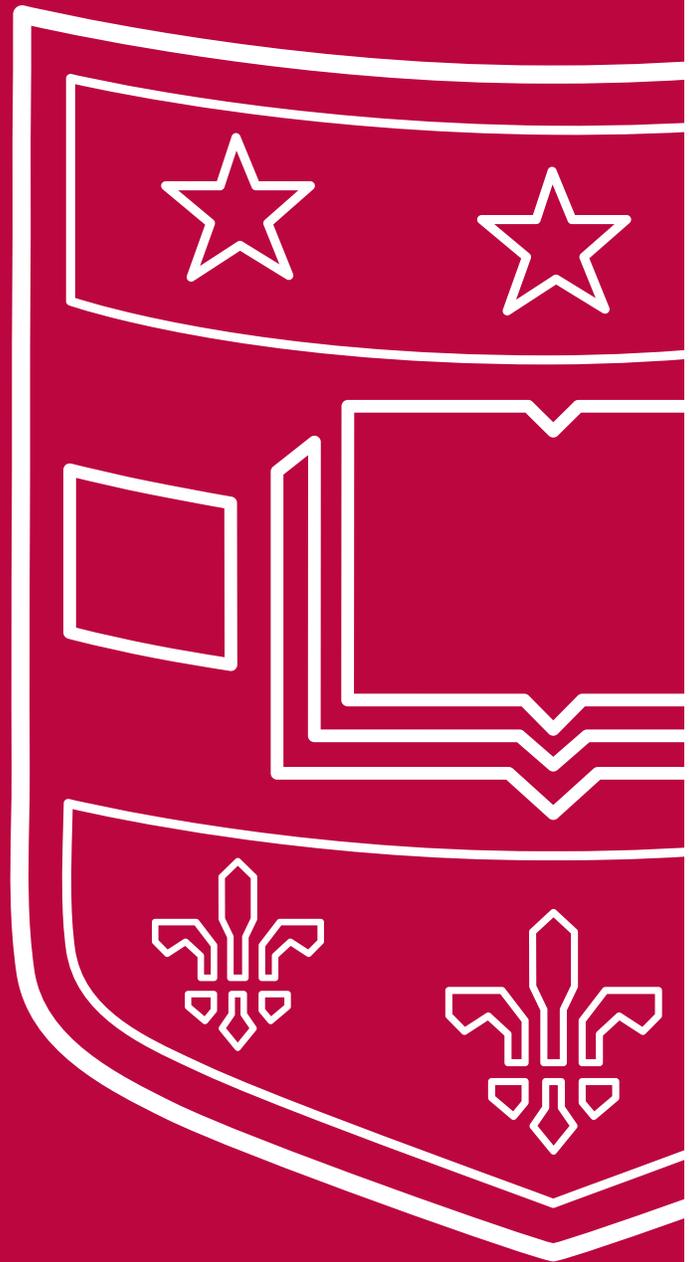


Public Affairs Style Manual



“No rule is so general, which
admits not some exception.”

— Robert Burton

Preface

This is the official style guide for Washington University in St. Louis Office of Public Affairs.

When writing and editing for Public Affairs, the hierarchy of style to conform to is:

1. Public Affairs style
2. Associated Press style
3. Webster's New World College Dictionary

Guidelines in this stylebook do not necessarily apply to "University Events" listings in the Record — i.e., the calendar section — or to the classnotes sections in Washington University in St. Louis Magazine and Outlook.

Final determination on style matters rests with the editors, with consultation from the executive editors, the assistant vice chancellor, the assistant vice chancellor for campus communications and the vice chancellor for public affairs. This stylebook is intended as a guideline, with consistency and excellence representing the best work of Washington University in St. Louis as the overall goal.

Style may vary somewhat across communications, including news releases, magazine stories, individual print publications and websites, with common sense, overall strategy and university mission considered first and foremost.

Download this manual and access other resources at publicaffairs.wustl.edu

2nd Century Award

2nd Century Award is preferred usage in titles. Second Century Award is preferred in body copy.

academic degrees

As a general rule, do not list degrees after a person's name with the exception of a medical degree, MD, or combined medical/doctoral degree, MD/PhD.

A person's degrees may be mentioned later in the text with any biographical information.

In stories that mention Washington University alumni, degrees earned at this university may be used after a person's name in specific cases. An example: Mary Smith, AB '01, MA '03, was named an assistant professor of social work. Smith, who earned her doctorate from the University of Michigan in May 2015, will teach courses focused on educating children in urban schools.

Avoid using "Dr." before a name. Use MD and MD/PhD with no periods. If a subject has both an MD and a PhD, list in order of degree earned or personal preference, if known.

People earn a degree they do not receive a degree — unless it is an honorary degree.

Write out the names of degrees when they are used apart from a person's name and include the discipline each degree is in, when possible: Janet Jones earned a master's degree in religious studies from the University of Michigan and a doctorate in Islamic studies from the University of Wisconsin-Madison, NOT Janet Jones earned an MA in religious studies from the University of Michigan and a PhD in Islamic studies from the University of Wisconsin-Madison.

Lowercase the names of academic degrees: bachelor's degree, master's degree, etc., unless you write: Jones earned a Bachelor of Science in religious studies from the University of Michigan.

In general, when academic degree abbreviations are used as in the following examples, do not include periods (for all other degrees, refer to the schools):

- AB — bachelor of arts (Washington University style)
- BFA — bachelor of fine arts
- BS — bachelor of science
- BSBA — bachelor of science of business administration
- BSN — bachelor of science in nursing
- DDS — doctor of dental surgery
- DO — doctor of osteopathic medicine

- DPM — doctor of podiatric medicine
- DrPH — doctor of public health
- DVM — doctor of veterinary medicine
- EMBA — executive master of business administration
- JD — juris doctoris (doctor of law)
- LLM — legum magister (master of laws)
- LPN- licensed practical nurse
- MA — master of arts; although a master's is usually sufficient
- MA Ed —master of education
- MBA — master of business administration
- MBBCh — (Equivalents: MBChB, MBBS, MB BS. Use recipient's preference)
- MD — medical doctor
- MPH — master of public health
- MS — master of science; although a master's is usually sufficient
- MSW — master of social work
- PhD — doctor of philosophy; use doctorate
- RN — registered nurse
- ScD — doctor of science

Avoid using academic degree abbreviations to refer to students: Master of business administration students staffed the job fair, NOT MBAs staffed the job fair.

When listing a series of degrees earned by one subject, list them in ascending order from lowest degree earned to highest.

See doctorate.

academic departments

See listings under each school at wustl.edu.

academic titles

See the entries under: academic degrees; adviser; Arts & Sciences; chair; chancellor; dean; department names; head; in, of, for; named professorships; names; professor; school; and studies.

For faculty members with more than one academic appointment, the primary appointment or the appointment most pertinent to the story is listed first. The other appointment or appointments should be listed in a logical place later in the story.

acronyms

In general, do not use periods for nonacademic-degree acronyms: CEO; CFO.

Proper names of entities are spelled out in full on first reference. If the entity will be mentioned again later in the same story, run its acronym in parentheses with the first reference: Susan Smith is a chief developer of new magnetic resonance imaging (MRI) technology. The National

Science Board (NSB) will hold a meeting in November. Washington University and Emory University are members of the University Athletic Association (UAA).

Use acronyms only for entities that frequently shorten their names on second reference. Do not create acronyms solely to save a few words.

For certain entities and terms that are particularly familiar to the university community, there is no need for a parenthetical reference before using an acronym on subsequent references. These entities and terms include, but are not limited to (listed here as they should appear in first reference, and then in subsequent references):

grade-point average; GPA
National Institutes of Health; NIH (always include NIH, even in absence of second reference)
Performing Arts Department in Arts & Sciences; PAD

In general, follow AP style regarding what acronyms should and should not be used on first reference.

