

# UNIVERSITY COMMUNICATIONS DICTIONARY OF STYLE

This University Communications style guide has been compiled by Marketing and Communication Services and the Office of Media Relations. A combination of sources was used to determine “style”: *The Associated Press Stylebook and Briefing on Media Law*, *The Chicago Manual of Style*, *Words Into Type*, *Webster’s New World College Dictionary, Fourth Edition*, and *Merriam Webster’s Collegiate Dictionary*. In some cases, we simply relied on our own judgment!

For those who are writing press releases, we have included separate examples of AP style. These AP examples are set off by a gold block for easy reference: **AP STYLE**

Please keep in mind that because this is an ongoing document, entries may be added or revised on a continuing basis. If you have additions or suggestions, please e-mail them to Wendy Soderburg in Publications at [wendys@support.ucla.edu](mailto:wendys@support.ucla.edu), or to Cathleen Wells in the Office of Media Relations at [cwells@support.ucla.edu](mailto:cwells@support.ucla.edu). We hope this is helpful to you!

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## A

**abbreviations** No spaces between letters in abbreviations: While other food writers limited their writing to the particulars of individual dishes or expositions of the details of cuisine, M.F.K. Fisher used food as a cultural metaphor.

**abortion** The following usages adhere to *AP Stylebook* style:

- anti-abortion (*not* pro-life or anti-choice)
- abortion rights (*not* pro-abortion, anti-life or pro-choice)
- abortion doctor or abortion practitioner (*not* abortionist)

**academic courses** Capitalize (but do not enclose in quotation marks) simple names of academic courses: History 6. Enclose more descriptive names of courses in quotes and use standard rules of capitalization: “Before the Law: Biblical Parable in Kielslowski, Kafka and Kierkegaard.”

**academic degrees** Use an apostrophe: bachelor’s degree, a master’s. Use “doctorate” when referring to a Ph.D. Use periods when abbreviating: B.A., M.A., M.B.A., Ph.D. Do not combine a courtesy title with an academic degree in the same reference: *never* Dr. Victor Victoria, M.D. An academic degree following a name *without* a graduation year is separated by commas: Victor Victoria, M.D. Otherwise, no comma: Joe Bruin Ph.D. ’89.

**AP STYLE** Avoid degree labels unless it is absolutely necessary. When an academic degree is essential to the story, separate it from the name with a comma: Joe Bruin, Ph.D., addressed the group. Similarly, avoid the year of graduation unless it is absolutely necessary. When the year of graduation is essential to the story, add it to the degree with no additional comma: Joe Bruin, Ph.D. ’85, addressed the alumni who graduated during the 1980s.

**academic departments** Capitalize the formal name of a department: the Department of Geography. Lowercase the informal name (except for words that are proper nouns or adjectives): the geography department, the Italian department.

**Academic Senate** Always capitalize the full title. On second reference, use “the senate.”

**academic titles** Capitalize and spell out formal titles such as chancellor or chairman when they precede a name. Lowercase elsewhere. Lowercase modifiers such as “department”: department Chairman Jerome Wiesner. Capitalize academic fields: Chemistry Professor Donald Cram, Assistant Professor of English Virginia Woolf. Note the difference between a formal title and a job description: Professor Michael Dukakis; Michael Dukakis, visiting professor of policy studies; public policy advocate Michael Dukakis.

#### **accent marks**

**AP STYLE** Until computers become more compatible, avoid using accent marks. Accented letters — in words like “ingénue,” for example — often come across as gobbledygook.

**acronyms** can be used, but only after the phrase has been spelled out in its first reference: Institute of the Environment (IoE). No periods with acronyms: UNICEF.

**AP STYLE** Acronyms should be avoided: Institute of the Environment (*not* IoE). See the *AP Stylebook* for acceptable acronyms.

