

## University of Kentucky Style Guide

The University of Kentucky Style Guide notes specific rules and usages to be followed by authors and editors of University of Kentucky publications, especially those targeting media or the general public.

The University of Kentucky Style Guide conforms largely to the *Associated Press Stylebook and Libel Manual*, but it contains exceptions to both AP style manual and The Chicago Manual of Style. Where conflicts exist between this and other guides, this style guide takes preference.

For other general rules, use a primary style guide that pertains to the publication you are writing or editing. Acceptable reference guides also are listed in the bibliography of the AP Stylebook. The Chicago Manual of Style and this guidebook should be used for correspondence, books, magazines, proceedings, papers, articles for professional journals, brochures, and most documents for a general audience.

The *Associated Press Stylebook and Libel Manual* should be used for news releases and news publications.

## A

### *Abbreviations and acronyms*

Avoid abbreviations in running text, except when part of names, street addresses, courtesy titles, or academic degrees.

- Women Writers Conference, not Women Writers Conf.
- The Department of Family Studies, not the Dept. of Family Studies

Avoid acronyms on first reference unless they are so well known that most readers will recognize the reference at first glance, such as NAACP, IOU and IQ. In general, acronyms may be used beginning with the second reference, providing it would not be difficult for the reader to understand for what the acronym stands. If the acronym would not be easily understood, do not use it or use the following rule.

If an acronym must be used and is not well-known, it may be placed in parentheses following the reference. However, do not use an acronym in parentheses in the first paragraph (lead) of a text, especially news releases. This makes the lead too cumbersome.

- Advanced Science and Technology Commercialization Center (ASTeCC).
- the center (ASTeCC)

Do not use periods in acronyms, except for academic degrees.

Acronyms should be set off with parentheses after a first reference if they are not well known, as in Advanced Science and Technology Commercialization Center (ASTeCC).

To create the plural form of an abbreviation, add s. To create the possessive form of an abbreviation, add an apostrophe before the s.

- ASTeCC facilities impressed industry representatives.
- UK's basketball program is wildly popular.

See also academic degrees; academic and administrative titles; addresses; grades; Jr., Sr., III; Dr.; Ky., KY; and UK.

### *Academic degrees*

Avoid abbreviating academic degrees in text that is meant for general audience readers. Rather spell out the degree name. If an abbreviation is used, it should be on second reference. Use periods and no spaces in the abbreviation. Use commas to set off degree designations in running copy.

- Wrong: The student earned her M.A. from UK in 2001.
- Correct: The student earned her master's degree from UK in 2001.

When writing official Commencement information, spell out the name of the degree. If the degree has been or will be conferred by the University of Kentucky, check with the Office of the Registrar for an official degree name. All words, except prepositions, that are part of the official degree name, should be capitalized.

- Master of Fine Arts
- Doctor of Philosophy
- Bachelor of Science

### *Academic departments*

Capitalize academic departments when used as a formal name and lowercase when used as an informal name. Do not abbreviate the word *department* in either form.

- Formal: The Department of Philosophy
- Informal: The philosophy department
- Formal: College of Arts and Sciences
- Informal: the arts and sciences college

### *Academic and administrative titles*

Titles such as professor, dean, chancellor and president are capitalized when used as titles preceding a person's name. When following a name, the title is lowercased. An exception is for named professorships, which are always capitalized. Academic and administrative titles are never abbreviated.

- Chancellor Joe Smith
- Sue Jones, dean of the College of Human Environmental Sciences
- Mike Johnson, the Frank C. Spencer, M.D., Endowed Chair in Surgery

### *A.D., B.C.*

Acceptable in all cases for designating the appropriate time period.

### *Addresses*

Use official names of offices and departments in university addresses.

- Ex: Office of Undergraduate Studies, not Undergraduate Studies Office
- Ex: Office of the President, not President's Office

Spell out names of buildings. In many cases, it is acceptable to leave off the given name or names of a person after whom a building, center, etc., was named. For a list of buildings, see [Appendix B](#).

- Ex: Mathews Building, rather than Clarence Wentworth Mathews Building

University preference is to list room numbers in this way: 230 Student Center, not Student Center Room 230 or Room 230 Student Center. If a floor or room number must be used, capitalize the words floor and room.

Follow AP style for state abbreviations in text.

When listing mailing addresses on envelopes, use the two-letter postal abbreviation for the state and the nine-digit zip code when possible.

Most UK addresses follow this format:

person or office	Public Relations Office
room and building	102A Mathews Building
street address (if applicable)	
campus name	University of Kentucky
city, state, and zip code	Lexington, KY 40506-0047

#### *adjunct*

An adjunct professor has a temporary faculty appointment. Lowercase.

#### *Admission, Office of*

No "s" on Admission.

#### *Adviser*

Use the -er spelling, unless the -or spelling is part of an official name.

#### *Affirmative Action Plan/Equal Opportunity of the University of Kentucky*

See [Equal Opportunity statements](#).

#### *African American*

When used as a noun, African American is not hyphenated. When used as an adjective, it takes a hyphen. This word is not synonymous with black. It is to be used for American people of African descent. An exception is the African American Studies and Research Program.