ADA

Americans with Disabilities Act. Spell out in first reference. Also, put people before condition by using “people with disabilities” rather than “the disabled,” “people with mental retardation” rather than “the mentally retarded,” etc.

addresses

Per U.S. Postal Service specifications for address blocks, don’t spell out Campus Box; use CB XXXX instead. If CB is on a line of its own, put it above street address. If CB is on same line as street address, put it after street address (see below). In street address, abbreviate only Ave., Blvd. and St., and only abbreviate them when used with a numbered address. Use a comma after the city; use postal abbreviations for the state; and use one space before the ZIP code:

Option One:

Washington University
Office of Public Affairs
CB 1070
One Brookings Dr.
St. Louis, MO 63130-4899

Option Two:

Washington University School of Medicine
Office of Medical Public Affairs
4444 Forest Park Ave., CB 8508
St. Louis, MO 63108

Post office scanners read bottom up and left to right. Scanner should read street address BEFORE CB.

ADIS codes

Do not use ADIS (Alumni and Development Information System) codes to identify the schools from which alumni graduated, except in the Washington University in St. Louis Magazine ClassNotes section and in the Washington University Annual Report. Instead, work into the text the person’s degree, school, and year: Steve Grant, who earned a master of business administration degree from the Olin School of Business in 1968, received a Distinguished Alumni Award in 1995.

If space does not allow such identification, use the degree abbreviation and year: Steve Fossett, MBA ’68, received a Distinguished Alumni Award in 1995.

admissions, undergraduate

The official title is Office of Undergraduate Admissions. The admissions office is acceptable on second reference.

adviser; advisor

Rarely is it part of an official title; but if Advisor comes before a person’s name as part of the person’s official title, recast the sentence if possible and change Advisor to adviser: Maria Smith, academic adviser and financial aid coordinator in University College in Arts & Sciences; NOT Academic Advisor and Financial Aid Coordinator in University College in Arts & Sciences Maria Smith.

If recasting is not possible, retain the Advisor spelling.

NOTE: Advisor is correct for resident advisors in the Office of Residential Life.

Alumni & Development Programs, Office of

Exception Medical Alumni and Development, Office of

Annual Fund

Use caps.

Architecture, College of

Use the full name, College of Architecture in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use College of Architecture, architecture college, or Architecture. When referring to both the undergraduate and graduate units, use College of Architecture and the Graduate School of Architecture & Urban Design.

See school.

Architecture & Urban Design, Graduate School of

Use the full name, Graduate School of Architecture & Urban Design in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use Graduate School of Architecture or architecture graduate school. When referring to both the undergraduate and graduate units, use College of Architecture and the Graduate School of Architecture & Urban Design.

See school.

area codes

Use area codes offset by hyphens . Example: 555-555-5555. (See also telephone information)

Art, College of

Use the full name, College of Art in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use College of Art, art college, or Art. When referring to both the undergraduate and graduate units, use College of Art and the Graduate School of Art.

See school.

Art, Graduate School of

Use the full name, Graduate School of Art in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use Graduate School of Art or art graduate school. When referring to both the undergraduate and graduate units, use College of Art and the Graduate School of Art.

See school.

Arts & Sciences

Arts & Sciences comprises:

- College of Arts & Sciences
- The Graduate School
- University College in Arts & Sciences

When making first reference in body text and cutlines to any of the departments, programs, centers, or units in Arts & Sciences, in Arts & Sciences is to be included: The lecture is sponsored by the Department of Psychology in Arts & Sciences.

Always use an ampersand — never and.

When possible, use both in Arts & Sciences, all in Arts & Sciences, or similar language to eliminate the need to write in Arts & Sciences multiple times: The lecture is sponsored by the departments of Psychology, Biology and of Anthropology, all in Arts & Sciences.

See school.

Athletic Complex

Contests are played at the Athletic Complex.

See Field House, the.

athletics director

Not athletic director.

attribution

The preferred attribution is said, but says is acceptable in Washington University Magazine. The name comes before said, unless a modifier comes after the name: “I came to the university in 1995,” Jones said. “This discovery will spark many new opportunities,” said Smith, who led the yearlong study.

If a long quote is divided into two or more paragraphs, continued or added may be used in the additional paragraphs.

Attribution should be consistent within the publication, website or web page; should be easy on the reader; and should not deliver the writer’s opinion of what is being said, such as exclaimed, declared, echoed, assumed and other synonyms for “said.”

awards

Retain capitalization on the official names of awards in both their singular and plural uses. Examples:

Four Distinguished Faculty Awards will be presented at this year’s Founders Day event. OR: Four people will receive a Distinguished Faculty Award at this year’s Founders Day event.

Wayne Harter has won five Adviser of the Year Awards. OR: Harter has won the Adviser of the Year Award five times.

However, if an award is not used by its official name in second references, capitalization is dropped (except for proper nouns): The Robert S. Brookings Award will be presented to Bernard Becker, MD; Becker said he is very proud to receive the Brookings award.

See -winning.

Barnes-Jewish Hospital

Use Barnes-Jewish Hospital on first reference and Barnes-Jewish for subsequent references. Barnes Hospital and Jewish Hospital merged in 1996. Use appropriate individual hospital reference before this date.

Barnes-Jewish West County Hospital

On second reference, use Barnes-Jewish West County.

BioMed 21

A universitywide initiative to facilitate multidisciplinary, collaborative research aimed at speeding the translation of laboratory discoveries into improved medical treatments.

BJC HealthCare

Use on every reference

BJC Institute of Health at Washington University School of Medicine

On second reference, use the institute.

Board of Trustees

When referring to Washington University in St. Louis, use Washington University's Board of Trustees on first reference; lowercase the board on second reference.

Capitalize Trustee, Emeritus Trustee and Emerita Trustee as a title before a university trustee's name. Lowercase chair, vice chair, trustee, emeritus trustee and emerita trustee in other uses: University Trustee Stephen F. Brauer attended the meeting. Stephen F. Brauer, chair of the Board of Trustees, attended the meeting. He is a university trustee.

Use and lowercase emeriti trustees for the masculine plural; this also is the form when referring to retired trustees of both genders. Use and lowercase emeritae trustees for the feminine plural.

References to other boards and trustees are always lowercased: Ford trustee Jane Smith attended the meeting. She is on the board of trustees at Ford. She is on the board.

book-signing

bookstores

On the Danforth Campus, the Campus Store is located in Mallinckrodt Center. The Washington University in St. Louis School of Medicine Bookstore is located on the Medical Campus.

break

Lowercase break and its modifier, unless the modifier is a proper noun: spring break, winter break; but Thanksgiving break. Hyphenate as a compound modifier: a spring-break trip.

Brookings Quadrangle

Use Brookings Quadrangle on first reference; the Quad is acceptable on second reference.

Brown School at Washington University in St. Louis

Use the Brown School at Washington University in St. Louis on first reference. The Brown School or Brown is acceptable in all subsequent references and in cutlines. Never use GWB, Brown School of Social Work or School of Social Work. The Brown School enrolls graduate social work and public health students.

See school.

building names

General guidelines:

Always use the proper designation of what a building is: Scott Smith lives in Gregg House; NOT Scott Smith lives in Gregg. The class meets every morning in Rebstock Hall; NOT The class meets every morning in Rebstock.

Do not use the first and last names of buildings named after individuals: Harbison House; NOT Earle H. Jr. and Suzanne S. Harbison House.

Plurals should lowercase the "halls," "houses," or "residence houses" in accordance with AP style. (In general, residential buildings are now "houses" or "residence houses," except Olin Residence Hall on the Medical Campus.)

Do not combine and lowercase the building designations (hall, house, residence house, etc.) unless building designations are the same: Nemerov and Wheeler houses will undergo renovations this summer. Koenig and Lee residence houses hosted the dinner. The plaza is between Crow and Compton halls.

