The University of Idaho generally follows The Associated Press Stylebook (aka AP style guide). The supplemental guide is for common uses within university writing and includes university-specific instances, which may overrule AP. Included in this guide are also sections on abbreviations and acronyms, capitalization and punctuation. In instances that this guide or AP fails to address, refer to Merriam-Webster’s Collegiate Dictionary.

**Advisor**
The preferred spelling for someone who advises. Exception to AP style.

**Administration Lawn**
Spell out on first reference. On second reference Admin Lawn (without a period on Admin) is acceptable.

**Academic degrees**
In paragraphs, it is preferred to spell out the full degree name on first reference. On second reference, use "bachelor's degree", "master's", "doctorate," etc. Avoid using degree abbreviations in the text and instead use a phrase: "John Jones, who has a doctorate in psychology." When necessary or in lists, only use degree abbreviations following a name to identify doctorate-level or specialist degrees. Also refer to Majors entry.
- Bachelor of Science in architecture
- bachelor's degree in communications
- Also: an associate degree (no possessive).
- Degrees offered at UI include: B.A./B.S. (Bachelor of Arts, Bachelor of Science); M.A./M.S. (Master of Arts/Master of Science); Ph.D. (doctorate); M.Ed. (Master of Education); Ed.D (Doctor of Education); Ed.S. (Educational Specialist); D.A.T. (Doctor of Athletic Training); J.D. (Juris Doctor), LL.M. (Master of Laws)
- When used after a name, an academic degree abbreviation is set off by commas: John Snow, Ph.D., spoke.
- Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference (Dr. Joe Smith, Ph.D.).
- Reserve the use of Dr. for medical and veterinarian degrees only.

**Academic titles**
Capitalize and spell out formal titles such as provost, executive vice president, chair, etc., when they precede a name. Lowercase elsewhere. Lowercase modifiers such as department in department Chair Jerome Wiesner. Also refer to entries for Doctor/Ph.D. and Professor.

**ACT**
ACT is no longer an acronym, but is the full and proper name of what used to be called American College Testing. Use ACT when referring to the test.

**Affect/effect**
Affect as a verb means to influence. Avoid affect as a noun unless it is being used within a psychology context.
- The next game will affect the standings.
Effect as a noun means result. Avoid its use as a verb.
- The effect was overwhelming.

**African-American**
Acceptable for an American black person of African descent. Also acceptable is black. The terms are not necessarily interchangeable, as not all black-skinned people are from Africa. If race must be identified, ask the subject which term they prefer.
- Racial categories are hyphenated in all uses: African-American, Asian-American, etc.

**Afterward/backward/forward/toward**
These words do not end in "s"

**Age**
Always use a figure. Hyphenate as a modifier.
- The student turned 21.
- The 6-year-old boy played with blocks.
- The pupil was 7 years old.

**Alumna, alumnus, alumnae, alumni**
The forms shown are the feminine, masculine, feminine plural and masculine plural. When referring to both genders use alumni. Do not shorten to alum.
- He is an alumnus of the University of Idaho.
- She is an alumna of the University of Idaho.
- The sisters are alumnae of the University of Idaho.
- The University of Idaho is appreciative of its alumni.

**a.m./p.m.**
Use figures except for noon and midnight. Use a colon to separate hours from minutes. Use a.m. and p.m. lowercase with periods. For more information, see entry on "Time."
- Noon is preferred to 12 p.m.
- Midnight is preferred to 12 a.m.
- Avoid redundancies such as 6 a.m. this morning or 5 p.m. tonight. Simply write “today.”
- The meeting is at 3:30 p.m.
Ampersands (&)
OK to use in display type, but avoid in copy unless it is a trademark name.

Assure, ensure, insure
Assure is to give confidence. Ensure is to make certain. Insure is to provide insurance.
- The professor will ensure enough books are available.
- The student assured her mother that she is studying hard.
- Insuring your car can help cover the cost of an accident.

