

The UAFS Editorial Style Guide serves to support consistent, cohesive writing throughout university communications. These style rules are a component of the university's voice and image and should be followed when writing for any official publication or correspondence.

UAFS style predominantly follows guidelines set by the Associated Press Stylebook, with some exceptions that are listed in this guide. If you have a style questioned that is not answered by the university guide, please consult the AP Stylebook or contact Marketing and Communications for clarification.

# A

## academic degrees

UAFS awards master's degrees, bachelor's degrees, associate degrees, and certificates.

Degrees in common narrative use: associate degree, bachelor's, bachelor's degree, master's, master's degree. Note: no possessive for associate. Also: Doctoral is an adjective and doctorate is a noun: doctoral degree, a doctorate.

Spell out – In narrative text, the preferred form for establishing someone's academic credentials is to spell out the degree and subject. Use the proper degree name or common wording: She holds a doctorate in history. He earned a Master of Fine Arts. She has a Master of Science in Healthcare Administration. He has a bachelor's degree in business administration.

Use of abbreviations such as B.A., M.A., LL.D. or Ph.D. is allowed when the preferred use would be cumbersome, such as when numerous individuals are being listed with their degrees: The honorees included Sally Forth, MBA, Robert Barron, Ph.D., and Clara Nye, Ed.D. Treat the shortened forms as abbreviations rather than acronyms: M.F.A. rather than MFA

Lowercase the subject if it is not a proper name or part of the proper name of a degree: She earned a Bachelor of Science in chemistry. He is pursuing a Bachelor of Science in Nursing.

Degrees Awarded by UAFS

- A.A. – Associate of Arts
- A.A.S. – Associate of Applied Science
- A.G.S. – Associate of General Studies
- B.A. – Bachelor of Arts
- B.A.S. – Bachelor of Applied Science
- B.B.A. – Bachelor of Business Administration
- B.G.S. – Bachelor of General Studies
- B.M.E. – Bachelor of Music Education
- B.S. – Bachelor of Science
- B.S.N. – Bachelor of Science in Nursing
- M.Ed. – Master of Education
- M.S.H.A. Master of Science in Healthcare Administration

Other Degrees

- B.F.A. – Bachelor of Fine Arts
- B.M. – Bachelor of Music
- Ed.D. – Doctor of Education
- Ed.S. – Education Specialist
- J.D. – Juris Doctor (Doctor of Law)
- M.A. – Master of Arts
- M.B.A – Master of Business Administration
- M.F.A. – Master of Fine Arts
- M.S. – Master of Science
- M.S.N. – Master of Science in Nursing
- Ph.D. – Doctor of Philosophy

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## **academic departments**

Lowercase the names of academic departments except for proper nouns when not using the official department name: Department of Communication and Theater Arts, math department. Proper nouns should always be capitalized.

## **academic titles**

Capitalize and spell out formal academic titles when they immediately come before a full name: Chancellor Terisa C. Riley.

Longer titles and titles that come after a name should be lowercase and set off by a comma: Georgia Hale, provost and vice chancellor for academic affairs

Official offices or departments as part of a title should be capitalized: Beth Eppinger, director of Housing and Residential Life.

Academic titles used on their own should always be lowercase: The committee was comprised of professors, deans, and vice chancellors.

Do not use degree title in addition to academic title in the same place. Place one before the name and one after: Dr. Terisa Riley, chancellor; Chancellor Terisa Riley, Ph.D.

## **academic year**

When describing an academic year or years by an inclusive range, abbreviate the second part of the range unless the century changes: 1994-98, 1999-2000, 2013-14.

For the sake of clarity, it may be necessary to use academic year in a statement: The course was only offered in the 2020-21 academic year.

The hyphen implies up to and including or through. If using a from-to or between-and construction, do not use a hyphen. Begin an abbreviated year with an apostrophe: She attended UAFS from 1994 to '98. He taught between 1996 and 2004.

## **accents and diacritics**

Diacritics are marks added to letters, usually as a guide to show correct pronunciation of the letter in a specific language. Accents are the most common subset of diacritics, and they usually are placed above the letter needing affected pronunciation. For instance, pronunciation of the Japanese word saké might use an accent to show the “e” is pronounced, whereas the pronunciation of the English word sake has no accent because the “e” is silent.

Diacritics are unnecessary for foreign words that have become common in English. Ex: café, chateau, déjà vu, éclair, hors d'oeuvre and naïvete. Accents and diacritics should be used in less well-known international words to help a reader recognize that the word being used is foreign.

Always use accents and diacritical marks consistently. Don't refer to someone's résumé in one paragraph and then to their resume in the next.

## **accessible parking**

Parking for the disabled should be referred to as “accessible parking.” “Handicapped parking” is no longer considered appropriate terminology.

## **accreditation**

The University of Arkansas – Fort Smith is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The university is approved by the U.S. Department of Education, the U.S. Department of Health and Human Services, and the Arkansas State Approving Agency for Veterans Training.

See the UAFS Accreditation page for accreditation details pertaining to colleges within the university.

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## **ACT**

Use only the initials for the previously designated American College Testing.

### **addresses**

The street and mailing address for UAFS is:

University of Arkansas – Fort Smith

5210 Grand Ave.

P.O. Box 3649

Fort Smith, AR 72913-3649.

In all cases, use figures for street and mailing addresses and for any building, box, or room numbers. Use the form “P.O. Box” for post office box numbers, and use “Room” for room numbers. In body text, use a comma for each line break and a comma after the city name, followed by the state’s two-letter postal code and ZIP code.

Lettered street names can stand alone without being set off by quotations: North A Street.

Use the ordinal form for all numerical street names: The Drennen-Scott Historic Site is at 221 N. 3rd St. in Van Buren. The Math-Science Building is at 720 N. 49th St.

Abbreviate Ave., Blvd., Rd., St. and compass points in complete addresses: The Bakery District is at 70 S. 7th St.

Spell out all other street types – Circle, Drive, Highway, Lane, Terrace, Way.

Do not abbreviate any street types when referring to the street itself: the corner of Waldron Road and Grand Avenue.

### **adjunct**

The word adjunct refers to someone who teaches at the university without permanent status as a faculty member. It may also indicate a faculty member in one department who has adjunct teaching status in a different department.

Do not capitalize.

### **administration**

Lowercase except as part of a proper name: Marketing offices are located in the Fullerton Administration Building; the chancellor’s administration.

### **advisor**

The preferred spelling is “advisor” in all cases except when spelled differently in a proper name. A single document may include both spellings: a staff advisor with XYZ Investment Advisers.

### **ages**

Always use figures for ages of people, animals, events, or things: Sam Sophomore is 19 years old; the law is 5 years old.

When expressing an age as an adjective before a noun or as a substitute for a noun, use hyphens: The 100-year-old house. The 18-year-old voted for the first time.

Ages of people are assumed to be in years unless otherwise stated: The boy, 11, has a sister, 8, and a brother, 2 months. The woman has a 3-month-old daughter.

If estimating an age by decades: He is in his 30s (no apostrophe).

### **all-**

Use a hyphen: all-around winner, all-American athlete, all-star cast.

### **alma mater**

The words are Latin and translate to “nourishing mother.” Always lowercase unless part of a proper title: His alma mater is Yale. The band played the UAFS Alma Mater.

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## **alpha code**

The university uses alpha code abbreviations for a variety of purposes, such as designation of buildings and courses. Use of the alpha code is unnecessary for most external purposes (i.e., website, marketing materials, etc.). In these instances use the full name of the building or course.

When an alpha code is necessary, capitalize all letters of the alpha code. Building abbreviations should only be used in conjunction with a room number. Do not put a space between the building's alpha code and the room number: FA219 (for room 219 in the Fullerton Administration Building).