**advanced placement** As per the *UCLA General Catalog*, use AP (no periods) when abbreviating.

**adverbs** ending in –ly are not hyphenated: This is an easily remembered rule. (*Not* “an easily-remembered rule.”)

**adviser** *not* advisor

**advisory** Head begins with Advisory (*not* Media Advisory). See Office of Media Relations’ “Best Practices” models.

**ages** Do *not* use apostrophes: A UCLA aging expert will discuss the importance of physical activities in achieving good health and vitality as people age into their 70s and 80s.

**alumnus, alumni, alumna, alumnae** 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. Use “alumni” when referring to a group of men and women.

**Alzheimer's disease** *not* Disease

**among, between** In most cases, the maxim holds that “between” introduces two items and “among” introduces more than two: The funds were divided *between* me and Joseph; The funds were divided *among* me, Joseph and Jonathan.

**Anderson School of Management** Use the complete name on first reference: “UCLA Anderson School of Management.” On second reference, use “UCLA Anderson,” “Anderson,” “Anderson School,” or “the school.”

**AP Stylebook** refers to *The Associated Press Stylebook and Briefing on Media Law*. Follow the style practices recommended in the *AP Stylebook* except when superseded by this dictionary of style.

**apostrophes** When omitting letters or figures, use apostrophes: rock 'n' roll; 'tis the season to be jolly; the class of '62; the '20s; 1998-'99.

**AP STYLE** When omitting figures in years, do not use the apostrophe: 1950–51.

**Archive** See [UCLA Film and Television Archive](#).

**Archives** See [University Archives](#).

**Arts and Architecture** See [School of the Arts and Architecture](#).

**Arts Library** is located in Dickson Art Center.

**Arts Special Collections** is located in the Charles E. Young Research Library building.

## B

**B.A.** See [academic degrees](#).

**biannual** Occurring twice a year.

**biennial** Occurring every two years.

**billion, million** Use figures with “billion” or “million” in all except casual uses: I'd lie to make a million dollars. *But*: The university will raise \$1.5 billion.

**Biomedical Library** See [Louise M. Darling Biomedical Library](#).

**board of directors** Lowercase unless part of a proper name: UCLA Alumni Association Board of Directors.

**book titles** Capitalize principal words (and all words of four or more letters). Italicize book titles: Carolyn See, author of *Golden Days*, has a Ph.D. in American literature from UCLA. Do *not* italicize: the Bible, the Constitution (of the U.S.A.), the Declaration of Independence.

**AP STYLE** Put quotation marks around the names of books except the Bible and books that are primarily catalogs of reference material, such as almanacs, directories, dictionaries, encyclopedias and handbooks: “Gone With the Wind,” Encyclopaedia Britannica.

## **BruinCard**

### **The Burkle Center for International Relations**



**calendar listing** See Office of Media Relations’ “Best Practices” models.

**California Digital Library** “CDL” is acceptable on second reference if the acronym is used in parentheses after the first reference.

**California Digital Library’s MELVYL Catalog** “MELVYL Catalog” is acceptable on second reference.

## **campuswide**

### **cannot**

**capital** refers to the city where a seat of government is located; do not capitalize.

**capitalization** In general, note that we are “down-style,” per the *AP Stylebook*, which means we avoid unnecessary capitalization. This applies to things such as boards of directors (Ned Nought is on the board of directors at Nadir Corp.), department names (history department, art department) and titles when they follow the names (Albert Carnesale, chancellor of UCLA).

**capitol** refers to the actual building in which a state legislative body meets.

**Center for the Health Sciences** *not* Center for Health Sciences

**Cesar E. Chavez Center for Interdisciplinary Instruction in Chicana & Chicano Studies** Use “the Cesar Chavez Center” or “the center” on second reference.

**chancellor** Capitalize only when it precedes the name. See [academic titles](#).

**Charles E. Young Research Library** “Research Library” is acceptable on second reference.

**Clark Library** See [William Andrews Clark Memorial Library](#).

**College Library** is located in the Powell Library Building. The title of the head of the College Library is “college librarian.”

**College of Letters and Science** When referring to the College, use “the UCLA College” on first reference: “The UCLA College is the largest unit at UCLA.” On second reference, use “the College”: “The largest unit in the UC system, the College includes six major units ...” In logos and graphics for Web pages, the words “Letters and Science” will be retained.

