



THE UNIVERSITY *of*
MISSISSIPPI

COPY STYLE GUIDE

Table of Contents

About the Guide	3
I. The University of Mississippi	3
A. General	3
B. Campuses	3
C. Named Schools	3
II. Capitalization	4
A. When in doubt, do not capitalize	4
B. Words to capitalize	4
C. Words not to capitalize	6
III. Abbreviations	7
A. When in doubt, spell the word out	7
B. Rules for abbreviation	7
C. Words not to abbreviate	9
IV. Punctuation	9
A. Apostrophes	9
B. Following bold words	10
C. Bullets	10
D. Commas, semicolons, colons, periods	10
E. Dashes	11
F. Ellipses	11
G. Hyphens	11
H. Quotation marks	13
V. Numbers	14
VI. Names and Titles	15
VII. Italics	16
A. Latin names of plants and animals	16
B. Scientific names	16
C. Modes of transportation	16
D. For emphasis	16
VIII. Composition Titles	16

IX.	Bibliographies and Footnotes	17
	A. Placement of numerals	17
	B. Reference marks	17
	C. Consistency	17
X.	Spelling	17
XI.	Campus Locations, Buildings, Programs and Departments	19
XII.	Usage (including commonly misused words)	20
XIII.	Equal Opportunity Statements	22
	A. University of Mississippi nondiscrimination statement	22
	B. EEO Statement	22
	C. Disability statement	22
XIV.	Diversity	22
	A. Criteria for Publications	22
	B. Nationalities and Races	22
XV.	Miscellaneous	23
	A. Addresses	23
	B. Electronic conventions	23
	C. Year 2000 and beyond	23
	D. Specifying B.C. or A.D.	23
	E. Degrees listed with alumni names	23
	F. Mississippi cities	24
	G. Preparing text for publication	24
	H. Proofreaders' marks	24

About the University of Mississippi Copy Style Guide

This style guide is intended to encourage consistency among members of both University Communications and the many offices and departments throughout the university. It contains the rules and standards we apply when editing copy submitted to this office. This includes news releases, magazine and newsletter stories, website copy, announcements and brochure copy.

We rely on the Associated Press Stylebook and Webster's New World College Dictionary for most usage rules, spellings and social media guidelines. The AP Stylebook was created with newspapers, periodicals and the like in mind, and this is the style that the writers and editors at University Communications use in Ole Miss printed pieces and electronic communications.

However, as with any organization, certain language conventions are specific to the University of Mississippi, and in those cases, this guide takes precedence over the AP Stylebook.

We encourage you to become familiar with this guide and to apply its rules to any text you write or edit on behalf of the university. Please contact Mitchell Diggs (662-915-5639, mdiggs@olemiss.edu) or Benita Whitehorn (662-915-7356, benita@olemiss.edu) with comments or any matters you think should be addressed in future editions.

I. THE UNIVERSITY OF MISSISSIPPI

A. General

- 1) Use *the University of Mississippi* on first reference. After the first reference, other terms such as *UM*, *Ole Miss* and *the university* may be used to add variety. When *university* is used in this manner, do not capitalize it.
- 2) Lowercase the *t* in *the* when making formal reference to the University of Mississippi. When using the name as a stand-alone title or referring to the university in a tabular list or address, capitalize *the*.

B. Campuses

- 1) Formal written reference to a campus should consist of *the University of Mississippi* followed by *at* and the name of the individual campus. *UM* may be used in place of the *University of Mississippi* for a more informal reference to a campus.

The University of Mississippi Medical Center

The University of Mississippi at Booneville

The University of Mississippi at DeSoto Center-Southaven

The University of Mississippi at Grenada

The University of Mississippi at Tupelo

- 2) The Oxford campus may be referred to as the University of Mississippi's main campus.
- 3) Booneville, DeSoto Center-Southaven, Grenada and Tupelo campuses should be referred to as *regional* campuses. They should not be referred to as *branch* campuses.
- 4) The University of Mississippi Medical Center on first reference. After the first reference, other terms such as UMMC, health sciences campus or Medical Center may be used. Do not refer to it as the Jackson campus. When referring to the medical school, use the School of Medicine on first reference, medical school on second.
- 5) When referring informally to any campus, do not capitalize the word *campus*.

The Tupelo campus will hold graduation ceremonies on May 7.

Funds were sought for renovations on the DeSoto Center-Southaven campus.

C. Named Schools

- 1) Use the *Patterson School of Accountancy* on first reference. The School of Accountancy or accountancy school can be used as a second reference.
- 2) Use the *Sally McDonnell Barksdale Honors College* on first reference. Honors College can be used on second reference.

II. CAPITALIZATION

Rules regarding the capitalization of certain words (such as *school* and *department*, for instance) are driven by our desire to maintain readability, clarity and consistency, both within our own published pieces and when compared to most outside pieces from highly reputable sources.

A. When in doubt, do not capitalize.

B. Capitalize

1) Proper nouns, months, days of the week, but not the seasons.

2) All words, except articles (*the, a, an*), conjunctions (*and, but, or, for, nor, so, yet, if, as, since, when, because*) and short prepositions (*of, in, on*) in headings and the titles of books, plays, lectures, musical compositions, etc., including *A* and *The* if at the beginning of a title.

The Sound and the Fury

“Examining the Factor Structure of Measures of ADHD in a University Sample”

“Spectroscopic Study of Secondary Structures of DNA”

3) The official names of the college, schools and departments when used in text; do not capitalize the informal name.

College of Liberal Arts, Patterson School of Accountancy, School of Applied Sciences, School of Business Administration, School of Education, School of Engineering, School of Journalism and New Media, School of Law, School of Pharmacy, Graduate School

He enrolled in the Department of Civil Engineering within the School of Engineering.

but

He enrolled in the civil engineering department within the engineering school.

Exceptions:

The Sally McDonnell Barksdale Honors College may be referred to as the *Honors College*.

When denoting the administrative unit of the university’s libraries, the term *University Libraries* should be used. (This distinguishes the administrative unit versus the physical location, e.g., the *J.D. Williams Library*.)

4) All formal titles when used specifically in front of the name are capitalized; do not capitalize these titles when they follow the name. (Whenever possible, put titles after names, especially long titles.)

Chancellor Emeritus Robert Khayat

Robert Khayat, chancellor emeritus

Mark Wilder is dean of the Patterson School of Accountancy.

Note: In tabular matter and addresses, these titles may be capitalized regardless of location.

