

# UNIVERSITY OF KENTUCKY STYLE GUIDE

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# 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* 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.

- Kentucky Women Writers Conference, not Ky. Women Writers Conf.
- Department of Civil Engineering, not Dept. of Civil Engineering

Avoid acronyms and initialisms 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.

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.

- *Incorrect*: 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 colleges and departments

Capitalize the formal names of academic colleges and departments and lowercase informal names. Do not abbreviate the word *department* in either form.

- *Formal:* 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*, *provost* 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.

- Provost Joe Smith
- Sue Jones, dean of the College of Arts and 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 period.

### addresses

Use official names of offices and departments in university addresses. In copy, more familiar names may be used on second reference.

- Office of Undergraduate Studies, *not* Undergraduate Studies Office
- 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](#).

- Mathews Building, *not* Clarence Wentworth Mathews Building

University preference for addresses is to list room numbers in this way: *230 Student Center*. In copy, *Student Center Room 230* or *Room 230 of the Student Center* is acceptable. If a floor or room number is specified, 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	Office of Public Relations and Marketing
room and building	102A Mathews Building
street address (if applicable)	606 S. Limestone
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*.

### **advisor**

Use the *-or* spelling, rather than *-er*, in accordance with contemporary usage. This differs from AP Style.

### **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 people from the United States whose ancestors came from Africa. 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.

### **ACT**

Acceptable in all references to the American College Test.

### **a.m., p.m.**

### **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:

- Art Museum at the University of Kentucky, 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

## Arts in HealthCare Program

### Asian American

Preferred for Americans of Asian descent. Hyphenate as an adjective.

# B

### baccalaureate

In general, the less formal *bachelor's degree*, or *bachelor's* is preferred. 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 race/color descriptor for those with apparent African ancestry. Not strictly synonymous with *African-American*. If specific ethnicity is known, use that.

- African-American
- Caribbean
- African

### Bluegrass, bluegrass

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

### Blue Grass Airport

### Bluegrass Community and Technical College

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

## 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.

# C

## call letters

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

- WUKY-FM
- WKYT-TV

## 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
- the engineering school
- The Office of Student Financial Aid
- Student Financial Aid

Capitalize names of celebrations. Do not capitalize the names of seasons or academic events unless part of a proper noun.

- Arts and Sciences Awesome Week, Engineers Day, Spring Break
- summer session, orientation, finals week

## chair

Use instead of chairperson, chairman or chairwoman. Capitalize only when used as part of a formal title before a person's name. In references to people who work outside the University, use their preferred titles.

- *Department of Biology Chair Vincent Cassone*
- *Vincent Cassone, chair of the biology department*

## Clinical Translational Science Award (CTSA) program

UK is among the 60 recognized medical research institutions funded by the NIH and located throughout the nation committed to clinical and translational science.

## coach

Capitalize as a professional title whenever used before a name. See *Professor*.

- men's basketball Coach Joe B. Hall
- Joe B. Hall, the legendary men's basketball coach

## Coldstream Research Campus

Note: *campus*, not *park*.

## college

Not capitalized except as part of a proper name.

## Commencement

Capitalized when used in reference to the graduation ceremonies of the University of Kentucky.

## Commonwealth

Kentucky is one of four U.S. states that are legally commonwealths. The state's actual name is *the Commonwealth of Kentucky*. When *the Commonwealth* is used to mean Kentucky, *Commonwealth* should be capitalized. Lowercase in all other uses.

## composition titles

In general, follow the conventions of the MLA Style Guide, which differs from AP Style.

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

Use italics for titles of major works and publications (books, plays, operas, movies, television shows, newspapers, scholarly and medical journals, magazines, CD/album or other collection of songs, and works of visual art). Notable exceptions: the Bible, other foundational religious or cultural texts.

- *A Tale of Two Cities*
- *Journal of the American Medical Association*
- Picasso's *Guernica*
- The Beatles' *Sgt. Pepper's Lonely Hearts Club Band*
- The Declaration of Independence

Use quotation marks for titles of the smaller parts of larger works and publications, for minor compositions and for works that are ephemeral or of relatively short length. These include: articles, chapters, essays, speeches, songs, poems (exception: epic poems, e.g., *The Iliad*), short stories, individual television episodes and commercials.

