Foreword

This style guide was prepared by the Office of University 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 and some common errors. Included are examples related to the University to encourage better understanding of the rules and concepts.

It is not comprehensive; consulting other reference sources is suggested. The Office of University 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.” Checking the UT 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 University Marketing and Communications at 419.530.2002. This style guide is online at utoledo.edu/offices/marketing.

* Last updated March 2017

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. Do not use periods.

Examples:
associate’s degree
associate of arts degree
bachelor’s degree in business administration (BBA)
bachelor of science degree in chemistry (BS)
bachelor of science degree in nursing (BSN)
bachelor of arts degree in music (BA)
certificate of medical and health sciences
certificate of occupational health (COT)
clinical nurse specialist (CNS)
family nurse practitioner (FNP)
master of arts degree in philosophy (MA)
master of science degree in biology (MS)
master of science and education degree
master of science degree in nursing (MSN)
master of occupational therapy (MOT)
master of public health (MPH)
master’s degree in psychology
master of business administration degree (MBA) (note that it is not master’s)
education specialist
doctor of education degree (EdD)
doctor of medicine (MD)
doctor of medicine/doctor of philosophy in medical sciences (MD/PhD)
doctor of medicine/master of public health (MD/MPH)
doctor of medicine/master of science in biomedical sciences (MD/MS)
doctor of philosophy degree in electrical engineering (PhD)
doctor of pharmacy degree
doctor of science degree
juris doctor (JD)
master of law degree (LLM, beyond the JD degree)

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. When referring to the academic year, put years first.

Examples:
fall semester 2008
2006-07 academic year
The class began last spring semester.

academic rank
Lowercase freshman, sophomore, junior, senior, undergraduate with degree, graduate student and doctoral student. First-year student, second-year student, etc. are preferred to describe medical students and resident physicians.
Examples:
Mary Wallace, a sophomore in the College of Business and Innovation, won the award.
Dee Miller, a fifth-year pharmacy student, has a 4.0 grade point average.

ACT
Use only the initials in referring to the previously designated American College Testing.

addresses
For hometown news releases, use street names, city and state if outside Toledo in parentheses following a person’s name.

Examples:
Carol Smith (Overland Parkway, Toledo)
Jim Wilson (Indian Hollow Road, Grafton, Ohio)

When giving the address of a business or organization, use street number and abbreviations St., Ave., Blvd., (spell out Road, Drive, etc.) and abbreviate compass points that indicate directional ends of streets. Spell out street, avenue and boulevard when there is no address.

Examples:
The walking tours begin at the Toledo-Lucas County Public Library, located at 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 Alumni and Annual Engagement, Mail Stop 301, 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. UT’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 CFO
Senior 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
Chief of Staff

**administrator**
Never abbreviate.

**adviser**
Preferred instead of advisor.

**advisory**

aid, aide
Aid is assistance. Aide is a person who serves as an assistant.

**All-America**
An individual team member may be called an All-American, but the correct adjective is All-America.

Example:
John Smith is an All-America lineman.

**alma mater**
Lowercase. UT’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.

**app**
Short for application. App is acceptable on first reference.

**army**
Capitalize when referring to U.S. forces. Use lowercase for the forces of other nations.

**assistant, associate**
Do not abbreviate. Capitalize only when part of a formal title before a name.

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

Example:
Saturday’s UT-Ohio University game

**ATM**
Acceptable in all references for automated teller machine. Do not use the redundant ATM machine.

**B**

**BA**
See academic degrees.

**baccalaureate**

**battalion**
Capitalize when used to form a name.

Example:
Rocket Battalion

**BBA**
See academic degrees.

**benefit, benefited, benefiting**

**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.

**blog**
A website where short entries are usually (but not always) presented in
reverse chronological order, with newest entry first.