Exception: The word *former* when used in conjunction with a title and name does not get capitalized, e.g., former Gov. Haley Barbour.

Exception: Named and endowed chairs and professorships are always capitalized.

Charles Reagan Wilson, Cook Chair of History

5) The words *Army*, *Navy*, *Marines* and *Air Force*, when referring to U.S. armed forces, whether or not preceded by *U.S.*

6) The words *association*, *building*, *center*, *club*, *conference*, *department*, *division*, *hall*, *office*, *program*, *senate*, *street*, etc., when used as part of a title; thereafter, do not capitalize the words when used alone to refer to that specific place or group.

the Faculty Senate; thereafter, the senate

the Arch Dalrymple III Department of History; thereafter, the department

the Center for the Study of Southern Culture; thereafter, the center

7) board of trustees; thereafter, the board.

8) A specific course or subject.

ART 102: Color Theory

9) Geographic names.

Mississippi River

Wall Doxey State Park

10) Geographical regions of the country, but not points of the compass (direction or locality).

the Midwest, but middle western

East Coast, Gulf Coast

in the Southeast or Northern Hemisphere, but northern Atlantic

the Mid-South

north Mississippi

11) The word *Southern* when referring to a cultural or area distinction.

Southern cooking

Southern hospitality

12) Names of athletics clubs and teams.

the Rebels

the New Orleans Saints

13) *Figure* or *Table*, and their abbreviations, when used in text to designate a specific insert.

Figure 1 shows the flotation process.

The flotation process (Fig. 1) removes the fish wastes.

14) Names of all races and nationalities. Do not capitalize *white* and *black* when referring to the groups of people.

African-American, Caucasian, Irish, Chinese

15) The word *room* when used to designate a particular room.

Ventress Hall, Room 206

16) Official college degrees when spelled out.

Bachelor of Fine Arts, but bachelor's degree

Master of Science, but master's degree

17) The major when it is part of the degree.

Bachelor of Science in Computer Science

However, lowercase the major when it is not part of the degree name, e.g., Bachelor of Arts in history.

Also, lowercase the major when it follows the word *degree*.

She holds a Bachelor of Science degree in computer science.

18) In headlines, subheads and publication titles, when one part of a hyphenated compound adjective is capitalized, both parts should be capitalized. However, compounds containing a prefix and fractions are exceptions.

The Two-Headed Monster of Chaos Theory

When Older Students Re-enter College

How to Earn One-half Your Tuition in One Summer

19) coach, head coach: Follow the rule for academic titles.

Coach Mike Bianco; Mike Bianco, head baseball coach

20) Commencement: Capitalize when referring to the University of Mississippi event. Lowercase general references.

21) the Grove, the Circle, the Quad, the Quadrangle, the Square, the Oxford Square.

22) award: Capitalize when part of the official name of the award.

23) historical periods and events: Capitalize the names of widely recognized epochs in anthropology, archaeology, geology and history, e.g., the Bronze Age, the Dark Ages, the Middle Ages, the Pliocene Epoch.

Capitalize also widely recognized popular names for periods and events: the Atomic Age, the Great Depression, Prohibition.

Capitalize only the proper nouns in general descriptions of a period: ancient Greece, classical Rome, the Victorian era, the fall of Rome, the fall of Saigon.

24) Twitter: uppercase, but lowercase *tweet*.

C. Do not capitalize

1) Words such as *college, school, department, office, division, association* and *conference* when they stand alone, even if they refer to a specific, previously identified entity.

2) Titles standing alone or in apposition.

The dean of the School of Business Administration must approve all research papers.

Contact the budget director for further information.

Beth Ann Fennelly, professor of English, will speak at the symposium.

3) Names of school or college studies, fields of study, emphases, curricula, major areas or major subjects, except languages, unless a specific course is being referred to (see B8).

He is studying philosophy and English.

Each student must meet core requirements in biological sciences and liberal arts.

The university offers a curriculum in nutrition and hospitality management.

4) The unofficial or informal names of departments when used in text.

He enrolled in the mechanical engineering department.

5) The words *offices, colleges* and *departments*, when referring to more than one individual office, college or department.

departments of English and Modern Languages

6) Organized groups or classes of students, or the words *freshman, sophomore, junior, senior* or *graduate*.

John Smith is a junior in the College of Liberal Arts.

The senior class will pick up yearbooks tomorrow.

However, when referring to a class according to its year of graduation, capitalize *Class*:

The program was made possible by a gift from the Class of 1988.

7) Unofficial and occupational titles preceding a name: author John Grisham, professor John Bruce.

8) The words or abbreviations *a.m., p.m., baccalaureate, federal, fellow, state, government, honors, page* and *paragraph*.

9) Common names of plants and animals except proper nouns and adjectives:

Queen Anne's lace, Canadian geese, platypus

10) Names of seasons, including references to semesters.

11) Plural words that refer to multiple preceding terms that individually would be capitalized:

Richland and Lexington counties

12) civil rights, civil rights movement

Note: Grammatical rules regarding capitalization are sometimes bent for the sake of visual appeal in graphically designed publications.

III. ABBREVIATIONS

A. When in doubt, spell the word out.

B. Abbreviate

1) *Page to p.* and *pages to pp.* in footnotes or bibliographical material; spell out when used in text material.

2) Use the ampersand (&) only in corporate names, titles of published works, e.g., *U.S. News & World Report*, if space demands it in course abbreviations or in graphic treatments.

3) Courtesy titles, such as *Mr.*, *Mrs.*, and *Dr.*, but do not use them in combination with any other title or with abbreviations indicating scholastic or academic degrees. These and similar titles are typically not used in running text after first reference.

Carol Green, M.D., or Roger White, D.V.M.,
not Dr. Carol Green, M.D., or Mr. Roger White, D.V.M.

4) Degree names: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Fine Arts (B.F.A.), Bachelor of Accountancy (B.Accy.), Bachelor of Business Administration (B.B.A.), Bachelor of Social Work (B.S.W.), Master of Arts (M.A.), Master of Music (M.M.), Master of Accountancy (M.Accy.), Master of Taxation (M.Tax.), Master of Science (M.S.), Master of Fine Arts (M.F.A.), Master of Business Administration (MBA — note, no periods), Master of Health Care Administration (M.H.A.), Educational Specialist (Ed.S.), Doctor of Education (Ed.D.), Doctor of Philosophy (Ph.D.), Juris Doctor (J.D.), Doctor of Pharmacy (Pharm.D.)