#### *Alumni Association*

The organization and office should be referred to as the UK Alumni Association.

*Alumnus, alumna, alumni, alumnae*

Use alumnus (alumni in the plural) when referring to a man who has attended a school.

Use alumna (alumnae in the plural) for similar references to a woman.

Use alumni when referring to a group of men and women.

*American College Test*

ACT is acceptable in all references to this test.

*a.m., p.m.*

Acceptable in all uses for time designation.

*Arboretum, The*

Although The Arboretum is supported by the University of Kentucky and Lexington-Fayette Urban County Government, the first reference name is The Arboretum.

*Art galleries and museums*

UK has an art museum and five art galleries:

- University of Kentucky Art Museum, located in the Singletary Center for the Arts
- Rasdall Gallery, located in the Student Center
- Tuska Center for Contemporary Art, 107 Fine Arts Building
- Raymond Barnhart Gallery, located in the Reynolds Building
- Hunter M. Adams Architecture Library, located in Pence Hall
- President's Room, located in the Singletary Center for the Arts

*Asian American*

Acceptable for Americans of Asia decent. Hyphenate as an adjective.

*Athletic Association*

Note it is UK Athletic Association, not Athletics Association. However, UK has an Athletics Department and a director of Athletics.

**B**

*Baccalaureate*

Use the less formal bachelor's degree, or bachelor's. In some cases, such as documents for Commencement, use the more formal baccalaureate.

*Bimonthly*

Means every other month; semimonthly means two times a month.

### *Black*

Preferred usage for those of the Negro race. If specific ethnicity is known, use that.

- African-American
- Caribbean
- African

### *Bluegrass*

One word and capitalized when used to represent the region. The lowercase version refers to the type of grass.

### *Bluegrass Community & Technical College*

Community and technical colleges are part of the Kentucky Community and Technical College System. BCTC is acceptable on second reference.

### *Board of Trustees*

Capitalize in reference to UK's governing body; lowercase single-word second references.

- The UK Board of Trustees
- the board
- the trustees

### *Building names*

See [Appendix B](#) for a list of commonly used building names.  
letters

## **C**

### *Call letters*

Capitalized and followed by a hyphen and designation of either FM or AM.

- WUKY-FM

### *Campuswide*

Do not hyphenate.

### *Capitalization*

Capitalize formal or official names of offices, buildings, schools, colleges, departments, programs, institutes, centers, committees and task forces. When using the shortened name of an office, such as Admission for Office of Admission, capitalize.

- The College of Engineering, but the engineering school
- The Office of Student Financial Aid, but Student Financial Aid

Capitalize names of celebrations. Do not capitalize seasons, semesters or academic periods. The exception is Spring Break.

- Arts and Sciences Geek Week, Engineers Day, Spring Break
- fall 2008, summer session, orientation, finals week

### *Chairperson*

University preference is to use chairperson instead of chairman or chairwoman. In references to people who work outside the University, use their preferred titles.

### *Coach*

Uppercase when used without a qualifier before a name, but lowercase when used with a qualifier.

- Coach Charlie Bennett
- men's basketball coach Charlie Bennett

### *Coldstream Research Campus*

This is a campus, not a park.

### *Commencement*

Capitalized when referencing the spring graduation ceremony of the University.

### *Commonwealth*

Kentucky is one of four U.S. states that are legally commonwealths. The state's actual name is "the Commonwealth of Kentucky," capitalizing commonwealth. When the phrase "the Commonwealth" is used meaning Kentucky, commonwealth should also be capitalized. Lowercase in all other uses.

### *Composition titles*

Capitalize all principal words, including first words and conjunctions and prepositions of four or more letters.

Put quotation marks around the titles of all works (books, songs, plays, operas, chapters, television shows, speech titles) except the Bible and composition that are primarily catalog or reference materials, including newspaper, scholarly and medical journals, and magazine names; do not italicize.

- "A Tale of Two Cities"
- "The Tonight Show"
- The New York Times
- Journal of the American Medical Association
- Rousseau's "War," not "La Guerre"
- "The Star-Spangled Banner"
- "Gone With the Wind"

Capitalize but do not put quotes around the descriptive titles for orchestral works. If instrumentation is not part of the title, but added for explanation, lowercase the instrument names. Use quotes for non-musical terms in a title.

- Bach's Suite No. 1 for Orchestra
- Beethoven's "Eroica" Symphony
- Beethoven's Serenade for Flute
- Mozart's Sinfonia Concertante in E flat major (the common title) for violin and viola

Translate foreign titles into English.

#### *Cooperative Extension Service*

Capitalize in all instances. When it is referred to as Extension, as when used as an adjective, Extension should be capitalized.

- Extension agent
- Extension office

#### *Company/corporation*

In news releases, abbreviate as Co./Corp. when used at the end of a company name. In brochures, spell out each.

- JC Penney Co.
- Intel Corp.

#### *Course titles*

Use the specific title as it appears in the official bulletin. Capitalize official course titles, except for articles, conjunctions and prepositions. If course numbers must be used, capitalize the letter prefix.

- Matrix Theory and Numerical Linear Algebra
- Film Criticism
- JOU 204

#### *Course work*

two words

#### *Credit hours*

Use numerals to refer to credit hours.