For course designations, the alpha code should be followed by a space, the numeric code, a space, and the course title: PRFS 4133 Decision Making in Organizations.

## **Building Abbreviations**

Amphitheater (AM)  
Athletic Field (AF)  
Baldor Technology Center (BD)  
Ballman-Speer Building (BS)  
The Blue Lion at UAFS Downtown (BL)  
Boreham Library (LI)  
Breedlove Building (BB)  
Business Center (BC)  
Business & Professional Institute (BI)  
Crowder Field (CF)  
Drennen-Scott Historic Site (DS)  
Echols Building (EC)  
Flanders Business Center (FL)  
Fullerton Administration Building (FA)  
Gardner Building (GB)  
Gymnasium/Field House (GY)  
Holt Building (HT)  
Lion's Den Residence Hall (LD)  
Lion's Plaza (LP)  
Math-Science Building (MS)  
Pendergraft Health Sciences Center (HS)  
Plant Operations Building (PO)  
Recreation and Wellness Center (RAWC)  
Sebastian Commons Apartments (SBMNS)  
Smith-Pendergraft Campus Center (CC)  
Stubblefield Center (SC)  
Sustainable Conservation House (SH)  
Vines Building (VB)  
Windgate Art & Design (WB)  
Wenderoth Park (WP)  
51st Street Annex (AN)

## **alumnus, alumna, alumni, alumnae**

The Latin word "alumnus" is the singular masculine form and "alumna" is the singular feminine form. Use the plural "alumni" for an all-male or mixed group and the plural "alumnae" for an all-female group.

The University of Arkansas – Fort Smith Alumni Association is open to alumni who attended at any time since 1928, regardless of the name of the institution at the time, how long they attended or whether they graduated.

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## **a.m., p.m.**

In all text, use lowercase with periods. The time should always be in numerical form with a space between the a.m./p.m. Do not use :00 to denote full hours. Avoid redundancies such as 7 p.m. at night, 8:30 a.m. this morning. Always use “noon” or “midnight” to distinguish 12 p.m. and 12 a.m. (not 12 noon or 12 midnight). Exceptions can be made in formal invitations (six o’clock in the evening) or when the time is used as a design element.

## **ampersand (&)**

Do not use the ampersand in place of “and” except as part of a proper name or composition title: AT&T, Procter & Gamble Co., House & Garden. Note: Use “and” in narrative references to the College of Science, Technology, Engineering and Mathematics as well as the College of Communication, Languages, Arts and Social Sciences. Exceptions may be made when space is limited, as in tabular material or headings, or when it is used as a design element in a graphic.

## **annual**

An event is not annual until it has occurred at least two years in a row. Do not use “first annual.” Instead, note that the organizers plan to stage the event annually, denoted by “first” or “inaugural.”

Numbers and capitalization of annual events: In body text, spell out and lowercase second through ninth and use numerals for 10th and up. Lowercase “annual.”

In headlines/web headers, use numerals for all ordinals, including 2nd through 9th, and capitalize “Annual.”

## **Arabic numerals**

The numerical figures 0, 1, 2, 3, 4, 5, 6, 7, 8, 9.

Numbers one through nine are generally spelled out, while numerals are used for number 10 and greater.

Use Arabic numerals except when denoting wars, establishing a personal sequence for people or animals, or identifying certain legislative acts, which take Roman numerals: World War II, King Henry VIII.

## **area codes**

Set off with a hyphen, not parentheses: 479-788-0000.

## **Arkansan**

“Arkansan” is preferred when referring to inhabitants of Arkansas. It is also the word approved by resolution of the Arkansas General Assembly in 1881. Either “Arkansawyer” or “Arkansian” might be used in a quote or other colloquial context.

## **Arkansas**

Spell out Arkansas as a standalone state name and in most instances with a city: Van Buren, Arkansas.

The standard abbreviation “Ark.” may be used in lists, tabular material, agate type, credit lines, datelines, and short-form party affiliations.

The postal code AR should only be used when giving a complete mailing address with ZIP code.

Note that UAFS follows the Arkansas Legislature resolution of 2007 in spelling the possessive “Arkansas’s.”

## **Arkansas Department of Higher Education**

This administrative department based in Little Rock oversees public higher education across the state. “Department of Higher Education” is sufficient if Arkansas has already been referenced. On second reference, “ADHE” is permissible as a modifier: The ADHE director.

## **Arkansas General Assembly**

“Arkansas General Assembly” is the preferred first reference for the state legislative body. Also acceptable: Arkansas Legislature. On second reference: General Assembly, assembly, Legislature. Capitalize “Legislature” and “General Assembly” when referring to the Arkansas body; lowercase when using generically or referring to other state legislatures.

## **artworks**

Capitalize the names of works of art. Do not use quotation marks or italics.

## **assistant, associate**

Do not abbreviate. Capitalize when part of a formal title before a name: Assistant Professor John Smith. Whenever possible, however, an appositional construction is usually easier to read: Mike Smith, associate professor of business.

## **associate degree**

Lowercase unless used as a full degree name (associate degree in Do not use a possessive or plural.

## **athletic (adj.), Athletics (n., adj.)**

Use “athletic” as a modifier for the department or administrators of the department: the athletic director.

Capitalize and pluralize when referring to the specific department: UAFS Athletics, director of Athletics.

Note: Students who compete for UAFS Athletics should always be referred to as “student-athletes” (not simply “athletes”).

# **B**

## **Babb Center**

The Doug and Kathy Babb Center for Student Professional Development is a department within and working in conjunction with Career Services. Refer to as “the Babb Center” or “the center” on second reference.

## **baccalaureate**

Synonymous with bachelor’s degree.

## **bachelor’s, bachelor’s degree**

Lowercase. Either is acceptable as an informal reference to any undergraduate degree. Use the apostrophe-s only in this case. (Ex: She received a bachelor’s degree in chemistry. He has a bachelor’s in music.)

## **beside, besides**

“Beside” means alongside. “Besides” means moreover or furthermore.

## **board of trustees, Board of Trustees**

The University of Arkansas Board of Trustees is the 10-member governing body for all of the learning institutions within the University of Arkansas System. Capitalize “Board of Trustees” on second reference to this particular panel after making first reference to the full name.

Lowercase when either “board” or “trustees” is used separately: All trustees attended the board meeting Thursday.

Also, lowercase if using as a general term and when referring to other boards: the university system board of trustees.

The Columbia University board of trustees.

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## **Box Office**

The UAFS Box Office sells tickets to all university theater, music, and athletic events. Capitalize when referring to the official department.

## **buildings and venues**

Capitalize the proper names of buildings, outdoor spaces, and other official venues.

In regular text, spell out building and room information without the word “room”: The marketing office is in Fullerton Administration 218. Use building codes for mailing addresses, maps, tabular material, and interoffice communications: The meeting will be in FA218.

Below are the proper names of buildings and other UAFS venues on and off campus, along with the building codes of on-campus buildings.

51st Annex, AN  
Amphitheater, AM  
Athletic Field, AF  
Baldor Technology Center, BD  
Ballman-Speer Building, BS  
Boreham Library, LI  
Breedlove Building, BB  
Business and Industrial Institute, BII  
Business Center, BC  
Crowder Field, CF  
Drennen-Scott Historic Site, DS  
Echols Building, EC  
Flanders Business Center, FL  
Fullerton Administration Building, FA  
Gardner Building, GB  
Gymnasium/Field House (“Old Gym”), GY  
Lion’s Den, LD  
Lion Plaza, LP  
Math-Science Building, MS  
Pendergraft Health Sciences Center, HS  
Plant Operations, PO  
Recreation and Wellness Center, RAWC  
Sebastian Commons, SBMNS  
Smith-Pendergraft Campus Center, CC  
Stubblefield Center, SC  
Sustainable Conservation House, SH  
Vines Building, VB  
Wenderoth Park, WP  
Windgate Art and Design, WB

## **business cards**

Business cards are requested and ordered through Marketing and Communications. Cards can be ordered for any full- or part-time faculty or staff member. Students and student workers are not eligible. Orders are not placed with the printer until the artwork has been approved by the cardholder and a purchase order has been issued. Marketing will enter the requisition on behalf of the purchasing department using the Cost Center provided on the order form. In order to maintain consistency in brand and style, all cards will follow a standardized format when it comes to style, punctuation, and information.

