Editorial Style Guide

Office of Public Information

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ulm.edu/opi

The University of Louisiana at Monroe Editorial Style Guide

In an effort to maintain consistency in all university publications, ULM's Office of Public Information has developed an editorial style guide. The style guide is to be used as a resource for written and electronic communications, including advertising, brochures, fliers, newsletters, web pages and visual or graphical presentations.

Valid reasons for diverging from these guidelines in certain writings may arise, such as in academic work or formal invitations.

Editorial style at ULM closely follows the Associated Press Stylebook. Widely used by newspapers and magazines, AP style is familiar to readers and easy to read. In some instances, however, university style supersedes AP style. Our ULM guide is intended to address some of the most frequently troublesome questions and clarify style methods unique to ULM. If you have a style question that is not addressed in the university style section, consult the AP Stylebook.

If you are unable to find an answer, we invite you to call The Office of Public Information at 318-342-5447 or post your question by e-mail at news@ulm.edu

If you have a style point that you think should be addressed in this guide, please call us; we appreciate your interest and welcome your comments.

academic degrees

When possible, abbreviate to: B.S., B.M., M.S., Ed.D. and Ph.D. When spelling out the degrees, use an apostrophe in bachelor's degree and master's degree. Do not use an apostrophe in this case: She earned her master of fine arts. Avoid honorary degree labels such as “doctor.”

Ace

Refer to Ace as a “he.”
- **Example:** Ace loves his bomber jacket.

Acemobile

Always capitalize the “A.”
- **Example:** Ace, the ULM Warhawk, has a new ride: the Acemobile, based on a concept design by Disney Imagineers in Orlando, Fla.

Activity Center

Capitalize on first reference. May use “center” on subsequent references.
- **Exception:** If one is writing about more than one center (such as Student Center, Activity Center or Clarke M. Williams Student Success Center), always refer to each entity by its full name.

address

Abbreviate Avenue (Ave.), Street (St.) and Drive (Dr.) only when used with a number.
- **Example:** Laura lives at 319 Ohio Dr.
- When used without a number: Laura lives on Ohio Drive.

administrative division

See capitalization.

adviser

Always spell with an “e,” not an “o.”

African American

Do not use a hyphen when African American is used as a noun or as an adjective. Capitalize both words.

Alma Mater

Always capitalize both words.

alumni

Use the term “alumni” when referring to a group of men and women. Use “alumnus” (“alumni” in the plural) when referring to a man who has attended a school. Use “alumna” (“alumnae” in the plural) for similar references to a woman. May use the term “alum” in a headline.

ampersand (&)

Spell out the word “and” unless the ampersand is part of a proper name.
- **Examples:** Barnes & Noble, Office of Graduate Studies and Research.

AMS

Spell out, capitalize and explain American Meteorological Society in parenthesis on first reference. AMS is a national organization. When referring to the student chapter on campus, use the following example as a guide.
- **Example:** The student chapter of the American Meteorological Society (AMS) at the University of Louisiana at Monroe …

Anna Gray Noe Alumni Center

Capitalize and spell out. On subsequent reference, use “alumni center.”

Aramark

Always capitalize because Aramark is the name of a business.

art exhibits

Surround title of exhibits in quotation marks. For individual works of art, see composition titles.
- **Example:** “Momentum” by Ed Smith.

association

See capitalization.

at

Spell out the word “at” unless “@” is part of a proper name or e-mail address.
- **Example:** The University of Louisiana at Monroe; ace@ulm.edu

award names

Capitalize the formal title of an award.
- **Example:** Golden Arrow Award. Only capitalize “award” if it is part of the name.

Bayou DeSiard

Capitalize and note the capital “S.” May use “bayou” on subsequent references. DeSiard is pronounced "dee-zeerd"

Bayou Suites

Always spell out and capitalize to differentiate among other residence halls.

