

# Editorial style guide

*Undergraduate Catalog*; the *Catalog*; this catalog  
a.m.; p.m.

(also see times)

abbreviations

In general, avoid abbreviations in running text. The ampersand (&) is not a substitute for *and*. Use abbreviations and the ampersand only when part of official names. If the name of the abbreviation may be unknown to some readers, use the full name on first reference. See individual entries for usage for specific abbreviations.

academic degrees

On most references, use bachelor's degree, master's degree or doctorate in place of degree abbreviations—they are more readable in regular text. Bachelor of arts degree or master of fine arts degree is also acceptable.

Use abbreviations only when necessary to distinguish the specific type of degree or when the use of full terms would prove cumbersome, such as when there are multiple degrees: She has an M.D. as well as a Ph.D. in biochemistry. The abbreviations are: B.A. (bachelor of arts), M.A. (master of arts), M.S. (master of science), Ed.D. (doctor of education), Ph.D. (doctor of philosophy), and J.D. (doctor of law). For these degrees, always use periods and do not space between the period and letters. For degrees with three or more capital letters (MBA, BBA, MSSW, DVM), the periods are omitted. The word degree should not follow a degree abbreviation.

Form the plural with an apostrophe and an *s* if adding *s* alone would be confusing, as in abbreviations with periods, lowercase letters used as words, and some uses of capital letters: M.D.'s and Ph.D.'s were awarded.

academic departments

Capitalize when used as a formal name: Department of Art History. Lowercase when used as an informal name: the art history department, the department. Capitalize the words *department*, *college*, *office*, and *school* only when they appear as part of the official name. Words such as *department* can be omitted on second reference, but if the department is still referred to by its official name, it should be capitalized. Casual references to a department, where department is used as a descriptor, are not capitalized (a political science committee; the political science department). Do not capitalize department names when they are used to indicate the subject a professor teaches (Dave Brown of anthropology). Do not capitalize the words *college*, *school*, *university*, or *department* on second reference (the College of Letters & Science, the college; the Law School, the school; UW–Madison, the university, the UW).

academic titles

Capitalize and spell out formal titles (professor, dean, president, chancellor, professor emeritus, chair, etc.) when they precede a name: Chancellor John Doe, Professor Jane Doe; but John Doe, chancellor, Jane Doe, professor. Lowercase modifiers (music Professor Jane Doe, department Chair Jane Doe). But, Jane Doe, professor of music. Capitalize formal titles of named professorships on all references (Jane Doe has been named the Bascom Professor of Art; Jane Doe, Bascom Professor of Art, received the award; Jane Doe, Bascom Professor Emeritus of Art). (also see titles of people)

Accommodate

Acknowledgment

acronyms

Although we refer to campus units by acronyms in speech and internal publications (such as DoIT for the Division of Information Technology), acronyms should not be used exclusively except for those commonly used both inside and outside the university community (NASA, FBI). If an acronym must be used, to eliminate confusion when using lesser-known acronyms, spell out the full name on the first mention, with the acronym in parentheses following. Acronyms are made plural by adding an s if there are no periods in the acronym (IOUs) and adding 's if there are periods in the acronym (Ph.D.'s). See the *Chicago Manual* for more on the appropriate use of acronyms.

additionally

Use in addition.

addresses

In running text, use figures for numbered addresses (123 Main Street) and spell out the words street, avenue, place, boulevard, etc. Include campus street addresses only for publicizing an off-campus event and for publications intended for off-campus audiences. Separate street address, phone, web address, etc., with a semicolon, one space between state abbreviation and zip code: Department of Economics, 7470 Social Science Building, 1180 Observatory Drive, Madison, WI 53706; 608-263-2989; fax 608-262-0000; economics@mail.admin.wisc.edu; www.wisc.edu/economics/. Refer to AP styles for use of addresses in news releases or copy for *Inside UW–Wisconsin*.

Use the complete mailing address when the information is intended for an off-campus audience. Include area codes for telephone and fax numbers when the audience is off campus.

admissions; admissions office; Office of Admissions and Recruitment

advisor, adviser

Use *advisor* for admissions, academic advising, and housing materials. Use *adviser* for all other uses. It is most important to be consistent within a single publication or family of publications.

African American (n. and adj.)

