



# UNIVERSITY OF DELAWARE

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EDITORIAL STYLE GUIDE  
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The Office of Communications and Marketing is responsible for supporting the quality and consistency of the University of Delaware's image and reputation, in direct consultation with the Office of the President. We appreciate your cooperation in using these guidelines. The style guide will continue to evolve as AP and other standards change. If you have questions about any listings, or suggestions for additions, please contact [ocm@udel.edu](mailto:ocm@udel.edu).



The “University of Delaware Editorial Style” augments the online edition of the Associated Press Stylebook. For notes on style not addressed here, please refer to that resource. Where notes on style, usage and punctuation differ, adhere to the UD Editorial Style Guide. For questions on items not covered in either, email [ocm@udel.edu](mailto:ocm@udel.edu) and put “*Editorial style question*” in the subject line.

## THE UNIVERSITY OF DELAWARE

The official title is the University of Delaware. On second reference and in headlines, “UD” is preferred. “University of Delaware” does NOT require a call-out– “(UD)”– following first reference to be abbreviated in subsequent references.

Such constructions as “U of D,” “UofD,” “the U of D” and “UDel” 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.”

When “University of Delaware” is followed by a college name, “University of Delaware” may or may not take the possessive form. For instance, “The University of Delaware College of Arts and Sciences” or “The University of Delaware’s College of Arts and Sciences.”

When “University of Delaware” is followed by the name of a center, institute or program, “University of Delaware” is possessive—e.g., “The University of Delaware’s Center for Energy and Environmental Policy.”

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

### UD Text Marks

The University does not use other institutions’ registered marks, service marks or trademarks (®, SM, ™), but capitalizes the marked text according to AP style.

The University of Delaware no longer uses the “Dare to be first” tagline.

### Colleges

When identifying UD’s colleges, observe the following style:

- College of Agriculture and Natural Resources (not “College of Ag” or “Ag”);
- College of Arts and Sciences (not “Science”);
- Alfred Lerner College of Business and Economics;
- College of Earth, Ocean and Environment;
- College of Education and Human Development;
- College of Engineering; and
- College of Health Sciences.

On second reference, an informal construction of the college name may be used—e.g., “the engineering college.”

The colleges may be abbreviated as follows:

- College of Agriculture and Natural Resources (CANR);
- College of Arts and Sciences (CAS);
- College of Earth, Ocean and Environment (CEOE);
- College of Education and Human Development (CEHD);
- College of Engineering (COE); and
- College of Health Sciences (CHS).

**NOTE:** The Alfred Lerner College of Business and Economics does not abbreviate its name; however, on second reference, it is “the Lerner College.”

In copy, college names are not written with an ampersand (&); however, in graphic applications—e.g., logos, banners, marketing and collateral materials—an ampersand may replace “and.”

Do not capitalize “college” when standing alone.

## DEPARTMENTS

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

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

In copy, department and office names do not take ampersands; write out “and.”

However, in graphic applications—e.g., logos, banners, marketing and collateral materials—an ampersand may replace “and.”

UD’s academic departments/schools, by college, follow.

### **College of Agriculture and Natural Resources**

- Animal and Food Sciences
- Applied Economics and Statistics
- Entomology and Wildlife Ecology
- Plant and Soil Sciences

### **College of Arts and Sciences**

- Africana Studies
- Anthropology
- Art and Design
- Art Conservation
- Art History
- Biological Sciences
- Chemistry and Biochemistry
- Communication
- English
- Fashion and Apparel Studies
- History
- Languages, Literatures and Cultures
- Linguistics and Cognitive Science
- Mathematical Sciences
- Military Science – Army ROTC
- Music

- Philosophy
- Physics and Astronomy
- Political Science and International Relations
- Psychological and Brain Sciences
- School of Public Policy and Administration
- Sociology and Criminal Justice
- Theatre
- Women and Gender Studies

### **Alfred Lerner College of Business and Economics**

- Accounting and Management Information Systems
- Business Administration
- Economics
- Finance
- Hospitality Business Management

### **College of Earth, Ocean and Environment**

- Geography
- Geological Sciences
- School of Marine Science and Policy

### **College of Education and Human Development**

- Human Development and Family Sciences
- School of Education

### **College of Engineering**

- Biomedical Engineering
- Chemical and Biomolecular Engineering
- Civil and Environmental Engineering
- Computer and Information Sciences
- Electrical and Computer Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Air Force ROTC

### **College of Health Sciences**

- Behavioral Health and Nutrition
- Communication Sciences and Disorders
- Kinesiology and Applied Physiology
- Medical and Molecular Sciences
- Physical Therapy
- School of Nursing

## RESEARCH CENTERS AND INSTITUTES

The University of Delaware has more than 80 research centers and institutes. For a list, go to <http://www.udel.edu/research/centers/>. Six research institutes are administered centrally:

- Data Science Institute (announced April 2018)
- Delaware Biotechnology Institute (DBI)
- Delaware Energy Institute (UDEI)
- Delaware Environmental Institute (DENIN)
- Delaware Rehabilitation Institute (DRI)
- Institute for Energy Conversion (IEC)

## BUILDINGS, LOCATIONS AND PROGRAMS

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.