Bayou Village Apartments

Always spell out and capitalize to differentiate among other residence halls.

Bienville Building

Always spell out and capitalize. It may also be helpful to provide an address. The Bienville Building is located at 1800 Bienville Dr.

Bon Aire

Always capitalize. Upon first reference, explain the residence.
- **Example:** Bon Aire, the university residence that houses the president, ...

book titles

See composition titles.

Bry Art Gallery

Capitalize. Use "gallery" on subsequent reference. It is pronounced "Bree."

building

See capitalization.

Campus Activities Board

Spell out, capitalize and explain in parenthesis on first reference. Use "CAB" on subsequent references. Note: Campus Activities Board is always plural. Do not use: Campus Activity Board.

campuswide, nationwide

One word.

capitalization

It is important to sparingly capitalize to give proper emphasis to the few words that should be capitalized. Only capitalize proper nouns and formal titles.

administrative division: The full, formal names of major administrative divisions, offices and associations are capitalized. Use lower case and informal titles on subsequent references.
- **Examples:** The Division of Student Affairs, student affairs; ULM Alumni Association, alumni association.

building: Capitalize the full, formal names of buildings.
- **Examples:** Brown Auditorium, University Commons II.

city: Do not capitalize in this example: "The city of Monroe ... " Do capitalize when "city" is part of a full, formal title, such as: "The City of Monroe Department of Water … "

college/school: The full, formal names of schools and colleges are capitalized. Where possible, use full names on first reference and informal names thereafter.
- **Example:** the College of Education and Human Development, CEHD.

department: academic divisions, departments, and sequences within schools and colleges are generally not capitalized.
- **Example:** art, music, theatre and dance are departments of the School of Visual and Performing Arts, which is a part of the ULM College of Arts and Sciences.

If it's necessary to cite the full, formal name of the department, capitalize on first reference. Lowercase on subsequent reference.

- **Example:** The Department of Curriculum and Instruction; curriculum and instruction department

event: Always capitalize event titles.
- **Examples:** Homecoming Week, Oozeball Tournament, Spring Fever Week.

language: Languages, such as English, Spanish, German and French, are the only academic subjects capitalized when not used as a part of a proper name.

major: Lowercase the names of majors unless part of the name is a proper adjective.
- **Examples:** He is a history major.
They are American studies majors.

minor: Lowercase the names of minors unless part of the name is a proper adjective.
- **Examples:** She wants to pursue a minor in criminal justice.
They are British studies minors.

office: Capitalize "office" only if it is part of the full, formal title.
- **Example:** Financial Aid office or Office of Sponsored Programs and Research.

organization: Capitalize the full, formal names of campus organizations and ongoing programs.
- **Example:** Warhawks for Christ

scholarship names: Capitalize the formal name of scholarships.
- **Example:** Bruce and Liz Boulware Scholarship

semester: Do not capitalize.

university: Capitalize only when part of a formal name.
- **Example:** The University of Louisiana at Monroe … The university is …

* Only capitalize the words "association," "building," "center," "conference," "library," "campus," "office," "university," when used as part of a formal title. Thereafter, do not capitalize the words when used alone to refer to that specific place or group.
- **Examples:** The ULM Library; thereafter, the library; Board of Trustees; thereafter, the board or the trustees; University of Louisiana at Monroe; thereafter, the university or ULM.

Catholic Student Center

Spell out, capitalize and explain in parenthesis on first reference. May use "CSC" on subsequent reference.

center

See capitalization.

chair(person)

Use the word “chair” or “chairperson,” depending upon person's preference. Do not use “chairman.”

Chili Cook-off

On first reference, use: 26th Annual ULM Alumni Association Chili Cook-Off. On subsequent reference use “the chili cook-off.”

city

See capitalization.