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

**BS and BSN**
See academic degrees.

**buildings — Health Science Campus**
- Academic Conference Center
- Bryan Academic Commons
- Center for Creative Education
- Coghhlin Rehabilitation Center
- Collier Building
- Dowling Hall
- EduCare Center
- Eleanor N. Dana Cancer Center
- Energy Center
- Facilities Support Building
- Foundation Building
- Gardner-McMaster Parkinson Center
- George Isaac Minimally Invasive Surgery Center
- Glendale Medical Center
- Glendale Medical East
- Health Education Building
- Health Science Building
- Jacobs Interprofessional Immersive Simulation Center
- Kobacker Center
- Mulford Library Building
- Northwest Ohio Medical Technology Center
- Radisson Hotel
- Records Retention Center
- Ruppert Health Center
- University of Toledo Medical Center (hospital)
- Wolfe Center

**buildings — Main Campus**
- Academic House

Koester Alumni Pavilion
- Bowman-Oddy Laboratories
- Carlson Library
- Carter Hall East
- Carter Hall West
- Center for Performing Arts
- Driscoll Alumni Center
- East Parking Ramp
- Glass Bowl Stadium
- Gillham Hall
- Grounds and Fleet Services Building
- Health and Human Services Building
- Health Education Center
- Honors Academic Village
- Interfaith Center
- Horton International House
- Intramural Storage
- Larimer Athletic Complex
- Law Center
- Libbey Hall
- Main Campus Medical Center
- McComas Village
- McMaster Hall
- Memorial Field House
- Nitschke Auditorium
- Nitschke Hall
- North Engineering Building
- Ottawa House West
- Ottawa House East
- Palmer Hall
- Parks Tower
- Peterson House
- Plant Operations
- Presidents Hall
- Research and Technology Complex 1
- Ritter Planetarium and Observatory
- Rocket Hall
- Savage & Associates Business Complex
- Savage Arena
- Scott Hall
- Snyder Memorial Building
- Stranahan Hall
- Stranahan Hall North
- Student Recreation Center
Sullivan Hall
Thompson Student Union
Transportation Center
Tucker Hall
University Computer Center
University Hall
University Recycling Building
Varsity T Pavilion
West Parking Ramp
Wolfe Hall

buildings — Toledo Museum of Art Campus
    Center for Sculptural Studies
    Center for the Visual Arts
    Glass Crafts Building

buildings — Toledo Museum of Art Campus

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

cancel, canceled, canceling, cancellation

cell phone

centers, clinics and institutes
Capitalize center, clinic and institute names.

Examples:
American Language Institute
Catharine S. Eberly Center for Women
Humanities Institute
Ward M. Canaday Center for Special Collections
Wound Care and Venous Clinic
Speech-Language Hearing Clinic

chair

cities and towns
Capitalize them in all uses. For most cases, city names should be used with state names. 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

These international cities also can stand alone:

Baghdad  Mexico City
Beijing  Monaco
Berlin  Montreal
Djibouti  Moscow
Geneva  New Delhi
Gibraltar  Ottawa
Guatemala City  Paris
Havana  Quebec City
Hong Kong  Rome
Jerusalem  San Marino
Kuwait City  Singapore
London  Tokyo
Luxembourg  Toronto
Macau  Vatican City

**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, departments, divisions and offices**
Capitalize the names of colleges. UT colleges are:

- College of Arts and Letters
- 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

Capitalize the names of academic departments.

Examples:
- Civil Engineering Department
- Department of Surgery

Capitalize the names of divisions.

Examples:
- Division of Advancement
- Division of Student Affairs
Capitalize the names of offices.

Examples:
Office of the President
Office of Financial Aid

Informal references are lowercase.

Example:
The theatre student...

**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 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.

course work

Two words.

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.

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).

**day care**

dean’s list

LowerCase in all uses.

departments
See colleges, departments, divisions and offices.

dependent
dietitian
Not dietician.
divisions
See colleges, departments, divisions and offices.

Doermann Theater
It was named the Henry J. Doermann Theater in 1932 to honor UT’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
$1 million
$2.7 million
The book cost $11.
Give me a dollar.
25 cents
dorms/dormitories
Residence hall is the preferred term; do not use dorms or dormitories.

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.
enroll, enrolled, enrolling
e-reader
Devices used to display e-books and other digital publications.

F

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

Examples:
Dr. Seamus Metress, professor of anthropology

Faculty Senate
Capitalize when referring to UT’s elected body of the faculty.

fifth-year
See academic rank.

fight song
The University’s fight song is “U of Toledo.”

first-year
See academic rank.