5) For grade-point average, use *GPA* in caps without periods.

6) When it is necessary to use a subject-matter designation and course number to identify a specific course, e.g., HST 120: History of Europe to 1648, use the official course code.

7) When names of universities, government agencies or other organizations are abbreviated as acronyms (first letter of each word), use full caps with no periods: UM (not U.M.), ROTC, NASA.

8) Use a.m. and p.m. with periods and lowercase letters. (Note: When using midnight or noon, do not put a 12 in front of it.)

9) Spell out state names in the body of stories. (This is an AP Stylebook rule change that went into effect May 1, 2014.) Continue to use state abbreviations in datelines, lists, tabular material, captions and in short-form identification of political party affiliation, e.g., Sen. Roger Wicker, R-Miss. When abbreviating states (such as when following the name of a city), use the abbreviations noted in the AP Stylebook rather than the two-letter, no-period abbreviations used by the U.S. Postal Service. Note: Some states are not abbreviated:

Alaska	La.	Okla.
Ala.	Mass.	Ore.
Ark.	Md.	Pa.
Ariz.	Maine	R.I.
Calif.	Mich.	S.C.
Colo.	Minn.	S.D.
Conn.	Miss.	Tenn.
D.C.	Mo.	Texas
Del.	Mont.	Utah
Fla.	N.C.	Va.
Ga.	N.D.	Vt.
Hawaii	Neb.	Wash.
Iowa	N.H.	Wis.
Idaho	N.J.	W.Va.
Ill.	N.M.	Wyo.
Ind.	Nev.	
Kan.	N.Y.	
Ky.	Ohio	

Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence.

He was traveling from Oxford to Nashville, Tennessee, en route to his home in Louisville, Kentucky.

10) Abbreviate these months only when they are used with a specific date: January, February, August, September, October, November, December. Exceptions may be made in tabular, formal or graphic treatments.

December 2011, **but** Dec. 25, 2011

11) Abbreviate avenue (Ave.), street (St.), boulevard (Blvd.) when used with addresses, e.g., 101 Jackson Ave. Do not abbreviate road (Road) or lane (Lane) when used with an address.

12) junior, senior: Abbreviate as Jr. and Sr. with no comma between the name and the Jr./Sr., e.g., Martin Luther King Jr.

13) legislative titles: On first reference, use Rep. and Sen. before the name, e.g., Sen. Roger Wicker. When including party and state affiliation, set off with commas, and use AP abbreviation for the state, e.g., Sen. Roger Wicker, R-Miss.

14) governor: On first reference, use Gov., e.g., Gov. Phil Bryant.

15) PDF: abbreviation for portable document format. Use all uppercase unless it's part of a file name, e.g., The file name is schedule.pdf.

16) RSVP: no periods; use uppercase letters for the abbreviation of the French phrase *repondez s'il vous plait* (respond if you please).

17) versus: In ordinary writing, spell out. In court cases, use *v.*

18) ZIP code: Use all caps for ZIP, which is an acronym for Zoning Improvement Plan; code should be lowercase.

19) honorable: Only use “the Honorable” in a direct quote or in a list of individuals with honorifics, such as in a conference program. In the latter case, the abbreviation *Hon.* is traditionally used before a full name when *the* does not precede the title (Hon. Jane Doe). With *the*, such titles should be spelled out (the Honorable Jane Doe).

C. Do not abbreviate

1) Given names, such as George, William and Charles.

2) Spell out a state’s name when it is used alone. Use the two-letter postal abbreviation with a ZIP code only in addresses. Do not use the postal abbreviation in running text.

3) The words *association*, *department*, *institute*, *etc.*

4) *March*, *April*, *May*, *June* and *July*; spell these out in all references.

5) Christmas in the form of *Xmas*.

6) The name of an organization the first time it is used; thereafter, use the acronym. If the acronym is not clear, set it off with commas. If the term appears only once, do not add the acronym. Do not follow the name with the acronym in parentheses.

Southern Association of Colleges and Schools, or SACS; thereafter, SACS.

7) The word *percent*: In general, spell out the word percent, but in scientific and statistical copy, or where numerous percentage figures are used (to shorten and avoid repetition), use the symbol %.

8) Parts of geographic names, except *Saint* in St. Louis, St. Paul, etc., unless they are used in tabular matter.

Fort Wayne, Indiana

9) Assistant and associate when used in a title.

assistant professor of legal studies

Note: Abbreviations may be used more freely in tabular matter or graphic design treatments.

IV. PUNCTUATION

A. Apostrophes

1) Use only an apostrophe when making possessive a singular proper name ending in s.

Achilles’ heel

Dickens’ novels

Ole Miss’ alma mater

2) In pluralizing figures and letters, do not use an apostrophe.

The 1980s are here.

The three Rs

Two CEUs

3) Punctuate years of college classes with an apostrophe (single closing quote). Please note that when keying this on a computer, the single *opening* quote will automatically appear when you first insert the single quote. You must go back and change it to a closing quote (hit the key twice, then delete the opening quote).

Class of ’76

John Doe, ’20

4) Bachelor's and master's degrees should always be written with an 's. Never write masters' degree, for example.

5) Use primes (keyboard apostrophe and quotes) to designate inches and feet and navigational notation.

12", 12'
67°3'16"

6) For web content, primes are acceptable replacements for apostrophes and quote marks.

B. Bold

1) As a general rule, the punctuation that immediately follows a bold word should not be bold. Exceptions can be made in some cases for clarity or as part of a graphic treatment.

C. Bullets

Bullets are graphic devices that substitute for alphanumeric designation of items in a list. In a bulleted list, the graphic device obviates normal grammatical punctuation.

1) In bulleted lists within text passages, the bullet is the punctuation. No other punctuation is required to separate listed items. Do not use commas or semicolons at the end of each item.

2) The first word of each item in a bulleted list should be capitalized.

3) Avoid mixing sentence and sentence fragments in a bulleted list.

D. Commas, Semicolons, Colons, Periods

1) Do not use a comma before the words *and* and *or* in a series for news releases and publications. However, serial commas are used in the undergraduate and graduate catalogs.

The Ole Miss Marching Band, University Wind Ensemble and Percussion Ensemble will perform Tuesday.

Exception: elements containing more than one *and* or *or*

The Ole Miss Marching Band, Ole Miss African Drum and Dance Ensemble, and University Wind Ensemble will perform Wednesday.

2) Place a comma after digits signifying thousands.

