



Southern Oregon University Style Guide

This University style guide addresses common issues that arise in writing for print publication at Southern Oregon University. It covers usages specific to the University as well as being a general guide.

Other than the specifics in this brief guide, the University follows *The Chicago Manual of Style* except for the following:

- the *Yahoo! Style Guide* for the web
- the *AP Stylebook* for news writing and news releases
- the *MLA Handbook for Writers of Research Papers*
- the *MLA Style Manual and Guide to Scholarly Publishing*

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Academic degrees and designations

- Fields of study, majors, minors, subjects, options, and concentrations are not capitalized unless referring to a specific course or the name of a language.

The Department of Communication offers an option in journalism.
Cherokee is a business administration major.
Cherokee is majoring in business administration with a minor in French.

- Capitalize degrees referred to in an official or formal manner. Do not capitalize a degree that is referred to in a nonspecific or general way.

Master of Science degree
Bachelor of Arts degree in music
bachelor's degree in chemistry
master's degree in environmental education

- When abbreviating degrees, capitalize and do not use spaces or periods.

BA PhD MFA
Many schools offer a BA in communication.

- When following a personal name, academic degrees are capitalized.

Joe Gordon, Doctor of Education
Paul Downs, Master of Science
Cindy Lincoln, BS

Acronyms

- Acronyms should be capitalized and written without periods or spaces.

OSSHE ROTC FBI REAL Corps

- Upon first reference, an acronym should be spelled out, followed by the acronym in parentheses.

National Association of Intercollegiate Athletics (NAIA)
Southern Oregon University (SOU)

- For plural acronyms without periods between the letters, add an *s* without an apostrophe.

CEOs PCs VIPs PhDs

Computer terminology

- For technological terms, capitalize proper nouns and lowercase common nouns or adjectives.

website
the Internet

the Web
email

online

Dates, times, and events

- The term descriptions *fall*, *winter*, *spring*, and *summer* are lowercased unless part of a title or program.

The committee is scheduled to make a decision by the fall quarter.
In June, Summer Session will begin.

- The words *quarter* and *term* are lowercased.

There will be 10 weeks in this quarter.

- Spell out the names of months and days of the week in text.

On Monday, Terry talked to Paul about scheduling a meeting in December.

- In running text, omit *rd*, *th*, *st*, and *nd* from days of the month.

School will begin on September 26 this year.

- Use commas to set off the year when citing a full date in running text.

Thousands of people gathered at Times Square on July 4, 1976.

- Do not set off the year with a comma when only the month and year are listed.

Jane Gallagher graduated in June 1957.

- Use an apostrophe when abbreviating a year or decade.

class of '11
The flood of '97 caused widespread property damage.

- When writing a range of years, use the full year to begin and end the range.

2006–2007

- Spell out references to centuries.

the twenty-first century the eighteenth century

- The abbreviations *am* and *pm* are lowercased without periods.

9 am 10:15 pm

- In running text, do not spell out times of day.

Correct: Incorrect:
...at 5:30 am ...at five-thirty am

- Drop the zeroes in even hours except when listing times in a list, chart, or table.

7 pm 9:30 am

- To avoid confusion, use *noon* or *midnight*.

The speech will begin at noon.
 The library is open past midnight.
 The workshop is from noon to 1:30 pm.

Departments, buildings, and organizations

- Official names of departments, offices, programs, and schools are capitalized.

the School of Business	the Department of Communication
the Office of Admissions	the Business Degree Completion Program

- While the preferred form for listing departments is, for example, the *Department of Physics*, the more informal listing of *the Physics Department* is still acceptable and should be capitalized.
- The words *department*, *office*, *program*, and *school* are not capitalized when used informally or listed with other departments, offices, programs, or schools.

He is dean of the school.
 Dr. Kinkaid is department chair.
 the schools of Science and Social Science
 the departments of Mathematics and Physics

- There are some cases in which the word *program* is not considered part of the program's formal title.

the Success at Southern program; the REAL Corps program
 the Master of Arts in Teaching program

- The words *association*, *building*, *center*, *club*, *conference*, *division*, *hall*, *senate*, *street*, *festival*, and *museum* are capitalized only when part of an official title. They are lowercased when used informally or alone to refer to that specific place or group.

Alumni Association	the association
School of Business	the school
Honors Club	the club
Schneider Museum of Art	the museum
Oregon Shakespeare Festival	the festival

- Use the spelling *theatre*, not *theater*, when referring to SOU performing arts.

- Use *admissions*, not *admission*, when referring to the Office of Admissions.
- When referring to SOU, *university* is always capitalized, even when it is not part of the formal institutional title.

There are many international students here at the University.
Our University has 5,130 students this year.

- Spell out the first reference to Southern Oregon University (SOU). Use *SOU* in subsequent references.
- Capitalize the word *room* only when used in an address or an official name.

Her office is in Churchill Hall, room 28.
the Guanajuato Room
Send the package to: Fermi Lab, 12 Main Street, Room 5.

- Capitalize the official names of buildings, historically or architecturally significant houses, thoroughfares, monuments, districts, and national forests.