**commas** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).
- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**committee** Capitalize only when part of a name: the Scholarship Steering Committee.

**compose** means to put together, to be made up of: The jury is composed of seven Latinos, an African-American man and four Caucasian women.

**composition titles** Italicize book titles, computer game titles, movie titles, opera titles, play titles, poem titles, long musical compositions, television program titles and names of newspapers: *Law and Order*, *The Marriage of Figaro*, *The New York Times*, *Paradise Lost*. Names of songs and television program episodes are quoted: “Some Enchanted Evening,” “Chuckles Bites the Dust,” an episode of *The Mary Tyler Moore Show*.

**AP STYLE** Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. See the *AP Stylebook* for examples.

**compound modifiers** In general, we follow the AP rule of using hyphens but aren’t quite as stringent. For example, according to AP style (below), a hyphen would be used in “a high-school student” or “affirmative-action program.” We wouldn’t use a hyphen in those cases because the meaning is quite clear without one.

**AP STYLE** When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all the words in the compound except the adverb “very” and all adverbs that end in “-ly”: a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, an easily remembered rule.

**comprise** means to encompass, to contain, to embrace, to include all. It does *not* take “of”: The jury comprises people of several races.

**conferences and events** Enclose in quotes: “Digital Mania,” “UCLA Women 4 Change 2000.”

**copyright symbol** Do not use.

**Corinne A. Seeds** *not* Corrine

**cosponsor**

**couple** When used in the sense of two people, the word takes plural verbs and pronouns: The couple were married Saturday and left Sunday on their honeymoon. In the sense of a single unit, use a singular verb: Each couple was asked to give \$10.

**courses** Capitalize (but do not enclose in quotation marks) simple names of academic courses: History 6. Enclose more descriptive names of courses in quotes and use standard rules of capitalization: “Before the Law: Biblical Parable in Kielslowski, Kafka and Kierkegaard.”

**curly quotes** See [smart quotes](#).

## D

**dash** See [em dash](#).

**date** In a calendar listing, move from the particular to the general — time, day, date: 2 p.m., Tuesday, April 25. In body text, a date is set off by a pair of commas: Al Green will perform on Tuesday, April 25, at Royce Hall.

**dateline** Do not include. See Office of Media Relations’ “Best Practices” models.

**dates** In releases, use date instead of general terms like “yesterday” or “today”: UCLA announced April 3 (*not* UCLA announced today).

**David Geffen School of Medicine at UCLA** On second reference, use “Geffen School of Medicine” or “the medical school.”

**days of the week** Capitalize. Do not abbreviate.

**dean** Capitalize only when part of a name: Bruce Willison, dean of the UCLA Anderson School of Management; Dean Willison.

**decades** Use apostrophes when numerals are omitted: the ’60s (*not* the sixties). See [years](#).

**degrees** See [academic degrees](#).

**departments** See [academic departments](#).

**diabetes** Lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). Use Roman numerals and do not hyphenate: type I diabetes, type II diabetes. “Insulin-dependent diabetes” is preferred term for type I diabetes.

**dictionary** The *AP Stylebook* recommends *Webster’s New World College Dictionary*.

**director** Do not capitalize when referring to an occupation: Charles Stanish, director of the institute; Cotsen Institute of Archaeology at UCLA director Charles Stanish.

**Dr.** Reserve for physicians and then avoid if possible. Instead, embrace specificity: D.B. Todd, surgeon. Do not use “Dr.” at all in *UCLA Today*.

**dual heritage** See [hyphens](#).

## E

**East Asian Library** See [Richard C. Rudolph East Asian Library](#).

**e-business** Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence); *never* E-Business: Is e-business up? E-business is up.

**e-commerce** Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence); *never* E-Commerce: Is e-commerce up? E-commerce is up.

### eight-clap

**e-mail** Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence); *never* E-Mail: Is e-mail more convenient? E-mail is more convenient. See [e-mail address](#).

