



Writing Style Guide

Foreword

This style guide was prepared by the Office of Marketing and Communications in an effort to bring consistency to publications written for and about The University of Toledo. Following these standards will promote uniformity and clarity and strengthen the effectiveness of communications.

This guide addresses frequently asked questions about style, as well as some common errors. Included are examples related to The University of Toledo to encourage better understanding of the rules and concepts.

It is not comprehensive; consulting other reference sources is suggested. The Office of Marketing and Communications follows “[The Associated Press Stylebook](#),” with some exceptions that are explained in this guide. The office also uses “[The American Heritage Dictionary of the English Language](#).” Checking the UToledo website to verify current college, department and office names, as well as faculty and staff titles, also is advised.

For questions not answered in this guide or by these reference books, contact the Office of Marketing and Communications at 419.530.2299. This style guide is online at utoledo.edu/offices/marketing.

** Last updated June 2021*



A

abbreviations and acronyms

A few common abbreviations and acronyms can be found in the abbreviations and acronyms section at the end of the alphabetical portion of this guide. These are acceptable in some circumstances and contexts, but in general, avoid alphabet soup.

academic degrees

Use the [University Catalog](#) for appropriate major designations. Note that it is usually an associate's, bachelor's or master's degree in ... or an associate, bachelor or master of ... degree. Either use is appropriate. Degrees are lowercase. Use capital letters and periods for all academic degrees when abbreviated.

Examples:

associate's degree
associate of arts degree
bachelor of arts degree in music (B.A.)
bachelor's degree in art history (B.A.)
bachelor's degree in business
administration (B.B.A.)
bachelor of fine arts (B.F.A.)
bachelor of science degree in chemistry
(B.S.)
bachelor's degree in criminal justice
(B.S.)
bachelor of science degree in nursing
(B.S.N.)
bachelor of science in pharmaceutical
sciences (B.S.P.S.)
bachelor of social work (B.S.W.)
master of arts degree in philosophy
(M.A.)
master's degree in history (M.A.)

master of science degree in biology
(M.S.)
master's degree in physics (M.S.)
master of science degree in nursing
(M.S.N.)
master of public health (M.P.H.)
master of business administration
degree (M.B.A.) (note that it is not
master's)
master of studies in law (M.L.W.)
education specialist (Ed.S.)
doctor of education degree (Ed.D.)
doctor of medicine (M.D.)
doctor of medicine/doctor of
philosophy in medical sciences
(M.D./Ph.D.)
doctor of medicine/master of public
health (M.D./M.P.H.)
doctor of philosophy degree in
electrical engineering (Ph.D.)
doctor of nursing practice (D.N.P.)
doctor of pharmacy degree (Pharm.D.)
doctor of science degree (D.Sc.)
juris doctor (J.D.)
master of law degree (LL.M.)

Note: "doctorate" or "doctoral degree," not "doctorate degree." Doctorate is a noun. Juris doctor also is a noun — no need to add the word "degree."

Academic Affiliation

Capitalize when referring to the Academic Affiliation between the College of Medicine and Life Sciences and ProMedica.

academic calendar terms

Do not capitalize fall semester or similar terms. Put the term before the year. When referring to the academic year, there is a hyphen separating the years, with no



space and is four digits for first year and second year is two digits.

Examples:

fall semester 2019

2019-20 academic year

The class began last spring semester.

academic rank

Lowercase first-year or freshman, sophomore, junior, senior, undergraduate with degree, graduate student and doctoral student. First-year student, second-year student, etc. are preferred to describe law and medical students and resident physicians. First-year student is increasingly common to refer to freshmen. Note it is hyphenated when used as an adjective.

Examples:

Mary Wallace, a sophomore in the College of Arts and Letters, won the award.

Dee Miller, a fifth-year pharmacy student, has a 4.0 grade point average.

ACT

Use only this acronym when referring to the previously designated American College Testing. It is capitalized, no periods.

addresses

When giving the complete address of a business or organization, use street number and abbreviations St., Ave., Blvd., and abbreviate compass points that indicate directional ends of streets. Spell out street, avenue and boulevard when there is no address. Exceptions may be made for formal printed invitations.