Clarke M. Williams Student Success Center

Capitalize and use full, formal title on first reference. Use “success center” on subsequent references. Exception: If one is writing about more than one center (such as Student Center, Activity Center or Clarke M. Williams Student Success Center), always refer to each entity by its full name.

class names

Capitalize class names. Also, “class” indicates one session. A “course” represents a semester of class sessions.

- **Example:** Physics 1001.

coed

Adjective meaning male and female.

colleges and schools

See capitalization.

colon

The colon is often used to introduce a list or series after an independent clause. However, it's redundant to use a colon directly after such verbs as “are” and “include.”

- The school offers three types of exams: oral, take-home and in-class.
- The course offerings include English, marine biology and medieval history.

comma usage

Commas should be placed inside end quotation marks: “ULM is a rigorous institution,” Bruno said.

* Do not use a comma after a question mark or exclamation point as in the following example:
  - **Example:** “How many students frequent Starbucks?” the dean asked.
* Do not put the comma before the conjunction in a simple series: Ace is a strong, fierce and majestic mascot.
* Use a comma after an introductory phrase or clause of three or more words.
  - **Example:** Happy as a lark, Nancy passed her preliminary exams.
* Do not use a comma to introduce a composition title.
  - **Example:** Claudia's book “How to Make the Best Dip Ever” sold out.

Commencement

Always capitalize when referring to ULM's graduation ceremony.

committee

Capitalize the full names of committees that are part of formal organizations.
- The Academic Affairs Committee of Faculty the Senate. Lowercase shortened and informal versions of committee names: The Faculty Senate's academic affairs committee will meet Tuesday.

compact disc

Use CD.

composition titles

Place quotation marks around titles of books, dissertations, presentations, theories, anthologies, songs, movies, plays, operas, television programs, lectures, speeches and works of art. Do not use quotation marks with reference works, e.g., Encyclopedia Britannica, or around names of magazines, newspapers or professional journals. Italicize medical and academic journals. Biology terms such as *P. falciparum* are italicized.

conference

Capitalize the official name of a conference and remember to place the presentation title in quotes.
- **Example:** Lindsey Wilkerson will present "Theory of Gumbo Madness: Cajun Craziness" at the Internataional Gumbo Conference in Houston, Texas. Do not use a comma before the presentation title.

Convocation

Always capitalize when referring to the ULM event.
- **Example:** Each fall the ULM Convocation, which is the official celebration of the new academic year, is held to welcome new freshmen and returning students.

coursework

One word.

courtesy titles

In a formal list (of participants or donors, for example) "Mr.," "Mrs.," "Miss," and "Ms." should be omitted, except when a woman specifically requests to use her husband's name: Mrs. Joseph Doe, Mr. and Mrs. John Doe. See titles.

date

Abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. when cited with a specific date, but spell out and omit the comma when cited without a date.
- **Example:** October 2010. Example: Oct. 27, 2010. Note: Never use "th", "rd" or "st" after a date.

department names

Do not capitalize words in department names (e.g., math department), except proper nouns, such as English department. See capitalization.

disabled, handicapped, impaired

Do not describe an individual as disabled or handicapped unless it is relevant to a story. If necessary, use “person with a disability,” not “disabled person.”

dollars

Always lowercase. Use figures and the $ sign in all cases except casual references or amounts without a figure.

- **Example:** The shirt cost $10. Claudia, please give me a dollar.

dorm

Always use “residence hall” rather than “dorm” or “dormitory.”

ellipsis

Treat an ellipsis as a three-letter word, constructed of three periods and one space before the periods and one space after the periods.

- **Example:** … ULM is a tremendous institution.

e-mail addresses

Do not underline or boldface. Hyphenate the term (e-mail, not email).

emeritus

This word, which refers to both females and males, is added to formal titles to denote individuals who have retired retain their rank or title. When possible, place “emeritus” after the formal title and do not capitalize.

- **Example:** Jack White, band director emeritus, …

Emy-Lou Biedenharn Recital Hall

Capitalize. May use “recital hall” on subsequent reference.

