

Spelling and Language Guidelines

The following guidelines will assist writers preparing official University of Wisconsin-Parkside documents, reports and publications. It is intended as a supplement to the Chicago Manual of Style for formal compositions and the Associated Press Stylebook for informal or journalistic materials. Dictionary of reference is Webster's Unabridged.

Bias-Free Language

The university has adopted a policy requiring administrative employees, in the performance of their assigned responsibilities, to use language that is free from bias, especially in reference to gender, race, ethnicity, religious preference, and disabilities. Guidelines for using such bias-free language are published separately but should be consulted in the preparation of all administrative and governance documents and in the preparation of copy for all correspondence and publications directed to off-campus audiences.

Capitalization

General rules on capitalization:

Less is better. All the capital letters that can be associated with departments and titles creates text that is more difficult to read and a point or phrase that should receive emphasis gets lost in the clutter.

Capitalize and spell out Chancellor and Provost when they precede a person's name. Lowercase elsewhere.

Capitalize the names of the two UW-Parkside schools: School of Business & Technology, and, College of Arts and Sciences.

Capitalize the names of executive offices or administrative divisions: Office of the Chancellor, Admissions Office. However, do not capitalize the office or division reference when included in a title (e.g. assistant vice chancellor for university relations and advancement).

Capitalize names of academic departments and administrative units (e.g. Chemistry Department or Center for Educational and Cultural Advancement). In most cases use Chemistry Department rather than Department of Chemistry.

Degrees

The four degrees conferred by the university are: bachelor of science (B.S.), bachelor of arts (B.A.), master of business administration (M.B.A.), master of science (M.S.) – master of science in applied molecular biology (MAMB), and master of science in computer and information systems (MSCIS). Periods are not used in the abbreviations referring to the master's programs (e.g. MAMB. MBA or MSCIS program).

Generally, academic degrees are not capitalized. Use an apostrophe in bachelor's degree, master's degree or doctor's degree. Bachelor's and master's never take the plural possessive. When writing of more than one degree utilize the following formats: *she'll have master's in five fields*, or, *she'll have master's degrees in five fields*.

After full names, use only abbreviations for specific degrees (e.g. Anne Statham, Ph.D.).

Ethnic Groups

Names of ethnic groups are capitalized: African American, Caucasian, Hispanic, Latino/Latina, Asian American and Native American.

Designations based on color such as black and white or the phrase "people of color" are not capitalized.

General Spelling

Course work (two words).

World Wide Web and Internet uppercase in all applications. Website, webpage, web lowercase except at the beginning of a sentence.

Online (one word).

E-mail or e-mail.

Numbers and Numerals

Spell out "first" through "ninth" when indicating sequence in time or location. Starting with "10th," use figures.

Spell out whole numerals below 10; use figures for 10 and above: We have 10 apples, four pears and one orange.

Spell out numerals at the beginning of a sentence: Twenty years ago today, I received my bachelor's degree.

An event should not be described as "annual" until it has been held at least two successive years.

There cannot be a first annual banquet or first annual open house.

In text, express years in four numbers, e.g. 1985, not '85 (it is acceptable to use "'85" when casually referencing someone's year of graduation – e.g. John Smith ('85) has developed a new medical process ...). Indicate decades or centuries with numbers followed by "s" (without apostrophes), e.g. 1960s, the 1900s.

States

Either the full name or the following state abbreviations should be used with the name of a city. Alaska, Ala., Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Hawaii, Idaho, Ill., Ind., Iowa, Kan., Ky., La., Maine, Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Ohio, Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Texas, Utah, Vt., Va., Wash., W.Va., Wis., Wyo.

Names of states when standing alone should be spelled out. Only mailing addresses should use the U.S. Postal Service abbreviations.

Time

Use figures except for noon and midnight. When making reference to hours, do not use ":00" after numerals, e.g., "The play will begin at 2 p.m. in the theatre." Periods should separate p.m. and a.m.

Titles

When titles are long, such as associate professor of biological sciences, the shortened title (associate professor) or courtesy titles such as Ms. or Dr. should precede a person's name rather than the entire title.

Never abbreviate professor and lowercase before a name. Do not continue to use in subsequent references unless part of a quotation.

The word *emeritus*, when used with formal titles, follows the title (e.g. professor emeritus Emmett Bedford or Emmett Bedford, professor emeritus of English).

First reference to an individual should include his/her title or rank (e.g. Donald Cress, dean of the College of Arts and Sciences).

University

First references to the university should always be the full name: the University of Wisconsin-Parkside.

Subsequent references may be “UW-Parkside” or “the university” (lowercase in most applications, exception would be where more formality is desired) or UW-P (only in very casual usage). The university should not be referred to as UWP or Parkside. Periods are not used following “U” or “W.”

The address for the university is University of Wisconsin-Parkside, 900 Wood Road, P.O. Box 2000, Kenosha, Wisconsin, 53141-2000.

Names of buildings should be spelled out when used in text. When references appear in lists, course schedules, etc., abbreviations may be substituted.

Wyllie Hall (WYLL)

Greenquist Hall (GRNQ)

Communication Arts Building (CART)

Molinaro Hall (MOLN)

Sports & Activity Center (SAC)

Parkside Union (UNION)

Tallent Hall (TALL)

Ranger Hall (RANG)

University Apartments (UAPT)

Facilities Management Center (FMC)

Regional Staff Development Center (RSDC)

University Child Care Center (CCC)

Use “alumnus” (alumni is plural) when referring to a male who has been graduated from the university. Use “alumna” (alumnae is plural) for similar reference to a female. Use “alumni” when referring to a group of both males and females.