When considering using buildings' names with locations, the issue is making the location clear to the reader. For example, Brown Hall Lounge is obviously in Brown Hall; there is no need to say Brown Lounge in Brown Hall. Similarly, Steinberg Auditorium is obviously in Steinberg Hall; there is no need to say Steinberg Auditorium in Steinberg Hall. However, for example, one should write Holmes Lounge in Ridgley Hall and Lopata Gallery in Lopata Hall, because there also is a Lopata House.

When using a room number with a building name, the building's name is followed by a comma and the room number. Do not use a zero before ground-level floors: Alumni House, Room 43; Rebstock Hall, Room 249.

See floor; level.

Campaigns

Here is the list of capital campaigns at Washington University:

ALLIANCE FOR WASHINGTON UNIVERSITY

This fundraising campaign ran from May 2, 1983, through December 31, 1987. When referring to this campaign, use caps and small caps when typeset; use all caps when typewritten. The prefacing “the” in “the ALLIANCE FOR WASHINGTON UNIVERSITY” is not part of the formal title and so is not capitalized.

Campaign for Washington University: A Partnership for the 21st Century

Use the full title, in italics, upon first reference to this campaign, which ran from September 1998 through June 2004. In subsequent references as a noun, use *Campaign for Washington University* in italics or, if the shorter “Campaign” is being used in reference specifically to this fundraising effort, capitalize the “C” but do not use italics. If the word is being used as an adjective (“the campaign goal”) or as a general noun (“college and university campaigns”), the word should appear all in lowercase. But for the Record, use simply the *Campaign for Washington University* on first reference.

Leading Together: The Campaign for Washington University

Use *Leading Together: The Campaign for Washington University* on first reference; on second reference, use *Leading Together* italicized or the campaign lowercased. The campaign began in September 2013 and runs through June 2018.

campus

Washington University has five campuses, including the Danforth Campus, Medical Campus, North Campus, South Campus, and West Campus. University properties also include 560 Music Center; Lewis Center in University City; and Tyson Research Center, southwest of St. Louis.

When referring to multiple campuses, lowercase “campus.” Example: Flu shots available on Danforth and Medical campuses on Thursday.

Don’t use Medical Campus unless discussing multiple campuses.

See entry on Medical Campus, p. 14

Career Center

The universitywide Career Center is located in Danforth University Center.

capitalization

In general, capitalize titles of academic courses, lectures, and symposia; however, lowercase articles, conjunctions and prepositions that are three or fewer letters, unless they appear at the beginning of the title.

Captions

See cutlines

Center for Advanced Medicine

On first reference, use the Center for Advanced Medicine at Washington University School of Medicine and Barnes-Jewish Hospital. On subsequent references, use the Center for Advanced Medicine.

Center for American Indian Studies, Kathryn M. Buder

Do not refer to this center as the American Indian Center as an organization with that name (the American Indian Center of Mid-America) already exists.

chair

Chair is preferred. According to Board of Trustees bylaw, do not use chairman or chairwoman unless referring to named professorships that use those words.

For those outside the university, use their official title, either chair or chairman/chairwoman.

For the School of Medicine, chair is used for leaders of clinical departments. Head is correct for leaders of nonclinical departments. Director is used for people who head divisions. Chief is used for people who head sections.

Capitalize chair when directly preceding name, but lowercase in other usages.

See head.

chancellor

Capitalize when directly preceding name, but lowercase in other usages. Examples: Here is Chancellor Mark Wrighton. Mark S. Wrighton is our chancellor. Meet our chancellor, Mark Wrighton. The chancellor’s preference for identification on first reference is Chancellor Mark S. Wrighton, NOT: Dr. Mark S. Wrighton.

To recognize more fully the contribution of charter member Mr. Hudson E. Bridge to Washington University and the association of his name with the chancellorship, and to meet legal requirements, Washington University’s academic bulletins are to identify Mark Wrighton as the Hudson E. Bridge Chancellor.

See also academic titles.

child care (n); child-care (adj.)

citations, scientific

Lastname XX, Lastname XX. Title goes here. Name of Journal, Month Year; Vol(#):PP-PP.

Example: Lourido S, Shuman J, Zhang C, Shokat KM, Hui R, Sibley LD. Calcium-dependent protein kinase 1 is an essential regulator of exocytosis in *Toxoplasma*. *Nature*, May 20, 2010; 11(5):421-423.

cities

Follow AP style. Cities and counties within Missouri should be identified with Mo.: Robert Smith, a senior from Chesterfield, Mo., is majoring in economics in Arts & Sciences.

class

The preferred term is course.

Class of

Uppercase Class and use the full year in all Class of constructions: He is a member of the Class of 1948. Retain capitalization if Class is pluralized: The Classes of 1952, 1972 and 1992 will be honorary guests at this year's ceremony. If a direct quote does not use the full year, the form is: "We welcome the Class of '76," she says.

clinical service lines

In publications targeted to the general public or patient audiences, avoid referring to individual clinical service lines as "Division of ..." or "Department of ...". Instead, use Washington University Dermatology or Washington University Neurosurgery.

Collegiate Gothic

Capitalize when referring to the architectural style.

colloquium (singular); colloquia (plural)

comma

Do not use before Jr. or Sr.

comma, in a series

See AP style for instructions. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: The flag is red, white and blue. BUT: I had orange juice, toast, and ham and eggs for breakfast. The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

Commencement

Capitalize when referring to Washington University's Commencement.

compared to vs. compared with

Compared to asserts comparing similarities between two or more things; compared with asserts comparing differences.

compose, comprise, constitute

The whole comprises the parts; comprise means to contain, embrace, include. When the sentence starts with the larger item, use comprise: The United States comprises 50 states. Never use is comprised of.

When the sentence starts with the smaller or individual items, use compose, constitute, or make up: Fifty states constitute the United States.

composition titles

See titles.

consortium (singular); consortia (plural)

correction

Never repeat an error. Examples:

Sept. 28 issue, Page 2: Incorrect academic degree information was published with a story featuring Roger N. Beachy, PhD, professor of biology in Arts & Sciences. Beachy earned his doctorate from Michigan State University. The Record regrets the error.

April 27 issue, Page 3: An incorrect photo was published with a story about research led by Robert D. Schreiber, PhD, the Alumni Professor of Pathology and Immunology and professor of molecular microbiology in the School of Medicine. The Record regrets the error. Robert D. Schreiber is pictured above.

course load

Two words.

course master

Two words.

course titles

In general, use capital letters and quotation marks only for official course

titles: “Art in the Age of Revolution: 1789 to 1848”; “I took ‘How Things Work’ my sophomore year,” Stillman said.

Do not use department names or department abbreviations with course numbers: “Environmental Policy” addresses the relationship between environmental economics and environmental policy. NOT: Econ 451 addresses the relationship between environmental economics and environmental policy.

course work

Two words.

cum laude, magna cum laude, summa cum laude

Do not italicize.

curriculum (singular); curricula (plural)

cutlines/captions

Written in the present tense. As early as possible, the cutline should describe the action in the photo. Include degrees but do not include titles unless the photo is a stand-alone or the subject is not mentioned in the accompanying story.

Directions are indicated in parentheses and after people’s names: (left); (right); (second from right); (from left); etc. Direction indicators should be kept to a minimum, but who’s who must be clear to the reader.

The direction comes after the degree but before its final offsetting comma: Greg Smith (right), the Elinor Anheuser Professor of mathematics in Arts & Sciences, demonstrates a new technique.

In photo collages (with no accompanying story), which photo is being referred to is indicated outside parentheses: Above, Chancellor Mark S. Wrighton greets students John Smith (left) and Bobby Taylor at the Chancellor’s Gala Thursday at Harbison House. At right, (from left) Doug Smith, dean of the School of Law and the Ethan A.H. Shepley University Professor; Greg Harter, professor and associate dean for academic affairs in the law school; and Nancy Jones, professor of chemistry in Arts & Sciences, enjoy a laugh.