**Alfred Lerner Hall** houses classrooms of the Alfred Lerner College of Business and Economics.

the **Apple Authorized Campus Store** is located in the UD Barnes and Noble Bookstore. The full title must be used on all references. Note that the store sells Apple branded products only to UD students, faculty and staff with UD ID.

**Area Studies** is part of the College of Arts and Sciences. There are six Area Studies programs: African Studies, Asian Studies, European Studies, Islamic Studies and Jewish Studies, Latin American, and Iberian Studies. (Note: “Program” when following “Area Studies” is lowercased).

**Arsht Hall** is located in Wilmington, Delaware.

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

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

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

**Brown Laboratory** houses the Department of Chemistry and Biochemistry.

the **Carpenter Sports Building** is located north of Main Street. Informally, it is known as “the Little Bob” or “the Lil Bob.” Its abbreviation is “CSB.”

the **Carvel Center** in Georgetown, Delaware, is formally the Elbert N. and Ann V. Carvel Research and Education Center.

the **Center for Political Communication** does not take an “s” on “Communication.”

**Central Campus**, in Newark, is bounded by Cleveland Avenue, Academy Street, Park Place and Orchard Road. It houses the majority of University buildings.

**Clayton Hall** is formally John M. Clayton Hall, located on the Laird Campus.

The **College School**, at 459 Wyoming Rd., is operated by the College of Education and Human Development and serves students in grades 1–8. (**Note:** “The” is capitalized.) With the Early Learning Center and the Laboratory Preschool, it is part of the informal “Children’s Campus.”

The **Colonnade**, located between Smith and Purnell halls, uses a capital “t” in “The.”

**Courtyard Newark at the University of Delaware** is the official hotel of the University of Delaware and a Marriott franchise. The hotel, located on the Laird Campus, is owned by the University of Delaware and managed by the Shaner Hotel Group.

the **Delaware Biotechnology Institute** is part of the University of Delaware, and is supported by public and private sources. It is located in the Delaware Technology Park in Newark.

the **Delaware Geological Survey** may be shortened to “Survey” on second reference.

**Delaware Stadium** is located on the South Campus and 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 Nemours/Alfred I. duPont Hospital for Children.

the **Early Learning Center** is operated by the College of Education and Human Development in two locations—at 489 Wyoming Rd. in Newark and in Wilmington’s Southbridge neighborhood. It serves infants through school-aged children. With The College School and the Laboratory Preschool, the Early Learning Center’s Newark location is part of the informal “Children’s Campus.”

**East Campus**, in Newark, is bounded by Main Street, Chapel Street, Park Place and Academy Street.

**Frazer Field** is located behind the Carpenter Sports Building (the Little Bob). There is no “i” in “Frazer.”

the Michael and Rosann **Geltzeiler Trading Center** (or Geltzeiler Trading Center) is located in Purnell Hall.

**The Green** used to be “The Mall.” (**Note:** “The” is capitalized.)

**Health Sciences Complex** is located on the STAR Campus.

There are two ice arenas—the **Fred Rust Ice Arena** (“Rust Arena” on second reference) and the **Gold Ice Arena**—both located on the South Campus. Public skating sessions and skating exhibitions are held in the Rust Arena.

the **Institute for Global Studies** uses “for,” not “of.”

**Patrick T. Harker Interdisciplinary Science and Engineering Laboratory** may be referred to as Harker Lab or Harker ISE Lab on second reference.

**James Smith Hall** is a residence hall on the Laird Campus.

the **Laboratory Preschool**, at 459 Wyoming Rd., is operated by the College of Education and Human Development and serves children ages 2–6. With the Early Learning Center and The College School, it is part of the informal “Children’s Campus.”

**Laird Campus**, in Newark, is north of the Central Campus and houses Clayton Hall, the Courtyard Newark at the University of Delaware, the Ray Street Complex, Christiana Towers Apartments, Pencader Dining Hall and the James Smith, Thomas McKean, George Read and Independence residence halls.