- "On, On, U of K"
- "Everything That Rises Must Converge"
- The article "Cats bring home ninth championship" in the *Lexington Herald-Leader*



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

When foreign titles have a recognized English translation, use the English title.

For publishing platforms that do not permit use of italics, follow AP Style, using quotation marks for composition titles (except the Bible, journals, newspapers, magazines and reference publications.)

### **Cooperative Extension Service**

Use *University of Kentucky Cooperative Extension Service* on first reference. Capitalize *Cooperative Extension*, but do not capitalize extension by itself. Do not capitalize extension agent.

### **company/corporation**

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

### **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. Do not set off in italics or quotation marks.

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

### **course work**

Note: two words.

### **credit hours**

Use numerals to refer to a number of credit hours.

# D

### **DanceBlue**

Always one word and B is capitalized.

### **Dean's List**

## department

Capitalize only proper names of departments and offices.

- Office of the Treasurer
- the treasurer's office
- Department of History
- history department

## disabled

Do not use this word or a disability as a primary adjective, as if a disability were a person's most significant trait. 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 Academic Fellows

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

## dormitory/dorm

Use *residence hall* instead. See [Appendix A](#) for specific names.

## Dr.

When writing for a general audience (news releases, 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 Style.

# E

## email

No hyphen.

## email addresses

Avoid breaking email addresses if at all possible. If unavoidable, break after the @. Do not add hyphens to break the address.

## 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 professors 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 having a right, 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 Equal Opportunity 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 Office of Institutional Equity and Equal Opportunity, 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.

## ethnic and racial references

Use only when necessary. Capitalize all proper names; lowercase designations of color. Compounds, such as *African American* do not need hyphens when used as nouns. However, hyphenate these terms when used as adjectives, such as in *African-American* studies. See individual entries for specific references.

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

## Executive Vice President for Finance and Administration

## Executive Vice President for Health Affairs

### extension agent

Lowercase in all contexts.

- extension agent Sharon Carrier
- The meeting included all of Kentucky's extension agents.

# F

### 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 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. Commonly used foreign words do not need to be italicized.

### freshman

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

### fundraising, fundraiser

No hyphens.

### FUSION

Always in all caps and stands for For Unity and Service In Our Neighborhoods.

# G

## gay

Preferred adjective for male homosexuals. Although *gay* may be used to describe either sex, *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 acceptable on first reference.

## grades

Use a capital letter when referring 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

## he/she

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 persons from — or whose ancestors were from — a Spanish-speaking land or culture. *Latino* and *Latina* are sometimes preferred. Follow individual preferences when known. Use an individual's country of ancestry, such as Cuban-American, if such designation is pertinent.

## home page

Use in reference to the main page of a website. Use two words and lowercase.



## ID

This is an established abbreviation that needs no explanation.

## Incorporated

Abbreviate as Inc. when used at the end of the name of a business or 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*. Lengthy Web addresses are often best 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. Attempt to avoid breaking Internet addresses. However, if an address needs to be broken, break after a slash. Use the "http://" prefix for website URLs.

Common Internet words:

- 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
- website: a location on the World Wide Web
- page: a page within a website
- World Wide Web: Graphical information area of the Internet
- FAQ: Frequently Asked Questions
- blog: short for "Web log," a personal/topical site with dated, journal-style entries

When writing for the Web, use hypertext links to online resources that may provide additional information. Make sure the linked text gives the reader an idea of what the link goes to. Avoid using phrases like "Click Here!" when creating links.

- *Correct:* Interested applicants should contact the [Office for Institutional Diversity](#).
- *Incorrect:* For more information, [CLICK HERE](#).

## **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 a city. On envelopes, use the postal abbreviation, *KY*. In text, use the AP abbreviation, *Ky*.

# L

## **land-grant university**

## **Level 1 Trauma Center**

Refers to the adult and pediatric emergency departments at UK Chandler Hospital.