Direct quotes in cutlines and muglines receive normal (double) quotation marks.

See academic degrees and named professorships.

Danforth Campus

Formerly the Hilltop Campus. Do not use Main Campus or Undergraduate Campus. Plurals: Danforth and Medical campuses.

Danforth Center on Religion and Politics, John C.

On first reference, “John C. Danforth” not needed. Never use an ampersand in the title.

Danforth University Center

The student center on the Danforth Campus. Can use the DUC on second reference.

Danforth, William H.

Use William H. Danforth on first reference; Danforth on second reference. His title is chancellor emeritus. Do not include his MD or that he is a professor in the Department of Medicine. Depending on the context, his late wife can be referred to as either the late Elizabeth “Ibby” Gray or Elizabeth “Ibby” Danforth or Elizabeth Gray Danforth.

dash

Add a regular space before and after the em-dash. The keyboard command (option + shift + hyphen) is recommended for making a dash.

data

A plural noun, this word normally takes plural verbs and pronouns. If it is being used in the context of a body of data that is regarded as a single unit, however, it takes singular verbs and pronouns: The data is sound (single unit); BUT: The data have been carefully collected (individual items).

dates

Use only the month and day number (use days of the week, too, for upcoming events within a reasonable period of time); follow AP style for months. Do not use on before a date — even after a proper noun — unless confusion would result from its omission.

For a range of dates, use a hyphen; the hyphen means “through.” Use the month only once if the range of days falls all within the same month, unless the event occurs within the upcoming seven days from the date of publication. If a range of dates is given and the publication date is the first or last day of the range, use the month and day number.

Some illustrations of the above:

The award was presented Aug. 31. Wrighton presented the award to Waterston Dec. 7. The Bears play Fontbonne University at 6 p.m. today at the Field House. If publishing Sept. 5-11: The Performing Arts Department in Arts & Sciences will perform Oedipus Rex Thurs., Sept. 12 through Sat., Sept. 14 at Edison Theatre. Nominations will be accepted from July 5-Aug. 10. He served as dean from June 15, 1976-May 18, 2001.

See the entries under time, date, location; times; and years.

DBBS

See **Division of Biology and Biomedical Sciences**.

dean

Capitalize only directly before the name. Examples: Dean Nancy Staudt, but Nancy Staudt, dean of the School of Law.

See also **academic titles**.

Dental Medicine, School of

The former School of Dental Medicine closed in May 1991; do not use School of Dentistry or Dental School as proper nouns.

department names

The official title of the majority of university departments takes a Department of construction. Uppercase full formal name of the department: the Department of Pathology and Immunology or the Department of Earth and Planetary Sciences in Arts & Sciences. Lowercase department in other constructions: the otolaryngology department or the biology department. Lowercase the departments when appearing before more than one department: the departments of Biology, Political Science, and English, all in Arts & Sciences.

When describing what department a faculty member is in, frequently it is easier not to include the department's official title: Janet Jones, professor of political science in Arts & Sciences; NOT Janet Jones, professor in the Department of Political Science in Arts & Sciences. Frank Smith, professor of mathematics in Arts & Sciences, NOT Frank Smith, professor in the Department of Mathematics in Arts & Sciences. For faculty members at the School of Medicine: Because many School of Medicine department names include the word "and," include the word "of" in between department names in cases of multiple-department appointments. John Smith, MD, professor of neuroscience, of neurosurgery, and of pathology and immunology.

Otherwise, the official title should be used, if possible, on first reference.

Exceptions to the Department of construction being a part of an official title include: Performing Arts Department in Arts & Sciences. See department websites for any clarifications.

Design & Visual Arts, Sam Fox School of

Sam Fox School of Design & Visual Arts comprises:

- College of Art
- College of Architecture

- Graduate School of Art
- Graduate School of Architecture & Urban Design

Use Sam Fox School of Design & Visual Arts on first reference; Sam Fox School is acceptable on second reference; never use Fox School.

See **school**.

Division of Biology and Biomedical Sciences

Use full name on first reference. DBBS is acceptable on subsequent references. Because DBBS is a universitywide graduate program, its materials carry the Washington University logo.

division names

Uppercase full formal name of the division: the Division of Oncology. Lowercase other constructions of the division name: the oncology division.

DNA

Acceptable in all references.

doctorate (n.); doctoral (adj.)

Doctors' Access Line

Note placement of apostrophe. The phone line community physicians use to refer patients, etc. Used primarily in Outlook and other School of Medicine publications.

Donald Danforth Plant Science Center

The Donald Danforth Plant Science Center is a partnership joining several public and private institutions, including Washington University in St. Louis, the Missouri Botanical Garden, Purdue University, the University of Illinois at Urbana-Champaign, the University of Missouri-Columbia, and Monsanto Company. Use the Danforth Plant Science Center on second reference. Do not use Danforth Center on second reference in order to avoid confusion with Danforth University Center. It is located in Creve Coeur, Missouri.

Dr.

Avoid use, except in quotations or in formal names of professorships and chair titles. Instead, John Atkinson, MD.

See **academic degrees and names**.

earned

Use earned when writing about someone's degree. Correct: He earned a doctorate. The exception is honorary degrees.

Earth

Capitalize when used as the proper name of the planet. Lowercase in other uses.

Edison Theatre

No need to write Edison Theatre in Mallinckrodt Center in any reference. Edison is acceptable on second reference. Avoid using the Edison Theatre and the Edison, unless in a direct quote.

See the entry under theater, theatre.

Eliot Society

Use the official title, William Greenleaf Eliot Society, on first reference; the Eliot Society on second reference; the Eliot Society or the society on subsequent references.

ellipsis (...)

Add a regular space before and after the ellipsis. The keyboard command (option + semicolon) is recommended for making an ellipsis because it adds a thin space between the periods.

email addresses

Use only lowercase letters in email addresses. Do not italicize.

emerita (feminine singular), emeritae (feminine plural); emeritus (masculine singular), emeriti (masculine plural)

When referring to a group that contains emerita and emeritus individuals, emeriti is used.

See Board of Trustees and professor.

Engineering & Applied Science, School of

Environmental Health & Safety

The department of the university that provides compliance oversight and consulting help in all areas of safety, health and environmental compliance.

NOTE: In all photographs of subjects in a lab on any campus, subjects should have, at a minimum, goggles or protective eyewear, gloves and lab coats. Eyeglasses are insufficient eyewear.

faculty

Takes a singular verb: The faculty is meeting here. The faculty is arguing. The faculty of Arts & Sciences has reached a decision. But when members is used with faculty, the verb is plural: The faculty members are arguing.

faculty of Arts & Sciences

Refer to the dean as the dean of the faculty of Arts & Sciences.

Faculty Practice Plan

Faculty Practice Plan refers to the business unit that runs the School of Medicine's clinical practice and is acceptable for internal university audiences. FPP is acceptable on second reference. For external audiences, the preferred name for this entity is Washington University Physicians.

faculty titles

In general, university faculty members are of various departments in or at various schools: James Grant, MD, the W. McKim Marriott M.D. Professor of Pediatrics in the School of Medicine; Joseph Smith, associate professor of English in Arts & Sciences; Nancy Jones, associate professor at the Brown School. The School of Medicine has a title of instructor in medicine.

For named professorships, use in, of or for if one of them is part of an official name: Wayne Harter, the Lynne Cooper Harvey Distinguished Professor in English in Arts & Sciences (in English because in English is part of the official name of the professorship). Robert Long, the Ruth and Norman Moore Professor of Architecture (of Architecture because of Architecture is part of the official name of the professorship). Use in if a particular department, school or discipline is not part of a named professorship's official name: Scott Jones, the Spencer T. Olin Professor in biomedical engineering in the School of Engineering & Applied Science (in biomedical engineering because in biomedical engineering is not part of the official name of the professorship).