1,150 students

3) Follow a statement that introduces a direct quotation of one or more paragraphs with a colon. Also use a colon after *as follows*.

4) Transitional words or phrases such as *to wit*, *namely*, *i.e.*, *e.g.*, and *viz*, should be immediately preceded by a comma and followed by a comma.

5) When listing names with cities or states, punctuate as follows:

John Grisham was a Jonesboro, Arkansas, native.

6) When writing a date, place a comma between the day and the year as well as after the year.

July 4, 1980, dawned clear.

Tuesday, July 6, was rainy.

7) Do not place a comma between the month and year when the day is not mentioned.

June 2011

8) No comma is needed when referring to a school semester and year. The term for the semester does not get capitalized, and words such as *the* and *of* are not necessary.

He retired in fall 2007.

not He retired in fall of 2007, or He retired in fall, 2007.

9) Do not use a comma before or after Jr. or Sr., and do not precede Roman numerals such as I, II or III with a comma.

Please call Henry Smith Jr. for the report.

Contact William Wyatt III for further information.

Exception: In lists of donors, commas may be retained with Jr. or Sr. according to the donors' preference.

10) If a phrase is within parentheses at the end of a sentence, place the period after the closing parenthesis. If a complete sentence is in parentheses, the period should be inside the closing parenthesis.

11) No word space should be used between the initials of an abbreviation or a person's name.

U.S., J.B. White

Note: Grammatical rules regarding punctuation are often bent for the sake of visual appeal, especially in headings or display type.

E. Dashes

1) Use an em dash with space before and after:

a) To denote a sudden break in thought that causes an abrupt change in sentence structure.

That is all I know — actually, there is one more thing.

b) In defining or enumerating complementary elements.

The influence of three immortals — Mozart, Bach and Beethoven — was of great importance in his development as a musician.

c) In sentences having several elements as referents of a pronoun that is the subject of a final, summarizing clause.

Smith, Jones and McCoy — all felt groggy on humid days.

F. Ellipses

1) In general, treat an ellipsis as a three-letter word, constructed with three periods and a regular space on either side of it, as shown here (...).

2) When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis, e.g., "The time is right. ..."

3) When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations.

4) In writing a story, do not use ellipses at the beginning and end of direct quotes that form complete sentences.

"It has become evident to me that I no longer have a strong enough political base," Nixon said.

not

"... it has become evident to me that I no longer have a strong enough political base ...," Nixon said.

G. Hyphens

Note: For all spelling questions, consult *Webster's New World College Dictionary*.

1) Use the nonhyphenated spelling of a word if either spelling is acceptable.

2) Do not hyphenate the words *vice president*, *vice chancellor* and *vice chair*, and words beginning with *non*, **except** those containing a proper noun.

non-German

nontechnical

3) Do not place a hyphen between the prefixes *pre*, *post*, *semi*, *sub*, *anti*, *multi*, etc., and their nouns or adjectives, **except** before proper nouns or when two vowels with no hyphen separating them would be unclear.

electro-optical, **but** preindustrial
pro-American

Exception: *pre* when used before *law* or *med*, as in pre-law or pre-med advising.

4) Hyphenate the word *X-ray* and use a capital *X*.

5) Hyphenate the word *T-shirt* and use a capital *T*.

6) Hyphenate *part-time* and *full-time* when used as adjectives. Hyphenate any modifying word combined with *well*, *ill*, *better*, *best*, *little* and *lesser* when used as an adjective preceding a noun. Do not hyphenate when the expression carries a modifier or when it follows a noun.

well-built engine
a moderately well built engine
The engine is well built.

7) Hyphenate a compound in which one component is a number and the other is a noun or adjective.

30-mile run
10-year-old child, **but** 10 years old
12,000-square-foot building

8) Whenever possible, avoid the hyphenation of proper names when breaking text lines.

9) Hyphenate sports scores; do not use an en dash.

10) Spell out fractions using hyphens: two-thirds, four-fifths, etc. Use figures for precise amounts more than one, converting to decimals whenever practical: 1.5 miles, not 1 1/2 miles.

11) -long: hourlong, daylong, weeklong, monthlong, yearlong and lifelong are all one word, no hyphen.

12) Use a hyphen with no extra space before or after:

a) To indicate continuing (or inclusive) numbers, dates, times or reference numbers.

1968-82	but	from 1968 to 1982 (never from 1968-82)
May-June 1967		from May to June 1967
10 a.m.-5 p.m.		between 10 a.m. and 5 p.m.
pp. 38-45		from pages 38 to 45

b) In a compound adjective at least one element of which consists of two words or a hyphenated word.

New York-London flight
post-Civil War period
quasi-public-quasi-private judicial body

13) / or -: Generally, a slash means “or,” and a hyphen is used as a joiner. That’s why it’s “either/or” and a “black-and-white” picture. Do not use a slash to join items that go together.

Faculty-staff newsletter, not faculty/staff newsletter

Ole Miss-Oxford community, not Ole Miss/Oxford community

H. Quotation marks

1) The following should be placed in quotation marks:

book titles (in press releases; in publications, put book titles in italics)
 book series (e.g., “The Lord of the Rings” by J.R.R. Tolkien)
 CDs (e.g., “The Dark Side of the Moon” by Pink Floyd)
 conference presentations (e.g., “SLcM Innovations to Support Teaching and Learning” by Kathy Gates)
 dissertations and theses (e.g., “Collaborative Memory for Serial Order” by Elizabeth Lauren Foreman)
 essays (e.g., “Notes of a Native Son” by James Baldwin)
 film series (e.g., “The Godfather”)
 lectures (e.g., “The Patriot Act and the Fourth Amendment” by Ronald J. Rychlak)
 movies (e.g., “Casablanca”)
 musical compositions (e.g., Beethoven’s “Ode to Joy”)
 operas (e.g., “Don Giovanni”)
 plays (e.g., “Mamma Mia!”)
 parts of volumes (chapters, titles of papers, etc.) (e.g., “A Bear Hunt” by William Faulkner)
 radio and television episodes and programs (e.g., “Highway 61” on Mississippi Public Broadcasting)
 short stories (e.g., “A Good Man Is Hard to Find” by Flannery O’Connor)
 single conferences/lectures (**but NOT** lecture series) (e.g., “Mongolia’s Aviation Economic Regulatory Environment,” Conference on Competition Law in Mongolia, Jacqueline F. Serrao)
 songs (e.g., “The Star-Spangled Banner”)
 works of art (paintings, statues, sculpture, etc.) (e.g., Michelangelo’s “David”)

Note: Unpublished books (manuscripts, works in progress) do NOT get italicized. Use roman text and quotation marks only.