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.

**fourth-year**
See academic rank.

**fraternities and sororities**
Use full names on first reference; nicknames 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 this year’s Songfest.

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

**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.

**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.

**grade point average**
Spell out for first reference. GPA can be used for subsequent references. Use figures to at least one decimal point.

Example:
- She had a grade point average 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.

**health care**
Two words, no hyphen as a noun. Hyphenate as a compound modifier.

Examples:
- The cost of health care will be discussed at the forum.
- Health-care professionals from several states will attend the conference.

**Homecoming**
Capitalize when referring to The University of Toledo’s Homecoming.

Examples:
She was chosen as the Homecoming queen.
The Homecoming parade will be Saturday, Oct. 3.

home page
Two words.

inbox
One word, lowercase.

interim titles
Add interim to the beginning of the title.

Example:
Interim Dean Steve LeBlanc Smith will hold a lunch with students.
Jamie Barlowe, interim vice provost for faculty for affairs, ...

international student
Not foreign student.

Internet
Capitalized.

Intranet
Capitalized.

K

K-9

kick off, kickoff
Kick off is a verb; kickoff is a noun.

L

laptop

liaison

libraries
The University’s libraries are the Carlson Library, the LaValley Law Library in the College of Law, the Learning Resource Center at the Scott Park Campus and the Mulford Library at the Health Science Campus.

LGBTQA+
This stands for lesbian, gay, bisexual, transgender, questioning and allied students, initiatives, etc.

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.

M

MA and MS
See academic degrees.

mascots
UT’s mascots are Rocky the Rocket and Rocksy the Rocket. Rocky and Rocksy are acceptable in all references.

MD
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). 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. See the lists that follow to determine whether the title should be spelled out or abbreviated in regular text. On first reference, use the appropriate title before the full name of a member of the military. In subsequent references, do not continue using the title before a name; use only the last name. Spell out and lowercase a title when it is substituted for a name. Below is a listing of Army titles, with rank on the left in descending order of importance followed by the correct usage on the right.

Commissioned Officers
- general Gen.
- lieutenant general Lt. Gen.
- major general Maj. Gen.
- brigadier general Brig. Gen.
- colonel Col.
- lieutenant colonel Lt. Col.
- major Maj.
- captain Capt.
- first lieutenant 1st Lt.
- second lieutenant 2nd Lt.

Enlisted Personnel
- sergeant major of the Army Sgt.
- major of the Army Maj. of the Army
- command sergeant major Command Sgt. Maj.
- sergeant major Sgt. Maj.
- first sergeant 1st Sgt.
- master sergeant Master Sgt.
- sergeant first class Sgt. 1st Class
- staff sergeant Staff Sgt.
- sergeant Sgt.
- corporal Cpl.
- specialist Spc.
- private first class Pfc.
- private Pvt.

Millions, billions
Use figures with million or billion in all except causal uses. Do not go beyond two decimal places.

Examples:
- 7.51 million people
- $2,565,750,000
- $256 billion

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 Student Union.

**multiple letters**
See single and multiple letters.

**myUT**
This is the correct capitalization.

**National Institutes of Health**
This agency within the Department of Health and Human Services is the principal biomedical research arm of the federal government. It contains several other agencies. NIH is acceptable on second reference.

**nonprofit**

**Northwest State Community College**
This college is located on the Scott Park Campus and collaborates with UT.

**OB-GYN**
Acceptable in all references for obstetrics and gynecology, a medical specialty.

**offices**
See colleges, departments, divisions and offices.

**online**
One word, lowercase.

**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.

**PhD**
See academic degrees.

**physician assistant**
Not physician’s assistant.

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

**postdoctoral**
One word, no hyphen.

**pre**
No hyphen.

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

Examples:
University of Toledo President
Sharon L. Gaber
Dr. Sharon L. Gaber, 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.

Example:
Professor Deborah Orloff
Associate Professor Mojisola Tiamiyu

programs
Capitalize university program names.

