



# STYLE GUIDE

updated August 2016

# 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.



## 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 names in text. *Spell out state names in text. Abbreviate state names in datelines.*

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:

- University of Kentucky Art Museum, located in the Singletary Center for the Arts
- Peace Gallery in Funkhouser for recent events
- Hunter M. Adams Architecture Library, located in Pence Hall
- President's Room, located in the Singletary Center for the Arts
- Bolivar Art Gallery in the Art and Visual Studies Building

## 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. *Consistent with AP Style.*

## **black**

Preferred race/color descriptor for those with apparent African ancestry. Not strictly synonymous with *African-American*. If specific ethnicity is known, use that. *Consistent with AP Style.*

- African-American
- Caribbean
- African

## **Bluegrass, bluegrass**

One word and capitalized when used to represent the region or lowercase bluegrass in terms of music genre. 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.



## **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.

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

## **Coldstream Research Campus**

## **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

Follow modifications of 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, CD/album or other collection of songs, songs, computer and video games, lectures, speeches 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, short stories, individual television episodes and commercials.

- "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.

## **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 of 10 and above.

# **D**

## **DanceBlue**

Always one word and B is capitalized. DanceBlue is a year-long fundraising effort that culminates in a 24-hour no-sitting, no-sleeping dance marathon. DanceBlue supports pediatric cancer research and the DanceBlue Kentucky Children's Hospital Pediatric Hematology/Oncology Clinic.

## **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, gender identity, gender expression, pregnancy, marital status, political beliefs, creed, age, national origin, sexual orientation, veteran status, uniform service, genetic information 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, gender identity, gender expression, pregnancy, marital status, political beliefs, creed, age, national origin, sexual orientation, veteran status, uniform service, genetic information 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 Associate Provost of Student and Academic Life or the 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 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.



## **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. Consistent with AP style.

## 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

No longer capitalized per AP style. Also, web is no longer capitalized when referring to the *World Wide Web* per AP style. 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: initials for hypertext markup language
- HTTP: initials for hypertext transport protocol
- URL: initials for Universal Resource Locator
- Usenet: Worldwide system of discussion areas called newsgroups
- website: a location on the World Wide Web
- webpage or 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, Kentucky**

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, spell out full state name. – consistent with AP. Use the AP abbreviation, Ky. in datelines.



## **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 Science and Engineering Library and Special Collections Research Center.



### **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 Academic 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 University of Kentucky Art Museum is located in the Singletary Center for the Arts. The UK Art Museum is acceptable on second reference. 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.*



## 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 student orientation programs. Top-achieving incoming freshmen are invited to attend an orientation program called *Merit Weekend*. The student summer

orientation program at UK is called "*see blue.*" *U Orientation*. All students are welcomed to campus during fall welcome and orientation week 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.* Consistent with AP Style.

- 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



## quotes

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 and women's rifle compete in the Great American Rifle Conference.

## **Spring Break**

## **STEPS**

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 (currently closed due to construction)



- the theater in the Student Center (currently closed due to construction)
- Center Theatre, located in the Student Center (currently closed due to construction)

### **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.

### **UK Core**

The university's general education program

### **underway**

One word in all uses.

## **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* or *UK Pavilion A*.

- 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 Academic Medical Campus**

Not *Chandler Medical Center* or *UK Medical Center*. Refers not to a building but to the group of colleges and clinical and research activities 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 Academic Medical Campus*.

## **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), etc. Refer to *UK HealthCare* on first reference when talking about one of its buildings or activities. The C in HealthCare should always be capitalized.

- 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.



## **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*.

**webpage**

A page within a website; one word, lower case per AP style.

**website**

A location on the World Wide Web; not capitalized. *Also, webcam, webcast, webmaster, webfeed, the web, web address, web browser.*

**well-being**

Hyphenate.

**workforce, workplace**

Both one word.

**World Wide Web**

Use *the web* on first or second reference; not capitalized.