**e-mail address** Do not underscore. Enclose in parentheses or insert the word “at” before the address: To apply for admission, e-mail Joe (joebruin@ucla.edu); for more information, e-mail Josephine at josiebruin@ucla.edu. See [e-mail](#).

**AP STYLE** Enclose e-mail addresses in parentheses: (clarkkent@dailyplanet.com).

**em dash** An em dash is the long dash that is most frequently used to denote an abrupt change in thought: Will you — can you — pay your taxes? An em dash, sometimes just called a “dash,” is not the same thing as a hyphen, which is used as a joiner: a plate of grayish-pink shrimp. Some people use two hyphens to indicate an em dash; indeed, sometimes you may not have a choice. When writing e-mail, for example, it is impossible to create an em dash and you are forced to use two hyphens. We recommend using the em dash whenever possible, however. To create an em dash in Word, press CTRL, ALT and the minus sign. The minus sign is the dash located on the right margin of the keyboard, directly above the plus sign and directly below the green Scroll Lock indicator light. Insert a space on both sides of an em dash. See [hyphens](#).

**en dash** The en dash is one half the length of an em dash and is longer than a hyphen. The en dash is used to represent *to* between figures or words.

**AP STYLE** Use the en dash when omitting figures in years: 1987–88.

**ethnic heritage, ethnicity** See [hyphens](#).

**Eugene and Maxine Rosenfeld Management Library** “Management Library” is acceptable on second reference.

**events and conferences** Enclose in quotes: “Digital Mania,” “UCLA Women 4 Change 2000.”

**exhibition titles** Use italics: *The Un-Private House*; *Live Dangerously*.

**AP STYLE** Enclose names of exhibitions in quotation marks.

**experts advisory** See Office of Media Relations’ “Best Practices” models.

## F

**fees** Do not use “.00”: \$3 (*not* \$3.00).

**Film and Television Archive** See [UCLA Film and Television Archive](#).

**foreign words and phrases** that have been adopted into the English language are not italicized and are not enclosed by quotation marks: *fait accompli*, *karaoke*. Use a dictionary if you’re not sure.

**fund-raiser, fund-raising**

## G

**the Geffen Playhouse** *not* UCLA’s Geffen Playhouse. Lowercase “the” unless standard rules of capitalization apply (e.g., first word in a sentence).

**general education** As per the *UCLA General Catalog*, use GE (no periods) when abbreviating.

**Graduate School of Education & Information Studies** *not* and

## H

**Hammer Museum** See [UCLA Hammer Museum](#).

**headlines** in a news release should not exceed two lines. All caps. No comma needed before end date:  
**ELVIS PERFORMS AT ROYCE HALL MAY 11**

**health care** two words. Hyphenate only when used as a modifier: *health-care* program.

**Henry J. Bruman Maps and Government Information Library** “Maps and Government Information Library” is acceptable on second reference.

**historical periods** Capitalize famous epochs: the Middle Ages. Lowercase century: the 12th century. Use numerals to designate a century unless it is the first word in a sentence: People sometimes wore odd shoes in the 12th century *but* Twelfth-century shoes could be odd. Note the hyphen when using a compound adjective: The 12th-century Crusaders may have introduced pointy-toed shoes to Europe. Also see [decades](#).

## home page

**hours** Do not use “:00,” insert a space between the numeral and a.m. or p.m., lowercase a.m. and p.m., and use periods in a.m. and p.m.: 6 p.m. (*not* 6:00PM).

**Hugh and Hazel Darling Law Library** “Law Library” is acceptable on second reference. The title of the head of the Law Library is “law librarian.”

**hyperlink** There are many useful tips on the Modern Language Association Web site, especially regarding Internet style issues and problems. For example, [http://www.mla.org/style/style\\_top\\_index.htm](http://www.mla.org/style/style_top_index.htm) explains how to prevent URLs from being automatically hyperlinked.

**hyphens** Do not insert spaces before and after hyphens: 11 a.m.-2 p.m., 5-6 p.m. Do not use hyphens when ethnic terms are used as nouns: More African Americans majored in philosophy this year. Use hyphens when ethnic terms are used adjectivally: More than 100 African-American philosophers met at UCLA. Also see [em dash](#).