Examples:

The walking tours begin at the Toledo Lucas County Public Library, 325 N. Michigan St.

The first campus of the former Medical College of Ohio was located at the corner of Arlington and Detroit avenues.

When addresses are used in text, separate by a comma.

Example:

For information, write to the Office of Marketing and Communications, Mail Stop 190, The University of Toledo, Toledo, OH, 43606.

address for Main, Scott Park and Toledo Museum of Art campuses:

College, department, division or office
Mail Stop ____
The University of Toledo
2801 W. Bancroft St.
Toledo, OH 43606-3390

address for Health Science Campus

College, department, division or office
Mail Stop ____
The University of Toledo
3000 Arlington Ave.
Toledo, OH 43614-2598

administration

Lowercase. UToledo's senior administration includes:

- President
- Provost and Executive Vice President for Academic Affairs
- Executive Vice President for Clinical Affairs



Executive Vice President for Finance
and Administration and Chief
Financial Officer
Vice President for Student Affairs
Vice President for Enrollment
Management
Vice President for Diversity and
Inclusion
Vice President for Research
Vice President and General Counsel
Vice President, Chief Information
Officer and Chief Technology
Officer
Vice President and Director of
Intercollegiate Athletics
Vice President for Marketing and
Communications
Vice President for Government
Relations and Chief of Staff
Chief Executive Officer at The
University of Toledo Medical Center

administrator

Never abbreviate.

advisor

Not adviser.

ages

Always use figures, and use hyphens when used as part of a modifier.

Examples:

The child was 7 years old.

The 19-year-old student

aid, aide

Aid (verb) is assistance. Aide (noun) is a person who serves as an assistant.

All-America

An individual team member may be called an All-American. Use All-America when referring to the team.

Examples:

John Smith is an All-American lineman.

Jamal Hines was named to the Freshman All-America Team.

alma mater

Lowercase. UToledo's alma mater is "Fair Toledo."

alumnus, alumna, alumni, alumnae

Graduates of the University. Alumnus refers to one male, alumna refers to one female, alumni refers to two or more who are all male or who are males and females, and alumnae refers to two or more females. Do not use alum.

and

Preferred over & unless the ampersand is part of the official name.

app

Short for application. App is acceptable on first reference.

assistant, associate

Do not abbreviate. Capitalize only when part of a formal title before a name. Also see **professor**.

Examples:

Associate Professor Matt Yockey

Ana Alba-Rubio, assistant professor

athletic matchups

When pairing the names of two competing schools, use a hyphen.



Examples:

Saturday's University of Toledo-Kent
State University game
The UToledo-BGSU rivalry game

B

B.A.

Bachelor of Arts. See **academic degrees**.

baccalaureate

bike trail

A portion of the University/Parks Trail is on Main Campus.

blast off, blastoff

Blast off is a verb; blastoff is a noun and adjective.

Board of Trustees

Uppercase full name: The University of Toledo Board of Trustees. Subsequent references are lowercase: board, trustees.

B.S.

Bachelor of Science. See **academic degrees**.

buildings

Capitalize complete building names. Do not capitalize partial names on second reference, such as Ruppert Health Center on first reference and later attributed as the center (lowercase).

buildings — Health Science Campus

Academic Conference Center
Center for Creative Education
Collier Building
Comprehensive Care Center

Dowling Hall
EduCare Center
Eleanor N. Dana Cancer Center
Facilities Support Building
Gardner-McMaster Parkinson Center
George Isaac Minimally Invasive
Surgery Center
Glendale Medical Center
Health Education Building
Health Science Building
Heart and Vascular Center
Jacobs Interprofessional Immersive
Simulation Center
Kobacker Center
Medical Pavillion
Mulford Library Building
Northwest Ohio Medical Technology
Center
Orthopaedic Center
Radisson Hotel
Records Retention Center
Ruppert Health Center
The University of Toledo Medical
Center (hospital)
Wolfe Center

buildings — Main Campus

Academic House
Bowman-Oddy Laboratories
Carlson Library
Carter Hall East
Carter Hall West
Center for Administrative Support
Center for Performing Arts
Driscoll Center
East Parking Ramp
Fetterman Training Center
Gillham Hall
Glass Bowl Stadium
Grounds and Fleet Services Building
Health and Human Services Building
Health Education Center



