUs, CDs, DVDs, PhDs, twos and threes, MBAs, HMOs, etc.

**plus** Don't use *plus* as a substitute for *besides*, *and*, *also* or *in addition to*. Avoid using *plus* to introduce an independent clause as in *She is a great flute player plus she knows how to play the piano*.

**p.m., a.m.** Lowercase, with period. Avoid the redundant *8 a.m. this morning*. See also **time**.

**podium** See **lectern, podium**.

**postdoctoral**

**postgraduate**

**prefixes** In general, do not hyphenate when using a prefix with a word starting with a consonant: *pretax, nonprofit, coworker*.

For the most part, use a hyphen if the prefix ends in a letter that is the same as the first letter of the following word: *re-engineer, pre-election, non-native*.

Use a hyphen if the word that follows the prefix is capitalized: *non-USF*.

**prelaw**

**premed**

**preprofessional**

**premier, premiere** *Premier* is first in status or a prime minister or chief executive. *Premiere* is a first performance or show.

**prerequisite** One word, no hyphen.

**President, President's Office** In text, the word *president* is capitalized when it appears as a formal title before the name.

*USF President Judy Genshaft spoke at the ceremony.*

On a second reference, it is lowercase.

*The president also answered questions from the audience.*

*He is running for president.*

The only exception would be if the title comes after the name in a listing or as a closing in a letter.

**President Judy L. Genshaft** Took office in July 2000. She is president, chief executive officer and corporate secretary of the university.

**President's Council** The *President's Council* recognizes individuals who have made significant financial contributions to USF. It honors donors for lifetime, annual and planned giving.

**presidents of the University of South Florida** Terms of service:

John Allen – 1957-1970

Harris Dean – interim, 1970-1971

Cecil Mackey – 1971-1976

Wm. Reece Smith, Jr. – 1976-1977

Carl Riggs – interim, 1977-1978

John Lott Brown – 1978-1988

Francis T. Borkowski – 1988-1993

Robert Bryan – interim, 1993-1994

Betty Castor – 1994-1999  
 Thomas Tighe – acting, fall 1999  
 Richard Peck – interim, 1999-2000  
 Judy Genshaft – 2000-present

**presently** See **currently, presently.**

**principal/principle** *Principal* is a noun and adjective meaning someone or something first in rank, authority, importance or degree. *Principle* is a noun that means a fundamental truth, law, doctrine or motivating force.

*The school principal gave the address.*

*She is the principal dancer in the troupe.*

*They disagreed over the principle of states' rights.*

**professor** Capitalize only if it precedes a proper name. Lowercase if it refers to a generic description and is not an actual title. Treat *associate professor* and *assistant professor* in the same manner.

**publication titles** See **composition titles.**

**punctuation** Leave one space after a terminal punctuation mark such as a period or a question mark and before the first letter of the next sentence.

# Q

**Quiet Quality Award** Implemented by the Staff Senate in 1996, Quiet Quality Awards recognize USF staff members for a variety of characteristics related to work ethic, attitude and contributions to the university.

# R

**race** See **ethnic, racial designations.**

**re-** Generally speaking, follow the rules outlined in prefixes where a hyphen is used if the prefix ends in a vowel and the word that follows begins with the same vowel. Make exceptions where it makes sense.

*recover (regain)*

*re-cover (cover again)*

*reform (improve)*

*re-form (form again)*

*resign (quit)*

*re-sign (sign again)*

See also **prefixes.**

**residence halls** Use the term *residence halls*, not dorms or dormitories. USF Tampa offers students the following residence halls and housing options:

Beta Hall

Castor Hall

Cypress Apartments

Cypress Hall

Delta Hall  
 Epsilon Hall  
 Eta Hall  
 Iota Hall  
 Greek Village  
 Holly Apartments  
 Kappa Hall  
 Kosove Apartments  
 Lambda Hall  
 Magnolia Apartments  
 Maple Hall  
 Mu Hall  
 Theta Hall  
 Zeta Hall

**Rocky, Rocky the Bull** The name of the Brahman bull that is the official mascot of USF athletics. Written approval from USF Athletics is required before his image can be used in any written materials or advertising.

**RSVP** Abbreviation for the French *répondez sil vous plaît*, meaning *please reply*. Please RSVP is redundant; just say *RSVP*.