## I

**impact (verb)** Use “affect” instead or, preferably, a more precise word:

- He expects his decision to affect the juniors’ grades.
- He expects his decision to lower the juniors’ grades. (preferred)
- *not* He expects his decision to impact the juniors’ grades.

**Internet** Capitalize. “The Net” is acceptable on second reference.

**Islam/Islamic/Muslim** “Islam” is the name of the religion whose final prophet was Muhammad. “Muslim” is the name used for an adherent of the Islamic faith. “Islamic” is accurately applied only to what pertains directly to the faith and its doctrines (e.g., Islamic law).

To illustrate the problems inherent in usage, an author might employ a seemingly benign formulation like “Islamic women” or “Islamic populations,” even “Islamic countries,” when “Muslim” women, populations or countries are clearly meant. When the historical phenomenon and cultural content begin to diverge from what is Islamic (doctrinally speaking), the situation becomes more problematic. Some scholars have tried to identify and describe phenomena such as an “Islamic city” ... At their worst, such incorrect adjectival constructions produce oxymora such as “Islamic terrorists” and “Islamic militants” or “radical Islam” or “Islamic extremist groups,” frequently used uncritically.

The simplest solution is to use the terms “Islam” and “Islamic” solely for what pertains to the religion, and use “Muslim” as an adjective to denote the works and acts of Muslims, or groups of people and their institutions (such as Muslim women or men, Muslim populations, Muslim countries or civilization, Muslim art, Muslim government or leaders, Muslim extremists). The important distinction is that human interpretation of Islam by Muslims is necessarily imperfect ... In short, human acts and constructs fall short of being purely Islamic, and therefore may not be denoted as such.

The text of this entry is quoted from *Teaching About Islam and Muslims in the Public School Classroom*:

## J

**James West Alumni Center** “West Center” is acceptable on second reference.

**Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA.** Formerly UCLA Neuropsychiatric Institute. Note that this is a research center and should not be confused with the Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA, which is an inpatient psychiatric hospital on the UCLA campus.

**Jonsson Cancer Center** See [UCLA’s Jonsson Cancer Center](#).

**junior** Abbreviate as Jr. only with full names of persons. Do not precede by a comma: Joseph P. Kennedy Jr.

## L

**Law Library** See [Hugh and Hazel Darling Law Library](#).

**Le Conte**

**lectures, symposia** Use quotation marks around lecture and symposium titles: E.O. Wilson will discuss “The Future of Life.” Do *not* use quotation marks for program titles: Women’s Studies Program 25<sup>th</sup> Anniversary Celebration.

**legislature** Capitalize when preceded by the name of a state: the Kansas Legislature. Capitalize in subsequent specific references and in such constructions as the 100<sup>th</sup> Legislature, the state Legislature.

**libraries** See [UCLA Library](#).

**log on to** *not* log onto: For more information, log on to [www.fmch.ucla.edu](http://www.fmch.ucla.edu).

**Louise M. Darling Biomedical Library** “Biomedical Library” is acceptable on second reference. The title of the head of the Louise M. Darling Biomedical Library is “director.”

**-ly adverbs** Adverbs ending in –ly are not hyphenated: This is an easily remembered rule. (*Not* “an easily-remembered rule.”)

**Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA.** Formerly UCLA Neuropsychiatric Hospital. Note that this is an inpatient psychiatric hospital on the UCLA campus and should not be confused with the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA, which is a research center.

# M

**M.A.** See [academic degrees](#).

## Macgowan Hall

**magazine titles** Use italics. Capitalize principal words (and all words of four or more letters). The word “magazine” is lowercased unless it is part of the title: *UCLA Magazine*, *Newsweek* magazine.

**AP STYLE** Capitalize the name but do not place it in quotes. Lowercase “magazine” unless it is part of the formal title. Check the masthead if in doubt.