Honors Academic Village
Horton International House
Intramural Storage
Koester Alumni Pavilion
Larimer Athletic Complex
Law Center
Libbey Hall
MacKinnon Hall
McComas Village
McMaster Hall
Memorial Field House
Nitschke Auditorium
Nitschke Hall
Nitschke Technology
 Commercialization Complex
North Engineering Building
Ottawa House East
Ottawa House West
Palmer Hall
Parks Tower
Peterson House
Plant Operations
Presidents Hall
Public Safety Center
Research and Technology Complex 1
Ritter Planetarium and Observatory
Rocket Hall
Savage Arena
Savage & Associates Business Complex
Scott Hall
Snyder Memorial Building
Stranahan Hall
Student Recreation Center
Sullivan Hall
Thompson Student Union
Tucker Hall
University Computer Center
University Hall
University Health Center
University Recycling Building
Varsity T Pavilion
West Parking Ramp

Wolfe Hall

buildings — miscellaneous

Center for Alumni and Donor
 Engagement
Lake Erie Center
Stranahan Arboretum
Regency Medical Campus
UT Family Medicine at the Shops at
 Fallen Timbers

buildings — Scott Park Campus

Academic Services Center
Basic Science Laboratory Center
Classroom Center
Engineering Technology Laboratory
 Center
Faculty Annex
Findlay Athletic Center
Learning Resource Center
Non-Academic Services Center
Scott Park Student Center

buildings — Toledo Museum of Art Campus

Center for Sculptural Studies
Center for the Visual Arts
Glass Crafts Building

bus, buses

The verb forms: bus, bused, busing.

C

cadet

Students within the ROTC program are referred to as cadets.

campus names

Main Campus
Health Science Campus



Scott Park Campus
Toledo Museum of Art Campus

Capitalize full name. Do not capitalize the word campus when it stands alone. It is not necessary to include “the” in front of the campus name.

cancel, canceled, canceling, cancellation

capitalization

Complete formal names of UToledo centers, colleges, departments, divisions, institute, offices and programs are capitalized.

Examples:

University Teaching Center
College of Arts and Letters
Department of Environmental Sciences
Division of Student Affairs
American Language Institute
Office of Student Advocacy and Support
Criminal Justice Program

Informal references are lowercase.

Examples:

The medical school commencement is next month.
He studied geography.
The program is celebrating its 10-year anniversary.

Title case capitalization is preferred. UToledo News headlines use title case. In title case, major words are capitalized and most minor words (short conjunctions, articles and prepositions) are lowercase.

Example:

UToledo President Inspires Hope in Inaugural State of the University Address

cellphone, smartphone

One word.

centers

Capitalize names of centers. Do not capitalize the word center when it stands alone on second reference. Also see **capitalization**.

Examples:

Catharine S. Eberly Center for Women
Ward M. Canaday Center for Special Collections
The center is celebrating 10 years of service to the community.

chair

Job position. Not chairman, chairwoman or chairperson.

cities and towns

Capitalize in all uses. For most cases, city names should be used with state names. Toledo and most other cities in Ohio stand alone. Additional exceptions are:

Atlanta	Milwaukee
Baltimore	Minneapolis
Boston	New Orleans
Chicago	New York
Cincinnati	Oklahoma City
Cleveland	Philadelphia
Dallas	Phoenix
Denver	Pittsburgh
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego
Las Vegas	San Francisco
Los Angeles	Seattle
Miami	Washington



Consult the AP Style Guide for international cities that also can stand alone.

clinics

Capitalize names of clinics. Do not capitalize the word clinic when it stands alone on second reference. Also see

capitalization.

Examples:

Wound Care and Hyperbaric Center
Speech-Language Hearing Clinic
The clinic is open from 8 a.m. to 5 p.m.
daily

co-

Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status.

