

University of Delaware Style Guide

The UD Style Guide augments the *Associated Press Stylebook: 2008*. For notes on style not addressed here, please refer to that manual. Where notes on style, usage, and punctuation differ, adhere to the UD Style Guide.

1. The University of Delaware

The official title is the University of Delaware. On second reference and in headlines, “UD” is preferred. Such constructions as “U of D,” “UofD,” and “the U of D” are not used. Do not use periods in “UD.”

When referring to the University as “UD,” do not use “the”—e.g., “Officials at UD confirmed” However, use “the” in instances where “UD” is merely a modifier—e.g., “The UD sophomore has won two awards.”

Capitalize “University” standing alone when referring to the University of Delaware.

Colleges

In naming the various units of the University, observe the following style: College of Arts and Sciences (not “Science”); College of Agriculture and Natural Resources; College of Engineering; Alfred Lerner College of Business and Economics; College of Health Sciences; College of Human Services, Education and Public Policy (no comma after “Education”); and College of Marine and Earth Studies. On second reference, an informal construction of the college name may be used—e.g., “the engineering college.”

The colleges themselves use the following abbreviations in-house: College of Arts and Sciences (CAS); College of Agriculture and Natural Resources (CANR); College of Engineering (COE); College of Health Sciences (CHS); College of Human Services, Education and Public Policy (CHEP); and College of Marine and Earth Studies (CMES). Note: The Alfred Lerner College of Business and Economics does not abbreviate its name, but users may drop “Alfred” on second reference.

Do not capitalize “college” when standing alone.

Departments

Capitalize the proper names of departments and offices—e.g., “Department of History,” “University Honors Program,” “Office of Communications & Marketing.” However, in informal use, departments and offices are lowercased: “the history department,” “the engineering college.”

Courses of study, such as “biological sciences” and “sociology,” are lowercased.

Buildings

Capitalize the names of University structures when using their full titles—e.g., “General Services Building.” Following are campus buildings and locations that are frequently misidentified.

ACCESS Center is, in most instances, preferred over the center’s full name (Adult Center for Continuing Education Student Services).

Acierno Arena is located in the Bob Carpenter Sports/Convocation Center.

Bayard Sharp Hall is the former St. Thomas Church located at Elkton Rd. and Delaware Ave. (Note: There is also a Sharp Hall, which is a residence hall, and Sharp Laboratory on The Green.)

Brown Hall is a residence hall on the Green, next to Main Street.

Brown Laboratory houses the Department of Chemistry.

Carpenter Center is the Bob Carpenter Sports/Convocation Center. It is located on Rte. 896, south of Delaware Stadium. Use its full name for formal events and ceremonies. Informally, it is known as “the Bob.”

Carpenter Sports Building is located north of Main Street. Informally, it is known as “the Little Bob.”

Colonnade, The (Note: “The” is capitalized.)

Communication, Department of (Note: There is no “s” in “Communication.”)

Delaware Stadium houses Tubby Raymond Field.

Du Pont Hall is formally “**P.S. du Pont Hall**.” It houses the College of Engineering. The **Amy E. du Pont Music Building** is the home of the Department of Music. The **Lammot du Pont Laboratory** is the chemistry/biochemistry/marine biochemistry laboratory (note the spelling of “Lammot”).

du Pont is used when referring to family members (e.g., former Gov. Pierre S. du Pont IV) and the hotel (Hotel du Pont). The company is **DuPont**. (Note: There is no space between “Du” and “Pont.”) The hospital is the **Alfred I. duPont Hospital for Children**.

Green, The used to be “The Mall.” Note: “The” is capitalized.

ice arenas (Note: There are two—the Fred Rust Ice Arena and the Gold Ice Arena. The Rust arena is where public skating sessions and skating exhibitions are held. Both are part of the Ice Skating Science Development Center.)

Lerner College of Business and Economics is formally the Alfred Lerner College of Business and Economics.

libraries (Note: The University of Delaware Library refers to the entire library system—i.e., the Hugh M. Morris Library and the four branch libraries. The head of the unit is the “director of libraries.”)

Morris Library is formally the Hugh M. Morris Library. The building is only **part** of the University of Delaware Library.

Raymond Field is formally Tubby Raymond Field and is located in Delaware Stadium

Sharp Campus is the Hugh R. Sharp Campus in Lewes, Del.

Sharp Hall is a residence hall. Note: There is also Bayard Sharp Hall, which is the former St. Thomas Church.

Sharp Laboratory is a classroom and office building.

Smith Hall is a classroom and office building.

Smyth Hall is a residence hall.

Theatre, not “theater,” is used consistently—e.g., “Department of Theatre,” “Professional Theatre Training Program,” “400-seat theatre.”