# S

**said, says** For the most part, when writing a news story and using a quote, *said* is the preferred style. However, *USF Magazine* uses the active voice, *says*, unless describing a dated event. Either way, be consistent.

*Speaking at last month's gala, Smith said, "I'm honored to be here."*

**SAT** Stands for Scholastic Aptitude Test. *SAT* is acceptable on a first reference. Do not use periods.

**says, said** See **said, says**.

**scholar** Lowercase except when used with named scholarships.

*USF Presidential Scholars Award*

*National Hispanic Scholars*

**scholarship** Lowercase except when used with proper names.

*Joe applied for the USF Honors College Scholarship.*

*Mary received a scholarship.*

## School of Accountancy

**Search-A-Bull** Searchable database of all USF courses.

**seasons** Lowercase *spring, summer, fall*, and *winter* unless part of a formal name or designate the issue of a periodical. Capitalize semester seasons that are year-specific.

*I will register in the spring.*

*The Winter Olympics begin in a few months.*

*The Spring 2008 issue of USF Magazine is now available.*

*She will take classes in the fall semester.*

*Beginning Fall 2008, all students must register using the new system.*

**semesters** Lowercase references to semesters in text.

*She will teach during the fall semester.*

## semimonthly

See **bimonthly, semimonthly**.

## semiweekly

See **biweekly, semiweekly**.

**(Terrell) Sessums Mall** The area of campus between the library and the Uni-

Q  
R  
S

versity Lecture Hall formerly known as Elm Street Mall and renamed Terrell Sessums Mall on Oct. 29, 1999. USF's popular weekly flea market is held here.

Terrell Sessums, a Tampa attorney, is best known for his outstanding service promoting higher education as a state representative and speaker of the house and then as a member and chair of the Florida Board of Regents that governs the State University System. He played a strategic role in establishing USF's College of Medicine and Nursing.

**(Hinks and Elaine) Shimberg Health Sciences Library** The USF Health and Sciences Library, founded in 1971, was renamed in 1998 for Mandell "Hinks" and Elaine Shimberg, philanthropists who donated \$1 million to expand its resources for the greater medical community. Hinks is a leader in real-estate development and Elaine was an actress who now is an award-winning medical author.

**someone**

See **anyone, everyone, someone.**

**Southern Association of Colleges and Schools** See **accreditation.**

**staff** Lowercase.

**Stampede of Service** An annual event that offers students an opportunity to give back to the community by volunteering their time, skills and compassion to charitable, not-for-profit and government beautification programs.

The first, large organized volunteer effort started at USF in 2002, when the Center for Civic Engagement and Volunteerism began sponsoring events such as the Reverend Dr. Martin Luther King Jr. Day of Service during which approximately 200-350 students took part in volunteer activities.

Building on that achievement, the USF Stampede of Service was created officially in January 2006 to celebrate the Martin Luther

King holiday and the importance of volunteerism. The most current Stampede of Service involved more than 2,000 USF students.

**states** Spell out the names of the 50 United States when they stand alone in the text. Abbreviate using AP, not postal rules, when citing a city and a state together.

A few states are always spelled out: *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas* and *Utah.*

*We live in the state of Florida.*

*He lives in Tampa, Fla.*

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.
Vt.	Va.	Wash.	W.Va.
Wis.	Wyo.		

**stationary, stationery** *Stationary* means fixed or still. *Stationery* is paper.

**(Gus A.) Stavros Center for Economic Education** Referred to as the *Stavros Center*, the building is named for its donor, Gus A. Stavros, a supporter of both education and free enterprise system. Stavros started and operated the largest business forms company in the Southeast and played an active role on the university's Foundation Board. In donating to build the center, Stavros aimed at making its mission to educate future leaders about free enterprise.

**strategic plan** Capitalize when referring to the *USF Strategic Plan*. Lowercase when referring to a shortened reference.