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- **Name and Credentials:** The cardholder may choose how their name is displayed (middle name, nickname, initials, etc.) and how to present their credentials. Only master's degrees and above will be listed. Dr. and military ranks are the only prefixes that are allowed. The cardholder may choose to use either Dr. or Ph.D., but not both.
- **Title:** Official university position title only along with the concentration (for teaching positions) or office. For those with more than one title, a slash offset with a space on either side will be used (i.e., director / professor). The department or teaching concentration will be separated from the title with a dash offset by spaces on either side (i.e., assistant professor - chemistry). For double titles too long for one line, a second line may be added as space permits
- **Department/College:** The third line will list the college for all those working in academic departments or the department for all those working in support departments.
- **Contact Information:** Contact information must include on-campus phone number, office number/ location, and UAFS email address. Email addresses will follow university style in capitalizing names as they would normally be written (i.e., John.McDonald@uafs.edu, MaryAnne.Smith@uafs.edu). A fax number and/or cell number can also be listed upon request.
- **Standard Information:** All cards will have the standard university physical address. There are a few exceptions, such as offices that require navigation (i.e. Housing Office, Athletics) and off-site or satellite offices (i.e. the Bakery District).
- **Web Address:** The standard address of uafs.edu will appear on every card. Please note there is no capitalization and no www. Department-specific web addresses can be used on request as space permits. No outside or personal websites can be added, with the exception of uafslions.com and library.uafs.edu.

If you have any questions regarding business cards, please email [Marketing@uafs.edu](mailto:Marketing@uafs.edu).

## C

### **campus**

Lowercase unless it is part of a proper name. The event will take place on the UAFS Campus.

### **Career Services**

Provides guidance and services to current and former UAFS students as well as regional employer partners.

### **center**

Capitalize when part of a proper name. Lowercase on second reference and in other uses: Center for Business and Professional Development, Latture Conference Center, the center, the conference center.

### **Center for Business and Professional Development**

The Center for Business and Professional Development partners with companies to increase their productivity and competitive stance by developing the skills of their employees. Use CBPD after first reference.

### **certificate**

UAFS offers various certificate programs in addition to degree programs. Follow the same capitalization rules as used for degrees. She received a Certificate of Proficiency in digital marketing. He has a certificate in welding.

### **chancellor**

The chancellor is the chief administrative officer of the university. The position, created in 1982, replaced that of university president for all campuses in the University of Arkansas System. Capitalize when used as a formal title before a full name or in the formal office name: Chancellor Terisa C. Riley, Office of the Chancellor.

Lowercase when used on it's own or informally: The chancellor spoke at commencement; the chancellor's office.

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## **Chartwells**

The university's contracted food service provider.

## **check in/check out**

Only use a hyphen when used as an adjective: check-in times. Use as two words to refer to a specific event or when used as a verb: Go to the main desk to check in. Have your ID ready when checking out.

## **cities and towns**

Spell out all words in city names except those that have accepted abbreviations as part of the name: St. Louis.

Always spell out Fort Smith.

With the exception of Fort Smith, cities, towns, counties, and military installations should be named with the state on first reference (e.g., Van Buren, Arkansas). Well-known cities do not need to be followed with the state. See the AP Stylebook for a list of stand-alone cities.

State names are always spelled out, except when part of a complete address or as needed for space in tabular material.

## **Class/course**

Generally, use class to refer either to the group of students who meet for a particular section of a course or to students who have the same academic standing: the sophomore class.

Course is the preferred term for a specific subject or a broader program of study: The professor teaches an English course in the fall.

## **co-curricular**

## **college, colleges**

Capitalize the word college when it is part of a college's proper name. Lowercase upon second reference and as a common noun: the college, college courses.

Colleges at UAFS are listed here with their acceptable abbreviations or acronyms for use on second reference:

College of Arts and Sciences - CAS

College of Business and Industry - CBI

College of Health, Education, and Social Sciences - CHEHS

## **comma (,)**

UAFS style follows the use of the serial (or Oxford) comma except when writing for a news release: red, white, and blue.

Other common comma uses include:

Age (Becky Jones, 20, is a junior.)

Date (March 5, 2021, is a Friday. The event took place Friday, March 5, in Fort Smith.)

Location (Fort Smith, Arkansas, was chosen for the award.)

## **commencement**

Lowercase when referring to commencements in general but capitalize a specific ceremony. Also capitalize the season when referring to a specific commencement.: The 2020 Fall Commencement.

## **committee**

Capitalize only when part of a formal name of a standing committee: the House Appropriations Committee.

Lowercase otherwise.

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## **composition titles**

Use quotation marks around the names of books, movies, operas, plays, poems, short stories, songs, albums, anthologies, collections, radio programs, television programs, lectures, and speeches. “Star Wars,” “Carmen,” “The Big Bang Theory,” “Stairway to Heaven”

Do not use quotation marks for the names of newspapers, magazines or journals, software names such as Word or Windows, the Bible, or works of reference such as almanacs, catalogs, directories, dictionaries, encyclopedias, gazetteers, handbooks, textbooks and similar publications, or games.

Use quotation marks for paintings but NOT for sculptures: Leonardo da Vinci’s “Mona Lisa,” Michaelangelo’s Pieta.

Use quotation marks for a composition’s nickname but NOT for a sequential identifier: Dvorak’s “New World Symphony,” Dvorak’s Symphony No. 9.

## **course titles**

Capitalize the full titles of courses, but lowercase general subject names unless they are proper nouns: She enrolled in freshman algebra, honors English, and Introduction to World History.

## **courtesy titles**

Courtesy titles (Mr., Mrs., Ms. and Miss) should only be used in direct quotations.

When necessary to distinguish between two unrelated people with the same last name, use their full names on second reference without courtesy titles. For related people sharing a last name (married couples, siblings), use first names only on second reference.

## **credit hours**

In marketing and tabular material about academic courses, figures are permissible when referring to credits, credit hours, or simply hours when the context indicates college credit: The course offers 3 credit hours.

In other narrative text and when referring to hours of the day, follow the normal rules for numerals, spelling out single-digit numbers: She is taking nine credit hours of history this semester and studies 12 hours a week.

## **curriculum, curricula**

Curriculum is the singular term for a program of courses required for a degree in a particular field of study: the chemistry curriculum. The plural is curricula.

# **D**

## **dates**

Always use Arabic figures in cardinal (not ordinal) form: April 5, not April 5th. Only use ordinal form when referring to the day before the month: Fourth of July. For dates within the current calendar or academic year, the year is usually not necessary, but may be used for clarity if the text also refers to dates in past or future years.

Use the day of the week in conjunction with the date when possible: Monday, April 5.

## **days of the week**

Capitalize and spell out each day, except in tabular material such as course catalogs.

If giving a day and a date, set off the date with commas: The giveaway begins Tuesday, May 6, and will continue while supplies last.

Tabular abbreviations should consistently follow a one-letter or three-letter format: Mon., Tue., Wed., Thu., Fri., Sat., Sun.; or M, T, W, R, F, S, U.

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## **dean**

Capitalize if using as an academic title before a full name: Dean Latisha Settlege. Lowercase in all other uses: Paul Hankins is the dean of the College of Arts and Sciences.