English

See capitalization.

eTEACH

Note the capitalization and lack of space between 'e' and "TEACH."
It may be helpful to provide an explanation.

- **Example:** The College of Education and Human Development developed eTEACH: education for everyone, everywhere. This program offers online, blended, distance, weekend, evening and on-site classes.

events

Indicate in order of time, day, date: The group will meet at 6 p.m. Thursday, Oct. 7, in the ULM Library Conference Center. Also, do not include the word “on” before the day. Capitalize the title of any event. See capitalization.

faculty

Faculty can be plural or singular depending on whether the word is used to describe the group as a whole (singular) or to describe its members individually (plural). To avoid confusion, rewrite the sentence to avoid a plural verb or use “faculty members” when referring to the plural.

Faculty Senate

Capitalize on first reference. Use “senate” on subsequent reference.

Fant-Ewing Coliseum

Spell out and capitalize on first reference. Use “coliseum” on subsequent references.

fieldwork, homework

One word.

first year

Only hyphenate when used as an adjective.

- **Examples:** During their first years, students will …
  The grant will provide first-year students …

First-Year Experience

Spell out, capitalize and explain in parenthesis (FYE) on first reference.

Flex Dollars

Always capitalize.

FlightPath

This is an electronic student advising system. Note that it's one word, and note the capital “F” and capital “P.”

freshman

May also use “first-year student.” Neither is capitalized.

gallery

Only capitalize when used as part of a formal name.

- **Example:** Bry Art Gallery.

George T. Walker Hall

Spell out and capitalize on first reference, use "Walker Hall" on subsequent references.

Good News

Good News, an online newsletter sent via e-mail to ULM alumni and suppoters, is always capitalized and is not placed in quotes.

grade

When used as an adjective and a noun, hyphenate.
- **Example:** eighth-grader.

grade-point average

Note hyphen and no capital letters. Use “GPA” on subsequent references.

graduating class

Write a person's first name, last name, parenthesis surrounding degree and two-digit year preceded by apostrophe.
- **Example:** Shon Berry (B.A. '94)

Greek

Spell out and capitalize the organization on first reference. Do not use nicknames or other monikers of Greek organizations.
- **Example:** Pi Kappa Alpha may not be shortened to PIKE on subsequent reference.

Grove

The Grove, which refers to ULM's tailgating area, should always be capitalized. It should not referred to as "The Pecan Grove."

he/she

Avoid writing "he" when referring to an unspecified person. Instead, recast the sentence into the plural, or avoid the use of pronouns altogether.
- **Example:** Each student is expected to turn in his homework by the deadline.
Improved: Students are expected to turn in their homework by the deadline.
If it's impossible to solve the problem using these approaches, “he or she” is preferable to “he/she.”

headline

Do not place headlines in all capitals. This “shouting” method is outdated. Only capitalize the first letter of the first word of headlines.
- **Example:** Gerontology receives national recognition.

home page

Two words.

hometown

One word. Include student's hometown in stories.

hyphens

Commonly-used words in ULM news releases and publications include the following: co-author, co-star, co-chair, cocurricular, coed, coworker, extracurricular, nonprofit, grade-point average, preprofessional, preregister and semifinal. Consult the AP Stylebook for more info.

IFC

Spell out, capitalize and explain Interfraternity Council in parenthesis (IFC) on first reference. Use “IFC” on subsequent reference.

Intermodal Transit Facility

Capitalize and spell out. May use “transit facility” on subsequent reference. Note: never refer to Intermodal Transit Facility as a “parking garage.”

Internet

Capitalize.

KEDM

Always capitalize. Upon first reference, explain the station. Check the ULM Identity Standards Manual for other affiliate programs.
- **Example:** KEDM 90.3 FM, the public radio station housed at ULM, …

Kitty DeGree Hall

Spell out and capitalize on each reference. *Note the capital "G" in DeGree.

