



THE UNIVERSITY OF
TOLEDO
1872

Style Guide

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
Coghlin 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 — miscellaneous

Lake Erie Research Center
Stranahan Arboretum
Regency Medical Campus
Rocket Pediatrics in Waterville
UT Cardiovascular Physicians in
Bellevue
UT Cardiovascular Physicians in
Perrysburg
UT Family Medicine at Glendale
Medical East
UT Family Medicine at Regency
Medical Campus
UT Family Medicine at the Shops at
Fallen Timbers
UT Family Medicine on Talmadge
Road
UT Vascular Surgery in Bowling
Green
UT Vascular Surgery in Monroe

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
Minority Business Development
Center
Non-Academic Services Center
Scott Park Student Center
Westwood Building

**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

**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).

D

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.

E

earth

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

e-book

The electronic, nonpaper version of a book or publication.

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.

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.

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.

H

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.

I

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.

J

JD

See **academic degrees**.

K

keynote address/keynote speech

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.
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.

N

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.

O

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.
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
The Public Relations Student Society
of America

success coach

syllabus, syllabuses

T

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: Glaciy 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

U

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."

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.

V

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.

W

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.

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.

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
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.