ASUI-Kibbie Activity Center
Use the full name on first reference. On second reference Kibbie Dome is acceptable.

Author or research
Resist the temptation to use these words as verbs. Instead: write/wrote.
- He was the author of the paper. He wrote the paper.

Bruce M. Pitman Center
Formerly known as the Student Union Building (SUB). Spell out on first reference. “Pitman Center” is fine on second reference. Avoid “the Pitman” or other nicknames.

Building names
When referring to the official name of the building, use capitalization. When using the generic name, don’t capitalize. Avoid using abbreviations.
- I will meet you at the Pitman Center.
- The class is being held in the chemistry building.

Capitol/Capital
Capitol is the building in which a state legislative body meets. A capital is the city where the seat of a government is located. When used in a financial sense, capital describes money, equipment or property used in a business or corporation.

Centuries and decades
Spell out numbers less than 10 and use numerals for 10 and higher. Do not capitalize unless part of a proper name.
- The first century
- The 21st century

In using spans of decades use an s
- 1930s or ’90s

Chair
Not chairman or chairwoman (Exception to AP). Also vice chair, not vice-chair. Capitalize if it precedes the name as a formal title:
- Committee Chair Bob Jones. Bob Jones, committee chair
- Use primarily as a title. Avoid phrases like “He holds the chair …” say “leads” instead.

Coed
No hyphen

Colleges
Use all caps when using the acronym for colleges on campus.
- CALS (College of Agricultural and Life Sciences)
- CNR (College of Natural Resources)
- CBE (College of Business and Economics)
- COE (College of Education) – COEd on second reference.
- COE (College of Engineering) — ENGR on second reference.
- COS (College of Science)
- COGS (College of Graduate Studies)
- CAA (College of Art and Architecture)
- CLASS (College of Letters, Arts and Social Sciences)
- COL (College of Law) — Law on second reference

College - Capitalization
College is lowercase when it stands alone. Do not capitalize college unless with the full name of the college.
- The college will expand the program.
- The College of Art and Architecture will expand the program.

Commencement Day
Capitalize as formal name of event. Commencement alone is lowercased. Commencement is preferred over graduation when referring to the event.

Compose/comprise
Compose means to create or put together. Comprise means to contain, to include all or embrace. Do not use “of” with comprise.
- The salad is composed of lettuce radishes and carrots.
- The zoo comprises many animals.
- The zoo is composed of many animals.

Composition titles
Put titles of creative works such as books, plays, poems, TV shows, songs and movies in quotation marks. Do not use italics. Do not use italics or quotes for magazines or other reference works such as newspapers, dictionaries, handbooks or software.

Do not use italics or quotes for the Bible.
- Capitalize, without quotation marks, when referring to the Scriptures in the Old Testament or the New Testament. Lowercase biblical in all uses.
Coursework
One word

Criteria
The plural form of criterion.
• The criterion is acceptable.
• The criteria are acceptable.

Curriculum vitae, vita
In nonacademic writing spell out on first reference; vita is acceptable on second reference. Do not use CV in nonacademic writing.

Cutting edge/Leading edge
Avoid these buzzwords to refer to our research and faculty. Be specific and use examples instead of generalizations.

Data
The plural form of datum. Do not use the plural form when the singular is required. When the subject is plural, the verb must be plural.
• The data are (not the data is) incomplete.

Dates
Spell out all months when they stand alone or with a year. (January 2012). Abbreviate months as follows:
• January to Jan. 12 (not 12th)
• February to Feb. 1 (not 1st)
• August to Aug. 12
• September to Sept. 12
• October to Oct. 12
• November to Nov. 12
• December to Dec. 12
Do not abbreviate March, April, May, June or July. When using month, date and year, a comma always follows the year.
• On Dec. 31, 2012, we will be getting ready to celebrate the new year.
Always spell out days of the week.

Dean
Only capitalize before a name when used as a title. Do not capitalize when used as a description or after a name.
• Dean John Doe
• Jane Doe, dean
• The new dean, Mickey Mouse, has a degree in tomfoolery.