Kitty DeGree School of Nursing

Spell out and capitalize on first reference. Use "school of nursing" on subsequent references.

KXUL

Always capitalize. Upon first reference, explain the station.
- **Example:** KXUL 91.1 FM, the student-operated campus radio station, …

language

See capitalization.

Learning Community

Spell out and capitalize on first reference. Use “LC” on subsequent references.

library

Use “ULM Library” on first reference and “library” on subsequent references.

Louisiana Board of Regents

Spell out, capitalize and explain in parenthesis on first reference. Use “BOR” on subsequent references.

major

See capitalization.

Malone Stadium

Capitalize. May use “stadium” on subsequent reference.

mascot

See Ace.

The live mascot is referred to as Warhawk II.

midterm exams

Do not capitalize. Note: there is no hyphen.

minor

See capitalization.

Mr. or Mrs.

Do not use these unless requested. See courtesy titles.

months

See dates.

Moodle

Capitalize when referring to the Moodle course management system.

multimedia

No hyphen between "multi" and "media."

music groups or ensemble names

Capitalize the proper names of the groups but do not place in quotes.

- Beach Boys or Indigo Girls.

my.ULM.edu

This is an online portal for ULM students. The site is: https://my.ulm.edu

natatorium

On first reference, spell out and capitalize.

- Example: Lake C. Oxford Natatorium. After that, use "natatorium."

NHPC

Spell out, capitalize and explain "National Pan-Hellenic Council" (NPHC) in parenthesis on first reference. Use "NHPC" on subsequent references.

Non-traditional students

Use "non-traditional" on first reference and "non-trad" on subsequent references.

numbers

Spell out one through nine; use numerals for 10 and up.

Exceptions:

* Always spell numbers that begin sentences.

* Always use numerals in percentages (4 percent, not four percent).

* Always spell out “percent.”
* Ranges: use all numerals (1-10, not “one through ten”).
* When referencing a floor, use numbers. Example: 7th floor.

office

Capitalize “office” only if it is part of the formal title: Office of Business Affairs; Media Relations office. See capitalization.

online

One word when referring to Internet sites. Not: “on-line.”

Oozeball

Capitalize because it is the formal name of an event. May use “volleyball tournament” on subsequent references.

organization

See capitalization.

phone numbers

Include area code and space before phone numbers. Write in following manner: 318-836-2031.

podcasting

Do not capitalize unless it appears in the beginning of a sentence. It may be helpful to provide the reader with a definition of podcasting: distributing multimedia files, such as audio or video programs, for playback on mobile electronic devices and personal computers.

PREP

It is acceptable to use the acronym in all references. (It stands for Preview Registration & Enrollment Program.)

presentation titles

See composition titles.

Lyceum Series

Use entire name on first reference. May use “Lyceum Series” on subsequent reference. Do not reference a specific president.

Professional in Residence Program

Capitalize and spell out the full, formal title upon first reference. May use “program” on subsequent reference.
- **Example:** John and Rosemary Luffey Professional in Residence Program

Quad

The Quad is always capitalized. The Quad is the grassy area between the SUB and the

Clarke M. Williams Student Success Center.

Recognized Student Organizations

Spell out on first reference and use "RSO" on subsequent reference.

resident assistant

May use "RA" on subsequent reference.

room

Capitalize the word "room" if followed by a number or preceded by an actual name: Room 143 or Media Room. These are considered formal names.

RSO

Spell out Recognized Student Organizations on first reference. Use "RSO" on subsequent references.

RSS feed

This is a web-based file that contains headlines, content and a hyperlink. When referring to the ULM News Center RSS Feed, capitalize the full, formal title. When referring to an RSS feed, capitalize "RSS."

SACS

Spell out and capitalize on first reference: Student Activities Control System. Use "SACS" on subsequent reference. Note the difference between Student Activities Control System and Southern Association of Colleges and Schools.

scholarship names

See capitalization.

