University of New England—Writing Guide

University of New England publications follow the Associated Press, or AP, style of writing, with the exception of scholarship written for purely academic audiences. Most journalists keep a copy of *The AP Stylebook* on their desks, and if you hold a position at UNE that involves frequently contributing written content to the University's print or online publications, you should order a copy.

This document contains a selection of words, terms and usage issues that commonly arise when writing about a university. It provides short explanations of proper AP style for each, as well as information about other stylistic practices UNE has adopted over time.

1. UNE Style for Common Words, Terms and Punctuation

email	No hyphen
email address	All lowercase: jsmith@une.edu
health care	Two separate words even when used as an adjective
interprofessional	One word
myUNE	Lowercase followed by uppercase; one word
online	One word
periods	Leave one space after periods, not two.
semester and year	Capitalize semester when followed by a specific year: Fall 2014 semester
U-Online	Use hyphen and capitalize both the "U" and the "O"
website	One word

2. Academic Degrees, Class Years and Majors

On first reference, it is preferable to **spell out academic degrees**, rather than using their abbreviations. Capitalize the degree. Do not use an apostrophe.
Example: After you have earned your Bachelor of Science in Biology, you may apply for our Master of Science program.

It is also acceptable to refer to degrees as **bachelor's degree, master's degree, associate or doctorate**. Note that bachelor's degree and master's degree are lowercased and include an apostrophe, but associate

and doctorate do not have apostrophes and do not use the word "degree." Also note that the field of study is lowercased in this usage.

Example: Jane Doe earned a bachelor's degree in journalism, followed by a master's degree in creative writing.

When the **abbreviation of academic degrees** is necessary, uppercase and use periods. The word "degree" should not follow a degree abbreviation.

Some common abbreviations are:
B.A. – Bachelor of Arts
B.S. – Bachelor of Science
D.O. – Doctor of Osteopathic Medicine
D.P.T. – Doctor of Physical Therapy
Ed.D. – Doctor of Education
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.D. – Doctor of Medicine
M.S.W. – Master of Social Work
M.S.Ed. – Master of Science in Education
Ph.D. – Doctor of Philosophy

Examples: John Smith has a Ph.D. in history.
John Smith earned a doctorate in history.

Honorary Degrees
You should use the abbreviation HON and a class year.
Example: John Smith, HON '78, presented a lecture to students and staff.

Class Year
When writing about UNE undergraduates or graduates, you should denote their class year upon first reference. Use an apostrophe to denote this, making sure that it is facing in the correct direction, as in the example below.
Examples: UNE was proud to welcome to campus John Smith '96 to host a writing seminar.
English major Jen Smith '18 hopes to pursue a career as a magazine editor upon graduation.

Degrees from UNE Precursors
UNE was formed when St. Francis College and the New England College of Osteopathic Medicine merged. Later, in 1998, UNE merged with Westbrook College. When we refer to the alumni of our precursor institutions, include the acronyms WC for Westbrook College and SFC for Saint Francis College.

Examples: John Smith '96 was greeted by his mother, Jeanne Smith WC '76 and father Jerome Smith SFC '74.

Academic Majors
You should make sure that you refer to UNE majors by their complete and correct names. Refer to the major listing at: http://www.une.edu/academics/programs

Commonly misrepresented majors include Marine Sciences, which includes a sometimes-omitted "s," and Sport and Recreational Management, which should include the sometimes omitted "management." Likewise, Mathematical Sciences should not be shortened to simply "Math major."

We have made the decision to capitalize the names of majors when talking about the major at UNE. Do not capitalize the names of majors when you are talking about them in general.
Example: As a Marine Sciences major at UNE, you have access to some of the best facilities in the world for the study of the marine sciences.

3. Campuses, Colleges, Departments, Programs and Offices

The names of campuses, colleges, departments, official programs and administrative offices at UNE should be capitalized. They should be spelled out on first reference in any article or on any webpage. After the first reference, you may use a common UNE acronym if one exists; do not make up new acronyms.

Example: The Westbrook College of Health Professions is a leading force in educating health professionals for the 21st century. As a student in our Department of Nursing and Department of Dental Hygiene, you work with other WCHP students in our Clinical Simulation Program.

UNE Campuses
UNE has three campuses:

Biddeford Campus
Portland Campus
Tangier Campus

Example: As a student based in Biddeford, you may opt to also take classes at our Portland Campus and at our campus in Tangier, Morocco. On the Tangier Campus, you find state-of-the-art facilities for learning and recreation.