Department
Capitalize only when referring to a specific department name: the Department of History, the History Department, the Department of Theatre Arts; UI’s Theatre Arts Department. Lowercase when used generically: He is the department chair. She is a professor in history. The college has a history department.

Doctor / Ph.D.
Refer to someone as doctor only when he or she holds a medical or veterinary degree.

Doctorate/Doctoral
Doctorate is a noun, referring to the degree, title or rank of Ph.D. Doctoral is an adjective, "relating to or designed to achieve a doctorate."
• He has a doctorate in physics.
• Her doctoral dissertation is in physics.

Dormitory or dorm
Avoid using this term. Instead use residence hall.

Election Day
Capitalize when referring to the first Tuesday after the first Monday in November.

Electronic, aka e-
Hyphenate, as in e-book, e-business. However, email is not hyphenated.

Email
No hyphen and lowercase.

Em-dashes
Also called a long dash, this is the preferred dash for offsetting clauses. Put a space on either side of the dash — like this. Not—like this.

Emerita, emeritus, emeritae, emeriti
The forms shown are feminine, masculine, feminine plural and masculine plural. When referring to both genders use emeriti.
• Capitalize when used as a title before a name or as an official part of a named professorship. Note that these are honorary designations and do not simply mean retired.

Kibbie Dome
Use the full name ASUI-Kibbie Activity Center on first reference. On second reference Kibbie Dome is acceptable.

Faculty
A singular collective noun. Add the word "members" to make it plural.
• John joined the faculty.
• All the faculty members agreed.
• Jane was the only faculty member who disagreed.
FAQ
Never spell out this abbreviation for frequently asked questions.

Female/Woman
UI prefers to use "woman/women" in place of female whenever possible (exception to AP). "Women/woman" refers to gender and is inclusive of trans individuals. "Female" refers to sex.

Fieldwork
One word

First-come, first-served
Not first-come, first-serve. Always hyphenated.

Firsthand
One word as adjective and adverb

Flagship
Do not use this term in reference to the University of Idaho.

Flier vs flyer
Flier is the term for an aviator or handbill. Flyer is the name of trains and buses.
• The flier was passed out at the college fair.
• The Western Flyer has a route from Missoula to Seattle.

Fractions
Spell out amounts less than one using hyphens between the words: two-thirds, four-fifths, etc. Use figures for precise amounts larger than 1, converting to decimals whenever practical. When using mixed numbers, use 1 1/2, 2 5/8, with a full space between the whole number and the fraction.
• One-fifth of all freshmen take introductory writing.
• His books for the semester weighed 1.5 times as much as him.
• The recipe calls for 6 1/2 cups of sugar

Fundraising/fundraiser
One word in all cases

Game Day
Two words, uppercase (athletics has specific exceptions)

GPA
Acceptable in all references for grade-point average.

Greek Life
The University of Idaho has 35 Greek organizations: 13 sororities and 22 fraternities (including three sorority and three fraternity multicultural Greek organizations). UI’s Greek organizations offer 26 housing options: 10 sororities and 16 fraternities. The multicultural Greek organizations do not offer housing options at this time. The houses and their nicknames are listed below. On second reference, most Greek organizations use their acronym if they do not have a common nickname. For acronyms, do not use periods (DZ, not D.Z.). Do not use the Greek symbols except as graphic elements. Chapters marked with an * also provide housing.