Use AP Style for newswriting: African-American (n. and adj.)

afterward not afterwards

Agricultural Hall

alma mater

alumnus, alumni, alumna, alumnae

Use alumnus (alumni in the plural) when referring to a man who has attended a school. Use alumna (alumnae in the plural) for similar references to a woman. Use alumni when referring to groups that include both men and women. In most informal uses, alum is an acceptable alternative. These terms can also be used for people who attended the university, but did not graduate.

American Indian

Where possible, use the name of the tribe.

amid not amidst

among/between

Between introduces two items, among introduces more than two.

appendix, appendixes

archaeology

Asian American (n. and adj.)

Use AP style for news writing: Asian-American (n. and adj.)

associate degree

Not associate's degree

athletic teams

Use UW instead of UW–Madison on second reference when referring to athletic teams.

Badgers

Official team name of UW men's and women's athletics teams. Acceptable as a substitute for UW on second reference for teams or athletes (the Badgers host Minnesota; Badger athletes). Do not use to refer to nonathletic topics.

biannual/biennial (no hyphens)

Biannual means twice a year and is a synonym for semiannual. Biennial means every two years.

Big Ten, not Big 10

UW–Madison is one of 12 schools in the Big Ten Conference. The others are:

- Indiana University
- Michigan State University
- Northwestern University
- The Ohio State University
- Pennsylvania State University
- Purdue University
- University of Illinois
- University of Iowa
- University of Michigan
- University of Minnesota
- University of Nebraska

bimonthly (no hyphen)

Bimonthly means every other month. Semimonthly means twice a month.

biweekly (no hyphen)

Biweekly means every other week. Semiweekly means twice a week.

blog (a web log), blogging, blogger

board of regents

A 17-member panel that oversees the University of Wisconsin System. Use UW System Board of Regents on first reference and regents or board on second reference.

buildings

Capitalize official names of campus facilities. On second reference, lowercase if a proper name is not used (the Mosse Humanities Building; the building; construction on Vilas). Include street addresses only when citing the location of an off-campus event or for an event for off-campus audiences. In some cases, the word building may be used to prevent confusion with the academic

department of the same name; do not capitalize building in these cases (the Law School, the Law School building). In most cases building names can stand alone (Grainger Hall; School of Human Ecology). Refer to the campus facilities listing in the staff/faculty directory for listings of campus buildings and street addresses.

(also see addresses, capitalization)

campus's

Not campus'

campuswide

Also citywide, countywide, nationwide, statewide, systemwide, worldwide, but university-wide

cannot (one word)

capital

The city that is the seat of government in a state or country.

capitalization

In general, avoid unnecessary capital letters. Use a capital letter only if you can justify it by one of the principles listed here. Many words and phrases, including special cases, are listed separately in the alphabetical index. When in doubt, consult the dictionary. The following should be capitalized:

- Proper nouns: a specific person, place or thing (Atlanta, Africa, Allison)
- Proper names: nouns such as party, river, street, west, college, university, etc., when they are an integral part of the full name for a person, place or thing: Democratic Party, Lake Mendota, Park Street, West Virginia, College of Letters & Science, University of Wisconsin–Madison. Lowercase when they stand alone in subsequent references: the party, the lake, the street, the college, the university. Lowercase names in all plural uses: the Democratic and Republican parties, Langdon and State streets.
- Department of History; the history department; the department
- School of Education; the school
- Center for Limnology; the limnology center; the center
- Memorial Union; the Union
- fall semester; spring semester; summer sessions; spring break; final exams
- B, grade of B, an incomplete, grade of F
- chair of the department; the department chair
- Secretary of the Academic Staff, the secretary
- Office of the Secretary of the Faculty, the office
- (also see academic titles, titles)
- M.A. degree, bachelor's degree, bachelor of science degree, the Bachelor of Arts in History, when used as the formal title of a degree
- (also see academic degrees)
- University of Wisconsin–Madison; the university

(also see academic departments, academic titles, buildings)

capitol

The building where a legislature meets; lowercase when referring generically to Wisconsin's state capitol, but the building in Washington, D.C., is the Capitol

caregiver

chair

Not chairman, chairwoman, chairperson

Chancellor John Doe; the chancellor

Chican@ and Latin@ Studies

college

See schools/colleges

commas

In a series of three or more elements, use a serial comma. For news or *Inside UW–Madison*, do not use a serial comma.