See department names; in, of, for; and named professorships.

Note that development employees are not directly employed by the individual schools; therefore, they are for the various schools: David Jones, senior director of development for the School of Engineering & Applied Science; Laura Smith, director of the Arts & Sciences annual fund and associate director of development for Arts & Sciences.

See named professorships for School of Medicine exception in handling endowed professorships.

fellow, fellowship

The complete name, or the first reference name, of a fellowship program is capitalized, unless it's plural. She was admitted into the Olin Fellowship Program. The recipients of Olin fellowships stood and thanked the faculty with a round of applause. The word fellow is

capitalized if part of the formal name of the fellowship. She is an Olin Fellow. Olin Fellow Sandra J. Jones made introductory remarks. Do not cap fellow by itself.

fewer, less

Words on Words said it well: Use fewer for countables and less for collective quantities. She now eats fewer meals and less candy.

The sense of collective quantity prevails in sums of money, periods of time, and measures of distance and weight: less than \$200 a week, less than six months, less than three miles, less than 200 pounds.

Field House, the Washington University

Two words. Contests are played in the Washington University Field House, which is at the Athletics Complex. Do not use WU Field House.

financial assistance

Preferred to financial aid. The proper name of the university office is Student Financial Services.

flex-spending plan

floor

Lowercase floor. Spell out one through nine; use figures for 10 and above: The chancellor's office is on the second floor of Brookings Hall. University Police arrived at the 10th floor of Eliot Hall.

See building names; level.

foreign students

Do not use. Use international students.

foreign words, foreign phrases

Do not italicize or place in quotation marks commonly known foreign words or foreign phrases. For foreign words or phrases not universally understood, place them in quotations marks.

Foundation for Barnes-Jewish Hospital, The

Capitalize The.

Founders Day

No apostrophe.

fractions

Spell out and hyphenate amounts less than one; two-thirds, five-eighths,

etc. Use figures for amounts larger than one to avoid cumbersome constructions: She held the temporary position for 4 1/2 months before being named to the permanent job; NOT: She held the temporary position for four-and-a-half months before being named to the permanent job.

fraternity

See Greek letters.

freelance (v. and adj.); freelancer (n.)

freshman/first-year

Freshman/freshmen for first-year undergraduate students is no longer Washington University's preferred use. Use first-year for undergraduate and graduate students who are in their first year of studies: First-year courses; first-year student(s)

fundraising (n. and adj.); fundraiser (n.)

One word in all cases.

Gargoyle, the

An area/meeting space in Mallinckrodt Center's bottom floor.

Gender/pronouns

See guidelines under "he," which can prove useful when writing about members of the university community who do not wish to be identified as 'him' or 'her.' If unclear, the writer should check directly with the person on personal preference. In copy, if traditional pronouns are not preferred, then provide an explanation, either in text or as a footnote, explaining the reason for the nontraditional pronoun with a link to gender pronouns page on WUSTL.edu. <http://studentinvolvement.wustl.edu/Get-Involved/LGBT/Pages/Gender-Pronouns.aspx>

gene

Capitalize the names of genes; italicize.

See protein.

Genome Institute, The

Capitalize The. On first reference, use The Elizabeth H. and James S. McDonnell III Genome Institute. On subsequent references, use The Genome Institute.

Genomics and Pathology Services at Washington University

See Washington University Genomics and Pathology Services

genus, species names

On first reference, capitalize and spell out the genus name; on second reference, use the first letter and a period; italicize: *Salmonella typhimurium*; *S. typhimurium*.

Gephardt Institute for Civic and Community Engagement

Greek letters

The actual Greek letters should be used whenever possible in scientific or medical copy, when appropriate.

For fraternities and sororities, spell out and capitalize Greek letters; but lowercase fraternity or sorority: Beta Theta Pi fraternity; Kappa Alpha Theta sorority. Avoid constructions that use fraternity or sorority Greek letters to identify a person or people. Write a member of Phi Delta Theta fraternity or members of Phi Delta Theta fraternity; NOT: a Phi Delta Theta or Phi Delta Thetas.

Google

Internet company that runs a search engine and digital advertising network. Google, Googling and Googled are used informally as a verb for performing an Internet search.

groundbreaking

One word, no hyphen.

He

Do not use when the person in question could be either male or female. Instead, use neutral language:

-by changing to plurals: From: As he gains experience, he will be trusted with increasingly complex research projects. To: As students gain experience, they will be trusted with increasingly complex research projects.

-or by changing to the second person: From: During a semester, he can carry a maximum of 18 hours. To: During a semester, you can carry a maximum of 18 hours.

-or by eliminating pronouns: From: Communication is privileged between a lawyer and his client, a physician and his patient, and a clergyman and his penitent. To: Communication is privileged between lawyer and client, physician and patient, and member of the clergy and penitent.

-or by using the genderless one, individual, person: From: A teaching

assistant is enthusiastic. He appreciates the importance of work experience. To: A teaching assistant is enthusiastic, a person who appreciates the importance of work experience.

-or by substituting the for a possessive pronoun: From: A graduate student is likely to worry about his preliminary examination. To: A graduate student is likely to worry about the preliminary examination.

he/she, he or she

Use as a generic term to mean he or she only when there is no other solution. If used, sometimes reverse the order to she/he or she or he.

See also gender/pronouns.

head

Correct title for leaders of nonclinical departments at the School of Medicine.

Capitalize head when directly preceding name, but lowercase in other usages.

See chair.

headlines

With newspapers, the first word is capitalized; others are lowercased unless style or grammar calls for capitalization. The first word after a colon is capitalized if what follows expresses a complete thought. With magazines, since headlines are display type, all words other than articles, conjunctions, and prepositions of three letters or fewer are capitalized. Avoid the use of first names in headlines.

Use single quotation marks in headlines and subheadlines/decks.

health care (n.); health-care (adj.)

home page

information, For more

In general, follow this form: For more information, visit url-here.com, e-mail Joe Smith at joesmith@wustl.edu, or call xxx-xxx-xxxx. This sentence usually comes at the end of a story. In print, list the URL. On the web, organization name is preferred as a hotlink but “here” may be used for brevity.

Institute for Public Health

On first reference, use the Institute for Public Health at Washington University in St. Louis. Washington University’s Institute for Public Health

may be used as an alternative. The institute may be used as a short form to the name in subsequent references. The article “the” is not part of the official title and can be omitted; if used, it should be lowercase.

Internet

See **email; URL; and Web, the.**

italics

Do not italicize foreign words or phrases.

See **gene; cum laude, magna cum laude, summa cum laude; and titles.**

journal names

Do not italicize.

See **titles.**

Kemper Art Museum, Mildred Lane

Officially, the Mildred Lane Kemper Art Museum, but Kemper Art Museum is acceptable in all references. It is part of the Sam Fox School of Design & Visual Arts.

last vs. past

Use past to avoid confusion in time sequences. Using last might lead the reader to wonder: The last of what? Correct: For the past four years, he served as chair.

laureate

See **Nobel laureate; Poet Laureate.**

Law, School of

Washington University School of Law or Washington University Law are both OK on first reference, but the school’s official name is Washington University School of Law. The law school is acceptable on second reference.

See **school.**

LEED

Leadership in Energy and Environmental Design. The LEED rating system is a third-party certification program by the U.S. Green Building Council for the design, construction and operation of environmentally friendly buildings. Platinum is the highest level (most “green”), followed by gold, silver and simply “LEED certified.” Washington University committed in 2008 to meet or exceed LEED Silver certification for all new construction or major renovations. For more on the system, see the Green Building Council website (<http://www.usgbc.org/leed>).

level

For ordinal forms, lowercase level and spell out the number: the third level; the first level.