**Management Library** See [Eugene and Maxine Rosenfeld Management Library](#).

**Maps and Government Information Library** See [Henry J. Bruman Maps and Government Information Library](#).

**M.B.A.** See [academic degrees](#).

**M.D.** See [academic degrees](#).

**MEChA** Note the lowercase “h.” The name of the Latino student organization is an acronym for Movimiento Estudiantil Chicano de Aztlan (Chicano Student Movement of Aztlan).

**media advisory** Head begins with ADVISORY, *not* MEDIA ADVISORY. See Office of Media Relations’ “Best Practices” models.

**medicine** See [David Geffen School of Medicine at UCLA](#).

**MELVYL Catalog** See [California Digital Library’s MELVYL Catalog](#).

**money** Do not use “.00”: \$3, *not* \$3.00.

**months** Capitalize the names of all months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas: January 2001. When a phrase refers to a month, day and year, set off the year with commas: Feb. 14, 2002, was the target date.

**more than, over** “Over” generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals (“She is over 30”), but “more than” is better suited: Their salaries went up by more than \$20 a week.

**movie titles** Capitalize principal words (and all words of four or more letters). Use italics: UCLA alumnus Tim Robbins directed *Dead Man Walking*.

**AP STYLE** Put quotation marks around the titles of movies: “Titanic,” “An Affair to Remember.”

## multimedia

**Music Library** and **Music Library Special Collections** are both housed in Schoenberg Hall.

**Muslim** See [Islam](#).

## N

**the Net** acceptable on second reference to “the Internet”

**Neuropsychiatric Hospital** See [Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA](#).

**Neuropsychiatric Institute** See [Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA](#).

**newsgroup** is the Internet term.

**news release** See Office of Media Relations’ “Best Practices” models.

**nonprofit** one word

**numerals** Spell out whole numbers below 10, use figures for 10 and above.

## O

**online** one word

**onscreen** *not* on screen: The onscreen text is easy to read.

**ORION2** all caps, no spaces

**over, more than** “Over” generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals (“She is over 30”), but “more than” is better suited: Their salaries went up by more than \$20 a week.

## P

**Pacific 10 Conference** Use “Pac-10” on second reference (note hyphen).

**party affiliation** Separate with commas, not parentheses: Rep. David Wu, D-Ore., the first Chinese American to ...

**Pauley Pavilion** Only one “l” in Pauley and Pavilion.

**percent** Use figures and do not use the % symbol: 1 percent, *not* 1% or one %.

**Ph.D.** Watch periods. Ph.D.s is the plural. See [academic degrees](#).

**phone numbers** Enclose the area code in parentheses; use a hyphen to separate the prefix from the last four digits: (310) 825-2585.

**play titles** Capitalize principal words (and all words of four or more letters). Use italics: *Romeo and Juliet*.

**AP STYLE** Enclose the titles of plays in quotation marks: “Two Gentlemen of Verona.”

**policy-maker**

**postseason, preseason** no hyphen

**Powell Library Building** houses the College Library.

**premier, premiere** “Premier” is first in rank or position; “premiere” is a first performance.

**program names** Capitalize “program” when it is part of a name: Student Research Program, K-14 Outreach Program, Business Law Program, Latin American Studies Program.

**protester**

## Q

**quarter** Lowercase academic quarters or terms: spring quarter, winter term.

**quotation marks** See [smart quotes](#).

## R

**re-create** because “recreate” should be reserved for fun (recreation).

**Regents** Capitalize on first reference: The Regents of the University of California. “The regents” is acceptable on second reference.

**release** See Office of Media Relations’ “Best Practices” models.

**Research Library** See [Charles E. Young Research Library](#).

**the Rev.** When this title is used with the name of a person, it is preceded by “the”: “They used smoke and mirrors to fabricate the inclusion illusion,” the Rev. Jesse Jackson said.

**Richard C. Rudolph East Asian Library** “East Asian Library” is acceptable on second reference.

**ROTC** acceptable on first reference

**Royce Quad** Acceptable in all cases. Informal name for that part of Dickson Plaza bounded roughly by the Powell Library Building and Haines, Kinsey and Royce halls.