*The USF Strategic Plan is on the Web site.*

*The trustees approved the plan.*

**study abroad** Do not hyphenate *study abroad*.

*USF offers many study abroad programs.*

*Next summer I will study abroad.*

*She is going to study abroad for a semester.*

*USF's study abroad program is extensive.*

**such as** Use *such as* instead of *like* to cite examples.

**Sun Dome** USF's 11,000-seat sports arena and home to the university's basketball team.

**SUS** Refers to the State University System of Florida, which consists of 11 public universities throughout the state. Use State University System on first reference and SUS on second and subsequent references. The universities are:

Florida Agricultural & Mechanical University (FAMU): Tallahassee

Florida Atlantic University (FAU): Boca Raton

Florida Gulf Coast University (FGCU): Fort Myers

Florida International University (FIU): Miami

Florida State University (FSU): Tallahassee

New College of Florida (NCF): Sarasota

University of Central Florida (UCF): Orlando

University of Florida (UF): Gainesville

University of North Florida (UNF): Jacksonville

University of South Florida (USF): Tampa

University of West Florida (UWF): Pensacola

**syllabus, syllabi** *Syllabus* is singular. *Syllabi* is plural.

# T

**take** See **bring, take**.

**task force** Two words, lowercase. Capitalize if part of an official name.

**teaching assistants** Use *graduate teaching assistant* on first reference. *TA* is acceptable on subsequent references.

**team building** Two words unless used before a noun as a compound modifier. In that case, add a hyphen.

*The department participated in a team-building exercise.*

**teammate**

**team player**

**team teaching**

**teamwork**

**telephone numbers** Use numerals and hyphens.

*813-123-4567*

**tenure, tenured** *Tenure* is a noun. *Tenured* is an adjective.

**testbed**

**textbook**

**than** See **then, than**.

**that, which** When referring to an inanimate object with an essential clause (a clause that cannot be eliminated without changing the meaning of the sentence) use the word *that* to introduce the clause *That* clauses do not need commas.

*I like food that is hot and spicy.*

When referring to an inanimate object with a non-essential clause (a clause that can be eliminated without changing the basic meaning because it provides additional information), use the word *which* to introduce the clause. A *which* clause goes inside commas.

Non-essential clauses in the middle of a sentence are typically set off by commas.

*The team, which finished last a year ago, is in first place.*

A simple test: Once your sentence is written, try reading it without the clause. If the sentence still means about the same thing, your clause should be introduced by *which*. If taking out the clause changed the meaning drastically, it should be introduced by *that*.

Keep in mind that when you need to refer to a human being (or an animal with a name), any clause should be introduced by the word *who* or *whom*.

See **who, whom**.

**theater** This is the preferred word in the United States unless the British *theatre* is part of a formal name as in TheatreUSF.

**their, theirs, there, there's, they're**

*Their* and *theirs* are possessive pronouns. *There* means "in or at that place." *There's* is a contraction meaning there is. *They're* is a contraction meaning they are.

*Their mother is leaving.*

*The money is theirs.*

*The restaurant is over there.*

*There's no time to wait.*

*They're going to the game.*

**then, than** *Then* is related to time; if one thing follows or results from another, use *then*. *Than* is used when making comparisons.

**titles** See **academic titles, capitalization, composition titles**.

**touchdown** One word, but it occurs in the *end zone*, which is two words.

**toward** It's not towards, so no s. Similarly, it's *forward*, *backward*, *upward*, *onward*, *downward*, etc. without the s.

**time** Lowercase with periods for *a.m.* and *p.m.* When writing a time that falls on the hour, state the hour with *a.m.* or *p.m.* and avoid *o'clock*. Use *noon* and *midnight*, instead of 12 p.m. or 12 a.m.

*2 p.m. (not 2:00 pm)*

*11 a.m.-noon*

*Class begins at 8:30 a.m.*

**titled** See **entitled, title**.

**trademarks** A trademark is a distinctive symbol, design, word, letter or brand that is used by a manufacturer or dealer to distinguish a product from those of competitors. It is protected by law. They are proper nouns and should be capitalized. They should not be used as verbs or in the possessive form.

Examples include:

*Astro-Turf, Frisbee, Jeep, Jello, Kleenex, Listserv, Liquid Paper, Ping-Pong, Velcro, VISA, Xerox, Zip drive*

It is not necessary to use the special trademark symbol ® or ™.