Examples:
Master of Liberal Studies Program
QUEST Program

ProMedica

Q
Q-and-A format

questionnaire

quotes
When writing for UT News and marketing pieces, it is acceptable to correct minor grammatical errors or word usage within quotes. Punctuation goes inside quote marks.

R

Reserve Officers' Training Corps
The s' is military practice. ROTC is acceptable in all references. UT has an Army ROTC.

residence halls
Not dorms or dormitories. UT 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.

S
SAT
Use only the initials in referring to the previously designated Scholastic
Aptitude Test or the Scholastic Assessment Test.

**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.

**second-year**
See academic rank.

**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.

**sixth-year**
See academic rank.

**Songfest**
One word. Songfest is UT's second oldest tradition, beginning in 1937.

**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.
- Colo. Miss. R.I.
- Conn. Mo. S.C.
- Del. Mont. S.D.
- Ill. N.H. Va.
- Ind. N.J. Wash.
- Ky. N.Y. Wis.
- La. N.C. Wyo.

**student-athlete**
Hyphenated.

**student organizations**
Capitalize all student organization names.

Examples:
- Student Government
- Black Student Union
- The Public Relations Student Society of America

**success coach**

**syllabus, syllabuses**

**tablet**
A touch-screen device, such as an iPad or Kindle Fire, that can be connected to the Internet via Wi-Fi or cellular data networks.
telephone numbers
Unlike AP Style, use figures and periods rather than hyphens. For extension numbers use Ext. ####. Be aware that extensions are different for each campus because the Main Campus uses 419.530.##### and the Health Science Campus uses 419.383.#####.

Examples:
419.530.2675
419.383.4359

television and radio stations
Use the call letters and station number.

Examples:
WTOL-TV Ch. 11
WIOT-FM 104.7

theater
Use this spelling unless the proper name is Theatre: Glacity Theatre, Department of Theatre and Film.

The University of Toledo Medical Center
The University of Toledo Medical Center refers to elements of the Health Science Campus that constitute the clinical enterprise, including the hospitals and clinics. It does not refer to the academic elements of that campus. UT Medical Center, University Medical Center and UTMC are acceptable in subsequent references.

The University of Toledo
The University of Toledo should be used on first reference, with “the” capitalized at the beginning; the University is preferred on subsequent references. UT also is acceptable in headlines and when space is limited.

third-year
See academic rank.

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. Johnnie Early II, dean of the College of Pharmacy and Pharmaceutical Sciences
Senior Vice President for Student Affairs Kaye M. Patten
Amal Mohammed, president of Student Government
titles for journals, newspapers and magazines
Do not use quotation marks or italics.

Examples:
The Blade
Toledo Alumni Magazine

Toledo Early College High School
The high school located on Scott Park Campus. Its students take courses at UT 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:
Jeff Cole, a University of Toledo trustee
University Trustee Jeff Cole

T-shirt

University of Toledo Health
The term University of Toledo Health, or UT Health on second reference, is an umbrella term for UTMC and UT Physicians. The term is used to include all of UT’s health-care services.

Veterans Day
No apostrophe. The federal legal holiday is observed on Nov. 11.

vice presidents
Always lowercase, unless used before a name.

Examples:
The vice president for enrollment management
Vice President for Research Frank Calzonetti

voice mail
Two words.

University unions
Communication Workers of America Local 4319
UT chapter of the American Association of University Professors
American Federation of State, County and Municipal Employees (AFSCME) Ohio Council 8 and AFSCME Local 2415
UT Police Patrolman’s Association

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.”

Web, webinar, webmaster, web page, website

Wi-Fi

World Wide Web
Capitalized.
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. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence.

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

Z

1976 was a very good year. She was born in 1985. Construction on the building began on Dec. 18, 1994. July 1, 2006, was the official merger date of The University of Toledo and the Medical University of Ohio.

'80s, 1990s

yearlong

youth
Applicable to boys and girls from age 13 to 18. Use man and woman for individuals 18 and older.
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
ACS — American Chemical Society
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
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
Abbreviate incorporated, corporation and company when it’s part of an organization’s name.

Examples:
The Andersons Inc.
Dana Corp.