Willard Hall Education Building is named for a man, Willard Hall. Therefore, do NOT refer to the building as Willard Hall.

Board of Trustees

The Board of Trustees (capitalized) is the governing body of the University. For the Board of Trustees, “chairman,” not “chairperson,” is used.

The formal names of the standing trustee committees are: Trustee Committee on Academic Affairs, Trustee Committee on Finance, Trustee Committee on Grounds and Buildings, Trustee Committee on Honorary Degrees and Awards, Trustee Committee on Public Affairs and Advancement, and Trustee Committee on Student Life and Athletics. There are two visiting committees: the Audit Visiting Committee and the Investment Visiting Committee. Note: “Visiting board” is incorrect.

Do not capitalize “board” standing alone when referring to the Board of Trustees. Do not capitalize “trustee” or “trustees” standing alone.

Student Groups

University policy does not permit a registered student group to use the term “University of Delaware” before its title, as student groups are independent, autonomous organizations over which the University has no direct control. A student group may use the term “University of Delaware” only after its name—e.g., “E-52 Student Theatre at the University of Delaware” or “Hillel Center at the University of Delaware.”

Mascot

The **Fightin' Blue Hen** is the University’s mascot. Its current incarnation is named YoUDee. Note: The “U” and “D” are capitalized. YoUDee’s sibling is Baby Blue. The mascot is sexless and, therefore, should not be referred to as “he” or “she.”

2. Names & Titles

Capitalize a title immediately preceding a name, but lowercase the title if it follows the name or stands by itself.

For example:

President Patrick T. Harker	BUT	Patrick T. Harker, president of the University
Professor Edith Wharton	BUT	Edith Wharton, professor of English
Gen. W. A. Black	BUT	the general said
President Obama	BUT	Barack Obama, president of the United States

Titles, such as Dr., Mr., Mrs., Ms., and Miss, are not used except when referring to the deceased. “Dr.” may be used when referring to a doctor of medicine if the connection is integral to the piece of writing. On second reference, use the last name only. In cases where two or more people share a last name, use their full names on all references.

The titles of named professors are always capitalized: “Harry Angstrom, H. Fletcher Brown Professor of Mineralogy.” A list of UD’s named professors is at www.udel.edu/provost/named_as.html.

Use “of” after “professor,” “associate professor,” “assistant professor,” and “adjunct professor.” Example: “Elizabeth Bennett, associate professor of communication” Use “in” after “instructor” and “lecturer.” Example: “Uriah Heep, instructor in finance”

“Emeritus” (male) or “emerita” (female) is added after a title to denote that the individual has retired but retains his or her rank or status. However, the title is not automatically conferred upon retirement. Therefore, be sure retired professors, deans, presidents, etc., are so recognized before using the word. Capitalize “emeritus/emerita” when it precedes the name in a title—e.g., “Dean Emerita Emma Bovary.” Lowercase the word when it is used after the name—e.g., “Tom Joad, professor emeritus of physics.” Do not italicize either word. “Emeriti” is the plural form: “Willa Cather and Saul Bellow, professors emeriti”

3. Alumni

“Alumni” is plural and refers to male attendees or graduates, as well as groups of male and female attendees/graduates; “alumnae” is plural and refers to female attendees/graduates. “Alumnus” is singular and refers to a male attendee/graduate; “alumna” is singular and refers to a female attendee/graduate.

Students who have completed more than 30 credit hours are considered alumni, so be aware that the term “alumnus” is not necessarily synonymous with “graduate.”

Students who graduate at Winter Commencement are officially members of the class of the year before the ceremony, when they completed degree work—e.g., Winter Commencement in January 2009 honored students who completed their requirements in 2008, so they are members of the Class of 2008.

When identifying alumni, use college and class year. Use an apostrophe when abbreviating class year—e.g., “Class of ‘44.” Note: The apostrophe faces the missing numbers.

If the college name has changed, the current name is used. For example, a 1985 graduate of the then-College of Education would be “CHEP ’85,” as education is now part of the College of Human Services, Education and Public Policy.

“Alma mater” refers to a school one has attended or from which one has graduated. The term is lowercased. Do not italicize “alma mater.”

4. Degrees

College degrees are lowercased when spelled out—e.g., “associate of arts,” “bachelor of science,” “master of arts,” “bachelor of science in mathematics.” However, capitalize the full name of a degree program—e.g., “Master of Arts in American Material Culture Studies.”

Degrees are capitalized and take periods when abbreviated—e.g., “B.A. in anthropology,” “M.S. in education.” However, in general, avoid using abbreviations for degrees.

Use an apostrophe in “bachelor’s degree” and “master’s degree.” DO NOT use an apostrophe in “associate degree.”