Fraternities
• Alpha Kappa Lambda *
• Beta Theta Phi (Beta) *
• Delta Sigma Phi (D Sig or D Sigma) *
• Delta Tau Delta (Deltas) *
• Delta Chi (D Chi)
• FarmHouse *
• Kappa Sigma (K Sig or Kappa Sig) *
• Lambda Chi Alpha (Lambda Chi) *
• Phi Delta Theta (Phi Delt)*
• Phi Gamma Delta (FIJI) *
• Phi Kappa Tau (Phi Tau) *
• Pi Kappa Alpha (PIKE)*
• Pi Kappa Phi *
• Sigma Alpha Epsilon (SAE) *
• Sigma Chi *
• Sigma Nu *
• Theta Chi *
• Theta Xi

Multicultural
• Lambda Theta Phi
• Omega Delta Phi
• Sigma Lambda Gamma

Sororities
• Alpha Gamma Delta (Alpha Gam) *
• Alpha Phi (A Phi) *
• Delta Delta Delta (Tri Delt) *
• Delta Gamma *
• Delta Zeta *
• Gamma Phi Beta (Gamma Phi)*
• Kappa Alpha Theta (Theta) *
• Kappa Delta *
• Kappa Kappa Gamma (Kappa) *
• Pi Beta Phi (Pi Phi) *

Multicultural
• Gamma Alpha Omega
• Lambda Theta Alpha
• Sigma Lambda Beta

Half-hour
Hyphenated

Halfway
Always one word

Housing and Residence Life
Formerly known as “University Housing”

Headlines
The University of Idaho uses title case for the main headline on news releases, web and print features. Sentence case is used for subheadlines.
Hispanic
A person from or whose ancestors were from a Spanish-speaking land or culture. Latino and Latina are sometimes preferred. Use the person's preference. Whenever possible, use specific identifiers such as Cuban, Puerto Rican, Mexican or Mexican-American.

Internet
Lowercase "internet"

Idaho Fan Zone
A pregame experience open on Vandal home football games. On second reference "fan zone" is lowercase.

Kick off, kickoff, kick-off
Kick off is the verb, kickoff the noun, and kick-off the adjective.
- Avoid "kicking off" anything that is not related to athletics.

Land grant/land-grant
Hyphenate the term when it is used as a modifier.
- The University of Idaho is a land-grant institution.

Login/logon/logoff
Use for nouns. For verbs, use two words.
- The login changes every 30 days.
- I log in to my email every day.

Long term/long-term
Hyphenate when used as a modifier
- He will win in the long term.
- He has a long-term assignment.

Long time/longtime
One word when used as a modifier
- They have known each other a long time
- They are longtime friends

Majors
Lowercase in all instances, unless it is a proper noun.
- She is a business major.
- He earned a journalism degree.
- She is an English major.

Monthlong/yearlong
One word

Myriad
An indefinitely large number or great number of persons or things. Do not use with of
- The library has myriad books.
- There are myriad options for eating in Seattle.

Nationalities
Capitalize the proper names of nationalities, peoples, races, tribes, etc. However, use only when relevant to the story. When identifying someone by race or nationality, be sensitive to the person's preference and standard accepted phrases. (For example, do not use Oriental for people who are Asian.) Also see Hispanic and Native American.

Native American
Acceptable for those in the U.S. Follow the person's preference. Where possible, be precise and use the name of the tribe: He is a Navajo commissioner. Such words or terms as wampum, warpath, powwow, teepee, brave, squaw, etc., can be disparaging and offensive (when not referring to something by its formal name).
- First Nation is the preferred term for native tribes in Canada.
- Tribes from Alaska prefer Alaska Native.
- Lowercase tribe/tribal and reservation except as part of the formal name.
- Use Indian only for people from India.
- On second reference, you may say Native/Natives.

Office
Capitalize with the office's official name or a commonly used name. Does not require "University of Idaho" to precede name. Lowercase when using a shortened form.
- The Office of Multicultural Affairs; UI's Multicultural Affairs Office
- Office of the Dean of Students; Dean of Students' Office
- Office of the Registrar; the Registrar's Office
- Office of Research and Economic Development; the research office

Oxford comma
Also known as the serial comma, this is the final comma in a simple list before the "and." AP style does not use them. Academic writing does. For complex lists, use semicolons to separate the items. When deciding whether a comma is necessary, err on the side of clarity. If the list could be misread without it, use the comma.