UNE Colleges
College of Arts and Sciences (CAS)
College of Dental Medicine (CDM)
College of Graduate Studies (CGS)
College of Osteopathic Medicine (COM)
College of Pharmacy (COP)
Westbrook College of Health Professions (WCHP)

UNE Centers & Institutes
Center for the Enrichment of Teaching and Learning
Center for Excellence in the Neurosciences
Center for Global Humanities
Center of Biomedical Research Excellence for the Study of Pain and Sensory Function
Center for Excellence in Interprofessional Education
Human Nature Project
Marine Science Center

UNE Offices and Programs (partial list)
Add Verb Productions
Clinical Simulation Program
College of Arts and Sciences Internship Office
College Community Mentoring Program (CCMP)
Community Therapy Center
Continuing Professional Education
Dallaire Drug Information Center (DIC)
Genomics, Analytics and Proteomics Core (GAPC)
Ghana Cross Cultural Health Immersion
Global Education Program
In Vitro Drug Screening Core
Interprofessional Education Collaborative (IPEC)
Motion Analysis Lab (MAL)
Office of Citizenship and Civic Engagement (OCCE)
Office of Continuing Professional Education (CPE)

Buildings, Facilities and Sites
Below is a list of formal titles of buildings and other facilities on the three UNE campuses. Use the official name upon first reference; upon subsequent references, when a proper name is not used, lowercase the words "hall," "field," "office," "building," etc.

When including a building address with a room number, the room number should follow, not precede, the building name.
Example: Applications should be hand-delivered to Marcil Hall, Room 221 at the time of the interview sessions. If your UNE identification card will not gain you entrance to the hall, please contact Security using the callbox outside.

Portland Campus
Alexander Hall
Alumni Hall
Art Gallery
Beverly Burpee Finley '44 Recreation Center
Blewett Science Center
Coleman Dental Hygiene Building
Westbrook College of Health Professions Lecture Hall (WCHP Lecture Hall)
College of Pharmacy

Eleanor DeWolfe Ludcke '26 Auditorium
Facilities Management
Ginn Hall
Goddard Hall
Gulliver's Field
Hersey Hall
Josephine S. Abplanalp '45 Library
Linnell Hall
McDougall Hall
Oral Health Center
Parker Pavilion
Proctor Hall
Safety and Security Shuttle Terminal

Biddeford Campus
Arts and Communications
Assisi Residence Hall
Avila Residence Hall
Barbara Hazard Field
Blue Turf Field
Campus Center
Champlain Residence Hall
Claude Dubois Softball Field
Decary Hall
East Residence Hall
Facilities Management/Safety and Security
Fiscal Affairs/Human Resources
Frederick Residence Hall
George and Barbara Bush Center
Gregory Hall
Harold Alfond Center for Health Sciences
Harold Alfond Forum
Jack S. Ketchum Library
Jordan Point
Leonard Hall
Marine Science Center
Marcil Hall
Padua Residence Hall
Peter and Cécile Morgane Hall
Pickus Center for Biomedical Research
Sandra Featherman Hall
Sanford F. Petts Health Center
Siena Residence Hall
Sokokis residence Hall
Stella Maris Hall
Student Academic Success Center

University Dock
Water Treatment Plant
Welcome Cottage (Admissions)
West Residence Hall

Tangier Campus
On the grounds of the American School of Tangier (AST)

4. Official and Courtesy Titles

Courtesy Titles
Do not use courtesy titles such as Mr., Mrs., Miss, Ms. or Dr. before a name in UNE communications.

Professional Titles
It is preferable to include a person's job or position title **after** their personal name. Titles following a name or used alone in place of a name are lowercased.

Titles before a name are capitalized.
Examples: Jane A. Doe, director of communications said, "Always follow the Style Guide."
Director of Communications Jane Doe said, "Always follow the Style Guide."
The new director of communications insists that we follow the Style Guide.

Academic Degrees and Professional Titles
Jane A. Doe, Ph.D., professor of history and department chair, follows the Style Guide.
Vice President of Communications John Doe, Ph.D., also follows the Style Guide.

5. Capitalization

Academic Honors
Lowercase "cum laude," "magna cum laude" and "summa cum laude."

Lowercase "dean's list."

Committees, Associations, Conferences and Meetings
You should capitalize the official names of associations, conferences, groups, and meetings.
Example: John Smith is a member of the Research and Development Committee. Previously, Smith was a member of the Maine Municipal Association.

Board of Trustees/Board of Directors
Capitalize references to a Board of Directors, Board of Trustees or similar boards and commissions when the term is used in conjunction with an institution, company, organization, etc. Also capitalize any board committees.
Example: UNE's Board of Trustees includes two student members. Between them, they offer students representation on the Academic Affairs Committee and Student Affairs Committee.

Do not capitalize references when they are used as generic terms.
Example: A successful businessman, John Smith serves on several local boards and committees.