**trustee** Capitalize when used before a name as a title. Lowercase when used as a generic description or after a name.

# U

**U#** Stands for university number. It is the identification number that begins with a *U* that is found on a USF card.

**under way** Two words.

*The project is under way.*

**uninterested**

See **disinterested, uninterested.**

**unique** *Unique* means one and only, single, unparalleled, having no like or equal. Therefore, avoid modifiers such as truly, rather or very. Either something is unique or it's not.

**university** See **capitalization.**

**university-wide** See **campuswide.**

**URL** An Internet address. Current editorial usage is to exclude the *http://* tag on URLs in publications. Use a period, even when a URL or e-mail address ends the sentence. If a URL does not fit entirely on one line, break it into two or more lines without adding any other punctuation mark. Don't break a URL at a hyphen. Don't add a hyphen unless it appears in the address.

**U.S.** Use as an adjective but not as a noun. When you need a noun, use United States or nation.

**USA** No periods. But in general, try to avoid.

**use, utilize** Use *use*. *Utilize* is the awkward verb form of an obsolete adjective, *utile*.

**USF** Use *University of South Florida* on first reference. *USF* is an acceptable short form on subsequent references. Do not use the word *the* with the abbreviated form, USF; however use *the* with the long form.

*They attend the University of South Florida.*

*USF is a top Florida school.*

*She's enrolled in classes at USF's College of Education.*

**USF Alumni Association** Capitalize on first reference. Lowercase on subsequent references when referring to the *alumni association*. There are more than 212,000 USF alumni and about half live in the Tampa Bay area.

**USF Botanical Gardens**

**USFCard** USF's official ID card. It can be used to access a wide variety of on-campus services as well as off-campus discounts.

**USF Health** Unique partnership formed by the Colleges of Medicine, Nursing and Public Health; the Schools of Basic Biomedical Sciences and Physical Therapy & Rehabilitation Sciences; and the USF Physicians Group. *USF Health* is dedicated to improving the full spectrum of health – from the environment, to the community, to the individual.

**USF Magazine** USF's flagship publication, it presents stories that raise the profile of the university by demonstrating a tangible impact on the local, national or international community. Each full-color issue is sent to 40,000 alumni, supporters, faculty, staff, and opinion leaders. The magazine is published three times per year by University Communications & Marketing.

**USF Patel Charter School** Located on the USF campus, the USF Patel Charter School is a first-class learning facility that enrolls students from kindergarten through

fifth grade. The school offers up-to-date curriculum and technology as well as a clinic to provide health care for students.

Drs. Kiran and Pallavi Patel funded the construction of the school, allowing hundreds of potentially gifted, underprivileged children to excel academically. Dr. Pallavi Patel is the founder and organizer of the Dr. Pallavi Patel Pediatric Care Center at the school. Dr. Kiran Patel is a distinguished cardiologist, entrepreneur and philanthropist.

The Patels contributed the single largest gift in USF history in 2005 to fund a new building and create an endowment to build and sustain the Dr. Kiran C. Patel Center for Global Solutions.

**USF4YOU** Academic programs and services with an adult learner focus. Through USF4YOU, prospective adult and professional students can receive pre-admissions counseling, career exploration and referrals to appropriate departments as well as information about programs offered at USF.

**utilize** See **use, utilize**.



**Web words** All references to the Web, itself, are capitalized.

*Web*

*World Wide Web*

*Web site*

*Web page*

*Web service*

*Web browser*

Lowercase these Web words:

*webmaster*

*webcam*

*webcast*

**which** See **that, which**.

**whiteboard**

**who, whom** The word *who* substitutes for the subjective pronouns he, she or they when referring to human beings or animals with a name. It is grammatically the subject.

*Who is going to the party?*

*The woman who is wearing a purple hat is my grandmother.*

*Whom* is used when someone (or an animal with a name) is the object of a verb or preposition.

*To whom do you wish to speak?*

*With whom are you going to the party?*

Simple test: *who* does something; *Whom* has something done to it.

**who's, whose** *Who's* is a contraction for who is. *Whose* is a possessive pronoun.

*Whose laptop was left in the library?*

**wide-** (prefix) Usually takes a hyphen when used as a prefix as in: *wide-eyed*, *wide-open*. Exception: *widespread*.

**-wide** (suffix) Does not take a hyphen when used as a suffix as in: *campuswide*, *citywide*, *nationwide*, *statewide*.

Exception: *university-wide*.

