Indiana University Style Guide

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Web
This guide is based in part on widely accepted reference works, such as The Chicago Manual of Style, Merriam-Webster’s Collegiate Dictionary, and the Associated Press Stylebook and Briefing on Media Law. Though these sources are invaluable, they do not address all of the editorial concerns specific to Indiana University. Therefore, we’ve developed additional recommendations.

A

abbreviations
Avoid abbreviations in running text.

Professor Shin, not Prof. Shin

Note, though, that you can use abbreviations (including the ampersand [&]) in running text when they are part of official names.

The art museum was designed by I. M. Pei & Partners.

If the name represented by an abbreviation may be unknown to some of your readers, spell it out the first time you refer to it.

The Indiana Memorial Union (IMU) is one of the nation’s largest student unions. The IMU contains restaurants, a computer center, a bookstore, a bowling alley, and more than 180 hotel rooms.

Abbreviations of degrees, time expressions, and countries’ names have periods. Note that there are no spaces between their elements.


Multiple initials of personal names, however, are separated by a space or spaces. So are abbreviations of multiword personal titles. Abbreviations in both categories end in periods.

Kenneth R. R. Gros Louis
Rev. Dr. M. L. King Jr.

Initials that do not stand for longer names, though, are usually not followed by periods.

Herman B Wells, Byron K Smith

Acronyms for job titles and names of organizations, centers, buildings, forms, tests, and assorted other objects are generally spelled without periods.

CEO, HTML, XHTML, IU, UNESCO, FAFSA, TOEFL, UNIX, SAT, IMU

Pluralize such terms without apostrophes—unless the last letter of the acronym is an S, in which case an apostrophe is needed. This is one of the rare cases where a plural requires an apostrophe.

Als, GREs, IDs, EKGs, LANs, W-2s, SOS’s

Abbreviations that contain more than one period generally have an ’s to indicate the plural (another rare case of apostrophe use in a plural).

M.A.’s, B.G.S.’s

In a list of names that are followed by degree abbreviations and other initialized credentials, select an ordering principle and apply it consistently throughout your publication. For example, the list below places professional credentials first and academic credentials after them.

Kiel, Judith L., O.T.R., M.S.
Koss, Joseph A., R.R.T., M.S.
LaReau, Janice G., M.T., M.S.

See also addresses, commas, and times.

academic and administrative titles
See titles of people.

academic degrees
See degrees.

addresses
Use official names of offices and departments in university addresses.

Office of the Bursar, not Bursar’s Office

Spell out names of buildings. In many cases, it is acceptable to leave off the first name of a person for whom a building, center, etc., was named. For instance, use Franklin Hall rather than J. A. Franklin Hall. However, use the full names for Ernie Pyle Hall and Henry Radford Hope School of Fine Arts.

When listing mailing addresses, use the two-
letter postal abbreviation for the state, unless
the context is formal (such as in an invitation),
in which case spell out the state name. (It's also
okay to spell out state names in running copy.)
Use the full nine-digit zip code whenever possible.
Abbreviate compass designations (N., S., E., W.),
but spell out Street, Avenue, Road, etc.
IU addresses should follow this format:
  person or office
  institution name
  building and room
  street address
  city, state zip code

Kelley School of Business
IUPUI
Business/SPEA Building 3024
801 W. Michigan Street
Indianapolis, IN 46202-5151

Department of Psychological and Brain
Sciences
Indiana University
Psychology Building 120
1101 E. Tenth Street
Bloomington, IN 47408-7007

For addresses in running copy, use commas to
separate elements, including U.S.A.
  Direct inquiries to International Admissions,
  Indiana University, 300 N. Jordan Avenue,
  Bloomington, Indiana 47405-7700, U.S.A.

See also numbers.

advisor
Two correct spellings exist for this word: adviser
and advisor. The Office of Creative Services
previously used the -er spelling because it has
long been the preferred spelling in most of our
recommended reference works. Advisor, however,
appears to be the preferred version for everyday
use. Advisor is also widely used inside IU to refer
to academic counselors and to officials who advise
some of the campuses. For these reasons we now
recommend the -or spelling.

Affirmative Action/Equal Opportunity statements
Indiana University is committed to a policy
of equal opportunity in its admission and
employment programs. An Affirmative Action
statement—either the long or short version—must
be used in all recruitment publications, bulletins,
and employment materials. The short version of
the statement is as follows:
  Indiana University is an Affirmative Action/
  Equal Opportunity institution.