## **decades**

Use figures with an S and no apostrophe to indicate spans of decades and centuries: the 1890s, the 1900s. Use an apostrophe only to indicate numerals that have been left out: '60s.

## **decimals**

For amounts less than one, use a zero before the decimal point: 0.03. For measurements of 1 or less, state the type of measurement in the singular form: 0.1 meter, 0.2 cubic foot, 0.3 kilometer, 1 inch.

## **department**

Capitalize only when part of an official formal title: Department of World Languages. Use lowercase in casual/ common department names or department names that do not have an official title: math department.

Only use an ampersand in business cards, ornamental type, or webpage headers when needed due to space constraints.

## **dimensions**

Use figures and spell out inches, feet, yards, meters, etc., to indicate length, width, depth and height. Hyphenate adjectival forms before nouns or when using dimensions as a noun: He is 5 feet 6 inches tall, the 5-foot-6-inch man, a 7-footer.

The apostrophe and close-quote marks for feet and inches (5'6") should only be used in technical or tabular material.

## **directions and regions**

In general, lowercase directional words used to indicate compass points: north, south, easterly, westward.

Lowercase directional words when describing an area of a city, state, or nation, but capitalize proper names and widely known sections or regions: western Arkansas, eastern Oklahoma, West Virginia, northern France, Northwest Arkansas, the West Coast.

## **director**

Capitalize when used as a title before a person's name. Lowercase otherwise.

## **doctor, Dr.**

Use the abbreviated title Dr. on first reference as a formal title before the name.

Because the public usually identifies Dr. with physicians only, take care to provide clear context or identify any nonmedical specialties. If using Dr. for an academic, state the person's specialty early on, unless the context makes it unmistakable: Dr. Thomas Smith, professor of economics.

Alternatively, an academic degree can be shown after a person's full name, but not in combination with Dr.: Dorothy Brown, Ph.D.

The plural form Drs. applies in first reference to a listing of two or more doctors: Drs. Harriet Who and Walter What.

## **doctoral degree, doctorate**

Both terms are acceptable. Do not use the adjective doctoral alone as a substitute for the noun doctorate.

## **dollars**

Use figures and the \$ sign in all except casual references or amounts without a figure: The textbook cost \$21. Dollars are flowing into the campaign.

For specified amounts, the word takes a singular verb: He said \$500,000 is enough to create an endowed scholarship.

For amounts above \$1 million or \$1 billion, use numerals out to two decimal points: The campaign raised \$1.05 billion. The building cost \$4.36 million.

For amounts less than \$1 million, use the following forms: \$5, \$27, \$111, \$1,024, \$100,000.

## **E**

### **email, e-**

The term email (no hyphen) is acceptable in all references for electronic mail. Other terms use a hyphen to indicate the omitted letters: e-commerce, e-reader. The only exception to date is esports, which is all lowercase and without a hyphen.

### **emeritus**

Often used to denote people who have retired but retained their rank or title. Place it at the end of a formal title and lowercase or capitalize according to the style used with a name: Dean Emeritus Mary Roe. John Doe, professor emeritus of history.

### **events**

Capitalize the principal words of named events, including conjunctions and prepositions of four or more letters. Do not capitalize common names for events. Festival of Science, science festival, Sebastian County Spelling Bee, city-wide spelling bee

### **exclamation point (!)**

Use the exclamation point (!) to express a high degree of surprise, incredulity, or other strong emotion. To avoid overuse, end mild interjections with a comma and mildly exclamatory sentences with a period. Use no more than one at a time and no more than once in a paragraph, typically at the end.

## **F**

### **first-generation**

Describes a student who is the first in their family to attend college. Always spell out first and hyphenate. The informal “first-gen” is acceptable on second reference when using an informal tone

### **fractions**

Spell out amounts less than 1 using hyphens between the words: two-thirds, seven-sixteenths.

For precise amounts greater than 1, use figures: Three and five-eighths becomes 3 5/8.

Convert fractions to decimals when possible: Four-tenths becomes 0.4; 1 3/4 becomes 1.75.

## **G**

### **grade, grades, GPA**

The term GPA is acceptable in all references to grade point average. The GPA is the average of a student's grades for a semester, year, or cumulative period.

Use a capital letter without quotes to show the letter grade received in a class: She made a B on the midterm.

Spell out plus and minus when showing incremental grades and join with a hyphen: He made a B-plus in chemistry;

Use an apostrophe to show plurals: She earned all A's and B's.

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## **Greek**

Formerly Greek Life and Leadership, now referred to as Fraternity and Sorority Life. Capitalize when referring to the nationality or to fraternity or sorority members. Do not use the Greek alphabet or informal abbreviations for Greek organizations. Use the full name and spell them out. Greek life (with life lowercased) refers to the overall college fraternity and sorority experience and can be used only after making clear it is in reference to Fraternity and Sorority life.

## **H**

### **happy holidays, season's greetings**

Because most university writings are viewed by large, diverse audiences, a general expression of good will such as “happy holidays” or “season’s greetings” is preferred during the extended season between Thanksgiving and New Year’s.

### **hashtag (#)**

The number sign (#) is referred to as a hashtag when used to convey the subject being talked about on social media. If the subject is the Super Bowl, for example, a user might include the hashtag #superbowl in a post. Hashtags are indexed and searchable and can be used to view and participate in topical conversations.

Do not use # as a substitute for the word “number” when designating a position, rank, or sequential order. Use No., as in the No. 1 choice.

### **he, she, his, her**

Do not use a slash to create gender-inclusive terms like he/she or his/her. Instead, use gender-neutral terms “they,” “them,” “their.”

### **health care**

Spelled as two words in all usages: Consider a career in health care. Compare health care plans.

Exception: UAfS offers a graduate program using the term as one word - Master of Science in Healthcare Administration.

### **homecoming**

Lowercase except when referring to a specific event: UAfS celebrates homecoming every year. The 2022 UAfS Homecoming will occur in the fall semester.

## **I**

### **ID, identification**

ID is acceptable in all references for identification; pluralize with a lowercase S (no apostrophe). The official ID card of UAfS is the Lions ID. Use the full name when referencing that specific ID. Do not include the word “card.”

### **internet**

Lowercase in general usage.

### **iPhone, iPad, iPod**

The Apple devices are spelled with a lowercase i. Only capitalize the I when starting a headline or sentence: iPod popularity wanes as iPad purchases boom.

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## **IT**

The abbreviation IT stands for information technology and is acceptable on second reference. Note that the full spelling of “information technology” should only be capitalized when used as part of a formal department or title.

## **italics**

Italics should NOT be used in web or digital design due to ADA compliance guidelines. This includes any material that may be linked on the web as a pdf.

Italics may be used for visual effect in fliers or other graphic materials assuming the text is large enough to be easily legible.

Do not use for any composition titles; use quotation marks instead.

## **J**

### **jargon**

Jargon is the special vocabulary of a particular group, occupation or discipline. Avoid using jargon and instead use words that can be widely understood. If jargon is unavoidable, be sure to explain any terms likely to be unfamiliar to general readers. Since acceptable jargon should be easily recognized for what it is, do not place the word/phrase inside quotations.

### **Jr., Sr.**

Abbreviate as Jr. and Sr. with full names of people or animals. Do not set off with commas: Martin Luther King Jr. Note that II or Second does not necessarily equate with Jr.

### **junior, senior**

Spell out in lowercase when referring to students by their class level: Juniors and seniors attended the celebration.

## **K**

### **kick off (v.), kickoff, (n., adj.)**

Two words for the verb form, one word for the noun and adjective forms. No hyphen in any use. They will kick off the game at 2 p.m. Kickoff is at 2 p.m. We will begin the series with a kickoff party.