School of Humanities

Spell out and capitalize on each reference.

School of Sciences

Spell out and capitalize on each reference.

School of Social Sciences

Spell out and capitalize on each reference.

School of Visual and Performing Arts

Spell out, capitalize and explain in parenthesis (VAPA) on first reference. Use "VAPA" on subsequent references.

Scott Plaza

Scott Plaza should always be capitalized. Scott Plaza is the concrete area around the fountain

near the ULM Library.

seasons

Always use lowercase, even when naming an issue of a publication: the fall 2010 issue ...

semicolon

Semicolons separate two independent clauses or divide items in a complex list.

semester

See capitalization.

senior citizen

Use "senior citizen" sparingly. It is best to indicate an age category: those age 62 and older. (The term "seniors" may be confused with those in high school or college.)

SGA

Spell out, capitalize and explain "Student Government Association" (SGA) on first reference. Use SGA on subsequent references.

Southern Association of Colleges and Schools

Spell out and capitalize on first reference. May use "SACS" on subsequent reference. Note the difference between Student Activities Control System and Southern Association of Colleges and Schools.

Spyker Theatre

Capitalize. Use "theatre" on subsequent reference. It is pronounced "speaker."

Staff Senate

Capitalize on first reference. Use "senate" on subsequent reference.

Starbucks Coffee Company

Use entire name on first reference. Use "Starbucks" on subsequent reference.

Student Center

Spell out (and capitalize) on first reference. May use "center" on subsequent reference. The Student Center houses the Student Life and Leadership offices.

- Exception: If one is writing about more than one center (such as Student Center, Activity Center or Clarke M. Williams Student Success Center), always refer to each entity by its full name.

Student Union Building

Spell out and capitalize on first reference. Use "SUB" on subsequent reference. The SUB

houses the food court, SGA and the ballroom.

states

Never include “Louisiana” with a city in Louisiana. With all other cities, except those mentioned under the datelines entry in the AP Stylebook, abbreviate the state name when preceded by a city. See state names entry in the AP Stylebook for abbreviations. Also note that a comma follows the state abbreviation when in the middle of a sentence.

- Example: She lived in St. Paul, Minn., before moving to Stevens Point.

Summer Reading Program

On first, formal reference, capitalize. On subsequent reference, may use “program.” It may also help to provide a definition.

- Example: The Summer Reading Program is designed to introduce first-year students to intellectual exchange at ULM. The program provides students with a preview of college study.

TEACH Delta Region

Note that "TEACH" is capitalized. It may be helpful to provide an explanation: Formerly known as TeachNortheast, the alternative teacher certification program is housed within the ULM College of Education and Human Development.

The Chacahoula

The Chacahoula, ULM's yearbook, is always capitalized and is not placed in quotes.

The Hawkeye

The Hawkeye, ULM's weekly student newspaper, is always capitalized and is not placed in quotes.

their

May use “their” in place of “he or she,” regardless of case or person.

theory

When referencing a theory, place it in quotes. See composition.

times

From 10:30 a.m. to 1 p.m. OR 10:30 a.m.-1 p.m. Remember to use “noon” and “midnight” instead of “12 p.m.” and “12 a.m.”

titles

* In general, write a person's title (and don't capitalize it) after their name; this is much less clumsy. Dr. Eric Pani, vice president of Academic Affairs, spoke.
* If absolutely necessary to use the person's title before the name, capitalize the title. See AP Stylebook for appropriate abbreviations.

  ULM President Nick Bruno, Gov. Jindal

Exception to the rule: Do not capitalize "history professor" even if it appears before the person's name: "history professor" is an occupational description, not a formal title.