Do not use a comma with a month and year if there is no date included: fall 2012, March 2012. Use a comma after a date that includes the year: Students must submit an application by March 3, 2013, to be eligible for the program. (Alternative style for dates does not require the end comma: 31 December 2012.)

composed of, comprises

It is either composed of or comprises (never comprised of). Comprise means to include or contain (the whole comprises the parts). Wisconsin comprises 26 counties. Wisconsin is composed of 26 counties.

contractions

Contractions should be avoided and should be used only for effect in casual uses.

course numbers and titles

In both lists and running text, use department abbreviation with a space separating the department, the course number, and course name: Poli Sci 377 Nuclear Weapons and World Politics; Anthro 331 Archaeology of Middle America. It is also acceptable to spell out the department name before a course number. Official abbreviations of department names to use with course numbers appear in the *Course Guide*. When referring to courses without including the number, quotation marks are not used: Physical Systems of the Environment; Solid State Physics, Applied Optics. For additional examples, see the academic catalogs.

course work (two words)

credit hours

Use numerals: 3 credits, a 4–credit course, 1 credit hour, and so on. When including the number of credits in a list of courses, use the abbreviation *cr* with no period: Poli Sci 377 Nuclear Weapons and World Politics, 3 cr; Music 231 Elementary/Intermediate Violin, 2–4 cr. In running text, spell out the word *credits*: All students must take 3 credits in art history. For additional examples, see the academic catalogs.

credit/no credit (lowercase)

Cross-College Advising Service (CCAS)

crosslisted

In the catalogs, no hyphen is used.

curriculum vitae

dashes

An em dash is used to set off an amplifying or explanatory element, to separate a subject or series of subjects, or to indicate a sudden break in thought or sentence structure: We will fly to Paris—if I get a raise. For news releases or *Inside UW–Madison*, use a space before and after the em dash.

An en dash is used to connect numbers and sometimes words: 2010–2014; 11 a.m.–4 p.m.; UW–Madison. An en dash is also used to show a range in numbers and words: Monday–Friday. Use an en dash with open compound modifiers: pre–School of Pharmacy course. When connecting years with from, use the word to, not a dash: From 1980 to 1986. For news releases or *Inside UW–Madison*, use a hyphen to connect years; 1980–1986.

data

Data are plural when referring to a collection of individual units, but singular when referred to as a unit (the data is sound).

database (one word)

day care (n. and adj.)

dean

Dean Jane Doe; Jane Doe, dean; the dean; dean's list  
(also see academic titles)

degrees

See academic degrees.

department

Unless part of complete and formal name, lowercase: department guidelines; department requirements; department chair  
(also see academic departments and capitalization)

department names

Department of Theatre and Drama; the theatre and drama department; the department; the zoology and bacteriology departments

dictionary

Recommended: most recent edition of *Merriam–Webster's Collegiate Dictionary*.

different from, not different than

DoIT (Division of Information Technology)

Dormitory (or dorm)

Use residence hall.

download (one word, lowercase)

drop/add (lowercase)

e-mail

Also e-book, e-business, e-commerce, etc. lowercase; use a hyphen for both noun and verb; do not hyphenate for proper noun (eBay)

email

Do not hyphenate in news writing. However: e-book, e-business, e-commerce.

emeritus (for a man), emerita (for a woman), emeriti (plural)  
Professor Emeritus John Doe, not Emeritus Professor John Doe

ensure rather than insure, unless the reference is to insurance

equal opportunity/affirmative action  
Publications should include the university's official statement.

ethnic studies requirement (lowercase)

every day (adv.); everyday (adj.)

fall; fall semester; fall 2012

federal government (lowercase)

fieldwork (one word)

first semester; first-semester courses (lowercase)

firstly  
Use first.

follow up (v.); follow-up (n. and adj.)

foreign  
For foreign countries, use other countries or countries outside the United States, etc.  
For foreign languages, try to use languages without the word foreign.  
For foreign students, use international students, students from other countries, students from outside the United States, etc.  
For foreign study, use study abroad, study in other countries, study outside the United States.

foreign words and phrases  
Use italics only for phrases that are unfamiliar to most readers.

forward not forwards

fractions  
Simple fractions are spelled out. When the fraction is a single quantity, use a hyphen: three-quarters of the book; four-fifths of the students.

freshman  
Where possible use first-year student. However, the admissions and recruitment office and catalog use freshman to designate class standing. Freshman is singular; freshmen is plural.

full time (adv.); full-time (adj.)  
fundraising, fundraiser (n., v. and adj.)