**R.S.V.P.** *not* RSVP

## S

**said** In a quotation, newspaper style traditionally places “said” after the name of the person quoted, not before: Kelly said, *not* said Kelly. But inversion is allowed when the speaker’s name is followed by an identifier: “He reminds me of a cosmic J. Edgar Hoover,” said Kelly, director of the center.

**The Henry Samueli School of Engineering and Applied Science**

**the School of Public Policy and Social Research** *not* &

**the School of the Arts and Architecture** *not* the School of Arts

**Science & Engineering Library** “SEL” is acceptable on second reference if acronym is used in parentheses after the first reference. SEL is comprised of a main site, the SEL/EMS Collection (housing the engineering, mathematics, astronomy and atmospheric sciences collections) and two satellite collections (SEL/Young Hall, formerly SEL/Chemistry; and SEL/Geology Bldg., formerly SEL/Geology-Geophysics) that are housed in separate buildings. Most public service staff and librarians, and three divisions (acquisitions, administration, public service) are housed at SEL/Boelter Hall.

**Seeds, Corinne A.** See [Corinne A. Seeds](#).

**semicolons** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).
- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**senior** Abbreviate as Sr. only with full names of persons. Do not precede by a comma: Thurston Howell Sr.

**seniors** is the preferred term for older adults (when the context provides clarity).

**serial commas** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).
- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**series** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).
- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**smart quotes** (also called “curly quotes”) are standard. To learn how to create them — or to curl straight quotes — click on the Help menu, select Microsoft Word Help and search on smart quotes.

**song titles** Do not italicize. Enclose in quotation marks: “Stars and Stripes Forever,” “Some Enchanted Evening.”

**Southern Regional Library Facility** “SRLF” is acceptable on second reference if the acronym is used in parentheses after the first reference.

**start-up** Hyphenate both adjective and noun.

**states** For a list of state and ZIP code abbreviations, see the *AP Stylebook*. If the name of a state stands alone, spell it out: Although Ralph Bunche was not born in California, he grew up in Los Angeles. When combining the name of a state with another place-name, use the state abbreviation: Did Bunche work in Sacramento, Calif.? For a complete address, use the ZIP code abbreviation: Today, the African Studies Center is located in Bunche Hall at UCLA, Box 951361, Los Angeles, CA 90095-1361.

**Students' Store** Now called the UCLA Store.

**style manual** See *AP Stylebook*.

**systemwide**

## T

**telephone numbers** Enclose the area code in parentheses; use a hyphen to separate the prefix from the last four digits: (310) 825-2585.

**television program titles** Capitalize principal words (and all words of four or more letters). Use italics: She donated archival materials from *The Carol Burnett Show* to UCLA. For specific episodes, enclose in quotation marks and do not italicize: “Chuckles Bites the Dust,” an episode of *The Mary Tyler Moore Show*.

**term** Lowercase academic terms or quarters: spring term, winter quarter.

**that vs. which** In the broadest terms, the general rule is: Use “that” with dependent clauses that are essential to meaning; use “which” with independent clauses, which are set off by commas.

- The bit of information that really turned the case around was the glove. (The dependent clause, “that really turned the case around,” is essential to the meaning of the sentence.)
- The glove information, which really turned the case around, was presented early in the trial. (The fact that the information turned the case around is an additional thought, an independent clause.)

For more details, see the “that (conjunction),” “that, which, who, whom (pronouns),” “who, whom” and, especially, the “essential clauses, nonessential clauses” entries in the *AP Stylebook*.

**theater** Reserve “Theatre” for proper names.

**3-D** *not* three-D

**time periods** Capitalize famous epochs: the Middle Ages. Lowercase century: the 12th century. Use numerals to designate a century unless it is the first word in a sentence: People sometimes wore odd shoes in the 12th century *but* Twelfth-century shoes could be odd. Note the hyphen when using a compound adjective: The 12th-century Crusaders may have introduced pointy-toed shoes to Europe. Also see [decades](#).