For cardinal forms, uppercase level and use the numeral: Level 1; Level 2. For exception, see Olin Library

See also **building names; floor.**

Lewis Center

Studio space for graduate art students, located in University City, Mo.

libraries

Washington University Libraries encompasses the John M. Olin Library, which is the center of the library system, and 11 specialized libraries. Olin Library is OK on first reference. The School of Medicine library is the Bernard Becker Medical Library. Becker Medical Library or Becker Library is acceptable on second reference.

See **Washington University Libraries.**

lists (bulleted)

Avoid punctuation unless needed to avoid confusion. Always use periods, semicolons, etc. when individual items in the list contain sentences.

magazine names

Do not italicize.

See **titles.**

Mallinckrodt Institute of Radiology

The Mallinckrodt Institute of Radiology is the Department of Radiology for the School of Medicine. Preferred first reference: Washington University Mallinckrodt Institute of Radiology. MIR or Mallinckrodt is OK on second and subsequent references.

Mallinckrodt Center

No ‘the’ before the name.

The May Department Stores Company Auditorium

On first reference, preferred use is the full title of the named auditorium in Simon Hall: The May Department Stores Company Auditorium. The May Auditorium is acceptable, however, in all references.

McDonnell International Scholars Academy

McDonnell Academy is acceptable on second reference. Third reference should be either McDonnell Academy or the academy, depending on how

many times McDonnell has been used. Never use acronyms.

The people paired with a scholar in the McDonnell Academy are ambassadors: She is a McDonnell International Scholars Academy ambassador. McDonnell Academy Ambassador Sandra J. Jones made introductory remarks. Ambassadors also serve as mentors (lowercase).

The official name for the universities affiliated with the McDonnell Academy is University Partners (uppercase “U” and “P”). Within text, it is permissible to refer to them as partner universities (lowercase). University Partners should be listed alphabetically by the city where the university is (not by country) and then alphabetically within a city (not by date of the university’s founding).

Medical Campus

The official name of this campus is Washington University Medical Center.

Medical Campus is acceptable only in the context of discussing other Washington University campuses. (Examples: Flu shots will be available on the Danforth Campus and the Medical Campus. Washington University has five campuses: Danforth Campus, Medical Campus, North Campus, South Campus and West Campus.)

Use School of Medicine when the topic involves the school only. (Example: A reception for graduates will take place at Washington University School of Medicine in St. Louis.) Use Washington University Medical Center when the topic involves medical center affiliated institutions. (Examples: Once completed, the highway construction will improve access to Washington University Medical Center.)

Medical Center, Washington University

Use Washington University Medical Center when the topic involves medical center affiliated institutions*. (Examples: Once completed, the highway construction will improve access to Washington University Medical Center.) Use the medical center on second reference. WUMC is acceptable when space is limited.

*Washington University Medical Center consists of Barnes-Jewish Hospital, St. Louis Children’s Hospital, BJC HealthCare and Washington University School of Medicine in St. Louis.

Washington University Medical Center Inc. is also a corporation consisting of the School of Medicine and BJC HealthCare, which includes Children’s Hospital and Barnes-Jewish Hospital. WUMC Inc. owns three companies, one of which is Washington University Medical Center Redevelopment Corp., which invests in surrounding neighborhoods.

Medicine in St. Louis, Washington University School of

Use School of Medicine when the topic involves the school only. (Example: A reception for graduates will take place at the Washington University School of Medicine in St. Louis.) On second reference, use School of Medicine, medical school, or, if space is limited, WUSM.

See school.

MetroBus, MetroLink

middle initials

See names.

Mini-Medical School

Its course offerings are differentiated by Roman numerals: Mini-Medical School I; Mini-Medical School III, etc.

MRI

OK to use MRI or magnetic resonance imaging (MRI) on first reference.

multicenter, multidisciplinary,

No hyphen.

Music Center, 560

Use the full 560 Music Center for the property located at 560 Trinity Ave. in University City.

named professorships

Named professorships (also known as endowed professorships or chairs) are in a particular discipline. Use the as an article preceding official title. Examples: Nancy Jones, the Susan E. and William P. Stirtz Professor in Women’s Studies and History in Arts & Sciences, spoke at the event. School of Medicine usage is different, however: Tim Ley is the Lewis T. and Rosalind B. Apple Professor of Medicine. But: Tim Ley holds the Lewis T. and Rosalind B. Apple Professorship in Medicine.

Capitalize the full, official names of these professorships: Nancy Jones, the Susan E. and William P. Stirtz Professor in Women’s Studies and History in Arts & Sciences, spoke at the event (Women’s Studies and History is part of this professorship’s official title, so those words are capitalized). Lowercase the discipline in which the professorship is held if the discipline is not part of the full, official name of the professorship: Joseph Smith, the Charles Allen Thomas Professor of biology in Arts & Sciences, led the research (of biology is not part of this professorship’s official title, so it is lowercased). If the full name of the named professorship is used with Professorship instead of Professor, uppercase

Professorship: “It is a high privilege to be named to the William Eliot Smith Professorship,” Hirst said. However, note that the preferred use is Professor.

On second reference, if the full, official name of a professorship is not used, capitalize only proper nouns and adjectives: James Grant, the Wayman Crow Professor of Physics in Arts & Sciences, was named to the position. BUT: Clark has held the Crow professorship for five years. If a named professorship includes Jr. or Sr., do not set it off with commas, although should retain the comma after Jr. or Sr. if the official name of the professorship includes it.

Named professorships after a person’s name should not be run in headlines (unless the story directly pertains to the named professorship), subheadlines/decks, cutlines, and pullquote attributions. Exception: Stand-alone photos.

For questions and clarifications, see A&D book “Endowed Professorships: A Distinguished Tradition 1853-2006”

Names

Refer to the undergraduate programs bulletin or the School of Medicine bulletin for correct spellings. Middle initials should be used according a person’s preference.

Do not use courtesy titles or Dr. in any copy — including obituaries — unless it is part of a direct quote.

For individuals who are not university students and are under the age of 18, use their first names on second reference. University students are always referred to by their last names on second reference. For teenaged students on campus for campus events, exceptions can be made.

A first name on second reference should only be used in a direct quote, or if referring to the person only by a last name would result in confusion.

national council

Do not capitalize unless used with the full name of a particular entity’s national council: Joseph Smith sat on the Washington University Law National Council for 18 years; BUT The medical school’s national council will meet Jan. 23.

National Institutes of Health (NIH)

On first reference spell out and include (NIH) in parentheses. NIH acceptable on second reference.

See acronyms.

NASA

Acceptable in all references; no need to spell it out.

Native American

Or American Indian, according to the person’s preference.

NCAA

Acceptable in all references for National Collegiate Athletic Association.

newspaper names

Do not italicize or put in quote marks. Capitalize ‘The’ when it is part of the name. Example: The New York Times

See titles.

Nobel laureate

Not an official title; lowercase laureate. For a complete list of Nobel Prize winners from the university, visit <http://libguides.wustl.edu/c.php?g=46953&p=455802>

Nobel Memorial Prize in Economic Sciences

The title to be used for the prize awarded to Douglass C. North in 1993.

nondiscrimination statement

The official nondiscrimination statement, amended July 2007, is required in all academic bulletins and recommended in other recruitment materials:

Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The university does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the university’s Vice Chancellor for Human Resources, Washington University, CB 1184, One Brookings Drive, St. Louis, MO 63130.

The School of Medicine's adds the following to the end of the nondiscrimination statement: The School of Medicine is committed to recruiting, enrolling and educating a diverse student body.

North Campus

700 Rosedale Ave., 63112 — includes Parking and Transportation Services, Sponsored Projects Accounting, Family Learning Center and other offices.