**world-class**

**worldwide**

**workplace**

**work-study** Use a hyphen, not a slash.

# Y

**you're, your** *You're* is a contraction for you are. *Your* is a possessive pronoun.

## PUNCTUATION

For detailed guidance on punctuation, consult the punctuation section in the back of *Webster's New World College Dictionary*.

**apostrophe** Use an apostrophe to indicate that a noun is possessive.

If the noun is singular, add 's even if the word ends in s, z or x.

*Sue's book, Kansas's best restaurant, the campus's emergency system, Butz's policies, Marx's theories.*

An exception to this rule would be Jesus and Moses and other classical names ending in the "eez" sound. To these add just the apostrophe. The same is true for business and goodness.

*Jesus' teachings, Moses' journey, Pericles' oration  
the College of Business' procedures  
for goodness' sake*

If the noun is plural but does not end in an s, add 's.

*men's room, children's toys*

If the noun is plural and ends in s, add only the apostrophe.

*girls' books*

If the noun is singular in meaning but plural in form, add only an apostrophe.

*measles' effects, United States' wealth*

If something is owned jointly, use an apostrophe with the last noun only.

*John and Mary's house*

To show individual possession, make all nouns possessive.

*Ted's and Bob's jobs are interesting.*

Do not add an apostrophe to nouns that are not possessive even if they are plural. *The Smith's live next door* should be *The Smiths live next door*.

Do not use an apostrophe with plural abbreviations such as *MBAs, SATs, or HMOs* or dates as in *1960s*.

When it comes to possessive pronouns, the preceding rules about apostrophes generally apply.

*others' feelings, someone's voice*

Here is a list of possessive pronouns, however, that DO NOT need an apostrophe. They indicate possession all on their own:

my, mine

our, ours

your, yours

their, theirs

his, her, hers

its

whose

**bullets** When bullets are used to introduce individual sections of a list, there should be at least one space between the bullet and the item. Capitalize the first word following the bullet.

*The college offers:*

- *Opportunities for meaningful research*
- *Personalized attention from professors*
- *Collaboration with other disciplines*

Use a period at the end of the item only if it is a complete sentence.

**colon** A colon is used most commonly to introduce a list or a series when the list is preceded by a complete sentence. It is also used to offer additional information or amplification. If a complete sentence follows the colon, capitalize the first letter of the first word.

*USF offers numerous degree programs: biology, chemistry, anthropology, mathematics and music, to name just a few.*

*There was only one thing she felt compelled to accomplish over the weekend: weed the garden.*

*Joe achieved much during his lifetime: He ran a successful business, raised a family, and served his community.*

Do not use a colon to separate a verb and its complement or object or a preposition and its object:

**Incorrect:** *You will need to bring: sheets, towels and blankets.*

**Correct:** *These are the things you will need to bring: sheets, towels and blankets.*

**Incorrect:** *Study abroad is a wonderful opportunity to learn about: language, lifestyle and cuisine.*

**Correct:** *Study abroad offers significant opportunities to learn about a country: specifically, its language, lifestyle and cuisine.*

**comma** In a simple series, a comma is not needed before the conjunction.

*I like to eat pasta, steak and salad.*

Place a comma before the concluding conjunction in a series if the last item is a compound idea that requires *and* as part of the item.

*He ordered salad, bread, and spaghetti and meatballs for dinner.*

Place a comma before the concluding conjunction in a complex series of phrases.

*The primary considerations for admissions are whether the students meet the GPA requirements, whether they have sufficient standardized test scores, and whether they have produced outstanding essays.*

Use a comma before a conjunction such as *and*, *but*, *for*, *or*, *nor*, *because* or *so* when the conjunction joins two clauses that could stand alone as separate sentences.

**Incorrect:** *The concert was delightful, and the soloist superb.*

**Correct:** *The concert was delightful, and the soloist performed superbly.*

Use a comma after a long introductory clause or phrase, if a short phrase would be confusing without it, or if a pause is intended. The comma may be omitted if the phrase is short.

**Incorrect:** *Tomorrow, I will register for classes.*

**Correct:** *After working so hard for weeks without a break, he finally took a vacation.*

**Correct:** *As usual, I took the dog to the park on Saturday morning.*

Always use a comma with an introductory participle (the “*ing*” form of a verb), as well as phrases that give a reason or condition and begin with *although*, *though*, *because*, and *despite the fact that*.