**times** Do not use “:00,” insert a space between the numeral and a.m. or p.m., lowercase a.m. and p.m., and use periods in a.m. and p.m.: 6 p.m., *not* 6:00PM. Also see [decades](#) and [time periods](#).

**titles** Capitalize when followed by the person’s name: Chancellor Albert Carnesale is the university’s eighth chief executive. Drop the title after the first reference: Carnesale was inaugurated on May 15, 1998. Always lowercase when the title — regardless of rank — follows the name: Albert Carnesale, the chancellor of UCLA, is the university’s eighth chief executive. See [academic titles](#).

**trademark symbol** Do not use.

**type I diabetes, type II diabetes** Lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). Use Roman numerals and do not hyphenate type I diabetes, type II diabetes. “Insulin-dependent diabetes” is preferred term for type I diabetes.

## U

**UCLA** *not* University of California, Los Angeles

**UCLA experts advisory** See Office of Media Relations’ “Best Practices” models.

**UCLA Film and Television Archive** Include “UCLA” on first reference; “the Archive” is acceptable on second reference.

**The UCLA Foundation** Capitalize the “t” in The.

**UCLA Hammer Museum** *not* UCLA at the Armand Hammer, Armand Hammer Museum or some other variant.

**UCLA Library** refers to the campuswide network of libraries. When describing the overall system, use “UCLA Library” on first reference; “Library” is acceptable on second reference. See names of individual libraries (e.g., Charles E. Young Research Library) for details.

**The UCLA Medal**

**UCLA School of Law** *not* UCLA law school

**UCLA’s Jonsson Cancer Center** *not* UCLA Jonsson Cancer Center; *not* Jonsson Cancer Center

**UniCamp**

**United Nations** Abbreviate only when used as an adjective. Note periods: U.N. Security Council.

**United States** Abbreviate only when used as an adjective. Note periods: U.S. Army.

**University Archives** is located in the Powell Library Building. Include “University” on first reference; “the Archives” is acceptable on second reference.

**University College London** no comma

**University of California, (Campus)** with comma(s): The University of California, Santa Cruz, now offers optional letter grades. Short forms are acceptable on second reference: UC Berkeley, UC Davis.

**University of California, Los Angeles** Use UCLA.

**Universitywide**

**USC** no periods

**username** is the Internet term.

## V

**Veterans Administration Hospital** VA Hospital is acceptable on second reference.

**Veterans Wadsworth Theater**

**vice chancellor** *not* vice-chancellor. See [academic titles](#).

## W

**Washington/Wash.** Abbreviate the state but never the capital. See [states](#).

**the Web** is acceptable for the longer “World Wide Web.”

**Web address** For press releases, underscore and enclose in parentheses: ([www.fmch.ucla.edu](http://www.fmch.ucla.edu)). For all other text, do not underscore and do not use parentheses: [www.ucla.edu](http://www.ucla.edu).

**Web browser**

**Web site** *not* website

**which vs. that** In the broadest terms, the general rule is: Use “that” with dependent clauses that are essential to meaning; use “which” with independent clauses, which are set off by commas.

- The bit of information that really turned the case around was the glove. (The dependent clause, “that really turned the case around,” is essential to the meaning of the sentence.)
- The glove information, which really turned the case around, was presented early in the trial. (The fact that the information turned the case around is an additional thought, an independent clause.)

For more details, see the “that (conjunction),” “that, which, who, whom (pronouns),” “who, whom” and, especially, the “essential clauses, nonessential clauses” entries in the *AP Stylebook*.

**William Andrews Clark Memorial Library** “Clark Library” is acceptable on second reference. The title of the head of the William Andrews Clark Memorial Library is “librarian.”

**World Wide Web** is the Internet term. Note that “the Web” is acceptable.

## Y

**years** Use apostrophes when numerals are omitted: class of '99, the '60s, 1990-'91. Otherwise, drop the apostrophe: the 1800s, the 1970s.

**AP STYLE** Drop the apostrophe when omitting figures in years: 1990–91.

**Young Research Library Building** *but* Charles E. Young Research Library