2) Use single quotation marks for quotations printed within other quotations.

3) Use single quotation marks, not double, in headlines and cutlines.

4) If several paragraphs are to be quoted, use quotation marks at the beginning of each paragraph, but at the end of the last paragraph only. No quotation marks are needed for passages set off from the text by additional space, an indent, or change of typeface.

5) Set quotation marks after periods and commas and before colons and semicolons. Exclamation points and interrogation marks that are not part of the quotation should be set outside quotation marks.

6) Use editor’s brackets, not parentheses, to set off editorial remarks within direct quotations. But editorial remarks should be kept to a minimum.

“Johnson saw it [the war] as a personal test of wills.”

7) Do not put quotation marks around course grades (A, A-, B+, B, etc ...)

8) Attribution

Generally, the attribution should come after the first sentence of a direct quote. Waiting until later in the quoted material can get confusing for readers because they may not know who is speaking.

Worse: “Being an editor allows me to see the kinds of mistakes that people at various educational levels make. This better prepares me to know how to deal with those errors and to help students learn how to avoid those and similar mistakes,” Church said.

Better: “Being an editor allows me to see the kinds of mistakes that people at various educational levels make,” Church said. “This better prepares me to know how to deal with those errors and to help students learn how to avoid those and similar mistakes.”

It’s usually more straightforward to put “said” after the speaker’s name, unless a descriptive element or long title would come between “said” and the name.

Worse: “The university will remain open,” said Wilkin.

Better: “The university will remain open,” Wilkin said.

But: “The university will remain open,” said Wilkin, who has been provost since September 2017.

Worse: “We are thrilled to have this external recognition of the success of our online MBA program,” School of Business Administration Dean Ken Cyree said..

Better: “We are thrilled to have this external recognition of the success of our online MBA program,” said Ken Cyree, dean of the School of Business Administration.

Don’t automatically use the beginning of a sentence to introduce a new speaker or source; doing so often overshadows the real point of the sentence. Think about which elements are most important in the sentence and put them first, followed by the attribution.

Worse: Kirkland said continuing this trend and acclimating teachers to the new system is top priority, along with utilizing the already nationally certified teachers.

Better: Continuing this trend and acclimating teachers to the new system is top priority, along with utilizing the already nationally certified teachers, Kirkland said.

V. NUMBERS

1) For numbers under 10, use number words (*one, two, etc.*).

2) Use numerals for all numbers 10 or over, including ordinals, e.g., 22nd.

3) Days of the month should be written in numeric form, omitting *rd, th, st, nd*.

April 6, June 1

4) Use numerals (and standard marks, as below) for degrees, ratios, percentages, persons’ ages, and course or program credit hours.

40 degrees 45 minutes north latitude

21 degrees Fahrenheit below zero or 21F below zero

6 percent

7 years old

3 credit hours

5) To maintain consistency within a series, use numerals if more than half of the numbers are 10 or over; otherwise, use number words within a series.

22 hours, 12 minutes, 6 seconds

Twelve hats, five purses, five umbrellas, seven sweaters and sixteen pairs of shoes were sold yesterday.

6) When numbers run into the millions, use the words *million, billion, etc.*, with the numeral.

17.9 million

3 billion

7) Use hyphens when writing phone numbers, e.g., 800-555-1212 or 401-792-2075. When set in display, precede the number by *Phone:* or *Fax:*. Do not allow phone numbers to be broken at the end of a line and continued on the next.

8) When listing grade-point averages, carry the average out to the hundredths, e.g., 3.00, not 3.0.

9) Use extended ZIP codes wherever possible.

10) A hyphen is not used to join numerals and the words *million, billion, etc.*, even in a phrase such as *the athletics department’s \$200 million capital campaign*.

11) Avoid unnecessary zeroes.

a) Hours of the day should be expressed as *7 p.m.* or *7:30 p.m.* Do not use 7:00 p.m. **except** in lists of events, etc., to preserve alignment

of type, or for formal invitations.

b) Keep amounts of money simple as well, with the dollar sign — **unless** tabulated in columns.

\$3, **not** \$3.00

12) Do not begin a sentence with a numeral; use the number word (*twenty-seven, three hundred, etc.*), or precede the reference to a number with other text (rearrange the sentence). Please note that number words under 100 (and those parts of number words for numbers above 100) should be hyphenated when they consist of two words.

Thirteen is my lucky number.

When it comes to lucky numbers, mine is 13.

Thirty-nine

13) Do not add a numeral in parentheses after use of a number word.

three copies, **not** three (3) copies

14) Use hyphens to set off fractions if fractions are not available in a particular font: 8-1/2" x 11".

VI. NAMES AND TITLES

A. Names

1) Always give full name (or two initials with last name) of persons the first time they appear in an article. Avoid use of the title *Dr.* for Ph.D.s. Reserve *Dr.* for physicians and dentists.

2) After referring to an individual by full name, journalistic style indicates that the second reference should be to last name only, e.g., Smith. When two people with the same last name are quoted in a story, e.g., brothers such as Sam and Tom Kendricks, use the first and last name for each quote, e.g., said Sam Kendricks. However, Tom Kendricks said, ... If the story is informal, then the first names only can be used on second reference, e.g., said Sam. However, Tom said, ...

3) Refer to a woman by her full name, not by her husband's name, unless the individual requests it.

B. Titles

1) Do not qualify the title *professor* with *associate* or *assistant* before a person's name, but do qualify it after the name.

Professor Ann Brown

Ann Brown, associate professor of biology

2) Avoid using long titles before the names of people, such as Chair and Associate Professor of African American Studies Charles Ross. Use Charles Ross, chair and associate professor of African American Studies.

3) Avoid honorifics wherever possible. When using honorifics to refer to a husband and wife, follow the individuals' preference when known. Referring to a woman by her husband's name, as in *Mr. and Mrs. Robert Smith*, is, in general, to be avoided, although it is still preferred by some individuals, especially in social, versus business, settings.

4) Maintain parallel structure when assigning professional titles, especially in lists. Avoid the following:

Committee members:

Dr. Jones

Pres. Noble

U.R. Hughes

Prof. Day

L. Gui, Ph.D.

Andrea Fault, Esq.

5) When referring to a department, panel or board chairperson, the preferred title is *chair*.

John Bruce is chair of the Department of Political Science.