- 3 credit hours

## **D**

#### *Dean's List*

Should be uppercase

### *Department*

Capitalize only proper names of departments and offices.

- The Office of Multicultural Student Affairs
- the multicultural student affairs office
- Department of History
- history department

### *Disabled*

Do not use this word as a primary adjective, as if a disability is a person's most important trait. Instead, use "people with disabilities," "people who are blind" or "people who are deaf." Avoid using altogether unless there is a compelling reason to use.

### *Donovan Scholars*

Donovan Scholars are people 65 and older who participate in the Herman L. Donovan Fellowship for Senior Citizens. The Donovan Fellowship is named in honor of the late Herman L. Donovan, University president from 1941 to 1956. Tuition is waived for Donovan Scholars, who may either work toward a degree or audit classes.

### *Dormitory/dorm*

Use residence hall instead.

### *Dr.*

When writing for a general audience (press releases, newspapers, external non-academic publications), use this abbreviation **ONLY** as a formal title for a person who has a doctor of medicine, dental science or veterinary medicine degree. This is in accordance with AP Stylebook.

## **E**

### *e-mail, e-mail addresses*

Lowercase the "e" in e-mail and use a hyphen. Avoid breaking e-mail addresses if at all possible. However, if it cannot be avoided, e-mail addresses in text can be broken with spaces if needed at a section end in the address. The preferred break is after the @. Do not add hyphens to break the address.

- "Her e-mail address is cindy.hill@email.uky.edu."
- "Her e-mail address is cindy.hill@  
email.uky.edu."

*Emeritus/emerita/emeritae/emeriti*

Honorary title used to denote a retired faculty member. Their title corresponds to that held last during active service. To be a professor emeritus of UK, one must retire from UK. People teaching at UK, moving to another school, then retiring are professor emeriti of those other institutions. Use emeritus when referring to men, and emerita for women. Emeritae is the plural feminine form; emeriti is plural for a group of men, or a group of men and women.

*entitled*

Use this word to mean a right to do or have something, not the title of a composition.

- According to the rules, she was entitled to additional time on the test.
- The speech, titled "A New America," was presented.

*Equal Opportunity statements*

Versions of the University's Affirmative Action statement must be used in all employment materials. The University of Kentucky is committed to a policy of equal opportunity in its admission and employment programs.

- **Version 1:** An Equal Opportunity University
- **Version 2:** The University of Kentucky is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, religion, sex, marital status, political beliefs, creed, age, national origin, sexual orientation, veteran status, or physical or mental disability.
- **Version 3:** The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, religion, sex, marital status, political beliefs, creed, age, national origin, sexual orientation, veteran status, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by The Office of Institutional Equity and Equal Opportunity, 13 Main Building, University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by the Equal Opportunity Office, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to UK's Office of Institutional Equity and Equal Opportunity, or to the director of the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

The University is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the Vice President of Student Affairs or the Associate Vice President of Human Resources office.

### *Ethnic and racial references*

Use only when necessary to add required detail to text. Capitalize all proper names; lowercase designations of color. Compound proper nouns, such as African American, generally do not need a hyphen. However, when used as an adjective, such as African-American studies, hyphenate. See individual entries for specific references.

- African-American student
- Thai faculty members
- black and white students

### *Extension agent*

Uppercase Extension Agent when used as a title before a name; uppercase Extension but lowercase agent in other contexts.

- Extension Agent Sharon Carrier
- The meeting included all of Kentucky's Extension agents.

### *Faculty*

When used as a collective noun, faculty takes a singular verb form.

- The faculty at the University of Kentucky listens to students.
- Faculty members are good listeners.

### *Faculty Center/Faculty Club*

Use Hilary J. Boone Center.

### *Fax*

Fax is short for facsimile; don't capitalize.

### *Founders Day*

No apostrophe.

### *First reference*

Use full official names and titles on first reference; spell out all abbreviations and acronyms, unless so common they would be easily recognized.

### *Foreign words and phrases*

Do not italicize the many commonly used foreign words, such as *ex officio* and *vis-à-vis*. Do not use a foreign word unless it is known to most of the audience. English-language alternatives are

preferred. Last names with foreign origins, such as van Locke, are capitalized according to the person's instruction. The exception is when the last name is used at the first word of a sentence. As the first word, it is always capitalized.

### *Freshman*

As an adjective, use the word freshman in its singular form. First-year student is also acceptable.

### *Fundraising (n. and adj.), fundraiser (n.)*

- The vice president was in charge of fundraising.
- Fundraising activities include bake sales.
- A fundraiser was held.

## **G**

### *Gay*

Acceptable as popular synonym for both male and female homosexuals (n. and adj.), although it is generally associated with males, while lesbian is the more common term for female homosexuals.

### *Governor's Scholars Program*

The Governor's Scholars Program is a residential summer program for outstanding Kentucky students completing their junior year in high school. Students in the program are called Governor's Scholars. GSP is acceptable on second reference.

### *Grade point average, GPA*

GPA is an acceptable acronym in all references.

### *Grades*

Use a capital letter when you refer to a grade. When pluralizing, use an apostrophe before the s.