Examples:

Co-worker
Co-chair
Co-sponsor

coed

Acceptable as an adjective to describe coeducational institutions. No hyphen.

colors

The University of Toledo colors are midnight blue and gold.

colleges

Capitalize the full names of colleges on all references. Do not capitalize the word college when it stands alone on second reference. UToledo colleges are:

College of Arts and Letters
John B. and Lillian E. Neff College of
Business and Innovation
Judith Herb College of Education
College of Engineering

College of Graduate Studies
College of Health and Human Services
Jesup Scott Honors College
College of Law
College of Medicine and Life Sciences
College of Natural Sciences and
Mathematics
College of Nursing
College of Pharmacy and
Pharmaceutical Sciences
University College

Examples:

The College of Law will host five
speakers next month.
More than 300 students will graduate
from the college.

named colleges

John B. and Lillian E. Neff College of
Business and Innovation

Use full name of college on first
reference. On subsequent
references, use Neff College of
Business and Innovation or the
college. Use COBI only for internal
audiences.

Judith Herb College of Education
Use full name of college on first
reference. On subsequent
references, use Herb College of
Education or the college. Use
JHCOE only for internal audiences.

comma

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

Examples:

The flag is red, white and blue.



She was going to adopt a dog, cat or rabbit.

Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

Examples:

He went to the store to buy milk, eggs, and macaroni and cheese.

Her favorite bands are The Beatles, Depeche Mode, and The Head and The Heart

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

Example:

The symposium is an opportunity for students to network, practice professional development skills, and receive constructive feedback on presentations.

co-op

Short for cooperative, to distinguish it from coop, a cage for animals.

counsel, counseled, counseling, counselor

course modalities

Remote: Meet online at set days and times. Students participate in real-time with their classmates and professor.

Online: Follow the traditional distance learning model in which there is not a set class meeting schedule. Students receive frequent communication from their professors and collaborate one-on-one with classmates.

Hybrid/blended: Integrate traditional face-to-face instruction with online learning. Students meet face-to-face with the instructor once or twice per week and complete the rest of their classwork online at their own preferred time.

course names

Capitalize full name of the course. No quotation marks or italics.

course numbers

Using full course names is preferred, but course numbers can be used if needed. Course subject must be included with the course number.

Example:

Law and the Legal System (LAWM 5000), a three-credit course taught by a full-time College of Law faculty member, is being offered this fall semester.

coursework

One word.

courtesy titles

Do not use courtesy titles Mr., Miss, Ms. or Mrs. except in direct quotations. Use the Dr. designation if someone has a doctorate on first reference only. Do not use both title and Dr. before the name. Instead, rewrite to put title after name if academic credential prefix is desired.

Examples:

Dr. Gregory Postel, president of UToledo
UToledo President Gregory Postel
Dr. Gregory Postel is the president of The University of Toledo. Postel joined UToledo in 2020.



credentials

Limit list of credentials after a name and offset with commas. Only include terminal degree and highest professional credential(s). Avoid alphabet soup.

credit hours

Use numerals.

Example:

The course is 3 credit hours.

cum laude

When referring to someone who graduated or who will graduate with honors, use the Latin designations cum laude (3.3 and above), magna cum laude (3.6 and above) and summa cum laude (3.9 and above). May be used in italics in some marketing materials, such as the commencement program.

D

day care

day, date

Use numeral for date without st, nd, rd or th. When a month is used with a date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. University style includes day of the week with date when previewing events. Spell out all months when used without a date or with a year. The date is offset with commas.

Examples:

The grand opening celebration will be 5 p.m. Monday, Oct. 1, in Thompson Student Union.

Construction will be complete by December 2020.

Fall semester will begin Aug. 30, 2021.

dean

Dean should be capitalized if it appears before a person's name. Be sure to distinguish between associate, assistant and other types of dean positions.

Examples:

Dean Charlene Gilbert

Senior Associate Dean Geoffrey Rapp

Assistant Dean Yvette Perry

dean's list

Lowercase in all uses.

Departments

Capitalize the names of academic departments. Do not capitalize the word department when it stands alone on second reference. Also see **capitalization**.

Examples:

Department of Surgery

The department hosts the event each year.

Divisions

Capitalize the names of divisions. Do not capitalize the word division when it stands alone on second reference. Also see **capitalization**.

Examples:

Division of Student Affairs

He has worked for the division for 20 years.

Distinguished University Lecturer

Highest honor bestowed upon a lecturer. Capitalized in all references.