John Bruce chairs the Department of Political Science.

6) The abbreviation *Rev.* should never be used without the first name or initials. It also should be preceded by the word *the*.

In formal uses, such as programs and invitations, the *Reverend* should be spelled out.

The Reverend Joseph T. Lehman

VII. ITALICS

Note: Italics are not used in news releases. For publications, follow these rules:

A. Italicize Latin names of plants and animals (genus and species).

Homarus americanus

B. Do not italicize

1) Scientific names for phylum, class, order and family, but use initial caps.

Chordata, Carnivora

2) English derivatives of scientific names, and use lowercase: amoeba, carnivore.

3) cum laude, magna cum laude, summa cum laude.

C. Italicize the specific names of ships, airplanes and spacecraft but not the abbreviations that may precede them. Do not italicize designations of classes or makes, and do not italicize names of trains.

USS *Enterprise*

HMS *Victory*

Spirit of St. Louis

Boeing 747

Essex Class carriers

Apollo 7

Exception: Do not italicize the names of ships, airplanes and spacecraft in press releases.

D. Emphasize Words and Phrases

1) Use quotation marks, rather than italics or underlines, to emphasize words in text, also to highlight foreign words or phrases not yet Anglicized (**Note:** If a foreign word or phrase is in Webster's, do not italicize or use quotation marks).

The time to strike is "now."

It was the coup de grâce.

VIII. COMPOSITION TITLES

1) Italicize book, newspaper and journal titles in publications; however, in press releases, put book titles in quotation marks, and place newspaper and journal titles in roman type (not italicized or in quote marks), per AP style.

2) Italicize magazine titles except in press releases.

3) Titles for reference materials should be in roman type, including catalogs, pamphlets, periodicals, dictionaries, encyclopedias and handbooks.

4) The following should be placed in quotation marks:

book series (e.g., “The Lord of the Rings” by J.R.R. Tolkien)
 CDs (e.g., “The Dark Side of the Moon” by Pink Floyd)
 conference presentations (e.g., “SLcM Innovations to Support Teaching and Learning” by Kathy Gates)
 dissertations and theses (e.g., “Collaborative Memory for Serial Order” by Elizabeth Lauren Foreman)
 essays (e.g., “Notes of a Native Son” by James Baldwin)
 film series (e.g., “The Godfather”)
 lectures (e.g., “The Patriot Act and the Fourth Amendment” by Ronald J. Rychlak)
 movies (e.g., “Casablanca”)
 musical compositions (e.g., Beethoven’s “Ode to Joy”)
 operas (e.g., “Don Giovanni”)
 plays (e.g., “Mamma Mia!”)
 parts of volumes (chapters, titles of papers, etc.) (e.g., “A Bear Hunt” by William Faulkner)
 radio and television episodes and programs (e.g., “Highway 61” on Mississippi Public Broadcasting; “The Walking Dead” on AMC)
 short stories (e.g., “A Good Man Is Hard to Find” by Flannery O’Connor)
 single conferences/lectures (**but NOT** lecture series) (e.g., “Mongolia’s Aviation Economic Regulatory Environment,” Conference on Competition Law in Mongolia, Jacqueline F. Serrao)
 songs (e.g., “The Star-Spangled Banner”)
 works of art (paintings, statues, sculpture, etc.) (e.g., Michelangelo’s “David”)

Exception: Plays are listed in italics in the Ford Center for the Performing Arts and the Ole Miss Theatre brochures to avoid a surfeit of quotation marks.

Note: Instrumental works known by their generic name and a number or key or both are capitalized but not put in quotation marks (e.g., Bach’s Mass in B Minor, or Sonata in E-flat, op. 31, no. 3).

IX. BIBLIOGRAPHIES AND FOOTNOTES

A. Placement of Numerals

1) Place superscript numerals after any punctuation mark, except the dash or a closing parenthesis if the reference is made to material within the parenthesis or before the dash.

2) Set footnote figures after the work or paragraph or phrase that is explained or amplified.

For bushes 5 years old and older,¹ berries averaged ...

B. Reference marks should be used in this order:

- * asterisk or star
- ** double asterisk
- † dagger
- ‡ double dagger

C. For bibliographies, preferred style varies by discipline; be consistent.

X. SPELLING

For answers to other questions of spelling, consult Webster’s New World College Dictionary and the AP Stylebook.

- *acknowledgment* and *judgment* (no *e* after *g*)
- *adviser* preferred to *advisor*
- *affect*: to have an influence on; *effect*: to bring about

- *African-American*: Use a hyphen for both noun and adjective. Exception: The campus Department of African American Studies has no hyphen.
- *Alumnus* is the singular reference for a male graduate; *alumna*, the singular reference for a female graduate; *alumni*, the plural reference to a mixed group of male and female graduates or male graduates only; *alumnae*, the plural reference for female graduates only. Do not shorten as *alum*.
- *best-seller*, **not** *bestseller*
- *campuswide*, **not** *campus-wide*
- *capital* for the city, *capitol* for the building
- *catalog*, **not** *catalogue*
- *chair*, **not** *chairman*, *chairperson* or *chairwoman*
- *coursework*, **not** *course work*
- *credit-hour* (adjective), *credit hour* (noun)
- *database*, **not** *data base*
- *decision making*, **not** *decisionmaking*
- *fundraising*, **not** *fund-raising* or *fund raising*
- *grade-point average*, **not** *grade point average*
- *health care*, **not** *healthcare* or *health-care*
- *high school* (noun), *high school* (adjective)
- *ID*: short for identification. Do not use periods.
- *kickoff* (noun or adjective), *kick off* (verb)
- *master class*, **not** *masterclass*
- *myOleMiss*
- *online*, **not** *on-line*
- *preventive*: Avoid using *preventative*.
- *smartphone*
- *student-athlete*
- *theatre* when referring to the Department of Theatre Arts or Ole Miss Theatre; *theater* when referring to a building
- *toward*, **not** *towards*
- *T-shirt*: Hyphenate and use a capital T.
- *voicemail*
- *waitlist* (n.), *wait-list* (v.)
- *workplace*, **not** *work place*
- *workstation*, **not** *work station*

- *Yoknapatawpha*

XI. CAMPUS LOCATIONS, BUILDINGS, PROGRAMS AND DEPARTMENTS

(This list does not include all campus locations. It is meant to be a helpful guide to spelling and usage.)