**World Wide Web addresses**

When referring to a specific website, include the full address. 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 I
- Blanding II
- Blanding III
- Blanding IV
- Blazer Hall (formerly Champions Court I)
- Blazer Dining (formerly Blazer Hall)
- Boyd Hall (formerly Limeston Park II)
- Commonwealth Village
- Donovan Hall (formerly Central Hall II)
- Greg Page Apartments
- Haggin Hall (pronounced hag-in, not hay-gin)
- Holmes Hall (formerly Limestone Park I)
- Ingels Hall
- Jewell Hall (formerly Champions Court II)
- Lewis Hall (opening Fall 2017)
- Lyman T. Johnson Hall
- Kirwan I
- Kirwan II
- Kirwan III
- Kirwan IV
- Max Kade German House
- Roselle Hall
- Shawneetown Apartments
- Smith Hall
- University Flats (opening Summer 2017)
- Woodland Glen I
- Woodland Glen II
- Woodland Glen III
- Woodland Glen IV
- Woodland Glen V
- Wildcat Coal Lodge
- 633 Maxwellton Court

# 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 from [UK Public Relations and Marketing](#); the [Campus Guide](#) or the [Physical Plant Division's Building List](#).

## Building Names - Campus

- Advanced Science and Technology Commercialization Center (ASTeCC)
- Academic Science Building
- Agricultural Science Building-North
- Alumni Gym (currently closed due to construction)
- F. Paul Anderson Hall Tower
- Appalachian Center
- Art and Visual Studies Building
- Barker Hall
- Barnstable Brown Kentucky Diabetes and Obesity Center
- Bernard Johnson Student Recreation Center
- Bingham Davis House (Part of Gaines Center for the Humanities)
- Bowman Hall
- Bowman's Den (temporary student dining facility)
- 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)

- Helen G. King Alumni House
- Hilary J. Boone Center
- Don and Cathy Jacobs Academic Science Building
- James F. Hardyman Building
- James W. Stuckert Career Center
- Jesse Harris Psychological Services Center
- Kastle Hall
- Kentucky Tobacco Research and Development Center
- Kinhead Hall
- Lafferty Hall
- Law Building
- Ligon House
- Main Building
- Mathews Building
- Margaret I. King Library
- 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
- Patterson Hall
- 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 Building No. 2 (Metal Arts Building)
- S. J. "Sam" Whalen Building
- Schmidt Vocal Arts Center
- Scovell Hall
- Seaton Center
- Singletary Center for the Arts
- Slone Research Building
- Stuckert Career Center
- Student Center (currently closed due to construction)
- Taylor Education Building

- The 90 (student dining facility)
- Thomas D. Clark Building (University Press of Kentucky)
- Thomas Hunt Morgan Biological Sciences Building
- Thomas Poe Cooper Building
- W. P. Garrigus Building
- White Hall Classroom Building
- William B. Sturgill Development Building
- William T. Young Library

### **Building Names and Clinics - Medical Campus**

- Biomedical Biological Sciences Research Building (BBSRB)
- Biomedical Biological Sciences Research Building II (BBSRB 2 - currently under construction)
- BioPharm Complex (houses the College of Pharmacy)
- Celebrate Kentucky Wall
- Center for Clinical and Translational Science
- Center of Excellence in Rural Health
- 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 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 Chandler Emergency Department
- UK Family Care Center
- UK HealthCare East
- UK HealthCare Turfland
- 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 University of Kentucky Art Museum
- Wendell and Vickie Bell Soccer Complex
- Boone Tennis Center
- Center Theatre (located in the Student Center - currently closed due to construction)
- Commonwealth Stadium
- Cliff Hagan Baseball Stadium
- John Crop Stadium (softball)
- Guignol Theatre
- Joe Craft Center
- John Jacob Niles Center for American Music
- K-Lair Grill
- Kentucky Football Training Facility
- King Library Press
- Lancaster Aquatic Center
- Lucille Caudill Little Fine Arts Library and Learning Center
- Martin Luther King Center
- E.J. Nutter Training Facility
- Nutter Field House
- Outdoor Track and Field Complex
- Rupp Arena
- Shively Training Facility
- Singletary Center for the Arts
- Spindletop Hall
- Worsham Theatre (located in the Student Center - currently closed due to construction)
- UK Chandler Hospital Pavilion A Auditorium
- University Club (golf course)