Distinguished University Professor

Highest permanent honor bestowed upon a faculty member. Capitalized in all references.



Doermann Theatre

Located in University Hall, this venue is named in honor of Henry J. Doermann, UToledo's sixth president.

dollar figures

Use figures and the \$ sign in all except casual references and amounts without a figure. The word cents is spelled out on all figures less than \$1.

Examples:

\$100,000

\$2.7 million

The book cost \$11.

Give me a dollar.

25 cents

dorm, dormitories

Residence hall is the preferred term; do not use dorm or dormitories.

dual major

Use for a student who has two majors.

E

earth

Generally lowercase; capitalize when used as the proper name of the planet.

email

Always lowercase with no hyphen.

emeriti, emeritus, emerita

For one man, it is professor emeritus. For one woman, it is professor emerita. For two or more, regardless of gender, use professors emeriti.

F

faculty members

For titles, use appropriate rank — professor, associate professor, assistant professor, instructor, etc.

Example:

Dr. Seamus Metress, professor of anthropology

Faculty Senate

Capitalize when referring to UToledo's elected body of the faculty.

Fellow

Family Educational Rights and Privacy Act of 1974 (FERPA)

A federal law that protects the privacy of educational records.

fight song

The University's fight song is "U of Toledo."

foreign student

International student is preferred.

fountains

Toledo Edison Memorial Fountain is located in front of the Thompson Student Union on Main Campus. The Fountain of Excellence is located between University, Gillham and Stranahan halls.

fraternities and sororities

Use full names on first reference; nicknames and abbreviations can be used on second reference.

Examples:

Sigma Phi Epsilon fraternity will hold a fundraiser Monday, March 2.



Delta Delta Delta sorority will participate in Songfest.

free events

“The free, public event ...” is preferred instead of “The event is free and open to the public.”

Fueling Tomorrows

The University of Toledo’s tagline with 2019 brand launch for the University.

full time, full-time

Hyphenate when used as a compound modifier.

Examples:

He works full time.

She has a full-time job.

fundraising

One word when referring to the activity, when referring to a person, or used as an adjective.

Examples:

Fundraising can sometimes be difficult.

A fundraiser was hired.

A fundraising campaign was launched.

G

GED

A trademark abbreviation for General Education Development tests, a battery of five exams designed by the American Council on Education to measure high school equivalency. GED should be used as an adjective, not as a noun. Those passing the tests earn a GED diploma or certificate, not a GED. It is capitalized, no periods.

GPA, grade point average

GPA is acceptable in all references. Use figures to at least one decimal point.

Example:

She had a GPA of 3.6 as a freshman, but raised that to a 3.75 GPA in her sophomore year.

grades

Don’t italicize grades or place them within quotation marks.

Example:

John received four A’s and one B.

H

healthcare

One word.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Federal law that mandates regulations that govern privacy, security and administrative simplification standards for healthcare information management, including patient records.

Homecoming

Capitalize when referring to The University of Toledo’s Homecoming. The official name of the parade is Edward C. and Helen G. Schmakel Homecoming Parade.

Example:

The Homecoming game will be Saturday, Oct. 9.

homepage

One word.



I

institute

Capitalize names of institutes. Do not capitalize the word institute when it stands alone on second reference. Also see **capitalization**.

Examples:

Human Trafficking and Social Justice Institute

The institute hosts the conference every September.

interim titles

Add interim to the beginning of the title.

Example:

Interim Dean John Plenefisch
John Plenefisch, interim dean of the College of Natural Sciences and Mathematics

international student

Not foreign student.

internet

Lowercase.

intranet

Lowercase.

J

J.D.

Juris doctor. See **academic degrees**.

K

keynote address/keynote speech

K-9

K-12

kick off, kickoff

Kick off is a verb; kickoff is a noun.

L

libraries

William S. Carlson Library (Carlson Library) on Main Campus, the Ward M. Canaday Center for Special Collections (Canaday Center) in Carlson Library and the Raymon H. Mulford Library (Mulford Library) on Health Science Campus are collectively called University Libraries. LaValley Law Library on Main Campus operates under the College of Law.

LGBTQA+

This stands for lesbian, gay, bisexual, transgender, questioning, asexual and allied students, initiatives.

local of a union

Always use a figure and capitalize local when giving the name of a union subdivision. Lowercase local standing alone in plural uses.