- *Arch Dalrymple III Department of History*
- *Barnard Hall* (ROTC), *Barnard Observatory* (Center for the Study of Southern Culture)
- *Brevard Hall* (formerly Old Chemistry)
- *Burns Hall* (formerly Ridge South)
- *the Circle, the Grove, the Grove stage, the Lyceum, the Quadrangle*
- *Civil Rights Monument*, not *Civil Rights Memorial*
- *Department of Art and Art History* (previously Department of Art)
- *Department of Writing and Rhetoric* (previously Center for Writing and Rhetoric)
- *Deupree Hall*, **not** Dupree Hall (home of political science department)
- *Falkner Hall*
- *Gertrude C. Ford Center for the Performing Arts*; after first reference, *Ford Center for the Performing Arts* or *Ford Center*; never *Ford Performing Arts Center*
- *Holman Hall* (accountancy, business)
- *The Inn at Ole Miss*
- *J.D. Williams Library*; *University Libraries* when referring to the library's administrative unit
- *LaBauve Hall* (Lott Leadership Institute)
- *Lenoir Hall* (Department of Nutrition and Hospitality Management)
- *Manning Center* (formerly Indoor Practice Facility), for formal uses, *Olivia and Archie Manning Athletics Performance Center*
- *Minor Hall* (formerly Ridge West)
- *Overby Center for Southern Journalism and Politics*; after first reference, *Overby Center*
- *Oxford-University Depot*; after first reference, *the Depot*
- *Park-N-Ride*
- *Pittman Hall* (formerly Ridge North)
- *Robert C. Khayat Law Center* (home of the School of Law)
- *Sally McDonnell Barksdale Honors College*; after first reference, *Honors College*
- *Student Union* or *Ole Miss Student Union*, not *Ole Miss Union*
- *Swayze Field* in the *Oxford/University Stadium* (baseball stadium)
- *Tad Smith Coliseum*

- *Thad Cochran Research Center* (home of the National Center for Natural Products Research, School of Pharmacy)
- *The Pavilion at Ole Miss*
- *Triplett Alumni Center*
- *Vaught-Hemingway Stadium* (football stadium)

XII. USAGE

For answers to other questions of style, consult Webster's New World College Dictionary and the AP Stylebook.

- Use *a.m.* and *p.m.* and do not include o'clock. Designate noon or midnight, rather than 12 a.m. or 12 p.m.
- *athletics* department or *Department of Intercollegiate Athletics*, **not** athletic department; *athletics director*, **not** athletic director
- *between* when referring to two things, *among* when referring to more than two
- *comprises* or *composed of*, **not** comprised of
- *continual* means a steady repetition, over and over again; *continuous* means uninterrupted, steady, unbroken
- *currently*: Do not pair this word with present tense verbs (e.g., is, conducts, produces). When using present tense verbs, it is understood that the meaning is current.
- *data* is plural; *datum*, singular
- *disabled*, **not** handicapped
- *Doctorate* is a noun, and *doctoral* is an adjective.
- *dorm*: Use *residence hall* instead of *dorm* when referring to living quarters at the University of Mississippi.
- *ensure*, *insure*: Use *ensure* in the more general sense to mean guarantee or make certain. Use *insure* only in the commercial sense, as in auto, health and life insurance.
- *farther/further*: *Farther* refers to physical difference, e.g., He walked farther down the road. *Further* refers to an extension of time or degree, e.g., He delved further into cancer research.
- *Fax* is not a proper noun nor an acronym and should be used upper and lowercase as appropriate.
- *fiscal year*: The university's fiscal year runs July 1 through June 30, and it carries the numerical designation of the latter year, e.g., July 1, 2009 through June 30, 2010 constitutes FY10.
- *freshman* (adj.): the freshman enrollment (never the freshmen enrollment)
- *game day*: two words as a noun; add hyphen when an adjective (game-day)
- *grow*: Avoid using *to grow* as a transitive verb meaning "to expand" or "to increase the size of." As a transitive verb, it means "to raise or cultivate," as in vegetables; grow fruit, **not** grow the economy
- *historic*, *historical*: A historic event is an important occurrence, one that stands out in history. Any occurrence in the past is a historical event. (Note: It's *a* historic/historical event, not *an* historic/historical event.)
- *impact* — Avoid using "impact" as a transitive verb; words such as "affect" or "influence" are almost always better choices. Teeth can be impacted, but the provost's decisions may influence, not impact, enrollment in a particular program. However, the provost can have an impact on enrollment, just as a meteor can create a crater on impact. "Impact" can be used as a noun, but it's a bad verb.
- *in regard to* (never in regards to), but, he sends his regards

- *include*: *Include* refers to a partial listing. For example, do not say “participants included” and then list all the participants.
- *initials*: no space between initials in personal names: B.J. Thomas
- *international students*, **not** *foreign students*
- *lay* (transitive): I lay the book on the bed; past tense: I laid the book on the bed.
- *lie* (intransitive): I lie in bed; past tense: I lay in bed.
- *less* when describing an amount that cannot be counted, *fewer* when describing a number:
He was less agreeable to the plan than she was.
Fewer than 12 students attended the seminar.
- *media* is plural; *medium*, singular
- *names*: On first reference, use the person’s full first name and last name and title. Do not use a courtesy title (such as Mr. or Mrs.) except for medical doctors, and then use Dr. only on first reference. On second reference, use only the last name, without title and without courtesy title, e.g.,

Wendell Weakley, UM Foundation president, announced a major fundraising campaign. Weakley announced it on Friday.

Dr. LouAnn Woodward, UM vice chancellor for health affairs, has launched a collaboration with the Mayo Clinic. Woodward signed the contracts Monday.

- *ombudsman*: Derived from a Swedish word, this term is gender-neutral, meaning an official intermediary or representative. Do not use made-up constructions such as ombudsperson. On second reference, shortening it to *ombuds* is acceptable.
- *postdoc*: Spell it out as *postdoctoral*.
- *said/says*: Use either *said* or *says* consistently throughout a story when quoting sources, e.g., “Enrollment figures are up,” Provost Noel Wilkin said. *Said* is preferred for news releases.
- *telephone numbers*: Complete telephone numbers should be provided in any written copy. Copy for external distribution, e.g., news releases, should always include the area code and seven-digit number separated by hyphens: 662-915-0000. Copy for internal distribution should include the seven-digit number: 915-0000.

Avoid

- Passive voice: The dean appointed John Jones; not, John Jones was appointed.
- The longer of two similar words, e.g., *use* (**not** *utilize*)
- The split infinitive.