A doctorate is a “Ph.D.” Its plural is “Ph.D.s.” When possible, use “doctorate” over “Ph.D.”: “She holds a doctorate in biomechanics.”

Do not capitalize “degree,” as in “doctor of divinity degree.”

5. Capitalization

If in doubt, use lowercase rather than capital letters.

Lowercase the names of the classes: “graduate” (not “postgraduate”), “senior,” “junior,” “sophomore,” and “freshman.” Note: “Freshman” is the adjective form even in plural usages—e.g., “freshman courses.”

Lowercase “fraternity,” “sorority,” and “chapter”—e.g., “Alpha Tau Omega fraternity”; “Gamma chapter.”

Capitalize the names of schools and colleges of other universities.

Capitalize “Class” when joined with a year—e.g., “The Class of 2009 announced its gift,” or “The Class of ’44 will hold its reunion.”

Capitalize “Homecoming,” “Commencement,” “Convocation,” “Honors Day,” “Newark Community Day” (note: not “Days”), and other major, annual campus events.

Capitalize each letter in “ARAMARK.”

6. Abbreviations

An organization's name is written out on first reference and may be abbreviated on all subsequent references. For example, on second reference, the "Delaware Biotechnology Institute" may be abbreviated "DBI." On the first reference, the abbreviation, encased in parentheses, follows the name: "The Delaware Biotechnology Institute (DBI) is a partnership" Only well-known abbreviations may be used on first reference—e.g., AFL-CIO, PTA, YMCA, YWCA, FBI, ROTC, U.S., U.N.

7. Technology Terms

"Fax" is lowercased; it is not an acronym.

"Email" does not take a hyphen.

A return, placed at an appropriate break, may be added in a long URL or email address to make the text flow more uniformly, but care needs to be taken should the layout change.

"Home page" is two words.

"Internet" is capitalized.

"Online" is one word, not hyphenated.

"World Wide Web" is capitalized, as is "Web" and "Web site." (Note: "Web site" is two words.)

Use "www." in front of "udel.edu."

8. Notes on Punctuation & Usage

One space follows all punctuation, including periods and colons.

Periods and commas are always placed **inside** quotation marks; all other punctuation is placed **outside** quotation marks.

The University has not taken a position on use of the penultimate comma (the comma following the second-to-last item in a series). Whether choosing to use the comma or not, be consistent throughout the document. When the absence of a penultimate comma compromises clarity, use the comma—even if it has not been used throughout.

Place a comma after all dates that include the year: "According to your April 15, 2009, letter...." However, commas **do not** separate seasons and months (without dates) from their years: "The report will be released in spring 2009." "She expected the letter in May 2010." Note: Seasons (fall, winter, spring, and summer) are lowercased.

Place a comma after all cities when followed by their states: "She talked to the Portland, Maine, reporter," or "He found the release had a Wilmington, Del., dateline."

Use an em dash (—) to convey an abrupt change in thought or an emphatic pause: For example, “Dean Humbert noticed some students—quite a few, in fact—were not paying attention.” In print, do **not** insert a space on either side of the em dash. Online, a space may be inserted on both sides to alleviate awkward spacing.

The em dash is longer than the en dash (–), which is used to show range: for example, “6–10 years,” “3–9 p.m.,” “April–September.” Do not insert a space on either side of the en dash.

Use a hyphen (shorter than the em dash and the en dash) to join two or more words expressing a single concept—e.g., “first-quarter touchdown,” “full-time professor,” “fall-semester grade,” “high-and-mighty attitude.” Do NOT use a hyphen to join “very” with another word modifying the same concept—e.g., “a very good time.” Also, do NOT use a hyphen to join adverbs ending in “-ly” with modifiers following them—e.g., “the slow-moving train” BUT “the slowly moving train.”

Proper and common nouns ending in “s” take an apostrophe and a concluding “s” in their possessive form—e.g., “the Jones’s luggage”; “the dress’s hem.”

“i.e.” means “that is”; “e.g.” means “for example.” The two abbreviations are not interchangeable. Both are lowercased; neither is italicized.

Capitalize the first word following a colon when it begins a new sentence—e.g., “He was right about one thing: The university would never reclaim its former standing.”

Collective nouns such as “faculty” and “staff” may take singular or plural verbs and pronouns. If, in context, the group functions as a unit, treat the noun as singular; if its members function individually, treat the noun as plural—e.g., “Faculty in the College of Health Sciences are working on ...” BUT “The faculty has been apprised of”

9. Resources

For additional writing and style resources, visit the University of Delaware Writing Center (www.english.udel.edu/wc/) or the University of Delaware Library (www.lib.udel.edu/db/).

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