## **L**

### **lectures**

Capitalize and use quotation marks around the titles of lectures.

### **Lion, Lions**

The official mascot of UAFS is the Lion. The singular Lion refers to a single UAFS student, alumnus, or player on any of the Lions or Lady Lions (plural) athletic teams. The residential hall is the Lion’s Den (singular possessive). The personal name of the mascot is Numa. (See Numa)

### **lists**

A list is a group of related items presented in vertical, often bulleted form and introduced with a sentence or header. All items in a list or series should be constructed of parallel elements.

Lists can be introduced by either a heading or a sentence.

When introduced by a heading, capitalize the first word of each bullet. Do not use periods unless the bulleted item

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is a complete sentence.

When introduced by a sentence, lowercase the first word (unless it is a proper noun) and use a period at the end of each bullet.

Only use numbers instead of bullets when the list must include sequential order.

## **M**

maiden names

Use a maiden name in the manner the individual prefers: Mary Smith Jones, Mary Smith-Jones. If a married woman no longer uses her maiden name but is known by it, as with alumnae who married after they left UAFS, it is permissible to use Mary (Smith) Jones, which indicates that Smith is no longer part of the legal name.

### **majors, minors**

Lowercase academic majors and minors unless they contain a proper noun: Students majoring in history may consider a minor such as English or geography.

### **man, woman, person**

Refer to an individual adult (18 or older) as a man or woman. In certain contexts, young man or young woman may be acceptable. Do not use gentleman or lady for anyone of any age except in direct quotes.

Use person or people when not specifying sex: What kind of person would do that? How many people are invited? We need one person to work as a greeter and two people to sell tickets.

### **master's, master's degree**

Lowercase. Either is acceptable as an informal reference to any master-level graduate degree. Use the apostrophe-s only in this case. (Ex: She received a bachelor's degree in chemistry. He has a bachelor's in music.)

### **midnight/noon**

Use midnight instead of 12 a.m. and noon instead of 12 p.m. in all references: The event runs from noon to midnight. Always use "to" instead of a dash when included in a timeframe: Window hours are 8 a.m. to noon and 8 p.m. to midnight.

Always lowercase unless used at the beginning of a sentence/phrase or as part of an event title: Midnight Breakfast

### **military titles**

NOTE: While each military branch has its own system for abbreviating titles, the Department of Defense uses AP's standardized style in news releases because it is more easily understood by the general public. UAFS follows AP style as well to aid communication with general readers.

Capitalize a military rank when used as a formal title before a full name on first reference, using the standardized abbreviations listed below. On second reference, use only the person's last name, not the title.

Lowercase and spell out a rank or title when it is used as a common noun or set off from a name by commas: John Jones, a colonel, is the base commander. Capt. Kelly Smith leads the combat unit. Smith served as first lieutenant before transferring here.

AP's guidelines for Army ranks and abbreviations used before names are listed here because UAFS has an Army ROTC unit.

general, Gen.

lieutenant general, Lt. Gen.

major general, Maj. Gen.

brigadier general, Brig. Gen.

colonel, Col.

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**



lieutenant colonel, Lt. Col.  
major, Maj.  
captain, Capt.  
first lieutenant, 1st Lt.  
second lieutenant, 2nd Lt.  
chief warrant officer five (CW5), Chief Warrant Officer 5  
chief warrant officer four (CW4), Chief Warrant Officer 4  
chief warrant officer three (CW3), Chief Warrant Officer 3  
chief warrant officer two (CW2), Chief Warrant Officer 2  
warrant officer (W01), Warrant Officer  
sergeant major of the Army, Sgt. Maj. of the Army  
command sergeant major, Command Sgt. Maj.  
sergeant major, Sgt. Maj.  
first sergeant, 1st Sgt.  
master sergeant, Master Sgt.  
sergeant first class, Sgt. 1st Class  
staff sergeant, Staff Sgt.  
sergeant, Sgt.  
corporal, Cpl.  
specialist, Spc.  
private first class, Pfc.  
private, Pvt.

## **millions, billions, trillions**

Use figures in combination with million, billion, or trillion instead of a long number: 1 million. Not: 1,000,000. Do not mix millions and billions within the same figure: 2.6 billion. Not: 2 billion 600 million.

Do not drop the word million or billion from the first part of a range: Profits grew from \$2 million to \$4 million. Not: from \$2 to \$4 million (unless you really mean the first amount was \$2).

## **minus sign**

In tabular material use a hyphen, not a dash, with figures. In narrative text use minus or another suitable word.

For temperatures below zero: minus 5 or 10 below zero, not -5 or -10.

For incremental letter grades: A-minus, not A-.

## **Miss, Mr., Mrs., Ms.**

Use these courtesy titles only in direct quotes. See courtesy titles.

## **months**

Capitalize the names of months and spell out when standing alone or with a year. When giving a specific date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec., but spell out March, April, May, June, July.

If giving a full date, set off the year with commas. Use commas to set off full or partial dates that follow a day of the week. A date range within the same month should not repeat the month. Examples:

January 1972 was a cold month. Jan. 2 was the coldest day of the month. His birthday is March 8. I recall Feb. 4, 1987, as the target date. She testified that it was Friday, April 3, that the accident occurred. The exhibit runs April 1-15. Early registration is Nov. 20 through Dec. 1.

For events, always use a day of the week in addition to the date. Set off the date with commas: Wednesday, June 22, is the deadline.

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## **more than, over**

Use “more than” to indicate greater numerical value: Salaries increased by more than \$20 a week. Salaries increased by over \$20 a week.

## **move in/move out**

Only use a hyphen when used as an adjective: move-in day. Use as two words to refer to a specific event or when used as a verb: You will move in on move-in day. Keys must be returned before you can move out.

# **N**

## **names**

In general, use full names on first reference and a shortened form, preferably with title, on second reference: Dr. Terisa Riley is the chancellor of UAFS. The ceremony will be led by Dr. Riley.

## **NCAA**

Acceptable in all references for National Collegiate Athletic Association. Divisions I, II, and III may be abbreviated to their Roman numerals when combined with NCAA: UAFS became an active member of NCAA II beginning with the 2011-12 season.

Membership in Division II, which is open to smaller public universities like UAFS, requires sponsorship of at least 10 sports. Male and female teams in a given sport count as two different sports. Coed universities must field athletes in at least four sports for each sex.

## **nicknames**

Introduce a nickname on first reference by placing it in quotes immediately before the last name: John H. “Big J” Jones. Mary Jane “Janie” Smith. Use a nickname in place of a person’s first name if the person prefers it: Jimmy Carter. Unless it is the person’s preferred name, do not use nicknames when listing faculty/staff.

## **No.**

Use the abbreviation No. for number with a figure when indicating a position or rank: the No. 3 choice.

## **non-**

Most words beginning with a consonant do not require a hyphen after the prefix non: nonprofit, nontraditional. Exceptions: Use a hyphen if the word that follows is capitalized or part of a proper name established with a hyphen: non-U.S. citizen, non-Catholic, Non-Traditional Student Organization at UAFS.

## **noon/midnight**

Use noon instead of 12 p.m. and midnight instead of 12 a.m. in all references: The event runs from noon to midnight.

Always use “to” instead of a dash when included in a timeframe: Window hours are 8 a.m. to noon and 8 p.m. to midnight.

Always lowercase unless used at the beginning of a sentence/phrase or as part of an event title: Midnight Breakfast

## **Numa**

The personal name of the UAFS Lion mascot is Numa. Both the Lion and its name date back to the university’s earliest days. (See Lion) The name Numa has many uses across campus.

Numa is the name of the bronze lion statue in front of Stubblefield Center, and Numa’s Pride is the nickname for the student section at the arena.

The Numa Society recognizes donors who contribute to commission outdoor sculptures on campus.