- She made all A's last year.

### *Graduate School, The*

Capitalize the article "The" when writing about The Graduate School at UK.

- John Smith is dean of The Graduate School.

### *Greeks*

Capitalize when referring to members of fraternities and sororities. Capitalize the proper names of the fraternities and sororities.

## H

### *His/ her*

To avoid confusing and sexist writing, use plural nouns and pronouns such as "they," rather than a singular noun that then requires a singular pronoun. Also avoid the use of possessive pronouns when talking about workers.

- Correct: Students who study please their professors.
- Incorrect: A student who studies pleases his or her professor.
- Correct: the department staff assistant
- Incorrect: his staff assistant

### *Hispanic*

Refers to people of Spanish or Spanish-and-Portuguese ancestry or Spanish-speaking persons of Latin American origin living in the United States. Use an individual's country of ancestry, such as Cuban American, if such designation is pertinent.

### *Home page*

Use in reference to the first page of a Web site. Use two words and lowercase.

## I

### *ID*

This is an established acronym that needs no explanation.

### *Incorporated*

Abbreviate as Inc. when used at the end of a business name name or at the end of a historically African-American fraternity or sorority.

- Ashland, Inc.
- Alpha Kappa Alpha Sorority, Inc.

### *International students*

This phrase is preferable to the phrase foreign students.

### *Internet*

Capitalize it - it's a proper noun. Also capitalize the Net when referring to the Internet, and Web when referring to the World Wide Web. Addresses should be placed in a self-contained paragraph at the end of a composition, but may be included earlier if they are vital to the text at that point and do not disrupt the flow of the text. Do not use the http:// prefix.

- Correct: www.uky.edu
- Incorrect: http://www.uky.edu

Attempt to avoid breaking addresses into sections. However, if an address needs to be broken, break at or after a "/".

- Correct: www.uky.edu  
/PR/GR
- Incorrect: www.uky.  
edu/PR/GR

Other common Internet words:

- BBS: Bulletin Board System
- Browser: software used to navigate the Internet
- HTML: acronym for hypertext markup language
- HTTP: acronym for hypertext transport protocol
- URL: acronym for Universal Resource Locator
- Usenet: Worldwide system of discussion areas called newsgroups
- Web site: a location on the World Wide Web
- page: a page within a Web site
- World Wide Web: Graphical information area of the Internet
- FAQ: Frequently Asked Questions
- Blog: abridgement of Web log; site with commentary

### *Intranet*

An internal Internet-like communication system

## **J**

### *Jr., Sr., III*

Abbreviate junior or senior after an individual's name. Note also that no punctuation precedes these. However, in using signatures, use the preference of the person signing.

- Martin Luther King Jr.

## **K**

### *K Book*

Do not hyphenate. The K Book is the freshman handbook.

### *K Week*

Do not hyphenate. K Week is the student orientation program that takes place prior to classes starting each August.

### *Kentucky Children's Hospital*

Not University of Kentucky Children's Hospital.

*Ky., KY*

For in-state audiences, it is not necessary to use the state name after the name of the city. On envelopes, use the postal abbreviation, KY. In text, use the AP abbreviation, Ky.

## **L**

*Land-grant university*

Hyphenate when used as an adjective.

*Libraries*

The University of Kentucky Libraries system includes the William T. Young Library, branch and associate libraries, microcomputer labs, and information centers.

Branch and associate libraries on campus are the Agricultural Information Center, Audio Visual Services, the Chemistry-Physics Library, the Distance Learning Library, the Education Library, the Morris Equine Center Library, the Geological Sciences Library and Map Collection, the Hub @ WT's Information Commons, the Hunter M. Adams Architecture Library (Design Library), Katherine Kemper Career Library, the Kentucky Transportation Center Library, the Law Library, Library Link in Patterson Office Tower, the Lucille Caudill Little Fine Arts Library and Learning Center, the Mathematical Sciences Library, the Medical Center Library and Audio Visual Services, the Shaver Engineering Library, Special Collections and Digital Programs, the Center for Applied Energy Research Library, Health Information Library, and Martin Luther King Jr. Cultural Center.

## **M**

*Martin Luther King Jr.*

No comma after King unless a comma is used in the official title of a building, road, or program.

*M.D.*

Words such as physician or surgeon are preferred. The abbreviation Dr. is acceptable when referring to doctors of medicine, dental science, or veterinary science.

Also see Dr.

*Medical Center*

See University of Kentucky Chandler Medical Center, University of Kentucky Hospital.

*Midnight*

Use midnight instead of 12 a.m.

### *Months*

In press releases, abbreviate when followed by a specific day; spell out in brochures. No comma is needed in a month-and-year construction. A comma is needed between the date and the year and after the year in a specific date construction.

- The party was held in December 2007 in the Student Center.
- The reception was held Dec. 25, 2007, in the Student Center.

### *Mount*

Spell it out.

- Mount Sterling
- Mount Washington

### *Multicultural*

Do not hyphenate.

### *Museums*

The University of Kentucky Art Museum is located in the Singletary Center for the Arts. University Art Museum or UK Art Museum are acceptable on second reference. The William S. Webb Museum of Anthropology is located in Lafferty Hall.