**The University of Delaware Library, Museums and Press** refers to the entire library system—i.e., the main Hugh M. Morris Library; three branch libraries (the Chemistry Library in Newark, the Physics Library in Newark and the Marine Studies Library in Lewes); and the Library Annex in Newark, as well as the Old College Gallery, Mechanical Hall Gallery, Mineralogical Museum and the University of Delaware Press.

**Mentors’ Circle** takes an apostrophe after the “s.”

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

the **Office for International Students and Scholars** uses “for,” not “of.”

**Osher Lifelong Learning Institutes (OLLI)** at the University of Delaware are located in Wilmington, Dover and Lewes/Ocean View.

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

the **Science, Technology and Advanced Research (STAR) Campus** is located on Route 896, west of the University Farm. It may be called the STAR Campus on second reference. Avoid referring to it as the former Chrysler Assembly Plant if possible. The **Tower at STAR** (not STAR Tower) is the official name for the 10-story office tower housing state-of-the-art classrooms and labs along with high-tech commercial tenants.

**Sharp Campus** is formally the Hugh R. Sharp Campus in Lewes, Delaware.

**Sharp Laboratory** is a classroom and office building on The Green. **Sharp Hall** is a residence hall on The Green. (Note: There is also **Bayard Sharp Hall**, which is the former St. Thomas Church on South Main Street.)



**Smith Hall** is a classroom and office building on the Central Campus. **James Smith Hall** is a residence hall on the Laird Campus. **Smith Lab** is formally the Otis H. Smith Laboratory on the Hugh R. Sharp Campus in Lewes, Delaware.

**Smyth Hall** is a residence hall on the Central Campus.

**South Campus**, in Newark, is south of the Central Campus and houses the College of Agriculture and Natural Resources and the David M. Nelson Athletic Complex.

**Theatre**, not “theater,” is used consistently—e.g., “Department of Theatre,” “Harrington Theatre Arts Company,” “400-seat theatre,” with the exception of Trabant University Center Theater.

the research farm in Georgetown, Delaware, is the **Thurman G. Adams Agricultural Research Farm**.

**UD Barnes and Noble Bookstore** is acceptable on all references. The bookstore (lowercase “bookstore” without “UD” preceding it) is located at 83 East Main St. The building (3rd floor) also houses the University’s Office of Development and Alumni Relations.

**UD Health**, formerly known as STAR Health, refers to the College of Health Sciences’ comprehensive health clinics including: primary care, physical therapy, speech therapy, mental health services, care coordination, nutrition counseling, exercise counseling, and health coaching.

**UDairy Creamery** is an ice cream processing facility and storefront operated by the College of Agriculture and Natural Resources, with locations on the Newark campus and in Wilmington. Do not use UD Creamery.

the **Viriden Center** is formally the Viriden Retreat Center and is located in Lewes, Delaware.

the **Visitors Center** is plural, not possessive.

**West Campus**, in Newark, formerly indicated the Rodney Complex and the Dickinson Complex, west of South Main Street. Both those residence hall complexes closed in May 2015.

the **Willard Hall Education Building** is named for U.S. Rep. Willard Hall (1780– 1875). Therefore, do NOT refer to the building as Willard Hall.

**Winterthur** or the **Winterthur Museum, Garden and Library** is a museum of American decorative arts, and was formerly the “Winterthur Museum & Country Estate.” The Winterthur/UD Program in Art Conservation, commonly abbreviated “WUDPAC,” is a graduate program training art conservation professionals.

### **Board of Trustees**

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

The formal names of the standing trustee committees follow:

- Trustee Committee on Academic Affairs
- Trustee Committee on Finance
- Trustee Committee on Grounds and Buildings
- Trustee/Faculty Committee on Honorary Degrees and Awards
- Trustee Committee on Public Affairs and Advancement
- 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 organization (RSO) 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.”

In print, RSOs should use “registered student organization of the University of Delaware” to identify their association with UD.

The University has three spirit teams: the UD cheerleading team, the UD dance team, and the UD mascot team. The teams’ names are not capitalized.

The University has four choral ensembles: UD Chorale, University Singers, Concert Choir and Schola Cantorum (not italicized). All ensemble names are capitalized.

Capitalize “UD Marching Band.”

### **Mascot**

The University’s varsity teams—men’s and women’s—are, formally, the “Blue Hens” and, informally, the “Fightin’ Blue Hens” (not “Fighting”). The Fightin’ Blue Hen is the University’s mascot. Its name is “YoUDEe.” The “U” and “D” are capitalized. YoUDEe’s sibling is “Baby Blue.” Both mascots are genderless, and each should be referred to as “it,” not “he” or “she.”