# APPENDIX C

## Colleges, Centers, Schools and Institutes

- Advanced Science and Technology Commercialization Center
- African American and Africana Studies
- Agricultural Experiment Station
- Agricultural Information Center
- Agricultural Weather Center
- Agriculture Data Center
- Alzheimer's Disease Research Center
- Animal Research Center
- Appalachian Center and Appalachian Studies
- Area Health Education Centers
- Behavioral Research Aspects of Safety and Health
- Barnstable Brown Kentucky Diabetes and Obesity Center
- Birthing 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 Academic Resources and Enrichment Services
- Center for Advanced Surgery
- Center for Advanced Training and Stimulation
- Center for Aluminum Technology
- Center for Applied Energy Research
- Center for Biomedical Engineering
- Center for Business and Economic Research
- Center for Clinical Translational Science
- Center for Community Outreach
- Center for Computational Sciences
- Center for Drug Abuse Research Translation
- Center for English as a Second Language
- Center for Excellence in Public Health, Workforce Research and Policy
- Center for Ecology, Evolution and Behavior
- Center for Excellence in Medical Education
- Center for Graduate and Professional Diversity Initiatives
- Center for Health Services Research
- Center for Innovation in Education
- Center for Interprofessional Health Education
- Center for Labor Education and Research
- Center for Manufacturing

- Center for Microelectrode Technology
- Center for Micro-Magnetic and Electronic Devices
- Center for Muscle Biology
- Center for Nanoscale Science and Engineering
- Center for Obesity and Cardiovascular Disease
- 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 for the Enhancement of Learning and Teaching
- Center on Trauma and Children
- Center for Visualization and Virtual Environments
- Center of Biomedical Research Excellence in Women's Health
- Center of Excellence in Rural 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
- 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
- Computing Center
- Confucius Institute

- Council on Aging
- Donald T. Frazier Science Outreach Center
- East End Community Outreach Partnership Center
- Executive Education Center
- Financial Services Center
- Gaines Center for the Humanities
- Gill Heart Institute
- Graduate Center for Biomedical Engineering
- Graduate Center for Nutritional Sciences
- Graduate Center for Toxicology
- Graduate School, The
- The Hub at Willy T.
- Human Development Institute
- Institute for Education Reform
- Institute for Educational Research
- Institute for Rural Journalism and Community Issues
- Institute for Sustainable Manufacturing
- Institute of Research for Technology Development
- International Business and Management Center
- International Center (formerly International Affairs)
- 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 Neuroscience Institute
- Kentucky Public Health Leadership Institute
- Kentucky Small Business Development Center
- Kentucky Tobacco Policy Research Program
- 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
- LINKS Center for Social Network Analysis
- Magnetic Resonance Imaging Spectroscopy Center
- Markey Cancer Center
- Martin Luther King 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
- McConnell Center for Youth Literature

- Media Depot
- Morris K. Udall Parkinson's Disease Research Center of Excellence
- Nanobiotechnology Center
- National Assistive Technology Research Institute
- New Crop Opportunities Center
- Outreach Center for Science and Health Career Opportunities
- Patterson School of Diplomacy and International Commerce
- Presentation U! Center
- 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, Food and Environment)
- 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
- Special Collections Research Center
- Spinal Cord and Brain Injury Research Center
- Survey Research Center
- Teaching and Learning Center
- Technology Applications Center
- The Graduate School
- The Study
- Tracy Farmer Institute for Sustainability and the Environment
- Training Resource Center (Social Work)
- Transplant Center
- University of Kentucky Chandler Hospital
- University of Kentucky Academic Medical Center
- University of Kentucky Prevention Research Center
- Vibro-Acoustics Consortium
- 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 Public Policy Research Center