Examples:

Local 222 of the Newspaper Guild.

He spoke to locals 2, 4 and 10.

The local will vote Tuesday.

log in, login

log in a verb; login is a noun.



M

M.A.

Master of Arts. See **academic degrees**.

mascots

UToledo's mascots are Rocky the Rocket and Rocksy the Rockette. Rocky and Rocksy are acceptable in all references.

M.B.A.

Master of Business Administration. (note that it is not master's). See **academic degrees**.

M.D.

Doctor of Medicine. A word such as physician or surgeon is preferred. See **academic degrees**.

Medical College of Ohio, Medical University of Ohio

Use the word "former" when making reference to the institution.

Example:

He retired in 1990 from the former Medical College of Ohio.

Mid-American Conference

The University of Toledo belongs to the Mid-American Conference. MAC is acceptable on subsequent references. The University of Toledo is a member of the NCAA Division 1-A.

Midwest region

The shortened form Midwest is acceptable in all references.

military titles

Capitalize a military rank when used as a formal title before an individual's name. In

subsequent references, use only the last name.

millions, billions

Use figures with million or billion in all except casual uses. Do not go beyond two decimal places.

Examples:

7.51 million people

\$256 billion

I'd like to make a million dollars.

more than/over

Use "more than" when referring to numerals and "over" when referring to spatial relationships.

Examples:

More than 50 students received scholarships at the banquet.

A banner will be hung over the Starbucks in the Thompson Student Union.

M.S.

Master of Science. See **academic degrees**.

myUT

This is the correct capitalization.

N

nonprofit

One word. Preferred over not-for-profit.

O

OB-GYN

Acceptable in all references for obstetrics and gynecology, a medical specialty.



offices

Capitalize the names of offices. Do not capitalize the word office when it stands alone on second reference. Also see **capitalization**.

Examples:

Office of Financial Aid
Office of University Marketing and Communications

online

One word, lowercase.

Open for You

The University of Toledo Medical Center’s tagline with 2020 brand launch for the hospital.

orthopaedic

Orthopaedic is the preferred spelling over orthopedic.

Oxford comma

See **comma**.

P**part time, part-time**

Hyphenate when used as a compound modifier.

Examples:

He works part time.
She has a part-time job.

percent, percentage

Use the % sign when paired with a numeral, with no space (2019 AP Style update). In casual uses, use words rather than figures and numbers.

Examples:

Average hourly pay rose 3.1% from a year ago.

The cost of living rose 0.6%.

She said he has a zero percent chance of winning.

Ph.D.

See **academic degrees**.

physician assistant

Not physician’s assistant.

photo credit

When using one of the UToledo photographer’s shots, please credit: Daniel Miller/The University of Toledo

postdoctoral

One word, no hyphen.

pre-K**president**

Do not use “President Dr.” On second reference, just use last name.

Examples:

The University of Toledo President Gregory Postel
Dr. Gregory Postel, president of The University of Toledo, ...

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.

Examples:

She was the principal investigator.
They fought for the principle of self-determination.



professor

Unlike in AP Style, professor should be capitalized if it appears before a person's name. Be sure to distinguish between associate, assistant and other types of professors. Also see **assistant, associate**.

Examples:

Professor Tom Bridgeman

Associate Professor Sam Nelson

programs

Capitalize University program names. Do not capitalize the word program when it stands alone on second reference. Consult the [University Catalog](#) for a full list of degree programs. Also see **capitalization**.

Examples:

Master of Liberal Studies Program

QUEST Program

There are 90 students in the program.

ProMedica

Q

Q&A

questionnaire

quotes

It is acceptable to correct minor grammatical errors or word usage within quotes. Punctuation goes inside quote marks. Single quotes are used when something is quoted inside a quotation.

R

Reserve Officers' Training Corps

ROTC is acceptable in all references.

UToledo has an Army ROTC.

residence halls

Not dorms or dormitories. UToledo residence halls are:

Academic House

Carter Hall

Horton International House

MacKinnon Hall

McComas Village

Ottawa House

Parks Tower

Presidents Hall

Scott and Tucker Halls

Honors Academic Village

rooms, auditoriums and galleries

When referring to specific rooms, auditoriums and galleries, put the room after the building name and capitalize that room. No comma needed.