Generally, when using the terms “Blue Hen” or “Blue Hens,” the adjectival form is “Blue Hen,” and the noun can be either “Blue Hen” or “Blue Hens” depending on the usage. For example, “Blue Hen pride,” not “Blue Hens pride”; and “He is a proud Blue Hen” or “There were four Blue Hens in the wedding party.”

## **NAMES AND TITLES**

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

### **For example:**

President Walter Hullahen    BUT    Walter Hullahen, president of the University  
Sen. Tom Carper                BUT    Tom Carper, U.S. senator  
Gen. W. A. Black                BUT    the general said

Courtesy titles, such as Mr., Mrs., Ms., Miss and Dr., are not used—even on first reference—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.)

Honorifics, such as Sen., Rep., Hon. and Gen., are used on first reference. On second reference, use the last name only.

If two or more people share a last name, use their full names on all references in formal writing. In informal writing, first name only on second reference is acceptable.

The titles of named professors are always capitalized: “Harry Angstrom, H. Fletcher Brown Professor of Mineralogy.”

Consult <https://provost.udel.edu/academics/named-professors/> for a list of named professors.

Use “of” after “professor,” “associate professor,” “assistant professor” and “adjunct professor.” Example: “Elizabeth Bennett, associate professor of communication, led the discussion.”

Use “in” after “instructor” and “lecturer.” Example: “Uriah Heep, instructor in finance, guided the tour.”

If identifying faculty by department, it is “Elizabeth Bennett, associate professor in the Department of Communication” or “Uriah Heep, instructor in the Department of 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 ....”

The Nobel Prize (both “Nobel” and “Prize” are capitalized) is an international award administered by the Nobel Foundation in Stockholm, Sweden. Nobel Prizes are awarded in literature, physiology or medicine, physics and chemistry, and for peace—e.g., “Nobel Prize in Physics”; “Nobel Prize for Peace” or “Nobel Peace Prize.” The prize in economics is technically the “The Prize in Economic Sciences in Memory of Alfred Nobel” and is awarded by the Royal Swedish Academy of Sciences.

A “Nobel laureate” is any winner of a Nobel Prize. Lowercase “laureate,” even when it precedes a name: “Nobel laureate Richard Heck”; “2010 Chemistry laureate Richard Heck.” The University’s Nobel laureates may be found at [www.udel.edu/nobelprize](http://www.udel.edu/nobelprize).

The Rhodes scholarship is the oldest international fellowship. A scholarship recipient is a “Rhodes scholar.” Note: “Scholar” and “scholarship” are lowercased in all instances: “Rhodes scholar Matthew Watters.”

## 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.”

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, an alumna of the former College of Marine and Earth Studies would be: “Molly Bloom, a 2006 graduate of the College of Earth, Ocean and Environment ....”

Similarly, if a department or program has moved from one college to another, the new college name is used to identify alumni. For instance, a 2010 graduate with a degree in sport management would be identified as an alumnus of the Alfred Lerner College of Business and Economics, even though the program was housed in the College of Health Sciences at the time of graduation.

Note: The *University of Delaware Magazine* (formerly the *Messenger*) uses a two-letter abbreviation to indicate the college from which an alumnus graduated (with the year of graduation immediately following)—e.g., “John Brown, EG84, is now president of the Smith Group.” The abbreviations are as follows:

- College of Agriculture and Natural Resources: AG
- College of Arts and Sciences: AS
- Alfred Lerner College of Business and Economics: BE
- College of Earth, Ocean, and Environment: EO
- College of Education and Human Development: EH
- College of Engineering: EG
- College of Health Sciences: HS

“Alma mater” refers to a school one has attended or from which one has graduated. The term is lowercased. Do not italicize “alma mater,” unless referring to the University’s hymn.

## DEGREES

College degrees are lowercased when spelled out—e.g., “associate in arts,” “bachelor of science,” “master of arts.”

Degree programs are also lowercased—e.g., “bachelor of science in mathematics,” “bachelor of arts in East Asian studies,” “master of science in electrical and computer engineering.”

Capitalize the full name of any degree program that is unique to UD—e.g., “Longwood Graduate Program in Public Horticulture”—but lowercase the degree conferred: “master of public horticulture.”

Degrees are capitalized and take periods when abbreviated—e.g., “B.A. in anthropology,” “M.S. in education.” The associate in arts degree (note: “in,” not “of”) is never abbreviated. In general, avoid using abbreviations for all degrees.