University of New England
Wherever possible, first references in any article or on any webpage should be to "the University of New England." On subsequent references, use "the University," or "UNE."

6. Punctuation

Quotation Marks
Use "quotation marks" for the titles of dissertations, theses, manuscripts in collections, lectures, papers, projects, speeches, exhibits and presentations. Also use quotation marks for articles and chapters within periodicals.

In almost all cases, closed-quotation marks go outside a comma, period question mark or exclamation point.
Example: The Aquarium Club named John Smith its new president, citing his "Extraordinary knowledge of reefs and the species they support." Smith said he was "humbled by the honor," and committed to consulting the club's "rank and file members" before making important decisions.

On rare occasions, closed-quotation marks go inside the punctuation mark because they are not part of the material being quoted but use the quoted material to posit a question or make an emphatic declaration.
Example: Why call it a "gentleman's agreement"? There was nothing gentlemanly about it.

When you wish to emphasize a word or phrase or use it as the word itself, you should use quotation marks.
Example: He didn't know the meaning of "no." He misspelled the word "conscience."

Italics
Although AP Style does not use italics, we have made the decision at UNE to use them to represent the titles of books, catalogs, journals, magazines, newspapers and website names. Other titles that we similarly italicize include: songs, poems, movies, plays, radio and television shows, scientific names of plants and animals, and the specific names of inanimate objects such as ships and works of art.

Parentheses
In general, parentheses should be avoided as they detract from the flow and overall readability of your writing. When you must use them, only include a period inside the parentheses when the material enclosed is an independent sentence forming no part of the preceding sentence.
Example: Most UNE students enjoy intramural sports. (Of course, there are exceptions.)

Serial Comma or "Oxford Comma"

AP style dictates that in a series of three or more elements, no comma should be used to separate the final two elements. However, when the sentence is complex and would not be clear without the additional comma before the "and" or the "or," you should insert a comma.
Example: Our collaborative allows you to gain marketable skills in biology, engineering and business.

Brackets
Brackets are used most commonly to add comments in quoted material for clarity and for interjecting explanations, translations or editorial remarks in text.
Example: "These [Fulbright Scholars] represent many of the top students at this university."

Ellipsis
An ellipsis is used to indicate the deletion of one or more words in the condensing of quotes, text or documents. It is used with a space before, between and after the periods. An ellipsis may also be used to indicate a pause or hesitation in speech, or a thought that the speaker or writer does not complete.
Example: "The weather forecasters predicted rain tomorrow . . . and a warm and sunny weekend."

If the words that precede an ellipsis constitute a grammatically complete sentence, place a period at the end of the last word before the ellipsis.
Example: "Good morning . . . . Our first item is a sales report," read the director's memo.

7. Numbers, Class Years, Dates and Phone Numbers

Spell out whole numbers one through nine and use figures for 10 and above. Use figures for dimensions, percentages, distances and other measurements. Spell out all numbers, however, when they are used at the beginning of a sentence.

Grade levels in school should always be spelled out.

Use figures for ages, including year and month.

Always use figures when referring to a year, such as 2014 or '14.

Class Years
Initial references to individual students and alumni should include their class year after their names.
Example: Jane A. Doe '80 is a member of the Class of 1962.

Decades
Do not use an apostrophe when writing about a decade.
Example: He was among UNE's most prolific faculty of the 1980s.

Dates
Commas set off the sequence of the day, month and year.
Example: The presentation will take place Wednesday, September 24, 2014, sometime in the afternoon.

When using the word "from" to express a date range, only include the year in the final date.
Example: The exhibition ran from May 12 to May 23, 2006.

Phone Numbers
Use parentheses around the area code, rather than a dash following it.
Example: (207) 555-5555

When referring to a phone extension, use "ext." before the number.
Example: For more information, call the Proofreading Office at ext. 5555.

8. Alumni Names and Terms

Identify alumni by their class years with an apostrophe before the year and no comma between the name and class year. Multiple degrees and degrees from non-UNE affiliated programs are all formatted as follows:

Jane Doe '06
Jane Doe, B.A. '06 (The class year signifies that the degree is from UNE.)
Jane Doe, B.A. '06, M.S.W. '08 (Both degrees are from UNE.)
Jane Doe, B.S. '06, M.S. (The B.S. is from UNE but the M.S. is not.)

Alumni Vocabulary
Alumni	Plural for a group of male and/or female graduates.
Alumnae	Plural for female graduates.
Alumna	Female singular
Alumnus	Masculine singular
Alum	Masculine or Feminine singular

Legacy Suffixes
Jr., Sr. and other personal suffixes such as Roman numerals should not be preceded by a comma.
Example: Martin Luther King Jr. visited UNE in 1964 when the University was known as St. Francis College.