If using the long version of the statement, which
follows, you may include all three paragraphs or
just the first paragraph of the statement.

Equal Opportunity/Affirmative Action Policy
Indiana University pledges itself to continue
its commitment to the achievement of
equal opportunity within the university and
throughout American society as a whole. In
this regard, Indiana University will recruit,
hire, promote, educate, and provide services
to persons based upon their individual
qualifications. Indiana University prohibits
discrimination based on arbitrary consideration
of such characteristics as age, color, disability,
etnicity, gender, marital status, national
origin, race, religion, sexual orientation, or
veteran status.

Indiana University shall take affirmative action,
positive and extraordinary, to overcome the
discriminatory effects of traditional policies and
procedures with regard to the disabled, minorities,
women, and Vietnam-era veterans.

An Affirmative Action office on each campus
monitors the university's policies and assists
individuals who have questions or problems
related to discrimination.

African American
No hyphen is used for either the noun or the
adjective. Both African American and black
are acceptable although they are not always
interchangeable; we use both terms.

African American students, African Americans,
Department of African American and African
Diaspora Studies

See also black.

alumna, alumnae, alumni, alumnus
Note that alumnus is the singular, masculine
form; for references to women, use alumna
(singular) or alumnae (plural). Alumni serves as
the plural for a group that is composed of men
only or of men and women together.
Anyone who has attended Indiana University is an alumnus or an alumna, even if he or she left without earning a degree.

Matt is an IUPUI alumnus. Lawanda is an IPFW alumna. Matt, Scott, and Pam are alumni, and Lawanda and Melissa are alumnae.

Use the abbreviation alum advisedly. It may be too casual for some contexts.

American Indian
Currently, American Indian is the most commonly used term, but Native American also may be acceptable in certain contexts. In many cases, the tribal affiliation is the most appropriate term.
See also Native American.

Americans with Disabilities Act (ADA)
To comply with the ADA, printed and electronic publications should be considerate of and accessible to persons with disabilities. For advice on how to make your printed and electronic publications compliant, contact the disability services office on your campus.

ampersands
In printed publications, do not substitute an ampersand (&) for the word and unless referring to an official name that contains an ampersand.

School of Public and Environmental Affairs
but: I. M. Pei & Partners

Ampersands are used more freely on the Web.

apostrophes
See abbreviations, plurals, and possessives.

Asian American
No hyphen is used for either the noun or the adjective.

Asian American students, Asian Americans

B–C

Ballet Theater
The IU Ballet Theater uses the -er spelling of the word theatre.
See also theatre.

bias-free content
In writing, as in life, avoid insensitive terms related to age, race, ethnicity, religion, gender, disability, or sexual orientation. If these terms appear in print, they reinforce prejudicial behavior. Mention a person's age only when it is relevant. Use words such as kid, youngster, lady, teenager, and retiree cautiously. Avoid references to a person's race or ethnic background unless this information is relevant to your publication.
Use gender-free language when possible. For example, in referring to humanity as a whole, avoid the use of man or mankind. Instead, use human beings, humanity, women and men, people, or individuals. Similarly, replace man-made with artificial, handmade, machine-made, manufactured, constructed, or synthetic, as appropriate.
Try to avoid terms that assume that the male is the standard and the female is an adjunct of that standard. For example, use author for both male and female writers (not authoress for a female writer), and eliminate the use of coed. Sometimes, however, gender-neutral terms are not available; count, for example, is not an accurate substitute for countess. In addition, some word choices may depend on the preference of the person being described.
In referring to people with disabilities, emphasize the person, not the disability, and avoid insensitive terms such as crippled or invalid.
Review photos and artwork to ensure that, when appropriate, both women and men are portrayed. Include people of various ages and ethnicities and people with disabilities in photos and illustrations whenever it is possible and appropriate to do so. Avoid use of photos and artwork that depict women, minorities, older people, or people with disabilities in subordinate or stereotypical roles.
See also chairperson.
Big Ten
Note that Ten is always spelled out in this phrase. The Big Ten athletic conference actually has 11 members: University of Illinois, Indiana University, University of Iowa, University of Michigan, Michigan State University, University of Minnesota, Northwestern University, The Ohio State University, The Pennsylvania State University, Purdue University, and University of Wisconsin.

black
Both black and African American are acceptable although they are not always interchangeable; we use both terms and usually lowercase the b of black.
See also African American.