## **N**

### *National Collegiate Athletic Association*

NCAA on second reference.

### *National Merit Scholars*

Students who win National Merit Scholarships are called National Merit Scholars.

### *Native American*

Native American is preferred, but American Indian is also acceptable. Whenever possible, try to ascertain a person's tribal affiliation. Note that many Native American tribes have been recognized as sovereign nations within this country; therefore, many Native Americans prefer the term nation rather than tribe. The adjective form is not hyphenated.

### *Noncredit*

Do not hyphenate.

### *Nonsexist writing*

Eliminate words, like co-ed or housewife, that reinforce sexist stereotypes. Try to use the plural pronoun they instead of the singular he, since they is inclusive. Instead of using man or mankind, use humans, human beings, humanity, women and men, people or individuals. Replace manmade with artificial. Chairperson is preferred over chairman and chairwoman.

### *No. 1*

Abbreviate and capitalize number and use figures when used to indicate position.

- No. 1, No. 34

### *Noon*

Use instead of 12 p.m.

## **O**

### *Ombud*

The University has an Office of Academic Ombud Services and an academic ombud, not ombudsman.

### *On campus, off campus*

Use two words, without a hyphen, unless used as an adjective before a noun.

- Jill works off campus.
- Jill has an off-campus job.

### *Online*

Spell without the hyphen in reference to the computer connection term.

### *Orientation*

Lowercase this word when referring to the student orientation program. The student orientation program at UK is called K Week.

## **P**

### *Passive voice*

Avoid the passive voice whenever possible; use active voice. Using the passive voice weakens what we say and hides the subject of the sentence.

- Passive: The story was read to me.
- Active: Mother read the story to me.
- Passive: The money was requested.
- Active: The coalition asked for money.

### *Percent*

Use the word percent instead of the symbol %. A numeral is required before the word percent unless it comes at the beginning of a sentence.

- She gave 7 percent of her income to charity.
- Ten percent of her income goes to charity.

### *Phone numbers*

Use parentheses around the area code and put a space between the area code and the rest of the phone number. Precede extensions at a local number with ext.

- (859) 257-1754, ext. 235

### *Pre, post*

Do not hyphenate words that take these prefixes unless the last letter of a prefix is the same as the first letter in the second word.

- postbaccalaureate
- postsecondary
- preregistration
- pre-enrollment

### *President*

Capitalize when used as a title preceding a name.

- UK President John Smith
- John Smith, president of UK

### *Professor*

Capitalize when used as a title preceding a name (this differs from AP style); lowercase when used as a description following a name. Also lowercase non-proper-noun modifiers before professor in a title. Do not abbreviate.

- Professor Walt Reams
- Walt Reams, professor of computer science
- math Professor Joe Wright and English Professor Sue Rice

## Q

### *Quotes*

Quoted material that runs more than four lines is usually set as a block quote. Quotation marks are not needed.

When quoting and paraphrasing, be precise and accurate. Look for quotes to illustrate your story and to advance it with the reader. Choose interesting quotes, and don't feel compelled to use every word the person said. Don't change the person's meaning by leaving out words or paraphrasing.

Don't use a quote that repeats information already stated.

Take care with ellipsis, particularly if you want to shorten direct quotes. Make sure the meaning remains the same.

When attributing quotes, simply use the word "said," and in printed material, give the attribution at the end of the sentence. In material that will be broadcast or read (such as a speech), attribution should come before the quote.

- Print: "Ask not what your country can do for you, but what you can do for your country," President John F. Kennedy said.
- Spoken/broadcast: President John F. Kennedy said, "Ask not what

## R

### *Regions*

Geographical terms commonly accepted as proper nouns are capitalized.

- the Midwest
- Western Kentucky
- the Southeast
- Northern Kentucky
- Central Kentucky
- the Far East
- Eastern Kentucky
- the South and the North

### *Registrar*

Lowercase unless referring to the official name or used as a title before a name.

- The registrar's office
- Office of the Registrar
- Registrar Sally Smith
- Sally Smith, registrar at the university

### *Resident advisers*

This term, not resident assistants, is used at the University of Kentucky.

### *Residence halls*

Use residence halls instead of dormitories or dorms. See [Appendix A](#) for residence hall names.

## **S**

### *Sabbatical*

A sabbatical is a leave from routine employment duties. Sabbatical leave is redundant.

### *Saint*

Abbreviate with place names, such as St. Louis. For personal names, spell it the way the person spells it.

### *Semesters*

lowercase

- fall semester
- spring semester
- summer session

### *Southeastern Conference*

SEC on second reference. Most UK Athletics teams play in the Southeastern Conference. Men's soccer competes in Conference USA. Men and Women's rifle compete in the Great American Rifle Conference.

### *Spring Break*

Capitalize.

### *STEPS*

STEPS is the acronym for Student and Temporary Employee Placement Service. Use the acronym on second reference.

## **T**

### *TDD*

Use Telecommunications Device for the Deaf on first reference. See the campus phone book for numbers.

### *Theater*

Preferred spelling is with the ER ending. However, the UK Department of Theatre uses the -re spelling, as do several theaters on campus. Follow the specific spelling of proper names, but otherwise use the ER spelling.

