

UWS Editorial Guide Cheat Sheet

For consistent formatting of communications, these guidelines are taken from the AP Stylebook unless otherwise noted.

ABBREVIATIONS:

Do not use abbreviations or acronyms that a reader would not quickly recognize. Acronyms can be used in a document if there is one reference or more. For example: "University of Western States (UWS) provides a science-driven curriculum. UWS is a regionally accredited, non-profit institution."

- **DATES/NUMERALS:** Use abbreviations A.D., B.C., a.m., p.m., and abbreviate certain months (all but May, June, July) with the day of the month, i.e. Nov. 12, May 6.

- **NUMBERED ADDRESSES:** Abbreviate avenue (Ave.), boulevard (Blvd.) and street (St.) in numbered addresses. *He lives on Pennsylvania Avenue. He lives at 1600 Pennsylvania Ave.* Do not abbreviate drive.

- **CAPS, PERIODS:** Use periods in most two-letter abbreviations (U.S., U.N.)

For UWS only: Do not use periods for DC, MS, LMT, etc.

Spell out United States when not used as an adjective.

ACADEMIC DEGREES:

Use an apostrophe in bachelor's degree, master's degree (not capitalized), but there is no possessive in Bachelor of Science, Master of Science (capitalized). (No possessive in associate degree.)

- Use abbreviations such as MA, PhD, after a full name, never after just a first name. Do not precede a name with a courtesy title and follow it with the abbreviation for the degree in the same reference. Don't use "Dr. Jane Smith, DC." Use: *Jane Smith, DC.* Lowercase program names, i.e. human nutrition and functional medicine program. Degrees are capitalized when used with Master of Science only, i.e. Master of Science in Human Nutrition and Functional Medicine. We lowercase doctor of chiropractic.

ACADEMIC DEPARTMENTS:

Use lowercase except for words that are proper nouns or adjectives: *the office of alumni relations, the department of basic sciences.*

DATES: Always use Arabic figures, without st, nd, rd, or th. Ex. *March 3, 2014 or March 3.*

DOCTOR: UWS only: Use Dr. with last name after first reference (first reference of full name and honorary degree.) Ex. *Jane Smith, DC, attended the dinner. Dr. Smith is a chiropractic physician at..*

NUMBERS:

Spell out numbers under 10. Avoid wording two numbers back-to-back. If this is necessary, spell one number out and use a numeral for the other. Spell out numbers if they begin a sentence unless the number is a year. Use numerals for:

- | | | | |
|--------------------------|------------------|------------------|-----------------|
| ▪ ages | ▪ house numerals | ▪ serial numbers | ▪ time of races |
| ▪ days of the month | ▪ percentages | ▪ speeds | ▪ votes |
| ▪ degrees of temperature | ▪ proportions | ▪ sums of money | ▪ years |
| ▪ dimensions | ▪ scores | ▪ time of day | |

PUNCTUATION (for academic degrees, state abbreviations, times, etc.):

Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: *He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico.*

Jane Smith, DC, met with John Doe, DC, at 10:30 a.m., to discuss a career opportunity.

SEASONS/TERMS:

Lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name: Dartmouth Winter Carnival, Winter Olympics, Summer Olympics.

STATE ABBREVIATIONS:

The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base.

TIMES:

Use figures except for noon and midnight. Use a colon to separate hours from minutes: *11 a.m., 3:30 p.m., etc.*

Avoid redundancies such as *"10 p.m. tonight."*

TITLES AND DEPARTMENT NAMES: Lowercase in all editorial instances except in business cards or letterheads.

Notables

USE:

- website -fundraising (one word)
- email -health care (two words)
- well-being (hyphenated)
- ____ said (vs. said ____)

Use "www" for websites but not http or https.

Do not use "1" for phone numbers. Use a hyphen for phone numbers, i.e. 800-123-4567.

Use 1-12th quarter for student references.

Lowercase university if not used with full university name.

Use apostrophe without the "s" for possessives with words ending in S – *UWS', the courses'*

Use "certificate program," not "certification" in reference to the massage therapy program.

Chiropractors should be referenced as "chiropractic physicians" unless in Canada.