building names
See addresses.

bursar
Use lowercase in informal usage.
  bursar’s office, bursar bill, the bursar

Capitalize as part of the official name.
  Office of the Bursar

campus names
See Indiana University.

campuswide
This term is not hyphenated. With the exception of university-wide, most wide compounds are not hyphenated.

capitalization
As a general rule, official names are capitalized; unofficial, informal, shortened, or generic names are not. This rule applies to names of offices, buildings, schools, departments, programs, institutes, centers, and so on. Therefore, the noun in a phrase such as the center, the institute, or the new museum is not capitalized.

  the Office of the Registrar, the registrar’s office, this office, the registrar
  the Schools of Nursing and Optometry, the nursing and optometry schools, the University Graduate School, the graduate school
  the Department of Physics, the physics department, the department

  the Latin American and Caribbean Studies Program, the program
  the Center for English Language Training, the center

An exception is that references to the Indiana Memorial Union may be shortened to the Union.
  The Frangipani Room is on the mezzanine level of the Union.

Capitalize official names of bulletins, forms, conventions, conferences, symposia, and the like.
  the Jacobs School of Music Bulletin, a Free Application for Federal Student Aid, the Republican National Convention

Capitalize official course titles (except for articles, prepositions, and coordinating conjunctions), whether or not the course number is used.
  E 201 Introduction to Microeconomics
  S 250 Graphic Design I
  A new course, Basic Algebra for Finite Mathematics, is appropriate for many students.

Capitalize the letters used for grades, as well as official grade names where applicable. Do not put quotation marks around grades.

Names of official policies such as Affirmative Action and Equal Opportunity should be capitalized. If the concept, rather than the official name, is being discussed, lowercase is appropriate.

  Departments are working to ensure equal opportunity.
  The campus Affirmative Action Office has moved.

Names of holidays and other recurring celebrations are usually capitalized. Names of seasons, academic periods, and one-time celebrations generally are not.
  Thanksgiving, Commencement, Founders Day, Arts Week
  but: winter 2004-05, summer session II, summer term, spring semester, spring term, orientation, registration, Spring Break, the
DeVault Alumni Center dedication, the groundbreaking for the new center

For historical or documentary accuracy, follow the capitalization style of original texts.

“As I am a schoolteacher during the other three seasons, I am happy that I may continue my own education during the Summer Sessions,” wrote a student in 1919.

In titles of works and in headlines that follow the “title” style, capitalize all words except articles, prepositions, and coordinating conjunctions. Note that is is a verb and is therefore capitalized.

The manuscript of Kerouac’s novel On the Road was on display at the Lilly Library.

Two of Cole Porter’s greatest compositions are “What Is This Thing Called Love?” and “Just One of Those Things.”

Some flexibility exists in the capitalization of geographic regions.

See also degrees, forms and documents, grades, titles of people, and titles of works.

Chairperson

Use chairperson or chair in references to heads of IU departments and committees. Exceptions are references to those who chaired departments in the past, when the more traditional chairman or chairwoman may have been used; keep the appropriate term for historical accuracy. In references to people who work outside the university, use their preferred titles.

Colons and Semicolons

A colon (:) usually serves as an intro—of a list, an example, an explanatory phrase or sentence, etc.

The instructor made three suggestions for the essay: to shorten it, to use more vivid examples, and to double-check the statistics.

There was one person Mabel could not forgive: herself.

I have a question: where will we put the new computers?

(In all of the above examples, em dashes would be acceptable in place of the colons.)

A primary use for the semicolon (;) is to join the elements in a compound sentence.

You don’t need to submit original documents; photocopies are sufficient.

A common error is using a comma in a compound sentence instead of a semicolon. This mistake often occurs when a transition word such as however, thus, or therefore is involved.

Bell’s flight was delayed; therefore, the concert was rescheduled.

not: Bell’s flight was delayed, therefore, the concert was rescheduled.

Use semicolons to separate items in a series when the items are long or complicated and commas already serve another purpose in the sentence.

Professor Barbour has included in her cookbook such delicacies as fresh blueberry and lemon cream tart, from the Limestone Grille in Bloomington; shrimp brochette with roasted corn salsa, from the RockWall Bistro in Floyds Knobs; and apple fritters with caramel sauce, from the LaSalle Grill in South Bend.