## libraries

The University of Kentucky Libraries system includes the William T. Young Library and other campus locations.

Branch and associate libraries on campus are the Agricultural Information Center, the Hunter M. Adams College of Design Library, the Education Library, the John A. Morris Library (Gluck Equine Research Center), the Kentucky Transportation Center Library, the College of Law Library, the Lucille Caudill Little Fine Arts Library and Learning Center, the Medical Center Library, the Shaver Engineering Library and Special Collections Library.

# 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.

In news releases, do not use after individuals' names. Do not use as a synonym for *doctor* or *surgeon*. Use *medical degree* when referring to the credential or academic program. The abbreviation *Dr.* is acceptable when referring to doctors of medicine, dental science or veterinary science.

See *Dr.*

## Medical Center

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

## midnight

Use instead of *12 a.m.*

## months

In press releases, abbreviate when part of a specific date; 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 Art Museum at the University of Kentucky is located in the Singletary Center for the Arts. The Art Museum at UK is acceptable on second reference. Do not use *UK Art Museum*. The William S. Webb Museum of Anthropology is located in Lafferty Hall.

# **N**

## **National Cancer Institute (NCI), NCI-designated**

The NCI-designated cancer centers program recognizes centers around the country that meet rigorous criteria for world-class, state-of-the-art programs in multidisciplinary cancer research.

## **National Collegiate Athletic Association**

NCAA acceptable in all references.

## **National Institutes of Health (NIH)**

Institutes is always plural. Abbreviate 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 for the indigenous peoples of North America. Whenever possible, try to ascertain tribal affiliation. Note also that many Native Americans prefer the term *nation* rather than *tribe*. The adjective form is not hyphenated.

## **noncredit**

Do not hyphenate.

## **nonsexist writing**

Avoid words, like *co-ed* or *housewife*, which reinforce sexist stereotypes. Try to use the plural pronoun *they* instead of *he*. Instead of *man* or *mankind*, use *humans*, *human beings*, *humanity*, *women and men*, *people* or *individuals*. Replace *manmade* with *artificial*. *Chair* is preferred over *chairman* and *chairwoman*.

## **No. 1**

Abbreviate, capitalize and use figures for ordinal numbers.

## **noon**

Use instead of *12 p.m.*

# O

## **Ombud**

UK 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**

Use the active voice whenever it makes sense to do so. Text can be weighed down by excessive use of the passive voice, as the subject of a sentence is obscured.

## **percent**

Use the word *percent* instead of the symbol. A numeral is required 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**

Always use a full 10-digit number, including area code, separated with hyphens. Do not use parentheses. Toll-free numbers that always require a "1-" prefix should include it. Precede extensions with *ext*.

- 859-257-1754, ext. 235
- 1-800-555-2222

## 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.

- preregistration
- pre-enrollment

## president

Capitalize only when used as a title preceding a name.

- UK President Eli Capilouto
- Eli Capilouto, president of UK

## Professor

Capitalize as a title when used preceding a name (this differs from AP style); lowercase when used as a descriptor following a name. Also lowercase non-proper-noun modifiers before professor in a title. Do not abbreviate. Use the faculty member's full rank if known.

- Associate Professor Dick Whitman
- Donald Draper, assistant professor of computer science

# 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. Place the verb *said* after the name of the speaker, rather than before it, unless this would result in an unwieldy construction.

- 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 your country can do for you, but what you can do for your country."

# 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 advisors

This term, not *resident assistants*, is used at the University of Kentucky. Note the *-or* spelling.

## residence halls

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

## Rural Physician Leadership Program

# 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 the names of semesters in the generic sense, but capitalize the names of specific terms that include the year.

- the spring semester
- the winter intersession
- Fall 2013

## Southeastern Conference

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

## Spring Break

## STEPS

Obsolete acronym for the former Student and Temporary Employment Placement Service. Refer instead to the two separate divisions: Student Employment and Temporary Employment.