Examples:

Thompson Student Union Room 3016

Thompson Student Union

Multipurpose Room

Center for Performing Arts Recital Hall

Center for the Visual Arts Gallery

RSVP

Acceptable in all references. No periods.

Example:

RSVPs are requested by Friday, Oct. 26.



S

SAT

Use only the initials in referring to the previously designated Scholastic Aptitude Test or the Scholastic Assessment Test. It is capitalized, no periods.

scholarships

Capitalize the names of scholarships.

Examples:

Trustees Scholarship
Tower Scholarship

seasons

Lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name.

semesters

See **academic calendar terms**.

Serial comma

See **comma**.

single and multiple letters

For single letters, add 's. For multiple letters, add s.

Examples:

She received one A and two C's.
Four VIPs attended the event.

Songfest

One word. Songfest is UToledo's second oldest tradition, beginning in 1937. Homecoming is the longest-standing tradition.

startup

One word to describe a new business venture.

state names

Spell out the names of the states when they stand alone. If not alone, abbreviate all but Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Only use postal code abbreviations in addresses.

Abbreviations:

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

student-athlete

Hyphenated.

student organizations

Capitalize all student organization names.

Examples:

Student Government
Black Student Union
Blue Crew

syllabus, syllabuses, syllabi

AP Style for plural is syllabuses. Syllabi also is acceptable.



T

telephone numbers

Unlike AP Style, use figures and periods rather than hyphens. Main Campus uses 419.530.#### and Health Science Campus uses 419.383.####.

Examples:

419.530.2675

419.383.4359

television and radio stations

AP Style is to use the call letters and call sign (WTOL-TV Ch. 11, WXUT FM 88.3). We prefer to refer to local media as they refer to themselves.

Examples:

13 ABC

WTOL 11

NBC 24

WXUT

theater

Use this spelling unless the proper name is Theatre. On campus, the theatre spelling is used for Doermann Theatre and Department of Theatre and Film.

they, them, their

Plural pronoun. Acceptable as a singular and/or gender-neutral pronoun.

time

Use numerals except for noon and midnight, which are always lowercase. Use a.m. or p.m. lowercase with periods and a space after the numeral. Use hyphen with no spaces or the words to and from to denote range of time.

Examples:

The symposium will take place from 8 a.m. to 5 p.m.

The talk will be 2-3 p.m.

Lunch will be served at noon.

titles for books and CDs

Use quotation marks and capitalize titles. Do not underline.

Examples:

“The Catcher in the Rye” by J.D.

Salinger

Jack Kerouac’s “On the Road”

“Let It Be” by The Beatles includes the song “The Long and Winding Road.”

titles for dissertations, lectures, art exhibits, movies, papers, plays, poetry, research projects, songs and TV programs

Capitalize titles in quotation marks.

Examples:

Deborah Orloff’s photography exhibit, “Reclaiming the Night,” will be on display in the Center for the Visual Arts Clement Gallery.

Dr. Rane Arroyo’s dissertation is titled “Babel USA: A Writer of Color Rethinks the Chicago Renaissance.”

titles for individuals

Do not capitalize if the titles are given after name (unless it is a named professorship). Capitalize titles when they immediately precede names.

Examples:

Dr. Heidi Appel, dean of the Jesup Scott Honors College

Vice President for Student Affairs

Phillip “Flapp” Cockrell



titles for journals, newspapers and magazines

Do not use quotation marks or italics.

Examples:

The Blade

Nature

Toledo

Capitalize name of city, but lowercase the word city if using phrase, city of Toledo.

The University of Toledo

The University of Toledo should be used on first reference, with “the” capitalized at the beginning; the University or UToledo can be used on subsequent references so long as the same shortened version is used throughout the rest of the project. Do not abbreviate to UT.

The University of Toledo Medical Center

The University of Toledo Medical Center refers to elements of Health Science Campus that constitute the clinical enterprise, including the hospitals and clinics. It does not refer to the academic elements of that campus. Again, “the” is capitalized at the beginning. UTMC is acceptable in subsequent references.