Churchill Hall	Plunkett Center
Rogue River National Forest	Siskiyou Boulevard

Geography / location

- In text, capitalize specific geographic regions, but not points of the compass.

Go northeast on the freeway.
The library is located on the southwest corner of Main Street.

north	south	east	west
the Midwest	the East Coast	the South	the Pacific Northwest

- Do not capitalize areas or regions of a state.

southern Oregon	northern California
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Grades and courses

- The term *grade point average* is not capitalized. When using the acronym, write *GPA* in all-caps with no periods.

Mark has an excellent grade point average.
Rachel graduated with a 3.98 GPA.

- Credits are always written as numerals.

Students must take 4 credits at the upper division level.

- Specific course titles are capitalized.

BI 342 Cell Biology	PS 319 Public Finance
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- When giving specific information about the length of a course or lab, spell out the first number and make the following number a numeral.

one 3-hour laboratory

three 2-hour lectures

Lists

- Capitalize items in a vertical list. Omit end punctuation in list items unless each item listed is a complete sentence.

The following books are required reading for all English majors:

1. *The Scarlet Letter* by Nathaniel Hawthorne
2. *On the Road* by Jack Kerouac
3. *Howards End* by E.M. Forster

- If the list completes an introductory sentence, lowercase list items and punctuate accordingly.

Incoming freshmen must:

1. complete an application,
2. submit the FAFSA, and
3. attend Raider Registration.

Numbers

General rules

- Spell out numbers below 10.

first base

fourth place

sixth sense

80th birthday

143rd Street

338th day of the year

seven orioles

13 blackbirds

101 starlings

- Keep numbers for like items in a sentence or paragraph consistent. If one number in a group is greater than 10, use numerals throughout.

Jade bought 13 apples for herself and 8 pears for her friends.

- Large numbers can be used in combination with the terms *million*, *billion*, *zillion*, and so forth.

That blockbuster cost \$200 million to make and involved 1 million extras.

The SOU Foundation raised \$11.4 million for the campaign.

- To make numbers plural, add an *s* without an apostrophe.

The '60s were a tumultuous, psychedelic period.

The group is divided into fours.

The averages for both groups ranged from the 280s to the 320s.

The 1990s ushered in tremendous growth for the University.

Telephone numbers

- Hyphenate phone numbers and do not enclose the area code in parentheses.

541-552-6155

Money

- In text, spell out specific amounts of money under \$10, unless the amount is fractional.

The meal costs nine dollars.
The meal costs \$8.99.

- Maintain consistency among like amounts in a sentence or paragraph.

Leo bought three items, one for \$6, one for \$78, and one for \$358.

- If the cost of one item is a fraction, write all costs in the sentence or paragraph with decimal points.

Leo bought three items, one for \$6.00, one for \$19.95, and one for \$105.00.

Percentages

- Always use numerals when expressing percentages, followed by the word *percent*. In scientific copy, use the percent symbol (%) after each number, without spacing between the number and the symbol.

Enrollment is up 23 percent this year.
There is a 10% to 15% variable in the equation.

People

Students

- Do not capitalize the words *freshman*, *sophomore*, *junior*, *senior*, or *graduate*.
- Do not capitalize organized classes of students.

The senior class will have a beautiful commencement ceremony this year.

- When referring to alumni, write the graduate's name followed by the abbreviated graduation year.

Tyler Burrell '93

- Use *alumnus* for one male graduate, *alumna* for one female graduate, *alumnae* for multiple female graduates, and *alumni* for multiple male graduates or a mixed group of male and female graduates.

Titles and special distinctions

- Do not capitalize titles (academic, occupational, religious, military, etc.) unless they precede a name.

President Mary Cullinan; Mary Cullinan, president of Southern Oregon University
Professor Wright; Craig Wright, professor of creative writing
The dean of the School of Business will attend the technology conference.
Senator Jones; the senator; Bill Jones, senator from Oregon
Commander Mills; John Mills, company commander
Rabbi Potok; the rabbi; Chaim Potok, the rabbi

- Use only one title per name.

Correct:
Nancy Jones, president
Dr. Nancy Jones

Incorrect:
Dr. Nancy Jones, president

Ethnic and political groups

- Capitalize the names of all nationalities, tribes, races, and religions.

Irish	American	British
Native American	Klamath Indians	Eskimo
Indo-European	African American	Caucasian
Asian American	Hispanic	French
Mormon	Greek Orthodox	Jewish

- Lowercase *black*, *white*, *aborigine*, and terms based not on a specific nationality but on color, habit, or local usage.