# T

## TDD

Use *Telecommunications Device for the Deaf* on first reference. See the campus directory 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 preferred 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* and *midnight* rather than *12 p.m.* or *12 a.m.*

- *Correct:* 9 a.m.
- *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.

## 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

*See also UK Chandler Hospital Pavilion A, UK Chandler Hospital Pavilion H*

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. Do not use *UK Hospital*.

- The accident victim was flown to UK Chandler Hospital.

### **University of Kentucky Good Samaritan Hospital**

*UK Good Samaritan Hospital* on second reference. Avoid the informal *Good Sam*. Do not use *UK Samaritan*.

### **University of Kentucky Medical Center**

Not *Chandler Medical Center*. Refers not to a building but to the group of colleges that make up the academic 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.

### **University of Kentucky Chandler Hospital Pavilion A**

Use only when referring to a location or program specifically in the new patient tower portion of the overall hospital.

### **University of Kentucky Chandler Hospital Pavilion H**

Use only when referring to a location or program specifically in the portion of the hospital known as Pavilion H.

### **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, 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**

Outdated name for UK's general education program. Use *UK Core*.

### **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 website; note that Web is still capitalized. Two words.

## **website**

A location on the World Wide Web; not capitalized

## **well-being**

Hyphenate.

## **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. Use the http:// prefix. Do not use brackets or underlines to indicate the address.

## **work-study**

Lowercase and hyphenate.



# APPENDIX A

## Residence Halls

- Baldwin Hall
- Blanding-Kirwan Complex (includes Blanding I, II, III, IV, Tower and Kirwan I, II, III, IV, Tower)
- Blazer Hall
- Central Hall I
- Central Hall II
- Commonwealth Village
- Cooperstown Apartments
- Donovan Hall
- Greg Page Apartments
- Holmes Hall
- Ingels Hall
- Jewell Hall
- Keeneland Hall
- Patterson Hall
- Roselle Hall
- Shawneetown Apartments
- Smith Hall
- Wildcat Coal Lodge
- 404 Linden Walk
- 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 (ASTeCC)
- 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
- Hamilton House
- Helen G. King Alumni House
- Hilary J. Boone Center
- James F. Hardymon 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 Building
- 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 (Mechanical Engineering)
- Raymond Betts House (Part of Gaines Center for the Humanities)
- Reynolds and Metal Arts Building
- S. J. "Sam" Whalen Building
- Schmidt Vocal Arts Center
- 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 and Clinics - Medical Center**

- Biomedical Biological Sciences Research Building (BBSRB)
- BioPharm Complex (houses the College of Pharmacy)
- Celebrate Kentucky Wall
- Center for Clinical and Translational Science
- Charles T. Wethington Jr. Building (houses College of Health Sciences, EPVHA office)
- College of Nursing Building

- DanceBlue Kentucky Children's Hospital Hematology-Oncology Clinic
- Dental Science Building
- Don and Cathy Jacobs Health Education Center
- Kentucky Children's Hospital
- Kentucky Clinic
- Kentucky Clinic Berea Cancer Treatment Center
- Kentucky Clinic Georgetown Cancer Treatment Center
- Kentucky Clinic Mount Sterling Cancer Treatment Center
- Kentucky Clinic South
- Kentucky Neuroscience Institute
- Makenna David Pediatric Emergency Department
- Multidisciplinary Science Building (old College of Pharmacy building)
- Myra Leigh Tobin Chapel
- Robert Straus Behavioral Research Building
- Peter P. Bosomworth Health Sciences Research Building
- Saha Cardiovascular Research Center
- Spinal Cord and Brain Injury Research Center
- Sanders-Brown Center on Aging
- UK Albert B. Chandler Hospital
- UK Center for Advanced Surgery
- UK Center for Rural Health
- UK Chandler Emergency Department
- UK Family Care Center
- UK HealthCare East
- UK HealthCare - Georgetown
- UK HealthCare - Winchester
- UK Good Samaritan Hospital
- UK Good Samaritan Diagnostic Center
- UK Good Samaritan Medical Office Building
- UK Good Samaritan Professional Arts Building
- UK Gill Heart Institute
- UK June Buchanan Clinic
- UK 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
- UK North Fork Valley Community Health Center
- UK Polk-Dalton Clinic (formerly Kentucky Clinic North)
- University Health Service