- Guignol Theatre, located in the Fine Arts Building
- Department of Theatre
- Worsham Theatre, located in the Student Center
- the theater in the Student Center
- Center Theatre, located in the Student Center

### *Times*

Use numerals and omit the zeros. Use noon for 12 p.m. and midnight for 12 a.m.

- Correct: 9 a.m. (preferred construction) or 9 o'clock
- Incorrect: 9:00 a.m. or nine a.m.

### *Titles of people*

Capitalize official titles when immediately preceding a name. Lowercase otherwise. When referring to a title a person formerly held, capitalize the title but not the word former.

- College of Law Dean Mike Smith
- Mike Smith, dean of the College of Law
- UK Trustee John Doe
- The Commencement speaker for 2001 was former UK President Otis Singletary.

### *Top 20*

Never hyphenate. Always uppercase Top and use the numeral 20, not the word twenty. Lowercase when not referring to UK.

- UK is striving for Top 20 status
- UK has a mandate to be among the Top 20 by 2020.

### *Toward*

no "s" at the end

### **U**

### *UK*

Do not use periods after the U or the K. Do not use on first reference to the University of Kentucky in external communications. UK is acceptable on first reference in internal publications. Do not use the abbreviation U of K.

### *UK Alumni Association*

The organization and office should be referred to as the UK Alumni Association.

### *Under way*

Two words, unless used in its nautical sense, then underway is acceptable.

### *Underclassmen*

Use freshmen and sophomores instead.

### *United States, U.S.*

United States is the proper noun; U.S. can be used as an adjective or noun.

- We are U.S. citizens.
- I like living in the U.S.
- The United States is participating in the Olympics..

### *University*

Capitalize when referring to the University of Kentucky for correspondence or materials used internally; lowercase for correspondence and materials written for outside of campus.

### *University of Kentucky Albert B. Chandler Hospital*

Refers to the hospital and clinical activities conducted within it. On first reference, spell out entire official name. On subsequent references, use UK Chandler Hospital.

- The accident victim was flown to UK Chandler Hospital.

### *University of Kentucky Medical Center*

Refers to the collective group of colleges comprising the medical center: Medicine, Pharmacy, Health Sciences, Dentistry, Nursing, and Public Health. On first reference, spell out entire official name\*. On subsequent references, use UK Medical Center. Only use when referring solely to academic activities, not clinical activities. When possible, refer to each specific college by name. Use UK Medical Center only when referring to the colleges as a group.

- Students at the UK Medical Center will soon have new classroom facilities.
- Students in the UK College of Pharmacy are studying new drug therapies.

### *UK HealthCare*

Refers to the collective group of UK clinical buildings and clinical activities conducted within them, including University of Kentucky Albert B. Chandler Hospital, Linda and Jack Gill Heart Institute, Lucille P. Markey Cancer Center, Kentucky Children's Hospital, Kentucky Clinic, Polk-Dalton Clinic (formerly Kentucky Clinic North), Kentucky Clinic South, etc.... Refer to UK HealthCare on first reference when talking about one of its buildings or activities.

- The patient was treated at UK HealthCare's Kentucky Children's Hospital.
- Patients treated by UK HealthCare physicians experience faster healing times.

*University Studies Program*

UK's general education program, separated into 10 areas of study: math, foreign language, inference-logic, written communication, oral communication, natural sciences, social sciences, humanities, cross-cultural, and electives.

*University Press of Kentucky*

Not the University of Kentucky Press

*University-wide*

Hyphenated when used as an adjective. This is an exception to the rule governing words ending in "wide" and is meant to make the word less cumbersome.

*Upperclassmen*

Use juniors and seniors instead.

**V**

*Vice president*

Do not hyphenate. Capitalize when used before a name.

- John Smith, vice president for fiscal affairs
- Vice President John Smith

*Visitor Center*

Capitalize both words and note that there is no "s" at the end of Visitor.

**W**

*Web page*

a page within a Web site

*Web site*

a location on the World Wide Web

*Well-being*

Hyphenated

*Workforce, workplace*

Both one word.

### *World Wide Web*

Part of the Internet. The Web is acceptable on second reference. Capitalize Web when referring to the World Wide Web.

### *World Wide Web addresses*

Long cumbersome Web addresses should be placed in a self-contained paragraph at the end of a text. An address may be included earlier if it is vital to the text at that point and does not disrupt the flow of the text. Do not use the `http://` prefix. Do not use brackets or underlines to indicate the address.

UK's home page is [www.uky.edu](http://www.uky.edu).

### *Work-study*

Lowercase and hyphenate.

## **APPENDIX A**

### **Residence Halls**

- Baldwin Hall, Dale E.
- Blanding-Kirwan Complex (includes Blanding I, II, III, IV, Tower and Kirwan I, II, III, IV, Tower)
- Blazer Hall
- Boyd Hall
- Commonwealth Village
- Cooperstown Apartments
- Donovan Hall
- Greg Page Apartments
- Haggin Hall (pronounced hag-in, not hay-gin)
- Holmes Hall
- Ingels Hall, Margaret
- Jewell Hall
- Keeneland Hall
- Patterson Hall
- Shawneetown Apartments
- Smith Hall, John T.
- Wildcat Lodge, Joe B. Hall
- 404 LindenWalk
- 468 Rose Lane

## **APPENDIX B**

### **Building and Facility Names**

Most commonly used building and facility names on the central campus. For a complete list of campus buildings, refer to the official campus map, available in the [Public Relations Office](#), the [Campus Guide](#) or the [Physical Plant Division's Building List](#).

