

UPDATED
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Easy Reference:

The **A B C**'s

of **UCF**

This short guide includes some of the most frequently used or troublesome items from UCF's house style guide. See styleguide.ucf.edu for the complete UCF Style Guide.

Beyond the UCF house style, UCF then adheres to the Associated Press (AP) Stylebook and the Merriam-Webster Dictionary. Some of the following items are a matter of correctness while others are a stylistic choice made by UCF.

A

academic degrees. Abbreviations with periods and no spaces for all degrees including: B.A., B.S., Ph.D., B.F.A., M.F.A. and M.B.A. Capitalize formal names of academic degrees such as Bachelor of Science. Do not capitalize the specific field of the degree such as B.S. in management.

adviser. Preferred spelling, though advisor is also correct.

assistant/associate professor, dean, vice president, director. Lowercase in most cases. Capitalize only when using a specific title or preceding a person's name (see **titles**). Do not abbreviate.

B

bachelor's degree. Use an apostrophe and the word "degree" or "program" when referring to degrees in general.

buildings. Always capitalize the names of buildings such as the Visual Arts building. Use full name on first reference. On second reference, lowercase when proper name is not used. *the building; the center*

C

campuswide. Do not hyphenate campuswide, universitywide or citywide.

chair. Not chairman, chairwoman or chairperson.

commas. Use a comma after each item in a series, but not after a conjunction (and, or) such as: *The building is large, modern and beautiful.* Do use a comma in a complex series of items or with an additional conjunction such as: *The building is large, modern and wired, and beautiful.*

Composition titles. Titles of magazines, books and journals require no italics or quotation marks. For movies, operas, plays, computer games, poems, titles of albums and songs, television shows, and titles of lectures, speeches and works of art, enclose with quotation marks.

The **ABC's** of **UCF**

D

department, division or center. Capitalize as part of formal names. Lowercase when used alone to refer to a particular department: *the department.*

doctoral is an adjective: He earned his doctoral degree.

doctorate is a noun: He earned his doctorate.

double-spacing between sentences. Don't. That is all.

E

e-mail, e-mailed and e-mailing. Use a hyphen.

F

faculty. Lowercase when not part of a title.

Freshman is singular. **Freshmen** is plural. Lowercase all class-standing designations when not beginning a sentence—classes are sophomore, junior, senior and graduate.

G

gender. Neither "man" nor "mankind" is a generic reference. Instead, refer to "people" or "humankind." Do not use "he" or "his" as a generic term when you are unsure of the subject's gender; try non-gender-specific terms such as "student" instead.

GPA. Acceptable on all references—capitalize and do not include periods.

H

health care. Two words, unless part of a formal name.

high-tech. Always hyphenate.

I

Internet. Always capitalize.

K

Knights. An informal reference to the university's formal athletic name. Capitalize when referring to the UCF Knights.

L

lectern. A speaker stands behind a lectern, on a podium, in a pulpit and on a rostrum.

M

millions and billions. Use figures with the words million or billion. Use decimals to show fractions of millions and billions (\$2.5 million), but don't use more than two decimal places.

N

nationalities. Nationalities should be capitalized. Do not hyphenate terms such as "African American" or "American Indian." Consider individual wishes (i.e. many people prefer the term "black" or the term "Native American"), but otherwise follow AP Stylebook guidelines.

numbers. Use figures for 10 and above and to denote age, but spell out numbers zero through nine in all other examples; for the beginning of sentences, spell out numbers (except years). Do not use fractions—convert to decimals or a percentage.

O

on-campus and off-campus. Use a hyphen when used as a descriptive term such as on-campus housing, but otherwise as in: *They lived on campus.*

online. Lowercase. No hyphen.

over. Use only as a spatial reference and use "more than" in all other instances. Reword phrases such as "over \$121 million in research funding" to say "more than \$121 million in research funding."

P

percent. Spell it out. No symbol.

podcast. Use as one word and lowercase.

punctuation. Only use exclamation marks to show extreme emotion. Always place commas and periods inside a closing quotation mark.

Q

Reflecting Pond. Never Reflection Pond, Reflecting Pool or the Fountain.

R

residence halls. Residence halls is the preferred term, instead of dorms.

S

school. School can be used to refer to UCF, but limit use as university is the preferred term. Only capitalize for specific units, such as the School of Social Work.

seasons and semesters. Lowercase unless referencing a specific term such as Fall 2007.

Stands For Opportunity. Capitalize each word of our tagline at all times.

T

Theatre and theater. Use the former spelling for names such as UCF's department (UCF Conservatory Theatre), but the latter in all other references such as UCF theater students.

times. Double zeros are not necessary. Also, "a.m." and "p.m." should be lowercase in body copy and include periods. Use 9 a.m. instead of 9:00 a.m.—only use 9 AM when design calls for it.

titles. Capitalize academic and business titles such as provost, dean, chancellor or chair only when they precede a name such as Provost Terry Hickey. Lowercase titles that follow names such as: Terry Hickey, provost.

The ABC's of UCF

Answers & Information

Style Guide/ABC questions

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U

University of Central Florida.

UCF (or 'the university') on second reference or, for inhouse publications, on first reference. Always capitalize "UCF." Never separate or punctuate the letters. Never abbreviate a single word or portions of the university's name—always choose between the University of Central Florida, UCF or the university.

W

Web and Web site. Web is always capitalized when referring to the World Wide Web. Web site is two words.

Exceptions: webcam, webmaster and webcast.

Y

years. Do not use an apostrophe for a span of years, such as 1950s, 1990s; it is acceptable to start sentences with numerals for years (the only exception to starting a sentence with numerals), e.g. 2006 marked a new era for UCF.

year-end and **year-to-date.** Hyphenate.