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

A doctorate is a “Ph.D.” “Ph.D.s” is its plural form. When possible, use “doctorate” over “Ph.D.”—e.g., “She holds a doctorate in biomechanics.”

A “doctoral student” is any student enrolled in a Ph.D. program. A “doctoral candidate” is a doctoral student who has finished all degree requirements excluding the thesis/dissertation.

UD offers two professional science master’s degrees: one in biotechnology and one in bioinformatics. On second reference, “professional science master’s” may be abbreviated “PSM.” Spelled out, the term is lowercased.

When abbreviating specialized degrees, place a period after every discrete part of the degree title, for example:

- Doctor of Education: Ed.D.
- Bachelor of Chemical Engineering: B.Ch.E.
- Bachelor of Applied Science: B.A.Sc.
- Master of Civil Engineering: M.C.E.
- Master of Science and Engineering: M.S.E.

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

Do not capitalize “honors degree” or “honors degree with distinction.” Honors degree recipients satisfy all the coursework and GPA requirements of UD’s Honors Program; honors degree with distinction recipients satisfy those requirements and complete and defend an honors thesis.

Graduating “with honors” is not the same as graduating with an honors degree. “With honors” indicates that the student has graduated summa cum laude, magna cum laude or cum laude. The Latin terms are not italicized or capitalized. Criteria governing the conferring of the honors appear in the UD Catalog.

For a list of UD’s undergraduate programs, go to <http://www.udel.edu/admissions/findamajor/>.

For a list of UD’s graduate programs, go to <http://www.udel.edu/gradoffice/academics/>.

## CAPITALIZATION

If in doubt, use lowercase rather than capital letters.

Lowercase the names of the classes: “graduate” (not “postgraduate”), “senior,” “junior,” “sophomore” and “first-year student.” Note: “First-year student” is preferred over “freshman.”

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

Lowercase “state” when not used as part of a title, even when referring to the state of Delaware or one of its agencies—e.g., “state support of UD,” but “Delaware Department of State,” “Delaware State Senate.”

Lowercase “city” in “city of Newark” and when standing alone. 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,” “Twilight Induction Ceremony,” “Coast Day,” “Newark Community Day” (not “Days”), “Ag Day” (not AG Day) and other major, annual campus events.

Capitalize “Commencement.”

Capitalize “Summer Session” and “Winter Session,” but lowercase “spring semester” and “fall semester.”

Capitalize each letter in “ARAMARK.”

## RACE AND ETHNICITY

Race and ethnicity are used only when essential to the piece of writing. See the AP Stylebook entry on “race” for additional information and considerations.

## 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.

## TECHNOLOGY TERMS

Lowercase “email.” It does not take a hyphen. Lowercase “fax.” It is not an acronym.

“Homepage” is one word.

“Internet” is not capitalized (unless at the start of a sentence).

“Online” is one word, not hyphenated.

Lowercase “web,” “website” and “web page.” Note that “website” is one word. Use “www.” in front of “udel.edu.” 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 a layout change cause text to reflow. Do not use “http://” or “https://” in URLs that do not require it.

Telephone numbers take a dash between the area code and exchange, and between the exchange and number—e.g., 302-831-2000. Do not use parentheses or periods to separate any component.

## PUNCTUATION AND 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, unless part of the material being quoted.

Italicize the titles of books, plays, long poems, collections of shorter works (e.g., anthologies, albums), newspapers, magazines, films and television programs. Enclose in quotation marks the titles of articles, essays, short stories and poems, book chapters and television episodes. The University does not use the serial comma (the comma following the second-to-last item in a series), in accordance with AP guidelines. When the absence of a serial comma compromises clarity, use the comma—even though 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, Delaware, 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 text wraps. If you know em dashes to be corrupted online, double hyphens with a space on either side may be used in their place: “Dean Humbert noticed some students -- quite a few, in fact -- were not paying attention.”

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.”

“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 was thriving.”

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 ....”



## RESOURCES

For writing and style resources in addition to the AP Stylebook, visit the University of Delaware Writing Center (<https://www.writingcenter.udel.edu/>) or the University of Delaware Library (<https://library.udel.edu/>)

An aerial photograph of the University of Delaware campus, showing a central quad with a large building featuring a portico, surrounded by green lawns, trees with autumn foliage, and brick walkways. The image is framed by a thick blue border. On the right side, there are yellow callout shapes: a horizontal oval at the top, a circle below it, and another circle further down, all pointing to specific buildings on the campus.

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