Toledo Early College High School

The high school located in Driscoll Center. Its students take courses at UToledo while going to high school so they get a head start in college. It is part of the Toledo Public Schools district.

traffic, trafficked, trafficking

transfer, transferred, transferring

travel, traveled, traveling, traveler

trustees

Examples:

Alfred Baker, a University of Toledo trustee

University Trustee Alfred Baker

T-shirt

U

underrepresented minority students

Preferred over underserved minority students.

University unions

Staff bargaining units:

American Federation of State, County and Municipal Employees (AFSCME) Ohio Council 8 and AFSCME Local 2415

Communication Workers of America (CWA) Local 4319

Fraternal Order of Police (FOP), Ohio Labor Council, Inc.

University of Toledo Patrolman’s Association (UTPPA)

Faculty bargaining Units:

UToledo chapter of the American Association of University Professors

University motto

The University of Toledo’s motto appears on its seal in Old Spanish: “Coadyuvando El Presente, Formando El Porvenir.” This translates to “Guide to the Present, Molder of the Future.”

UT Physicians



UTAD

Login ID for UToledo faculty, staff and students. Stands for University of Toledo Authentication Directory. Capitalized with no periods.

UToledo

Preferred shorthand for The University of Toledo. Discontinue use of UT. UToledo better identifies the University outside regional market with University of Texas, University of Tennessee and University of Tampa also abbreviated to UT.

UToledo News

The University's internal communications vehicle that includes news.utoledo.edu website and email newsletter. UToledo ceased printed paper in 2020.

V

Veterans Day

No apostrophe. The federal legal holiday is observed Nov. 11.

vice presidents

Always lowercase, unless used before a name.

Examples:

The vice president for student affairs
Vice President for Research Frank
Calzonetti

voicemail

One word.

W

web, webinar, webmaster, webpage, website

Wi-Fi

X

X-ray

Hyphenated as noun, verb and adjective.

Y

years

Use figures, without commas. Use commas only with a month and day. Use an s without an apostrophe to indicate spans of decades or centuries.

Examples:

1976 was a very good year.

She was born in 1985.

Construction on the building began
Dec. 18, 1994.

July 1, 2006, was the official merger
date of The University of Toledo
and the Medical University of Ohio.

'80s, 1990s

youth

Applicable to boys and girls from age 13 to 18. Use man and woman for individuals 18 and older.

Z



Abbreviations and acronyms

For all acronyms, spell out on first reference unless otherwise noted below. Avoid using multiple acronyms when possible. Some commonly used acronyms include:

AAMC — Association of American Medical Colleges
AAUP — American Association of University Professors
ACA — Affordable Care Act
ADA — Americans with Disabilities Act
AFSCME — American Federation of State, County and Municipal Employees Local 2415
AHEC — Area Health Education Center
AMA — American Medical Association
BSU — Black Student Union
CAP — Campus Activities and Programming
CASE — Council for the Advancement and Support of Education
CDC — Centers for Disease Control and Prevention
CEU — Continuing Education Unit
CISP — Center for International Studies and Programs
CLE — Continuing Legal Education
CME — Continuing Medical Education
CWA — Communications Workers of America Local 4319
FDA — Food and Drug Administration
FERPA — Family Educational Rights and Privacy Act of 1974
GED — General Education Development Test
GMAT — Graduate Management Admission Test
GRE — Graduate Record Examination
HIPAA — Health Insurance Portability and Accountability Act of 1996
IRB — Institutional Review Board
LCME — Liaison Committee on Medical Education
LSAT — Law School Admission Test
MAC — Mid-American Conference
MCAT — Medical College Admissions Test
NASA — National Aeronautics and Space Administration. NASA is acceptable in all references.
NCI — National Cancer Institute
NIH — National Institutes of Health
NSF — National Science Foundation
OBOR — Ohio Board of Regents
PCAT — Pharmacy College Admission Test
PSA — Professional Staff Association
STEM — science, technology, engineering and math
STEMM — science, technology, engineering, math and medicine
TECHS — Toledo Early College High School
TOEFL — Test of English as a Foreign Language
UTPPA — University of Toledo Police Patrolman’s Association
WHO — World Health Organization