*Driving through the mountains, she marveled at their beauty.*

*Although the fire drill consumed half of the class, the teacher still administered the test.*

Use a comma to introduce a complete one-sentence quote within a paragraph but not for an indirect or partial quote.

*The quarterback said, “I have no doubt that the weather played a big factor in the game today.”*

*The quarterback said that the weather was a “big factor in the game.”*

Use a comma to separate adjectives that are equally important. (In other words, the commas can be replaced by the word *and* without changing the meaning.)

*She is a methodical, careful writer.*

*She did a thorough spring cleaning.*

Use a comma to set off a phrase that is not essential to the sentence. If it is essential, do not use commas.

*The registration form, which was long and complicated, needed to be notarized.*

*The knife on the table needs to be sharpened*

Use commas to set off a word or phrase that says the same thing as a word or phrase next to it.

*I heard the famous poet, Maya Angelou, speak at the conference.*

Use commas to set off words or phrases that interrupt the flow of a sentence.

*The shortstop, in my opinion, had a terrible throw to first base.*

*Joe and Mary, for example, are excellent musicians.*

Use a comma to set off transitional words like *however* and *moreover*.

*They did not need to use insect repellent during the day. During the evening, however, they applied it liberally.*

**dash** Use a dash to set off a word or phrase that interrupts the main thought or is used for emphasis. Put a space on both sides of a dash.

*While trying to navigate the city traffic – a new experience for her – her cell phone rang.*

*I'll loan you my new car – when pigs fly!*

Dashes can also be used when a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas,

*We're studying how children interact with their peers at school – in the classroom, on the playground and during lunch – and using our observations in our research.*

**hyphens** Hyphens are joiners and should not be used when it's a dash that is needed. Hyphens help avoid ambiguity or form a single idea from two or more words. When a compound modifier—two or more words that express a single idea—precedes a noun, use hyphens to link all the words in the compound.

*a well-known politician*

*a brownish-red coat*

Two exceptions to this rule are the adverb *very* and all adverbs that end in *ly*.

*a very happy child*

*a widely accepted fact*

Keep in mind that many compound modifiers that are hyphenated before a noun are not hyphenated when they come after the noun. The exception to this rule is if the modifier occurs after a form of the verb *to be*.

*She is a full-time student.*

*Mary works full time.*

*Sue is hard-working.*

See also **prefixes**.

**ellipsis** Use an ellipsis to indicate an omission of words or a pause or hesitation in thought. Use one space before three consecutive periods (with no spaces in between) and one space after the last period and before the next word. If an ellipsis comes at the end of a sentence, add the ending punctuation without leaving a space.

*"I have an idea ... but you may not like it."*

*It all happened a long, long time ago ....*

**parentheses** Use parentheses to add useful information but sparingly because they can be jarring to the reader.

Place a period outside a closing parenthesis if the words inside are not a sentence (*such as this*).

*(When a complete sentence is placed within parentheses, and it is not within another sentence, place the period before the closing parenthesis.)*

*When a complete sentence in parentheses comes within a sentence (this is an example), do not capitalize the first word or end with a period.*

**periods** Periods always go inside quotation marks. Use a single space after a period at the end of a sentence.

**question marks** Question marks are placed at the end of direct questions. Do not use question marks at the end of indirect questions.

*Who would like to attend the football game?*

*He went around the office asking who would like to attend the football game.*

If used with quotation marks, placement of a question mark inside or outside the quotation marks depends on the meaning of the text.

*Who has read the article "I Hope You Dance"?*

*He asked, "Can I borrow your biology notes?"*

The question mark supersedes the comma that is normally used when offering attribution for a quotation.

*"Why do you want to know?" she asked.*

**quotation marks** Use quotation marks around a direct quotation. Periods and commas at the end of the quotation are placed inside the quotation marks; commas used to begin the quotation do not.

*He said, "I liked the performance."*

*"I liked the performance," he said.*

Other punctuation marks such as the dash, the semicolon, the question mark and the exclamation point, are placed inside the quotation marks only if they are part of the quote. Place them outside when they apply to the whole sentence.