#### Building Names - Campus

- Advanced Science and Technology Commercialization Center
- Agricultural Science Building-North
- Alumni Gym
- Anderson Hall Tower
- Appalachian Center
- Barker Hall
- Bernard Johnson Student Recreation Center
- Bingham Davis House (Part of Gaines Center for the Humanities)
- Bowman Hall
- Bradley Hall
- Breckinridge Hall
- Buell Armory
- Carol Martin Gatton College of Business and Economics
- C. E. Barnhart Building (Agricultural Engineering Building)
- Center for Manufacturing
- Chemistry-Physics Building
- Commonwealth House (Part of Gaines Center for the Humanities)
- Dickey Hall
- Dorothea Smith Oatts Visitor Center (at The Arboretum)
- Environmental Health and Safety Building
- Erikson Hall
- E. S. Good Barn
- Fine Arts Building
- Frazee Hall
- Funkhouser Building
- Gaines Center for the Humanities
- Gillis Building
- Grehan Building
- Hagan Baseball Stadium (note the different spelling from Haggin Hall.)
- Hamilton House
- Helen G. King Alumni House
- Hilary J. Boone Center
- James F. Hardyman Building
- James W. Stuckert Career Center
- Jesse Harris Psychological Services Center
- Kastle Hall
- Kentucky Tobacco Research and Development Center
- Kinkead Hall
- Lafferty Hall
- Law Building
- Ligon House
- Main Building

- Mathews Building
- Margaret I. King Building
- Max Kade German House
- Maxwell H. Gluck Equine Research Center
- Maxwell Place
- McVey Hall
- Memorial Coliseum (1950 war memorial)
- Memorial Hall (1929 memorial to those who died in World War I)
- Miller Hall
- Mining and Minerals Research Building
- Oliver H. Raymond Civil Engineering
- Patterson Office Tower
- Pence Hall (not Architecture Building)
- Peterson Service Building (not Services)
- Plant Science Building
- Police Station
- Poundstone Regulatory Services Building
- Ralph G. Anderson Building
- Raymond Betts House (Part of Gaines Center for the Humanities)
- Reynolds and Metal Arts Building
- S. J. "Sam" Whalen Building
- Scovell Hall
- Seaton Center
- Shively Sports Center
- Singletary Center for the Arts
- Slone Research Building
- Stuckert Career Center
- Student Center
- Taylor Education Building
- Thomas D. Clark Building (University Press of Kentucky)
- Thomas Hunt Morgan Biological Sciences Building
- Thomas Poe Cooper Building
- W. P. Garrigus Building
- Wenner Gren Research Laboratory
- White Hall Classroom Building
- William B. Sturgill Development Building
- William T. Young Library

#### Building Names - Medical Center

- Biomedical Biological Sciences Research Building (BBSRB)
- Charles T. Wethington, Jr. Building
- College of Health Sciences Building
- College of Nursing Building
- College of Pharmacy Building
- Dental Science Building
- Kentucky Children's Hospital
- Kentucky Clinic
- Kentucky Clinic Berea Cancer Treatment Center

- Kentucky Clinic Georgetown Cancer Treatment Center
- Kentucky Clinic Mt. Sterling Cancer Treatment Center
- Polk-Dalton Clinic (formerly Kentucky Clinic North)
- Kentucky Clinic South
- Linda and Jack Gill Heart Institute
- Lucille Parker Markey Cancer Center
- Dorothy Enslow Combs Cancer Research Building
- Ben F. Roach Cancer Care Facility
- M. Margrite Davis-Ralph E. Mills Magnetic Resonance Imaging and Spectroscopy Center
- Marylou Whitney and John Hendrickson Cancer Facility for Women
- Robert Straus Behavioral Research Building
- Peter P. Bosomworth Health Sciences Research Building
- Sanders-Brown Center on Aging
- University of Kentucky Chandler Hospital
- Warren Wright Medical Plaza
- William R. Willard Medical Education Building

#### Facility Names

- Art Museum
- Boone Tennis Center
- Center Theatre
- Commonwealth Stadium
- Cliff Hagan Baseball Stadium
- Guignol Theatre
- Joe Craft Center
- John Jacob Niles Center for American Music
- K-Lair Grill
- King Library Press
- Lancaster Aquatic Center
- Lucille Caudill Little Fine Arts Library
- Martin Luther King Jr. Cultural Center
- Nutter Football Training Facility
- Nutter Field House
- Rupp Arena
- Singletary Center for the Arts
- Spindletop Hall
- Worsham Theatre

## APPENDIX C

### Colleges, Centers, Schools and Institutes

Centers known to have been approved by the University of Kentucky Board of Trustees are in blue.