He was told *to* quickly *process* the papers.

He was told *to process* the papers quickly. (preferred)

- The dangling participle.

Straddling the Arizona–New Mexico border, the archaeologist found a string of ancient pueblo ruins. (Was the archaeologist straddling the border?)

The archaeologist found a string of ancient pueblo ruins straddling the Arizona–New Mexico border. (better)

- Singular/plural disagreements with pronouns. For example, do not refer to a single person as “they.”
- Product/company names: The use of product names or companies may be construed as a tacit endorsement by the university, thus raising conflict-of-interest questions and other problems. Use generic titles or descriptions whenever possible, e.g., Use *copy*, **not** *xerox*.
- *There*: Generally, sentences that begin with “There is” or “There are” constructions mean that the writer has not carefully considered what the sentence is about. It’s a wordy construction that is weak and best avoided.

Weak: There are many opportunities to make writing clearer and more readable.

Better: Many opportunities exist to make writing clearer and more readable.

XIII. EQUAL OPPORTUNITY STATEMENTS

A. Nondiscrimination Statement

For university publications, especially those used for recruitment:

The University of Mississippi does not unlawfully discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status or genetic information.

B. EEO Statement

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer.

C. Disability Statement

For any university publication promoting an event or program that is open to the general public (and for invitation-only events as appropriate):

For accommodations related to a disability, call 662-915-XXXX (sponsoring office or department number).

XIV. DIVERSITY AND INSTITUTIONAL STRATEGY

A. Criteria for Publications

1) Consider the following criteria when planning your publications:

- What is the purpose of the piece?
- Should the primary theme be about diversity?
- Is this an appropriate opportunity to communicate diversity?
- Would it be a missed opportunity if you did not convey a diverse message?
- What can be done to convey a diverse message?
- Does the piece support university strategy?
- Does the piece show a welcoming environment?
- Do you need to include the university's nondiscrimination statement?
- Should you include contact information for people who need assistance with disabilities?

B. Nationalities and Races

1) Capitalize the proper names of nationalities, peoples, races, tribes, etc.: *Arab, Arabic, African, American, Caucasian, Cherokee, Chinese* (both singular and plural), *Eskimo* (plural Eskimos) or *Inuit*, *French Canadian, Japanese* (singular and plural), *Jewish, Nordic*, etc. Refer to the AP Stylebook on the proper usage of names of nationalities and races.

XV. MISCELLANEOUS

A. Addresses

1) Use U.S. Postal Service state abbreviations with no periods in addresses.

2) The University of Mississippi address is as follows:

The University of Mississippi
P.O. Box 1848
University, MS 38677-1848

B. Electronic Conventions

1) Internet, web and email addresses should be written all lowercase, unless the address is case-sensitive.

<http://www.olemiss.edu>

2) World Wide Web is treated as a proper noun and capitalized in all instances. However, lowercase web and internet.

3) Accepted spellings of electronic terms:

- *online*, **not** *on-line*
- *email*, **not** *e-mail*
- *homepage*, **not** *home page*
- *website*, **not** *web site* or *Web site*; *webcam*, *webcast*, *webmaster*

4) A long URL or email address may be broken and continued on a second line. **Do not** add a hyphen where the break appears; instead, make sure the break is after a slash or period in the web address. Adding a hyphen leads to confusion about whether or not the hyphen itself is part of the address.

C. Year 2000 and Beyond

1) When writing any span of time that mixes 20th- and 21st-century dates, the full year must be given for both.

1998–2002, *not* 1998–02

2) When citing class designations, if classes from the 20th and 21st centuries are listed, the full year must be given for all classes mentioned.

When the time capsule placed by the Class of 1955 is opened, members of the Class of 2005 will replace it with one of their own.

3) Do not attach the phrase *the year* to 2000 or beyond. Treat such references as any other year noted.

The university celebrated its centennial in 1948.

D. Specifying B.C. or A.D.

1) When attaching *B.C.* or *A.D.* to a year, *B.C.* follows the date, and *A.D.* precedes the date. (Note that any date that is not *B.C.* is *A.D.* by default and requires no specific designation.)

2) When referring to a century in text, the convention of placing either *B.C.* or *A.D.* after the stated century is acceptable.

E. Degrees Listed with Alumni Names

When listing earned degrees with alumni names, place the degree and abbreviated year in parentheses. Do not place a comma between the year and degree name. Do not use periods in the degree name, and do not use an apostrophe for the year.

Jesse Holland (BA 94)

Jeffrey Smith (BBA 90, JD 93)

F. Mississippi Cities

When including Mississippi cities in a publication, the state name is not needed unless to avoid confusion.

Yazoo City, not Yazoo City, Mississippi, but Houston, Mississippi, to differentiate from Houston, Texas

G. Publications

When preparing text for University Communications, please note the following:

- University Communications will require an electronic file of your draft text. The department is able to convert most word processing file formats to a Macintosh platform for editing and page layout. Please consult with the office if you have questions about how to save your information in the proper file format. And please, **no** handwritten copy.
- It is helpful to provide a hard copy printout with your electronic file.
- Avoid the use of traditional typewriting conventions, such as the use of a double hyphen for an em dash (except in Web text). Word processing software provides keystroke combinations or symbol sets to insert special characters into copy. Do not use double spaces between sentences, and avoid multiple tab keystrokes whenever possible. Since line endings will vary depending on format, avoid using hard returns, tabbing or other methods of breaking a line in the middle of a paragraph.
- Input all text without formatting different sizes and typefaces. Headlines should be keyed as upper and lowercase, although you may use boldface to distinguish from body text. University Communications will perform specific formatting with page layout software at the time page proofs are prepared. Any formatting you do must first be undone, and this can be a time-consuming process that may slow production of your project.
- When checking production page proofs, please use the following standard proofreaders' marks. This will minimize any confusion when interpreting corrections.

Proofreaders' Marks

Delete:		take it out
Close up:		print as <u>one</u> word
Insert:		insert h ere
More space:		insert a space
Let stand:	Stet	let marked text stand as set
Transpose:	tr	change <u>order</u> (the)
New paragraph:		begin a new paragraph
Spell out:		print (<u>lbs.</u>) as pounds
Capitalize:	cap	set in <u>capitals</u>
Lowercase:	lc	set in <u>lowercase</u>
Italics:	ital	set in <u>italic</u>
Roman:	rom	set in <u>roman</u>
Boldface:	bf	set in <u>boldface</u>
Period:		add a period 