If a quotation continues into the next paragraph, do not put closed quotation marks at the end of the paragraph in which it begins. Do put open quotation marks at the start of the second paragraph and use closed quotation marks at the end of the quoted text.

*The doctor said, "I am amazed by your quick recovery.*

*"In fact, your complete and full recovery is nothing short of miraculous."*

The exception to this rule is if the part of the quotation that is in the introductory paragraph is not a full sentence. In this case, place closed quotations at the end of the paragraph.

*The doctor said that he was "amazed by the patient's quick recovery."*

*"In fact, his complete and full recovery is nothing short of miraculous."*

Quotation marks may also be used when needed to show irony, quaintness, or an unconventional use of a word or phrase.

*Their "negotiations" ended in a fist fight.*

When placing a quotation within a quotation, alternate between double and single quotation marks.

*Joe's mother said, "If your father were here, he would say, 'Give it your best.'"*

Quotation marks are used around the titles of short works such as: articles, essays, poems, short stories, songs, chapters, newspaper and magazine articles, song titles, television show episodes and parts of longer works. (Italicize the titles of long works: books, magazines, plays, movies, television series, symphonies and operas.)

**semicolon** When you want to keep two independent clauses closely linked, a semicolon can be used instead of a coordinating conjunction such as *or*, *and* or *but*.

*We were awestruck; she finished the marathon.*

A semicolon can also be used to separate items in a series when the items are long or contain commas.

*I invited a number of special guests to the conference: the governor, who will give the keynote address; the mayor, who will present the awards; and the president of the chamber of commerce.*

A semicolon may also be used to link independent clauses connected by *however*, *moreover*, *therefore*, *consequently*, *nevertheless*, *nonetheless* and *otherwise*.

*She is a star athlete; however, her grades need some attention.*

## JARGON

Some words and phrases that we might use quite frequently actually are vague or awkward. Here are some of those words and phrases and suggestions for expressing the idea in a way that is clearer, less pretentious and not redundant.

### Weak

absolutely essential  
adequate enough  
advance planning  
almost never  
a majority of  
a number of  
at the conclusion of  
at the present time  
at this point in time  
be responsible for  
by means of  
come to a conclusion  
definite decision  
despite the fact that  
due to the fact that  
during the time that  
first priority  
for this reason  
general rule  
heads up  
in a number of  
in many cases  
in most cases  
in some cases  
in order to  
in the course of  
in the event that  
join together  
major breakthrough  
necessary requirement  
prior to  
reach a conclusion  
the fact that

### Better

essential  
enough  
planning  
seldom, hardly ever  
most  
some  
after  
now  
at this point, at this time, now  
handle  
by  
conclude  
decision  
although  
because  
while  
priority  
because  
rule  
head  
several, many  
often  
usually  
sometimes  
to  
during  
if  
join  
breakthrough  
requirement  
before  
conclude  
because

## EDITING MARKS

Following are some of the most common proofreader's marks.

- $\wedge$  **Insert word**.....and <sup>so</sup>it  
 $\text{—}$  **Omit word**.....and ~~so~~ it  
 $\text{✓}$  **Make letter small**.....~~A~~nd so it  
 $\equiv$  **Make letter capital**.....if he is I  
 $\equiv$  **Make all letters capital**.....I hope so  
 $\text{N}$  **Turn around**.....~~nd~~ so it is  
 $\text{=}$  **Insert a hyphen**.....white hot  
 $\#$  **Insert a space**.....and <sup>#</sup>so it  
 $\text{○}$  **Omit the space**.....10 a. m.  
 $\text{○}$  **Move as shown**.....it is not  
 $\text{word}$  **Change word**.....and <sup>so</sup>~~if~~ he
- $\text{○}$  **Don't abbreviate**.....(Fla.) is  
 $\text{✗}$  **Make into period**.....to him~~x~~  
 $\text{○}$  **Spell it out**.....① or ② if  
 $\text{\$}$  **New paragraph**.....~~¶~~If he is  
 $\text{⌋}$  **Center**.....]and so it[  
 $\text{↗}$  **Insert comma**.....an<sup>y</sup>so it  
 $\text{}$  **Delete**.....and ~~so~~ it

## REFERENCES

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Editing  
A to Z  
Guide  
Resources  
Punctuation  
Jargon