Percent
Always use numerals, but spell out the word percent. The symbol % is permissible only in charts. When the sentence starts with a number, spell it out.
- Only 17 percent of the students were first generation.
- At Moscow High School, 6 percent of the teachers are Idaho natives.
- Ninety percent of students enjoy academic breaks.
- The numeral and percentage is never hyphenated, even as a modifier.
Phone numbers
Format with hyphens: 208-885-2002; 800-XXX-XXXX. Do not include “1” before the area code. Do not use periods in place of hyphens (208.XXX.XXXX).

Plural/possessive
With a singular noun just add ’s to indicate possession. If the noun is plural and does not end with an s (such as children) add ’s (children’s). If the plural form already ends in s (Williamses), just add an apostrophe (Williamses’). Singular nouns with two or more syllables and ending in s may be followed by the apostrophe alone (Dr. Nicholas’ office).

Plural proper nouns
Lowercase the common noun element in plural uses.
- The Snake and Salmon rivers

Pregame, postgame

Professor
Capitalize a faculty member’s professorial title before a name on first reference. Lowercase when following the name. Do not use “professor” as a generic title; it is an earned academic rank. If you are unsure of a person’s official academic rank, use “instructor.” Do not use any “professor” rank as a courtesy title on second reference (Associate Professor Smith ...).
- Associate Professor Vanessa Smith / Clinical Assistant Professor Joe Collins.
- Vanessa Smith, an associate professor of English / Joe Collins, clinical assistant professor.
- Do not abbreviate professor titles.

Program
Use lowercase except for words that are proper nouns or adjectives: the water resources program, or when program is the official and formal name: University of Idaho Water Resources Program.

Redshirt
One word, all uses (“A redshirt sophomore”)

Said/Says
Said is the preferred attribution verb in all UI articles, print and online.

SAT
Use only the initials in referring to what used to be called the Scholastic Aptitude Test or the Scholastic Assessment Test. The official name is now SAT.
- The students scored above average on the SAT.

Slideshow
One word.

States
State names are spelled out in all circumstances, even when paired with a city name, except in datelines. There is no need to include “Idaho” with city names unless it is needed for clarity, except in datelines. See AP Stylebook for dateline state abbreviations. When pairing a city/state name, follow name of the state with a comma: The play is set in Sandpoint, Idaho, in the 1920s.

Statewide
One word.

Student-athlete
Hyphenated in all uses.

Temperatures
Use figures for all except zero. Except in technical and scientific contexts, use a word, not a minus sign, to indicate temperatures below zero and spell out the word degree rather than use the degree symbol. See other examples below.
- The day’s low was minus 10
- Temperatures were in the 30s (no apostrophe)
- Wrought iron melts between 2700 and 2900 degrees Fahrenheit (no commas)
- Temperatures get higher and lower and go up and down. They do not get warmer or cooler.

The
Do not capitalize when preceding the name of something, unless it is part of its formal name.
- We work at the University of Idaho. One of the colleges is the College of Law.
- There was a story in The Washington Post.
- Try to avoid writing "the UI" unless necessary in the context of the sentence.

Time
Use figures except for noon and midnight. Use a colon to separate hours from minutes. Use a.m. and p.m. lowercase with periods. When identifying an end and start time, use a short dash when both times are within a.m./p.m. When a time spans a.m./p.m., use “to.” In general, avoid using o’clock.
- Noon is preferred to 12 p.m.
- Midnight is preferred to 12 a.m.
- Avoid redundancies such as 6 a.m. this morning or 5 p.m. tonight. Simply write today.
- The meeting is at 3:30 p.m.
- The class runs 9-11 a.m. but the class runs from 11 a.m. to 2 p.m.
University of Idaho

Spell out on all first references. On second reference, “UI.”
- When “university” stands alone, always lowercase.
- U-Idaho is acceptable in items where “UI” could be confused with Iowa.
- Avoid saying “the UI” unless necessary in the context of the sentence.
- Avoid “Idaho” when referring to the university.
- “U of I” is acceptable in direct quotations.