One word in all cases.  
gender  
Use gender-neutral words and phrases.

General Education Requirements  
GER is acceptable on second reference.

GPA

Spell out grade point average on first reference; GPA is acceptable on second reference. UW–Madison grade point averages are based on a 4.0 scale.

#### grades

a grade of B; an incomplete; a grade of Incomplete

Graduate School Catalog; the catalog; this catalog

half the time, not half of the time

#### headlines

Capitalize the first and last words both in titles and subtitles and all major words. For headlines for news releases and *Inside UW–Madisonk*, capitalize only the first word and proper names and nouns.

Lowercase the articles *the*, *a*, and *an*.

Lowercase prepositions, regardless of length, unless they are stressed.

Lowercase the conjunctions *and*, *but*, *for*, *or*, *nor*.

Lowercase the words *to* and *as*.

health care (n. and adj.)

home page (lowercase, two words)

#### honors

honors program; honors credit; Honors in the Major (when referring to the official designation); College of Letters & Science Honors Program

#### hyphens

The use of hyphens can cause confusion. The first place to look for answers is the dictionary and the hyphenation guide in the *Chicago Manual of Style*.

In general, hyphens are joiners. Use them to avoid confusion or to form a single idea from two or more words: much-needed clothing (clothing is badly needed) vs. much needed clothing (the clothing is abundant and needed).

Compound modifiers preceding a noun should be hyphenated: well-run establishment, ill-fitting garment, full-time job, smoke-free restaurant.

A compound modifier occurring after the noun it describes does not require a hyphen but it is not incorrect to use one: The restaurant is smoke free. But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb to be, the hyphen is usually retained to avoid confusion: The man is well-known. The woman is quick-witted.

Compounds formed by an adverb ending in *ly* plus an adjective or participle (fashionably dressed) are not hyphenated before or after a noun.

international students; students from other countries (not foreign students)

#### Internet

intranet (lowercase, one word)

#### it's, its

It's is the contraction for it is. Its is the possessive.



Jr., Sr., III

Do not set off by commas.

L&S

(no spaces, ampersand)

Lakeshore Path (lakeshore is one word)

languages (not foreign languages)

Latin American (n. and adj.)

Latino/a

libraries

University of Wisconsin–Madison Libraries, UW–Madison Libraries, the libraries, Memorial Library, College Library, etc.

life span

lifelong (one word)

lifestyle (no hyphen)

lists

Numbers with periods are preferable to numbers with parentheses.

Whether to capitalize the first word of a new line is a matter of choice; just be consistent.

Use a colon to introduce a list or a series. The menu lists three kinds of dessert: pie, cake, and pudding. A colon is used after an introductory statement that contains the words as follows or following; either a colon or a period may be used after other statements introducing lists.

Listserv

login, logon, logoff (noun); log in, log on, log off (verb)

long-standing (adj.)

long-term (adj.)

longtime (adj.)

macroeconomics (one word; no hyphen)

Madison

Use Madison to refer to the city, not the UW–Madison campus. The Madison campus is acceptable when it is clear that the UW System is the subject.

Majors

Do not capitalize majors, programs, specializations, or concentrations of study when they are not part of an official department name or title, but proper nouns are capitalized. (She received a bachelor's degree in history. She majored in economics. He majored in English and French.) View a [list of undergraduate majors](#).

make up (v.); makeup (n. and adj.)

Martin Luther King Jr. Day

medieval (lowercase)

microeconomics (one word; no hyphen)

mid

Compound words using this prefix are closed when the second word is not a proper noun: midweek, midterm, midsummer, but mid-January. Use a hyphen when mid precedes a figure (mid-1960s).

Midwest; Midwestern

months

Unless used with the day of the week, spell out in running text: February 2, 2011; but Monday, Feb. 2, 2011. The following style also may be used for dates: 28 March 2012. When writing for news releases or *Inside UW–Madison*, abbreviate months when used with a date, with the exception of March, April, May, June, and July, which are always spelled out.

more than/over

When something can be counted, use more than: She bought more than 20 books. In general, over refers to spatial relationships: She jumped over the chair.

multicultural (no hyphen)

My UW–Madison

This is a personalized web portal for UW–Madison and a single point of entry into secure information provided by the university. It gives students access to information on grades, tuition account, financial aid and housing. The URL is <http://my.wisc.edu/>.

nationwide (no hyphen)

Native American (no hyphen in all uses)  
(also see American Indian)

non

The rules of prefixes apply, but in general, do not use a hyphen with non: noncredit, nondegree, nondiscrimination, nonsexist, nonprofit, nontraditional. But, non-music major, non–need-based assistance, non–work-study jobs.

nonsexist language

Avoid gender-specific words. Use synthetic, manufactured, artificial, not manmade. Use people or humans, not men or mankind. Use chair not chairman. Use his or her not his/her. Rewrite a sentence with plural pronouns if necessary to eliminate gender.

numbers

Spell out one through ten; use numerals for 11 and above.