The two exceptions are for NUMALink and NUMA Awards (NUMAs).

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## **numerals**

In general, spell out zero through nine and ordinals first through ninth. Use figures for 10 or 10th and above: The Yankees finished second. He had 11 months to go.

Use figures before a unit of measure or referring to ages of people, animals, events, or things. Also use figures in all tabular matter and in statistical and sequential forms.

Use figures for years, including at the beginning of a sentence: 1969 was the year of Woodstock.

Numbers of four digits or more, except years, require commas: We ordered 1,000 units and paid \$3,000.

## **O**

### **offices**

Style guidelines for nonacademic offices and departments are similar to those for academic departments: Lowercase the names (except for proper nouns) unless using the formal title: Office of the Provost, chancellor's office.

### **on**

Do not use on before a day or date unless its absence would lead to confusion: The meeting is Monday. The panel met Sept. 12.

Use "on" at the beginning of a sentence: On Jan. 20, the new president will be inaugurated.

Use "on" to avoid awkward juxtapositions with proper names or any suggestion that the day or date is the object of a transitive verb: John met Mary on Monday.

## **organizations and institutions**

Capitalize the formal names of organizations and institutions: Applause, Chemistry Club, Student Government Association, University of Arkansas – Fort Smith.

### **over**

Acceptable in all uses for spatial relationships and numerical comparisons: The plane flew over the city. Do not use for numerical comparisons; instead use "more than": more than \$5 million.

## **P**

### **page numbers**

When referring to page numbers in text, capitalize and spell out page or pages and use figures. If the page number includes a letter, do not hyphenate: Page 1, Pages 12-20, Page 2A.

### **percent (%)**

Spell out as one word and use with figures: 1 percent, 20 percent, 6 percentage points. Percent takes a singular verb when standing alone or when a singular noun follows an of construction: She said 50 percent of the membership was there. It takes a plural verb when a plural noun follows of: She said 50 percent of the members were there.

For amounts greater than 1 percent and containing fractional amounts, use decimals: 2.5 percent. For amounts less than 1 percent, use a zero before the decimal: 0.3 percent.

For ranges, retain the word percent on both ends of the range unless the meaning is very clear: from 12 percent to 15 percent, between 12 and 15 percent.

Do not use the percent sign (%) except in tabular material or headings.

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## **periods (.)**

Use periods according to these guidelines:

At the end of a declarative or mildly imperative sentence: He read the book. Shut the door.

With abbreviations and unfamiliar/uncommon acronyms

With initials for first or middle names: John F. Kennedy, T.S. Eliot (no space between two initials, to prevent them from being separated at a line break). Names reduced to only initials take no periods: JFK, LBJ.

Always place the period inside quotation marks: She said, "This must be the place."

When ending a sentence with a parenthetical phrase, place the period outside the final parenthesis: Payment is due at time of registration (no later than May 25). Payment is due before the registration deadline (May 25).

Place the period inside the parenthesis if the parenthetical phrase is a complete sentence: (Registration deadline is May 25.)

Use only a single space at the end of a sentence. Use three periods with spaces before and after to form an ellipsis.

## **plurals**

Follow these guidelines to form and use plurals:

Most words – Add s: students, instructors, professors, colleges.

Most words ending in -ch, -s, -sh, -ss, -x, or -z – Add es: classes, indexes.

Words ending in -is – Change to es: ellipses, parentheses, theses.

Words ending in -y – If y is preceded by a consonant or qu, change y to i and add es: cities, universities, soliloquies. Otherwise, add s: donkeys, turkeys.

Plural in form, singular in meaning – Some take singular verbs: measles, mumps, news. Others take plural verbs: grits, scissors. Others depend on the context.

Figures – Add an s (no apostrophe) to pluralize numerical expressions: the 1960s, two 747s, temperatures in the 20s.

Letters – For single letters, add 's: She earned all A's and B's. Mind your p's and q's. For multiple letters, add s: ABCs, Ed.D.s, MBAs, Ph.D.s.

If this style guide does not contain an example, check the dictionary.

## **plus, plus sign (+)**

Use the plus sign with figures in tabular material and when describing a mathematical operation:  $4 + 6 = 10$ .

Otherwise, spell out plus when using as and/or describing an incremental grade: Students with valid IDs may receive a discount plus a free drink. She earned an A-plus on the test.

## **police department, police officer**

Capitalize when referring to a specific police department if that is part of its name: University Police Department.

On second reference: UPD. Lowercase in general when referring to police departments/officers in general.

## **possessives**

Add only an apostrophe to form the possessive of a proper name ending in -s, regardless of pronunciation: Achilles' heel, Descartes' theories.

Exceptions are made for Arkansas and UAFS, both of which use an apostrophe: Arkansas's, UAFS's.

## **professor**

Never abbreviate professor.

Capitalize only as part of a conferred title before a name: Professor Bob Olsen.

For endowed professorships, capitalize the full formal title but separate such long titles from the holder's name with commas or other text: The Neal Pendergraft Professor of Accounting, Amelia Baldwin, was appointed in 2010.

Balbir Bhasin later joined UAFS as the Ross Pendergraft Professor of International Business.

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## **program, program of study**

Lowercase academic programs, except for proper nouns: the communications program, the Spanish program.

## **provost**

The provost is the senior academic administrator for the university. At UAFS the provost is also the vice chancellor for academic affairs. Capitalize provost as a formal title appearing before the full name and in the formal name of the office: Provost John Smith, Office of the Provost. Lowercase in all other uses: John Smith, provost and vice chancellor for academic affairs.

## **Q Q&A**

Use Q&A to describe a question-and-answer interview format.

## **question mark (?)**

Use a question mark (?) at the end of a direct question, but not at the end of an indirect question: Who teaches the course? I asked who teaches the course.

Use a question mark at the end of an interpolated question: You told me – Did I hear you right? – that Gibbons teaches the course.

Place the question mark outside quotation marks unless it is part of the quoted phrase.

Placement of the question mark inside or outside of quotation marks depends on the meaning: He asked, Do you know who wrote “Gone With the Wind”? Elizabeth Taylor starred in “Who’s Afraid of Virginia Woolf?”

If attribution follows a quoted question, use a question mark instead of a comma before the ending quote mark: “What does this have to do with me?” you may ask.

## **quotation marks (“ ”)**

Use quotation marks (“ ”) for direct quotes, full or partial.

Quotes within quotes: Alternate between double (“ ”) and single (‘ ’) quotation marks as needed, beginning with double quotes around the main quotation: Sarah said, “Ben wrote in his letter, ‘I enjoyed “War and Peace” in translation,’ but he didn’t identify the translator.”

In headlines/web headers, use single quote marks: Fans Flock to See ‘Star Wars’

If two quoted elements end at the same time, use both single and double close-quote marks after the period: John said, “I have never read ‘Crime and Punishment.’”

With unfamiliar terms: Use quotation marks to introduce an unfamiliar expression and explain it. Subsequent references to the same expression do not need quotation marks.

The comma and period always go inside the quotation mark. Other marks, such as the dash, colon, semicolon, question mark, and exclamation mark, are placed inside the quotes if applied only to the quoted matter, but outside if applied to the whole sentence: She asked, “Where did you go?” Did he just say, “I went to the market”?

Do not put quote marks around the questions and answers in a Q&A or FAQ.

When using curled quote marks, note that both double and single marks curl toward the enclosed text, and the single close quote ( ’ ) is also an apostrophe.

## **quotations**

Quotations should be exact. Do not use quotation marks around indirect quotes or paraphrased material.

Do not use with jargon or colloquial phrases.

# R

## **River Valley**

Capitalize when referring to the region of Arkansas defined by the Arkansas River.

Lowercase as a generic term.