University of Idaho centers

UI has three centers around the state: Boise, Coeur d’Alene and Idaho Falls. The official name and correct punctuation of each center is:
- University of Idaho Boise
- University of Idaho Coeur d’Alene
- University of Idaho, Idaho Falls (note comma)

On second reference, can say UI Boise, UI Coeur d’Alene, UI Idaho Falls. Do not use full acronyms (UIB, UICdA, etc.)

May also refer to centers as the University of Idaho in Boise, etc...

Do not refer to centers as “campuses”

The UI centers are multi-university partnerships.

UI Idaho Falls is housed at University Place, a facility shared with ISU. The Center for Advanced Energy Studies (CAES), which is operated by a partnership including UI, is located nearby.

UI Boise is housed primarily in the Idaho Water Center. UI Boise is home to the Integrated Design Lab (IDL), Center for Ecohydraulics Research (CER), Urban Design Center and the James A. & Louise McClure Center for Public Policy Research (McClure Center on second reference), the College of Law (housed at the Idaho Law and Justice Learning Center(ILJLC)) and several other facilities.

UI Boise is housed primarily in the Idaho Water Center. UI Boise is home to the Integrated Design Lab (IDL), Center for Ecohydraulics Research (CER), Urban Design Center and the James A. & Louise McClure Center for Public Policy Research (McClure Center on second reference), the College of Law (housed at the Idaho Law and Justice Learning Center(ILJLC)) and several other facilities.

UI Idaho Falls is housed at University Place, a facility shared with ISU. The Center for Advanced Energy Studies (CAES), which is operated by a partnership including UI, is located nearby.

UI Coeur d’Alene has an academic partnership and shares space with North Idaho College. It is housed in the Harbor Center, which also serves ISU, LCSC and BSU.

University of Idaho Extension

Never accompany the name with “the.” Never use outdated variants of the name such as “agricultural extension” or “extension service.” Capitalize Extension when used alone. Never “Extensions.”

- He turns to University of Idaho Extension for research-based information.
- Sign up at your local Extension office.
- UI Extension cooperates with the Extension services of other states.
University of Idaho Extension, My County
This is the preferred form for naming county offices. The following styles are also correct:
- The University of Idaho Extension office in Lemhi County
- University of Idaho Extension in Lemhi County
- University of Idaho Extension, Lemhi County
- Lemhi County's UI Extension office
- The University of Idaho Extension office in Lemhi County

Vandal Card
Two words. Capitalize.

Vandal family
Used to refer to members of the UI community, including but not limited to alumni, students, donors and employees. Do not capitalize “family.”

VandalGear
One word. Two capitalized letters.

VandalMail
One word. Two capital letters.

VandalStore
One word. Two capital letters.

VandalWeb
One word. Two capital letters.

Vandal Nation
Used to refer to Vandal fans. Also the name of a sports website run by Student Media.

Versus/verses
Verses are lines of poetry. Versus is against or in contrast to. Spell out in ordinary writing. In short expressions the abbreviation is permissible. For court cases use “v.”
- The issue of Fords vs. Chevys has long been argued.
- I would rather be living in Idaho versus New York.
- Grazing rights were determined in the case of Butterberry v. Holsteinville.

Vice versa
Not visa versa

-wide
Generally, no hyphen when adding the suffix "wide" to a word. Some examples:
- citywide, campuswide, statewide, worldwide
- Exception: university-wide

Web
Short form of World Wide Web, it is a service, or set of standards, that enables the publishing of multimedia documents on the internet. The web is not the same as the internet, but is a subset; other applications, such as email, exist on the internet. Lowercase “web” in all uses.
- Website, webcam, webcast, webfeed, webmaster, webpage. But web address, web browser.

World class/world-class
As a noun, two words. As an adjective, hyphenate.

www.uidaho.edu
In the body of texts, use the www. In display type (headlines, posters, etc.), uidaho.edu is acceptable as a shortened form.