Use numerals in mathematical material.

In the catalogs, use numerals for numbers of credits: 1 credit, 3 credits, 24 credits, a 2-credit course, etc.

Spell out a number at the beginning of a sentence: Twenty-five students are enrolled in the program. Three credits of history must be completed by the senior year.

off campus, off-campus (adj.: off-campus housing, etc.)

on campus, on-campus (adj.)

onetime (when meaning former, onetime champ), one-time offer

ongoing (one word)

online (lowercase, one word)

overall  
(adv. and adj.)

part time (n. and adv.), part-time (adj.)

pass/fail (lowercase)

PDF

Portable document format, a file format created using Adobe Acrobat software. Use PDF for file format. Use .pdf as a file extension. Example: I can send a PDF file. It is called "Report.pdf."

percent

Spell out in running text. The symbol % is OK in lists/tables/charts.

podcast, podcasting

policy-making (hyphenated, n. and adj.)

policymaker (one word)

pre and post

Most compound words using these prefixes do not take a hyphen: postdoctoral, postsecondary, preprofessional, preenrollment, but post mortem.  
(also see prefixes)

prefixes

In general, do not hyphenate when using a prefix with a word that begins with a consonant. Use a hyphen when the root is a proper noun or adjective (un-American). In general, use a hyphen when the formation would double a vowel; however, there are many exceptions to this rule (preenrollment), so always consult the dictionary.

President

UW System President Jane Doe; president of the UW System; the president (even when referring to the president of the United States)

problem solving (n.); problem-solving (adj.)

Provost John Doe; the provost; the provost's office; Office of the Provost

Punctuation

Refer to the *Chicago Style Manual* when preparing copy for non-news material; use *The Associated Press Stylebook* for news releases and *Inside UW–Madison*.

re

Most compound words using this prefix do not take a hyphen: reapply, reenrollment, reentry, reevaluate. For many other words, the sense is the governing factor: resign (quit); reform (improve); recover (regain); re-cover (cover again). Admissions uses re-entry student. (also see prefixes)

recommended references

- *The Chicago Manual of Style*. 16th ed. Chicago: The University of Chicago Press, 2010.
- *The Associated Press Stylebook*, 2011.
- *Merriam-Webster's Collegiate Dictionary*, 11th ed., Springfield, Mass.: Merriam-Webster, 2003.
- Strunk, William, Jr., and E.B. White. *The Elements of Style*, 4th ed., Boston: Allyn and Bacon, 2000.

recreate; re-create

These are two different words.

regents

See board of regents.

registrar; registrar's office; Office of the Registrar

residence credit

(lowercase)

ResNet

The Residential Network managed by the Division of University Housing Information Technology Department

retro credit

Refers to retroactive language credit.

RSS

RSS is a family of file formats used for syndication by news websites.

schools/colleges

- College of Agricultural and Life Sciences; the college; CALS
- Wisconsin School of Business; UW–Madison's business school; the school
- School of Education; the school
- College of Engineering; the college
- Graduate School
- School of Human Ecology; the school; SOHE
- College of Letters & Science; the college; L&S
- School of Journalism and Mass Communication; the school
- School of Library and Information Studies; the school
- School of Music; the school
- School of Social Work; the school
- School of Medicine and Public Health; the school
- School of Nursing; the school

- School of Pharmacy; the school
- School of Veterinary Medicine; the school
- University of Wisconsin Law School; UW Law School; the school

seasons

spring, summer, fall, winter (lowercase)

semester

Lowercase (fall semester, spring semester); UW–Madison is on the semester system; refer to semester rather than term.

sexist language

See nonsexist language.

socioeconomic (no hyphen)

sociopolitical (no hyphen)

someday (one word)

someplace (one word)

spacing after a period

Use just one space for material that will be typeset and printed.