Oak Allée

Never Oak Alley.

obituaries

The general order of an obituary lead is as follows: name, title, cause of death, day of the week, date, year, place. Typically, age is listed in second sentence. Do not use courtesy titles or “Dr.” in obituaries unless it is part of a direct quote.

of

See the entry under in, of, for.

office

Capitalize the word office if it is used as part of an entity’s official name; lowercase otherwise: Office of Public Affairs; public affairs office.

See department.

Olin

There are numerous uses of the name Olin at the university: Olin Business School; Olin Fellowship Program; Olin Library, to name a few. Do not use only the word Olin unless it is obvious to what it refers or it is in a direct quote.

Olin Fellowship Program

Officially the Mr. & Mrs. Spencer T. Olin Fellowships for Women in Graduate Study, but the Olin Fellowship Program is acceptable in all references. A participant is an Olin Fellow.

See fellowship.

Olin Library

Olin Library has levels, not floors. Starting at the bottom: The basement level is Level B; above that is Level A; above that is Level 1, which is at ground level; above that is Level 2; above that is Level 3.

online

orthopaedic/orthopedic

Spelling varies depending on the audience and usage. Generally speaking: Use orthopedic(s) for patient audiences or general external audiences; use orthopaedic surgery for academic or physician audiences.

Also, please note the following:

The name of the department is Department of Orthopaedic Surgery. The name of the clinical service practice is Washington University Orthopedics.

The clinical service line is orthopedics.

Faculty members are professors of orthopaedic surgery.

Parent and Family Weekend

Genomic and Pathology Services at Washington University

See Washington University Genomics and Pathology Services

Performing Arts Department in Arts & Sciences

NOT Department of Performing Arts in Arts & Sciences. PAD on second reference; no need for a (PAD) after the first reference.

See acronyms.

periodicals

Do not italicize.

See titles.

physician-scientist

Poet Laureate

Capitalize when used as an official title before an individual’s name.

police

Use University Police in all references. Lowercase campus police if it is used in a quote.

postdoctoral

postgraduate

postoperative

pre-law, pre-med, pre-professional

preoperative

professor

Professor, associate professor and assistant professor are capitalized

only when directly preceding a name. Lowercase when succeeding a name or when used without a name. Professor emerita is the feminine singular; professors emeritae is the feminine plural. Professor emeritus is the masculine singular; professors emeriti is the masculine plural and also is the form when referring to retired professors of both genders.

Avoid using professor as a generic term for a faculty member.

See academic titles and named professorships.

programs in Arts & Sciences

Programs are not departments. Do not use the construction the Program in African and African-American Studies in Arts & Sciences. Lowercase program if it is used after the name. Two examples: the African and African American Studies program in Arts & Sciences; the Latin American Studies program in Arts & Sciences. You can drop the word program, too, such as in Legal Studies in Arts & Sciences, etc.

Uppercase all other words in the program's title, including Studies.

See studies.

protein

Capitalize, but do not italicize, the names of proteins, wherever indicated.

See gene.

pull quotes

Use double quotation marks.

quotation marks

Headlines, subheadlines and stand-alone photo lead-ins use single quotation marks. All other copy — including cutlines and pull quotes — uses normal (double) quotation marks.

Use parentheses around any word or words changed in or added to a direct quote.

See titles.

Radiology, Department of

See Mallinckrodt Institute of Radiology.

Record

Not The Record. Washington University in St. Louis Record is used in external uses.

The Rehabilitation Institute of St. Louis

TRISL or the institute is acceptable on second reference.

resident advisor

ROTC

This acronym for Reserve Officers' Training Corps is acceptable in all references. University students can enroll in Army ROTC or Air Force ROTC.

Saint Louis, St. Louis

Use St. Louis except when Saint Louis is part of an entity's official name: Saint Louis Art Museum; Saint Louis Galleria; Saint Louis University; Saint Louis Zoo. BUT: St. Louis Symphony, The St. Louis American; St. Louis Children's Hospital; St. Louis Community College; St. Louis Science Center; University of Missouri-St. Louis.

scholarly journal names

Do not italicize.

See titles.

school

The university's schools are:

Arts & Sciences

- College of Arts & Sciences
- The Graduate School
- University College in Arts & Sciences

Olin Business School

Olin Business School is acceptable on first reference, but the school's official name is John M. Olin School of Business. Olin or the business school are acceptable on second reference. Do not use just John M. Olin Business School.

See Olin.

Sam Fox School of Design & Visual Arts

Sam Fox School is acceptable on second reference.

- College of Art
- College of Architecture
- Graduate School of Art
- Graduate School of Architecture & Urban Design

School of Engineering & Applied Science

School of Law

Washington University School of Law or Washington University

Law are both OK on first reference, but the school's official name is Washington University School of Law. The law school is acceptable on second reference.

Washington University School of Medicine in St. Louis

School of Medicine or the medical school is acceptable on second reference.

Brown School at Washington University in St. Louis

Use Brown School at Washington University in St. Louis on first reference. The Brown School or Brown is acceptable in all subsequent references and in cutlines. Never use GWB, Brown School of Social Work or School of Social Work. The Brown School enrolls graduate social work and public health students.

All copy should include what school a faculty or staff member is in, unless it is obvious by the department name: Nancy Jones, associate professor of strategy in the Olin Business School; Wayne Harter, professor of chemistry in Arts & Sciences; BUT: Robert Long, professor of electrical & systems engineering; Scott Smith, the Raymond E. Maritz Professor of Architecture.

The full names of the schools listed above should be used in first reference; the second-reference name should be used for variation in subsequent copy, unless otherwise indicated.

Do not capitalize school when it stands alone, even when it refers to a specific school at the university.

scientists vs. laboratories

Scientists do research, not the laboratories in which they work. INCORRECT: The laboratory confirmed the results.

Second Century Award

Preferred title is 2nd Century Award.

semester

Lowercase references to academic periods: fall semester, spring semester.

Shapiro, Larry J.

Larry J. Shapiro, MD, is the Spencer T. and Ann W. Olin Distinguished University Professor

Shriner's Hospitals for Children – St. Louis

Note plural on "Hospitals."

Siteman Cancer Center, Alvin J.

On first reference, use the following: Alvin J. Siteman Cancer Center at Barnes-Jewish Hospital and Washington University School of Medicine. Use Siteman on subsequent references.

Skandalaris Center

Official title now Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship. Use on first reference. Skandalaris Center OK on second reference.

sorority

See Greek letters.

South Campus

6501 Clayton Road — The official title for the property that includes the former CBC High School.

South 40

Not South-40 or South Forty. It is part of the Danforth Campus.

spaces

Use only one space between sentences. Use a single space on both sides of ellipses and dashes.

species names

Capitalize; italicize.

See genus, species names.

St. Louis Children's Hospital

Use St. Louis Children's Hospital on first reference and Children's Hospital or St. Louis Children's on subsequent references. SLCH is acceptable for internal (Washington University or Medical Center) audiences only.

states

Abbreviate state names, despite AP adopting new style in spring 2014 that spells out all states. Use postal abbreviations only in addresses.

See addresses.

student-athlete

Student Health Services

Known at the School of Medicine as Student and Occupational Health

Services.

studies

They are programs, not departments. Don't use program before the name; lowercase program if it is used after the name. Some examples: the Latin American Studies program in Arts & Sciences; Legal Studies in Arts & Sciences.

Uppercase all other words in the program's title, including Studies.

See programs.

symposium (singular); symposia (plural)

Teaching Center, the

telephone numbers

Always use at least seven digits and use area codes with hyphens 314-935-5284 so as to be compatible with mobile platforms. For extensions, use ex. with no comma between the number and the extension: For more information, call 636-532-7536 ex. 123.

theater, theatre

Use theatre only as applicable as part of an entity's official name: Edison Theatre. In all other contexts, use theater.