Prefixes

Academic

ANTH Anthropology
ART Art
ARTC Creative Activities
ARTH Art History
BA Business Administration
BI Biology
CAS College of Arts and Science
CCJ Criminology & Criminal Justice
CH Chemistry
CHN Chinese
COMM Communication
CM Convergent Media
CPME Chemistry, Physics, Materials, & Engineering
COUN Counseling
CS Computer Science
D Dance
DMF Digital Media Foundations
EC Economics

ED	Education
EE	Environmental Education
EMDA	Emerging Media and Digital Foundations
ENG	English
ENGR	Engineering
ES	Environmental Studies
FL	Foreign Languages
FLM	Film
FR	French
G	Geology
GEOG	Geography
GL	German
GSWS	Gender, Sexuality, & Women's Studies
HE	Health Education
HEPL	Health, Physical Education, & Leadership
HO	Honors
HST	History
IEP	Intensive English Program
IS	International Studies
JPN	Japanese
JRN	Journalism
LEAD	Educational Leadership
LIS	Library and Information Science
LLP	Language, Literature, & Philosophy
MBA	Master of Business Administration
MM	Master in Management
MS	Military Science
MTH	Mathematics
MUS	Music
MUP	Applied Music
NAS	Native American Studies
OAL	Outdoor Adventure Leadership
PE	Physical Education
PH	Physics
PHL	Philosophy
PS	Political Science
PSY	Psychology
READ	Collaborative Leadership
REL	Religion
SAS	Success at Southern
SC	Science
SHS	Shakespeare Studies
SOC	Sociology
SPAN	Spanish
SPED	Special Education
SSPC	Social Sciences, Policy, & Culture
TA	Theatre Arts
USEM	University Seminar
VP	Video Production
WR	Writing

Buildings and organizations

AE	Art East
BR	Britt Hall

BKS	Bookstore
OLLI	Osher Lifelong Learning Institute
COXH	Cox Hall
CE	Central Hall
CVA	Center for the Visual Arts
OHSU	School of Nursing
CH	Churchill Hall
CS	Computer Science
EP	Education / Psychology
MA	Marion Ady
McN	McNeal Pavilion
MS GOLD	Military Science
MU	Music
RVTV	Rogue Valley Community Television
SC	Science
SU	Stevenson Union
SHWC	Student Health and Wellness Center
TA	Taylor Hall
TH	Theatre Arts

Punctuation and spacing

- Do not use ampersands (&) in running text.

Correct:

Health and Wellness Center

Incorrect:

Health & Wellness Center

- Separate each element in a series with a comma.

She signed up for classes in philosophy, business, and English.

- When a comma is used along with quotation marks, the comma is placed inside the quotes.

Zane's favorite songs are "Baba O'Riley," "Hey Jude," and "Teenage Dream."

- Place the period inside the quotation marks when a sentence ends with a quote.

"When I was young," said Jim, "all I thought about was fun."

- An em dash is a dash the length of two hyphens. Em dashes are used to set off information within a sentence and can be used instead of parentheses. An em dash is also used to indicate a sudden break in thought or an abrupt change in structure.

We've come to a conclusion—but we fear that people won't heed our warnings.
She had hair like her mother—fiery red—and a temperament to match.

- An en dash is a single dash that is slightly longer than the hyphen. En dashes are used to indicate inclusive or continuing numbers. Do not use an en dash with a preposition (*from, between, in, on, of, for*).

Correct:
between 1976 and 1989
8:30 am–5:30 pm

Incorrect:
between 1976–89
from 8:30 am–5:30 pm

- Do not use hyphens with compound modifiers ending in *-ly*.

a highly respected professor

a poorly developed idea

- Hyphenate multiple-word phrases only when used as adjectives before a noun.

Hyphenated:
on-campus events
critical-thinking skills
full-time student
first-year classes

Not hyphenated:
an activity held on campus
engaging in critical thinking
attending school full time
taking 16 credits in her first year

- Do not hyphenate prefixes such as *co*, *re*, *un*, *pre*, *extra*, *inter*, *non*, *multi*, *pro*, *semi*, and *anti*, except when they precede proper nouns, adjectives formed of proper nouns, or multiple words.

preregistration
nonresident
non-Oregon
campuswide

readmission
extracurricular
post-Victorian
cocurricular

multipurpose
fundraising
anti-Confucianism
postbaccalaureate

- Hyphenate if omitting the hyphen creates an awkward compound that is misleading or difficult to read.

pre-psychology

pre-enrollment

co-edition

- To separate elements with internal punctuation, use a semicolon.

This course covers the following topics: redistribution of wealth across cities, states, and nations; creation of an economy that fosters independence, free thinking, and entrepreneurial spirit; and reallocation of global resources.

- Use a single space following the ends of sentences.

SOU specifics

- Keep an eye out for the following anomalies:
 - Stevenson Union – Although frequently referred to as “the Stevenson Union” in SOU publications, this should read “Stevenson Union” or “the Student Union.”
 - ACCESS Center should read Access Center
 - *The Siskiyou* should read *the Siskiyou*
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Titles of works

- Names/titles that are *Capitalized and Set in Italics*:
 - Books
 - Journals
 - Periodicals
 - Newspapers and newspaper sections
 - Epic poems
 - Plays
 - Movies
 - Television and radio programs
 - Operas and oratorios
 - Performances
 - Long musical compositions
 - Album names
 - Paintings, drawings, and statues
 - Cartoons or comic strips
- Names/titles that are “Capitalized and Set within Quotation Marks”:
 - Journal articles
 - Book chapter titles
 - Essays
 - Poems
 - Theses
 - PhD dissertations
 - Television series episodes
 - Songs
 - Photographs
 - Lectures and seminars
 - Symposia
 - Exhibitions
 - conferences