Special student (Special is capitalized; student is lowercase)

spring; spring semester (lowercase)

student classifications

Do not capitalize freshman, sophomore, junior, or senior when referring to a single student. Capitalize when referring to the class as a whole or collective group. (He is a senior history major. The Senior Class sponsored the lecture). Plural of freshman is freshmen.

subfield (no hyphen)

summer; summer session (lowercase)

syllabus; syllabi

symposium; symposia

System campuses

- UW–Baraboo/Sauk County
- UW–Barron County
- UW Colleges Online
- UW–Eau Claire
- UW–Fond du Lac
- UW–Fox Valley
- UW–Green Bay
- UW–La Crosse
- UW–Madison
- UW–Manitowoc
- UW–Marathon County

- UW–Marinette
- UW–Marshfield/Wood County
- UW–Milwaukee
- UW–Oshkosh
- UW–Parkside
- UW–Platteville
- UW–Rock County
- UW–Richland
- UW–River Falls
- UW–Sheboygan
- UW–Stevens Point
- UW–Stout
- UW–Superior
- UW–Washington County
- UW–Waukesha
- UW–Whitewater

#### telephone numbers

Include the area code when the audience is off campus. Separate the area code from the number with a hyphen in all uses. (the Chicago Manual of Style stipulates using either a hyphen or parentheses. The Associated Press Stylebook stipulates using a hyphen.)

#### tense

University Communications uses the present tense in news and feature stories when reporting ongoing work, current affairs, and impromptu remarks of speakers. Use past tense to report remarks made in speeches, votes, actions of committees, and other one-time events in the past. Brower says the work will be complete by summer. The chancellor told the Faculty Senate the budget would pass.

#### textbook (one word)

#### that and which

Use *that* for essential clauses; use *which* for nonessential or parenthetical clauses. General Education Requirements, which include courses in mathematics, must be satisfied. Credits that must be completed before the senior year fall into two categories.

#### The University of Wisconsin–Madison

Official name of the UW System branch in Madison. Use en dash between *University of Wisconsin* and *Madison*. Spell out for external publications or publications that will be read widely off campus on first reference. UW–Madison is acceptable on second reference and for all references for internal communication. Also acceptable on second reference (in a context that is clearly UW–Madison) is “the UW.” The University of Wisconsin was founded in 1848, the first class was held in February 1849. The University of Wisconsin–Madison did not exist until 1971, when the Legislature established the University of Wisconsin System, merging the University of Wisconsin and the Wisconsin State University system.

He selected UW–Madison for its doctoral program. The UW has been a good choice for him.

#### theatre, theater

Use *theater* except when *theatre* is used in a formal title. University Theatre, Department of Theatre and Drama, Hemsley Theatre, Mitchell Theatre; but Wisconsin Union Theater and

Theater Gallery. Hemsley and Mitchell theatres are in Vilas Hall. Theater Gallery is in Memorial Union.

#### time zones

lowercase central standard time, eastern time zone but capitalize abbreviations (CDT, EST)

#### times

Use figures except for noon (12 p.m.) and midnight (12 a.m.). Use a colon to separate hours from minutes and a.m. or p.m. (always lowercase the letters with no space between them). Do not include a colon or minutes if the time is exactly on the hour (11 a.m., but 3:30 p.m.) Avoid such redundancies as 10 a.m. in the morning. When expressing a range of time with the word *from*, use the word *to*, not an en dash to connect: The meeting is scheduled from 9 a.m. to 2 p.m. However, when preparing copy for news releases or *Inside UW–Madison*, designate a time range with a hyphen, not the word *to*: From 9 a.m.–2 p.m. Do use an en dash between the times, with no spaces separating the characters from the en dash, when not using *from*: The store is open Monday–Friday, 2–4 p.m. If both times are a.m. or p.m., include only a.m. or p.m. with the later time (the building is open from 8 to 11:30 a.m.; the workshop is set for 9 a.m.–2 p.m.; the course will meet Tuesdays, 1:30–5 p.m.).

#### titled, not entitled

#### titles of people

In general, titles are capitalized only when they are formal titles directly before a name: (Chancellor Jane Doe, Professor John Doe; but the chancellor, the professor). Do not confuse titles with occupation descriptions: movie star Bette Davis, astronaut John Glenn. Titles that precede names and refer to more than one person with the same title are capitalized in plural form (Professors Jane Doe and John Doe).

#### titles of works

When preparing copy for news releases or *Inside UW–Madison*, refer to *The Associated Press Stylebook* for instructions on treating composition titles.