- Advanced Carbon Materials Center
- Advanced Science and Technology Commercialization Center
- Agricultural Information Center
- Agricultural Science Center North
- Agricultural Science Center South
- Agricultural Weather Center
- Agriculture Data Center
- Alzheimer's Disease Research Center
- Animal Research Center
- Appalachian Center
- Area Health Education Centers
- Asia Center
- Behavioral Research Aspects of Safety and Health
- Bluegrass Stone Therapy Center
- Bone Diagnostic and Research Center
- Carol Martin Gatton College of Business and Economics
- Catalysis Research and Testing Center
- Center for Academic and Tutorial Services
- Center for Advanced Surgery
- Center for Aluminum Technology
- Center for Applied Energy Research
- Center for Biomedical Engineering
- Center for Business and Economic Research
- Center for Clinical and Translational Research
- Center for Community Outreach
- Center for Computational Sciences
- Center for Drug Abuse Research Translation
- Center for English as a Second Language
- Center for Ecology, Evolution and Behavior
- Center for Excellence in Medical Education
- Center for Health Services Management and Research
- Center for Historic Architecture and Preservation
- Center for Labor Education and Research
- Center for Manufacturing
- Center for Micro-Magnetic and Electronic Devices
- Center for Minimally Invasive Surgery
- Center for Oral Health Research
- Center for Pharmaceutical Science and Technology
- Center for Poverty Research
- Center for Prevention Research
- Center for Real Estate Studies
- Center for Research on Violence Against Women
- Center for Rural Development
- Center for Rural Health
- Center for Sensor Technology

- Center for Statistical Computing Support
- Center for Structural Biology
- Center for Sustainable Cities
- Center for the Study of Violence Against Children
- Center for Visualization and Virtual Environments
- Center of Biomedical Research Excellence in Women's Health
- Center of Membrane Sciences
- Center on Drug and Alcohol Research
- Chellgren Center for Excellence in Undergraduate Education
- Coldstream Research Campus
- College of Agriculture
- College of Arts and Sciences
- College of Communications and Information Studies
- College of Design
- College of Education
- College of Engineering
- College of Fine Arts
- College of Health Sciences
- College of Law
- College of Medicine
- College of Nursing
- College of Pharmacy
- College of Public Health
- College of Social Work
- Comprehensive Breast Care Center
- Council on Aging
- Critical Care Center
- Drug Information Center
- East End Community Outreach Partnership Center
- EMS Education Center
- Endoscopy Center
- Financial Services Center
- Gaines Center for the Humanities
- Gamma Knife Center
- General Clinical Research Center
- Graduate Center for Biomedical Engineering
- Graduate Center for Nutritional Sciences
- Graduate Center for Toxicology
- Graduate School, The
- Human Development Institute
- Innovation and Commercialization Center
- Institute on Education Reform
- Institute for Workplace Innovation
- International Business and Management Center
- IT Center
- John Jacob Niles Center for American Music
- Kentucky Center for Clinical Research and Investigator Services
- Kentucky Center for School Safety

- Kentucky Children's Hospital
- Kentucky Geological Survey
- Kentucky Injury Prevention and Research Center
- Kentucky Public Health Leadership Institute
- Kentucky Small Business Development Center
- Kentucky Tobacco Research and Development Center
- Kentucky Transportation Center
- Kentucky Water Resources Research Institute
- Learning Center, The (in the UK Chandler Hospital)
- Linda and Jack Gill Heart Institute; Gill Heart Institute
- Livestock Disease Diagnostic Center
- Lucille Parker Markey Cancer Center
- Magnetic Resonance Imaging Spectroscopy Center
- Martin Luther King Jr. Cultural Center
- Martin School of Public Policy and Administration, James W.
- Marylou Whitney and John Hendrickson Cancer Facility for Women
- Maxwell H. Gluck Equine Research Center
- New Crop Opportunities Center
- Outreach Center for Science and Health Career Opportunities
- Pain Management Center (Anesthesiology)
- Patterson School of Diplomacy and International Commerce
- Psychological Services Center
- Quality Improvement Center for Child Protection
- Research and Data Management Center
- Sanders-Brown Center on Aging
- School of Architecture (College of Design)
- School of Human Environmental Sciences (College of Agriculture)
- School of Interior Design (College of Design)
- School of Journalism and Telecommunications (College of Communications and Information Studies)
- School of Library and Information Science (College of Communications and Information Studies)
- School of Management (Gatton College of Business and Economics)
- School of Music (College of Fine Arts)
- Social Work Training Resource Center
- Southeast Center for Agricultural Health and Injury Prevention
- Spinal Cord and Brain Injury Research Center
- Sports Marketing Center
- Sports Medicine Center
- Survey Research Center
- Teaching and Academic Support Center
- Teaching and Learning Center
- Technology Applications Center
- The Graduate School
- The Learning Center (in the UK Chandler Hospital)
- Tracy Farmer Center for the Environment
- Transplant Center
- University of Kentucky Chandler Hospital

- University of Kentucky Medical Center
- Visitor Center
- Von Allmen Center for Electronic Commerce
- Von Allmen Center for Entrepreneurship
- Von Allmen School of Accountancy (Gatton College of Business and Economics)
- Wendell H. Ford Research Center and Public Policy Archives