Thorp, H. Holden

Provost, executive vice chancellor for academic affairs and the Rita Levi-Montalcini Distinguished University Professor. Prefers in all copy to be "Provost Holden Thorp" without the H. and the other titles.

time, date, place

The preferred order when listing event information.

times

For ranges of time, use a hyphen: 10 a.m.-1 p.m.; 3-5 p.m. However, if there are dates with both the times, until is preferred but through is acceptable: The Dance Marathon will run from 8 p.m. April 26 until 8 p.m. April 27.

See dates.

titles

Per AP Style, put in quotation marks names of art exhibits, books, computer game, long poems, movies, operas, paintings, plays, sculptures, television shows. Examples: Time, St. Louis Post-Dispatch, "The Death of a Salesman," Rodin's "The Thinker."

Use quotation marks with chapters, courses, dissertations, episodes, lectures, magazine articles, newspaper articles, poems, songs, speeches, and studies. Examples: "Containing Japan" in The Atlantic Monthly, "Chuckles Bites the Dust" episode of "The Mary Tyler Moore Show."

Capitalize names of specific vessels, such as HMS Frolic, Spirit of St. Louis, Voyager 2, as well as designations of class or make, names of planes or trains, and names of space programs: Broadway Limited, Boeing 707, Project Apollo, U-boat.

titled

Use titled, not entitled, when referring to the name of a lecture, book, etc.

tournament

Capitalize tournament only when it is used with the full, proper name of the event: NCAA Tournament; the tournament; NCAA tourney.

transformational

In the context of scientific research, refers to the application of math or computer models.

transformative

In the context of scientific research, refers to changes in a paradigm.

Undergraduate Admissions, Office of

undergraduate campus

Use Danforth Campus instead.

university

On second or subsequent references, lowercase university when referring to Washington University in St. Louis, as well as when referring to other universities.

See Washington University in St. Louis.

For other universities, use their names as provided on their official websites. The words College and University should be included in first reference to other schools but are usually dropped on second reference. On second reference, use widely used acronyms or syncopations of school names, if applicable: MIT; UCLA; Penn State; etc. In first reference, do not use a parenthetical reference after such widely used university acronyms or syncopations; but for some universities, it may be necessary: University of Alabama (UA); University of Dayton (UD).

Do not use The before the name of a university: Johns Hopkins University, NOT: The Johns Hopkins University. Exception: The

Rockefeller University. For many universities, though, particularly those whose names have University of constructions, the should be included before the name: He attended the University of Arkansas for four years; NOT: He attended University of Arkansas for four years.

There frequently is no need to provide the name of the city where a college or university is located. Use the city name if omission would result in confusion as to where a college or university is located: University of California, Berkeley (city included because there are numerous universities of California); but Yale University (no need to include its New Haven, Conn., location because there's only one Yale University). City and state names should be used with lesser-known universities: Jones was a professor of history at Saint Michael's College in Burlington, Vt.

For state universities, there is usually no need to include the city if the main or primary state university is being referred to: University of Texas for the main university in that state's system, in Austin; but University of Texas at Dallas for that particular university.

Special attention to clarity should be used when referring to any university with the word Washington in its name.

In sports copy, use of other universities' athletic nicknames is acceptable on second reference, but only after the full name of the university has been used in first reference.

University of Missouri-St. Louis

Use UMSL on second reference.

upperclassman (n.); upperclass (adj.)

A junior or senior.

URL

The overarching principle is that a reader should be able to take a URL published or displayed, type it into a browser, and get to the intended web page. All URLs should be tested before they are published.

Use http:// or https:// to assist in accessing websites on mobile devices. Use www and the final slash (/) in an address if they are necessary to access the page. If a person can get to the intended page without typing in www or the final slash, do not use them: wustl.edu; NOT www.wustl.edu. .htm and .html usually are not necessary; check the address and include .htm or .html if necessary to access the page.

Domain names are not case-sensitive and always should be lowercased. Letters after the domain name are case-sensitive and may need to be uppercased. Use lowercase whenever possible.

When using text to serve as a clickable link, use text description of the link's destination whenever possible. Avoid "click here" whenever possible. When clickable text is used (and the URL is hidden to the user) make sure the link is to the full URL, including "http" through the final slash. Examples: For more information, visit PLAN website (include URL link) **See Web, the**

Veterans Hospital

Now VA St. Louis VA Health Care System, John Cochran Campus.

Washington, D.C. Programs

Washington University in St. Louis, WashU

Washington University in St. Louis is the official name of this institution and used on first reference in news releases and formal communication.

Usually, the university is acceptable in all subsequent references to Washington University in St. Louis. However, there are times when Washington University must be used to avoid confusion, particularly in copy that mentions other universities.

Washington University also should be used within the context of certain entities that incorporate Washington University as part of their official names: St. Louis Hillel at Washington University; Washington University Dance Theatre; Washington University Medical Center, Washington University Opera; The Women's Society of Washington University; etc.

In sports copy, the university's athletic nickname, the Bears, may be used.

WashU is the unofficial name of Washington University, correctly written with a capital W and capital U, with no space between Wash and U and without periods. For serious or formal communications, use only the official name "Washington University" or "the university" on second reference. "WashU" can be used, however, in quotes of formal stories. It is also OK to use in internal communications and social media.

WUSTL is no longer acceptable in headlines or in text. Do not use WU, Washington or Washington U. in copy.

Washington University Genomics and Pathology Services

If multiple references are needed, then on first reference use Washington University Genomics and Pathology Services (GPS) and on subsequent references use GPS.

Washington University Libraries

Washington University Libraries encompasses the John M. Olin Library, which is the center of the library system, and 11 specialized libraries.

Olin Library is OK on first reference. The School of Medicine library is the Bernard Becker Medical Library. Becker Medical Library or Becker Library is acceptable on second reference.

Washington University Physicians

WU Physicians is OK as a second reference for this entity. Washington University physicians is appropriate in reference to the individuals themselves rather than the entity.

Web, the

Acceptable on first reference for the World Wide Web. BUT: Web page; website. (Also when including a Web address for more information, introduce it with the verb visit.)

See URL.

webcam

webcast

Web page

website

Weidenbaum Center on the Economy, Government, and Public Policy

The official name does not include the first name or middle initial of the individual for whom it is named, Murray L. Weidenbaum. The final comma is part of the center's official name and is therefore retained. Weidenbaum Center is OK on second reference.

West Campus

The official title for the property that includes the West Campus Library, the former Famous-Barr building, the former Boyd's building, the Bally building, the parking garage and others.

Whittemore House

Not Faculty Club. This is a conference center and private club for faculty, staff and friends.

-winning

Hyphenate phrases that incorporate -winning: award-winning; Pulitzer Prize-winning; prize-winning. BUT: He is a Nobel Prize winner.

Woman's Club of Washington University,

The

On second reference, the Woman's Club or the club are acceptable.

Women's Society of Washington University, The

On second reference, the Women's Society or the society are acceptable.

World's Fair, 1904 World's Fair, Louisiana Purchase Exposition

Wrighton, Mark S.

He prefers to be referred to as Chancellor Mark S. Wrighton; Wrighton or the chancellor are OK on second reference. Do not include his PhD; that he is a professor in the Department of Chemistry in Arts & Sciences; or that he is the Hudson E. Bridge Chancellor.

Wrighton's wife is Risa (Ree-suh) Zwerling Wrighton. On second reference, her preference is Zwerling Wrighton (no hyphen).

WU-SLam

WUSTL Key

years

Do not include a year with a date if the date will occur or has occurred within a year of the publication date. Exception: the date of death in an obituary, which always includes the year.

For ranges of years, use a hyphen. The first two digits of the year are deleted in the second year of the range only if the range is within the same century: 1974-76; 1967-89; 2000-02; BUT: 1994-2010.

See dates.

Yin, Frank

No longer prefers using the C-P.