Italicize titles of published works (books, pamphlets, periodicals, newspapers). Only the official name should be italicized: *Time* magazine, the *New York Times Magazine*.

Unpublished works (manuscripts, speeches, theses) are set in roman type, capitalized as titles and enclosed in quotation marks.

Movies, television and radio programs are italicized. A single episode of a television series is set in roman type and enclosed in quotation marks.

Websites, if titled, should be set in roman type, headline style, without quotation marks. Titles of operas, oratorios, and other long musical compositions are italicized. Titles of songs are set in roman type and enclosed in quotation marks.

Recordings: the name of an album is italicized, the name of the performer(s) set in roman type.

Paintings, drawings, statues, and other works of art are italicized; works of antiquity are usually set in roman type. Titles of photographs are set in roman type and enclosed in quotation marks.

Cartoons and comic strips are italicized.

Most titles of poems are set in roman type and enclosed in quotation marks; long poetic works are italicized: Frank O’Hara’s poem “The Day Lady Died,” Dante’s *Inferno*.

Online publications: titles are handled identically to print counterparts with the addition of a URL.

toward not towards

under way (adv.); underway (adj.)

Almost always two words, one word when used as an adjective before a noun in a nautical sense: an underway flotilla.

Union

See Wisconsin Union.

Union Theater

United States (n.); U.S. (adj.)

University

Capitalize only as part of a formal title on first reference. Always lowercase on second reference: It was a discussion of university matters.

University Health Services (it is plural), UHS

University Theatre

university-wide

URL

Uniform Resource Locator, an Internet address style for addresses, e.g., <http://www.wisc.edu/pubs/ug/index.html>.

If a URL falls at the end of a sentence, do use a period. If an address breaks between lines, split it before a slash or a dot that is part of the address — don’t insert any characters or punctuation.

UW

UW is acceptable when referring to athletic teams or many health-related departments that do not use UW–Madison as part of their official name (UW Hospital, UW Comprehensive Cancer Center, UW Foundation), or as an abbreviated reference to the University of Wisconsin System as a whole (UW budget; students enrolled at UW institutions). If context is clearly UW–Madison, it is acceptable to use “the UW” on second reference. Do not use UW as a substitute for UW–Madison.

UW Colleges

UW Colleges is part of the UW System and comprises 13 freshman/sophomore campuses around the state.

UW–Madison

Use an en dash between UW and Madison. Acceptable on second reference for external publications and all references for internal communication for the University of Wisconsin–Madison. **Do not use *the* when using UW–Madison** (research at UW–Madison, a faculty member at UW–Madison). To prevent confusion with other UW System units, do not use UW as a substitute for UW–Madison, except in cases where the unit is officially named “University of Wisconsin” instead of “University of Wisconsin–Madison” (UW Hospital and Clinics, UW Credit Union, UW Athletics, UW Law School).



#### UW-Extension

Part of the UW System, UW-Extension offers credit and noncredit educational opportunities throughout the state.

vice chancellor; vice president (not hyphenated)

weasel words (many, some, few, often, seems, likely, more, etc.)

These are used when the writers haven't provided the data to support an argument. A light splash of weasel words is OK, but do not overuse.

Web terms

### **Chicago style**

website, the web, the world wide web, a web page

### **AP style for news writing**

website, the Web, Web page, Web feed, webcam, webcast, webmaster

well-being

Wisconsin Experience

Refers to the idea that, together, members of the campus community create, and apply learning inside and outside the classroom to make their world a better place.

Wisconsin Idea

Refers to Charles Van Hise's 1904 declaration that he would "never be content until the beneficent influence of the university reaches every family in the state." Lower case the: the Wisconsin Idea.

Wisconsin Union

Use Wisconsin Union to refer to the organization that manages Memorial Union, Union South and other Union activities. Use Memorial Union or Union South when referring to these physical locations. Union is acceptable only when referring in general to activities sponsored by the Wisconsin Union, not to specific locations. Wisconsin Union is a private entity organized separately from UW-Madison; do not use UW-Madison Union or UW Union.

Wisconsin Welcome

Not Welcome Week

work study (n.); work-study (adj.)

workforce (one word)

workplace (one word)

worldwide (adj. and adv.; no hyphen)

Xerox

Use photocopy.

yearlong (adj.; no hyphen)

zip code (two words, lowercase)