* Without names attached, some words become generic nouns and should not be capitalized.
  Examples: The president gave a speech. The dean of the College of Arts and Sciences approved the curriculum.
* Generally, "Dr." is reserved for medical doctors and dentists. Use full name first and last name on subsequent reference. See courtesy titles.
* If it is necessary to indicate a Ph.D, separate the name and degree with a comma.
  Example: Mary Adams, Ph.D. Use "Adams" upon subsequent reference.

toward

Not "towards."

ULM 31 Ambassadors

Always use full name and capitalize. May omit "ULM" upon subsequent reference. May refer to as "31'ers" upon subsequent reference.

- **Example**, ULM 31 Ambassadors is a student-alumni service organization. The 31'ers

ULM Faculty Artist Concert Series

Use full name and capitalize on first reference. May use "concert series" on subsequent references.

ULM Athletic Foundation

Always use full name and capitalize. (Need to differentiate between ULM Foundation and ULM Athletic Foundation.)

ULM Foundation

Always use full name and capitalize. (Need to differentiate between ULM Foundation and ULM Athletic Foundation.)

under way

Two words in all uses.

- **Example:** The project is under way.

university

Only capitalize "university" when part of a formal title.

- **Example:** The University of Louisiana at Monroe is the best in the country; the university is the best in the country.

University House

Capitalize. May use "house" on subsequent reference. University House is located at 100 Delano Dr.

University Park

Capitalize. May use “park” on subsequent reference. (It refers to the outdoor intramural softball/football complex.)

University Conference Center

Spell out and capitalize. Use “conference center” on subsequent reference. Refers to the seventh floor of the ULM Library. Do not reference as a "dining" or "banquet" hall.

University Commons I, II

Always spell out and capitalize and differentiate between I and II.

University of Louisiana at Monroe

Spell out University of Louisiana at Monroe in first reference; use “ULM” or “university” on subsequent references. Don't capitalize “university” when used alone. Note that less formal usage of the university name, such as signage, does not include the word “at” before “Monroe.”

University of Louisiana System

Spell out and capitalize on first reference. Use “UL System” on subsequent reference. When referring to the board of supervisors, use “University of Louisiana System (or UL System, depending on whether you have referenced it) Board of Supervisors” on first reference, and “board” on subsequent.

University Police Department

Spell out and capitalize on first reference. Use “UPD” on subsequent references.

vice president

Not capitalized when used after a name. There is no hyphen between “vice” and “president.”

Warhawk II

This refers to the living mascot. Ace is the name of the costumed sideline mascot.

website

Not Website or Web Site.

Week of Welcome

Spell out, capitalize and explain “Week of Welcome” (WOW) in parenthesis on first reference. Use “WOW” on subsequent references.

work-study

Do not capitalize. Note the hyphen.

years

When citing an academic year, always use the abbreviated form for the subsequent year unless the subsequent year is in a different century: the 2010-11 academic year or the 2008-2009 Artists Series. Never use an apostrophe (unless possessive); it's “1980s” not “1980's.” When indicating a student's year, do not capitalize.

- **Example:** Kelsea McCrary is a freshman this year.

Miscellaneous

- Use one space, not two, after a period to introduce a new sentence.

- among/between: “Between” introduces two items and “among” introduces more than two.

- compose/comprise:
  compose: (from big to little) Example: The body is composed of millions …
  comprise: (from little to big) Example: Millions of tiny cells comprise the body …

- ensure/insure:
  ensure: (to make sure of) Example: Please ensure you turn off the lights
  insure: refers to insurance

- effect/affect:
  effect: (as a noun, a result) Example: That was the desired effect.
  (as a verb, to cause or produce.) Example: That speech might effect action.
  affect: (verb, to influence) Example: The news affected my innermost senses.

- fewer/less
  fewer: (use “fewer” with nouns that can be counted.)
  less: (use “less” with amounts that can't be counted.)
  Example: Not only did ULM's opponent score fewer points, but the opposing team's stands had less spirit.

- who: object and person
- whom: indirect object
- that: things and organizations or groups

- Whenever possible, write with an active style.