### **Facility Names**

- The Art Museum at the University of Kentucky
- Boone Tennis Center
- Center Theatre
- Commonwealth Stadium
- Cliff Hagan Baseball Stadium
- Guignol Theatre

- Joe Craft Center
- John Jacob Niles Center for American Music
- King Library Press
- Lancaster Aquatic Center
- Lucille Caudill Little Fine Arts Library
- Martin Luther King Jr. Center for Diversity Education
- Nutter Football Training Facility
- Nutter Field House
- Rupp Arena
- Singletary Center for the Arts
- Spindletop Hall
- Worsham Theatre
- UK Chandler Hospital Pavilion A Auditorium

# APPENDIX C

## Colleges, Centers, Schools and Institutes

- Advanced Carbon Materials Center
- Advanced Science and Technology Commercialization Center
- Agricultural Information Center
- 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
- Birthing Center
- 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 Excellence in Rural Health
- Center for Health Services Management and Research
- Center for Historic Architecture and Preservation
- Center for Innovation in Education
- Center for Labor Education and Research
- Center for Manufacturing
- Center for Micro-Magnetic and Electronic Devices
- Center for Minimally Invasive Surgery
- Center for Muscle Biology
- Center for Oral Health Research
- Center for Poverty Research
- Center for Prevention Research
- 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 on Trauma and 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
- Child Development Center of the Bluegrass at the University of Kentucky
- Coldstream Research Campus
- College of Agriculture, Food and Environment (*effective July 1, 2013*)
- College of Arts and Sciences
- College of Communication and Information
- College of Dentistry
- 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
- Confucius Institute
- Council on Aging
- East End Community Outreach Partnership Center
- Financial Services Center
- Gaines Center for the Humanities
- Gill Heart Institute
- Gill Heart Institute
- Graduate Center for Biomedical Engineering
- Graduate Center for Nutritional Sciences
- Graduate Center for Toxicology
- Graduate School, The
- Human Development Institute
- Institute on Education Reform
- Institute for Rural Journalism and Community Issues
- Institute for Workplace Innovation
- International Business and Management Center
- International Center (formerly International Affairs)
- IT Center
- John Jacob Niles Center for American Music
- Kentucky Center for Clinical Research and Investigator Services

- 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 College of Medicine)
- Lexington Innovation and Commercialization Center
- Louie B. Nunn Center for Oral History
- Magnetic Resonance Imaging Spectroscopy Center
- Markey Cancer Center
- Martin Luther King, Jr. Center for Diversity Education
- Martin School of Public Policy and Administration, James W.
- Marylou Whitney and John Hendrickson Cancer Facility for Women
- Maxwell H. Gluck Equine Research Center
- McConnell Center for Youth Literature
- New Crop Opportunities Center
- Outreach Center for Science and Health Career Opportunities
- Patterson School of Diplomacy and International Commerce
- Psychological Services Center
- Quality Improvement Center for Child Protection
- Saha Cardiovascular Research Center
- Sanders-Brown Center on Aging
- School of Architecture (College of Design)
- School of Art and Visual Studies (College of Fine Arts)
- School of Human Environmental Sciences (College of Agriculture)
- School of Interior Design (College of Design)
- School of Journalism and Telecommunications (College of Communication and Information)
- School of Library and Information Science (College of Communication and Information)
- School of Music (College of Fine Arts)
- Scripps Howard First Amendment Center
- Social Work Training Resource Center
- Southeast Center for Agricultural Health and Injury Prevention
- Spinal Cord and Brain Injury Research Center
- Sports Marketing Center
- Survey Research Center
- Teaching and Learning Center
- Technology Applications Center
- The Graduate School
- Tracy Farmer Center for the Environment
- Transplant Center
- University of Kentucky Chandler Hospital
- University of Kentucky Medical Center
- Visitor Center
- Veterinary Diagnostic Laboratory
- 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