## **rock ‘n’ roll**

The general term contains the letter n set off with apostrophes unless spelled differently in a proper noun or title.

## **Roman numerals**

Use Roman numerals – capital letters to express numbers – when designating wars, establishing a personal sequence for animals or people, or referring to certain legislative acts: World War I, the racehorse Native Dancer II, John Smith III, Louis XIV, Title IX.

Roman numeral values: I = 1, V = 5, X = 10, L = 50, C = 100, D = 500 and M = 1,000.

Forming other numbers requires adding or subtracting values according to their placement in relation to each other: Placing a lower number before a higher number means to subtract it, so IV means 4 and XL means 40.

Placing a lower or equal number after a higher or equal number means to add it, so XI means 11 and CC means 200. A sequence can involve both adding and subtracting: MMIX means the value 2,009 or the year 2009.

## **rooms**

Always use the building name and capitalize the names of specially designated rooms: Smith-Pendergraft Campus Center Reynolds Room.

For numbered rooms, use the building name followed immediately by the room number: Fullerton 218. Do not include the word “room” or use a comma after the building name.

Room numbers that include a letter should use a hyphen between the number and the letter: Math-Science 213-B. Building codes may be used for tabular material only: FA 218.

## **ROTC**

The abbreviation ROTC is acceptable in all references to Reserve Officers’ Training Corps. When the service branch is specified, spell it out: Army ROTC, Air Force ROTC.

ROTC is a leadership program that allows officer candidates to pursue a military career while working toward a college degree. At UAfS, which has an Army ROTC unit, interested students may coordinate their ROTC courses with their regular program of study.

# S

## **saint, St.**

Abbreviate as St. in the names of saints, cities, and other places: St. Jude; St. Paul, Minnesota; St. Lawrence Seaway.

## **SAT**

Use only the initials for the previously designated Scholastic Aptitude Test.

## **schools**

Capitalize “school” only when used as part of a formal name: School of Education, elementary school.

## **semester, semesterlong**

No hyphen for the adjective form. This is in keeping with AP style for daylong, weeklong, monthlong, yearlong.

Use a hyphen before the word when referring to a specific number of semesters in adjective form: four-semester program.

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## **semiannual**

Semiannual means twice a year and is synonymous with biannual: We schedule our semiannual meetings in January and June.

## **semicolon (;)**

Use the semicolon to indicate a greater separation between thoughts and information than a comma can convey but less than a period implies.

Use semicolons between elements in a series if the elements are long or contain commas themselves: She teaches literature, both contemporary and Victorian; English poetry, but only in the summer term; and early American fiction, which is scheduled based on enrollment.

Use semicolons between independent clauses when a coordinating conjunction such as and, but, or for is absent: They arrived early; they stayed two hours.

## **semimonthly, semiweekly**

Semimonthly means twice a month. One who is paid semimonthly receives 24 checks a year.

Semiweekly means twice a week: A semiweekly newspaper may be published on Wednesdays and Saturdays.

## **series, serial comma**

A series is a list of related items presented as part of a complete sentence. All items in a series or list should be constructed of parallel elements. The comma before the concluding conjunction is often called the serial comma.

Use a serial comma for all lists containing more than two elements.

## **slash (/)**

The forward-leaning slash (/) is acceptable in certain descriptive phrases such as 24/7 or 9/11, but otherwise should be confined to special uses such as website addresses, fractions or line breaks in quoted poetry.

Not to be confused with the backward-leaning backslash (\), which is used only in some computing contexts.

## **spacing**

Use a single character space (not two) between sentences in a paragraph. Advanced typesetting technology has made the two-space practice unnecessary and undesirable.

## **state names**

Spell out all 50 U.S. state names in narrative text, whether standing alone or with cities: Students in Arkansas and its border states – Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, and Texas – are eligible for in-state tuition rates at UAFS.

Only use standard abbreviations in tabular material.

Postal code abbreviations (AR, OK, TX) are reserved for use in complete mailing addresses with ZIP codes.

When referring to cities and their states together – required for all except major cities that could stand alone in AP datelines – set off the states with commas on both sides within a sentence: They left Beaumont, Texas, and stopped in New Orleans before passing through Mobile, Alabama, and Orlando, Florida, on their way to Miami.

Do not use Arkansas in conjunction with Fort Smith except in complete mailing addresses with ZIP codes.

When listing multiple cities within the same state, only reference the state once, set off by commas, after the last city: Roland, Muldrow, and Poteau, Oklahoma, and Beaumont, Texas.

Arkansas style note: The Associated Press recommends identifying the state on first reference to a city in narrative copy that has no dateline. In UAFS marketing materials, the logo or text version of University of Arkansas – Fort Smith provides sufficient first reference to Fort Smith, Arkansas. For all other Arkansas cities, identify and spell out the state on first reference to each. A single reference that includes all cities is acceptable: They visited the Arkansas

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cities of Little Rock, Jonesboro, and Van Buren.

All 50 states are listed below with their standard abbreviations and postal codes. If a state has no standard abbreviation, it is spelled out twice in the list.

Alabama, Ala., AL	Montana, Mont., MT
Alaska, Alaska, AK	Nebraska, Neb., NE
Arizona, Ariz., AZ	Nevada, Nev., NV
Arkansas, Ark., AR	New Hampshire, N.H., NH
California, Calif., CA	New Jersey, N.J., NJ
Colorado, Colo., CO	New Mexico, N.M., NM
Connecticut, Conn., CT	New York, N.Y., NY
Delaware, Del., DE	North Carolina, N.C., NC
Florida, Fla., FL	North Dakota, N.D., ND
Georgia, Ga., GA	Ohio, Ohio, OH
Hawaii, Hawaii, HA	Oklahoma, Okla., OK
Idaho, Idaho, ID	Oregon, Ore., OR
Illinois, Ill., IL	Pennsylvania, Pa., PA
Indiana, Ind., IN	Rhode Island, R.I., RI
Iowa, Iowa, IA	South Carolina, S.C., SC
Kansas, Kan., KS	South Dakota, S.D., SD
Kentucky, Ky., KY	Tennessee, Tenn., TN
Louisiana, La., LA	Texas, Texas, TX
Maine, Maine, ME	Utah, Utah, UT
Maryland, Md., MD	Vermont, Vt., VT
Massachusetts, Mass., MA	Virginia, Va., VA
Michigan, Mich., MI	Washington, Wash., WA
Minnesota, Minn., MN	West Virginia, W.Va., WV
Mississippi, Miss., MS	Wisconsin, Wis., WI
Missouri, Mo., MO	Wyoming, Wyo., WY

## streets

Always spell out and capitalize the names of streets when used without addresses: Main Street, Park Avenue.

Letter streets should show the letter capitalized, with no punctuation: E Street (not “E” Street).

Number streets should be presented as figures in ordinal form: 6th Street, 51st Avenue. The only exception would be if a numbered street is officially spelled out: Zero Street

Spell out compass points for standalone streets: North 6th Street

Only use abbreviations with numbered addresses: North Second Street, 101 N. Second St.

Abbreviate Ave., Blvd., St., when used with a numbered address, but spell out all other street types in all uses: 5210 Grand Ave., 44 Beautiful Blvd., 789 Main St., 813 N. Waldron Road, 1 River Drive, 61008 Winding Highway.

Spell out and lowercase all street types in plural form: The Blue Lion is on the corner of North 2nd and North A streets.

## Student Activities Office

The Student Activities Office at UAFS seeks to promote student engagement, leadership and academic success through activities, organizations and events designed to meet student social needs and extend learning beyond the classroom.

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## **student classification**

Student classification is determined by the number of credit hours passed, whether at UAFS or accepted as transfer credits.

Freshman: up to 29 credit hours passed

Sophomore: 30 to 59 hours passed

Junior: 60 to 89 hours passed

Senior: 90 or more hours passed

Pluralize only when referring to more than one individual student. Do not pluralize when used as an adjective:

Freshman orientation is open to all freshmen.

## **T**

### **telephone numbers**

For U.S. telephone numbers, use the area code and hyphens: 479-785-0000. Toll-free numbers: 800-111-1000.

The country code for the United States, 1, is usually assumed.

If listing an international number, provide the number needed to dial from the United States, 011, followed by the country code, city code and phone number, separating the sections with hyphens: 011-44-20-7353-1515.

For extensions, follow the phone number with a comma and abbreviate extension: 212-621-1500, ext. 2.

### **the**

In composition titles, capitalize “the” if it is the first or last word, but lowercase an internal the: The Proper Use of the Word The.

If a periodical uses a capitalized “The” in its formal name, AP recommends following suit unless naming several papers including some that do not capitalize: The New York Times would become the New York Times or simply New York Times in such a list.

The AP generally lowercases or omits the initial “the” when naming organizations and institutions, even if the formal name shows a capitalized “The”: The Ohio State University becomes Ohio State University.

### **theater, theatre**

Use “theater” in all references except when a proper name is spelled otherwise: a movie theater, Fort Smith Little Theatre.

Note: In an exception to AP, the spelling theatre is acceptable in reference to stage programming at UAFS, where it appears in many proper names: Students need not major in theatre to participate in Theatre at UAFS productions.

But: Windgate Art and Design houses a 150-seat movie theater.

### **titles**

In general, confine capitalization to formal titles used directly before an individual’s full name. Lowercase when used without a name or when set off from a name with commas: Earlier today, Chancellor Terisa Riley introduced the chairman, John Smith, to the vice chancellor for student affairs.

Informal job titles or occupational descriptions should be lowercased: editor Brenda Starr, accountant Bernie Crook.

### **transfer, transferable, transferred, transferring**

Note the single “r” in transferable.

### **T-shirt**

Always use a capital T and hyphen.

## **TV**

Acceptable as a noun or adjective in all references to television. Always use capitals without periods.

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# U

## UAFS

Acceptable in all second references or when acting as an adjective.

### United States, U.S.

The abbreviation U.S. is acceptable as a noun or adjective on second reference and when prefacing government departments or agencies: the U.S. Department of Justice, students from across the United States.

### university

Capitalize university in formal names, but lowercase in all other uses, including second reference to UAFS: University of Arkansas – Fort Smith alumni return to the university each year for Homecoming.

### University of Arkansas - Fort Smith

The University of Arkansas - Fort Smith began as Fort Smith Junior College in 1928. The institution changed its name to Westark Junior College in 1966, Westark Community College in 1972 and Westark College in 1998 before joining the University of Arkansas System and adopting its current name on Jan. 1, 2002.

University of Arkansas - Fort Smith, with a hyphen or short dash set between single spaces in body copy (the official logo contains a hyphen between spaces), should be used on first reference. The legal name, University of Arkansas at Fort Smith, is used only in legal documents.

On second reference, use UAFS or “the university.” DO NOT use UA Fort Smith, UA-Fort Smith, U.A. Fort Smith, or any variation of U of A Fort Smith.

### University of Arkansas System

The University of Arkansas System oversees 13 academic institutions and four other units. The system is governed by the University of Arkansas Board of Trustees and administered by the president of the system. System offices are in Little Rock. On first reference, use University of Arkansas System. On second reference, use UA system or the system.

For the governing body, the formal name is University of Arkansas Board of Trustees. On second reference, use Board of Trustees or the board. In all references, the people who serve on the board are board members or trustees.

UAFS adopted University of Arkansas – Fort Smith as its formal name in 2002. Its legal name, University of Arkansas at Fort Smith, is used only in legal documents.

The system’s flagship institution is the University of Arkansas, located in Fayetteville. To avoid confusion, use University of Arkansas, Fayetteville on first reference and UA Fayetteville (not UAF) on second reference.

The other system campuses and their second-reference abbreviations (when applicable) are:

Arkansas School for Mathematics and Science (ASMS)

Cossatot Community College of the University of Arkansas

Phillips Community College of the University of Arkansas

University of Arkansas at Little Rock (UALR)

University of Arkansas at Monticello (UAM)

University of Arkansas at Pine Bluff (UAPB)

University of Arkansas Clinton School of Public Service

University of Arkansas Community College at Hope

University of Arkansas Community College at Batesville

University of Arkansas Community College at Morrilton

University of Arkansas for Medical Sciences (UAMS)

The UA System also oversees the Arkansas Archeological Survey, the Criminal Justice Institute, the Division of Agriculture and the Winthrop Rockefeller Center.

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## University Police Department

Capitalize when spelling out the full department name. On second reference: UPD. Lowercase when referring to university police officers in general.

## URL

## V W X Y Z

### versus, vs., v.

In most ordinary uses, the spelled-out word “versus” is preferred over the abbreviation “vs.”: We debated going out to lunch versus cooking at home. Use the abbreviation v. for court cases: Smith v. Jones.

### vice chancellor

Each vice chancellor at the university is an administrative officer who reports directly to the chancellor.

UAFS has five such officers: the vice chancellor for academic affairs, the vice chancellor for enrollment management, the vice chancellor for finance, the vice chancellor for student affairs, and the vice chancellor for university advancement.

Capitalize vice chancellor when used as a title before a full name. Do not use the area of oversight as part of the formal title; lowercase and set off with commas: Vice Chancellor Lee Krehbiel, who oversees student affairs. The vice chancellor for university advancement, Blake Rickman, is also executive director of the university foundation.

The vice chancellor for academic affairs is also the provost, and the shorter title is preferred before the name: Provost Georgia Hale, the vice chancellor for academic affairs.

Do not use degree title in addition to academic title in the same place. Place one before the name and one after: Dr. Terisa Riley, chancellor; Chancellor Terisa Riley, Ph.D.

### Web, website

As it is now widely known and understood, the World Wide Web can be referred to as “the web,” lowercase in all references. Also lowercase one-word forms, such as website, webcam, webcast, webpage.

Note: Preferred term is “online.”

### west, West, western, Western

Lowercase when conveying a compass direction or general area; capitalize when referring to a widely known region:

There is a store in western Arkansas that sells cowboy boots and other Western wear. Head west on Rogers Avenue.

### who, whom

The pronouns who and whom refer to human beings and animals with a name.

Grammatically, “who” is always the subject (never the object) of a sentence, clause, or phrase: Who is there? The woman who lives next door is a dentist. Fido, who likes to be petted, nuzzled his owner’s hand.

Use “whom” when someone is the object of a verb or preposition: Whom do you wish to see? The woman to whom we sold the house has a dog named Fido.

## WiFi

### -wide

Used to describe an encompassed area: campus-wide initiative.

### workforce, workplace

## X-ray

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## **years**

Always use figures without commas: 1999, 2001. When giving a complete date, set off the year with commas, but do not use a comma in a month-year or season-year combination: Feb. 28, 1990, was the target date. The fall 1999 semester saw record enrollment. The program ended in April 2000.

Dates within the current year rarely need to include the year. When referring to dates in past or future years, specify the years. In such cases dates in the current year may need to include the year for clarity.

To express a range of years, abbreviate the second part of the range unless the century changes: 1996-97, 1999-2000, 2010-11.

Add an s with no apostrophe to indicate a decade or century: the 1920s, the 1800s.

Years are the lone exception to the rule against beginning a sentence with a figure: 1976 was a very good year.

## **ZIP code**

The all-caps ZIP stands for Zoning Improvement Plan. Use with lowercase “code.” When providing a mailing address, write the city name followed by a comma, two-letter state postal code, and ZIP code: New York, NY 10020.