Some overlap exists between semicolon and colon use. For example, a colon may be used to join the elements in a compound sentence, especially when the second half of a sentence is “introduced” by the first half. Both ways of punctuating the following sentence are acceptable.

All of our faculty members serve on committees: nine, for example, are on the presidential search and screen committee.

All of our faculty members serve on committees; nine, for example, are on the presidential search and screen committee.

See also commas, dashes, and lists.

Commas

Use the serial, or Harvard, comma (i.e., the final comma before and, or, or nor) in a list of three or more items.

red, white, and blue ribbons

An exception exists when items in the series contain commas themselves. In that case, use semicolons between all items.

The letters in question are dated August 7, 1989; May 15, 1990; and January 4, 1991.
For numbers larger than 999, use a comma to mark off the thousands, millions, etc.

1,001 nights; 98,000 students

When they follow a person’s name, qualifiers such as Ph.D. and C.P.A. are preceded by a comma. A second comma follows the qualifier in running copy.

The opening remarks by Valerie P. Jackson, M.D., set the tone for the conference.

However, qualifiers such as Jr., Sr., and III are not set off by commas.

Martin Luther King Jr.
Edmund D. Brodie III

Set off the name of a geographical unit with commas—on both sides—when it follows the name of a smaller geographical unit found within its borders.

Gnaw Bone, Indiana, is a small community.

not: Gnaw Bone, Indiana is a small community.

The same holds true for a year, if a day of the month precedes it.

March 1, 2007, is the priority date for fall 2007 admission.

but: He understood that the books would be delivered in March 2007.

Be sure to set off a parenthetical (nonrestrictive) expression on both sides. In the following example, the name Sandra R. Patterson-Randles is parenthetical because it does not actually narrow down the meaning of The IU Southeast chancellor; IU Southeast has only one chancellor.

The IU Southeast chancellor, Sandra R. Patterson-Randles, will be there.

not: The IU Southeast chancellor Sandra R. Patterson-Randles will be there.

and not: The IU Southeast chancellor, Sandra R. Patterson-Randles will be there.

Note that when chancellor is used as a personal title, no comma is called for.

IU Southeast Chancellor Sandra R. Patterson-Randles will be present.

The Latin-derived abbreviations e.g. (for example) and i.e. (that is) are always followed by a comma and are usually used in a parenthetical remark. If used in a nonparenthetical situation, they are often spelled out.

List your favorite software programs (e.g., Microsoft Word, InDesign).

Maria always uses the serial comma, that is, the final comma before and, or, or nor.

Commas appear after, not before, an expression in parentheses (like this), and they go inside quotation marks, “like this,” in almost all cases.

No IU sports teams are to be called “Hurryin’ Hoosiers,” according to the athletics department.

One case in which it is correct to place a comma outside a quotation mark is when the quotation mark is denoting inches. This form of quotation mark is also known as a double prime. Note that it is not slanted or curved like the “smart” (or “curly”) quotation mark.

The painting measures 16" x 19", and it is on display at the Herron Gallery.

See also quotation marks.

Commencement

Use a capital C when referring to the IU event.

course listings/titles

Each course has a course number and course title, which is always capitalized (even if the course is referred to without the number). No punctuation is used between the course number and course title.

W 231 Professional Writing Skills
In bulletins and other publications that discuss curricula, it’s useful to specify the unit through which the course is offered by using the department or school letter code before the course number and title.

ENG-W 231 Professional Writing Skills
ME 200 Thermodynamics
CMCL-C 121 Public Speaking
SPEA-V 574 Environmental Management in the Tropics
Course titles in running text are also capitalized.

John was hoping to get into a popular course, Rock Music of the '70s and '80s.

credit hours

Use numerals to refer to credit hours.

3 credit hours, BUS-S 530 Business Analysis (3 cr.)

In academic bulletins, we don’t use a hyphen between a number and the phrase credit hour or between credit and hour.

She is enrolled in a 3 credit hour course, Business Analysis.

See also numbers.

curricula vitae, curriculum vitae

See vita, vitae.

D–F

dashes

The two dashes most commonly used by typesetters are the em dash and the en dash. The em dash is what is usually meant by the word dash—a long mark with no space on either side. The en dash is shorter than an em dash; it is simply a specialized, slightly elongated hyphen that looks like this: –.

Dashes separate; hyphens join. The distinction usually holds true for em versus en dashes, too.

Em dashes are frequently used to set off parenthetical phrases, especially long or complex ones where something stronger than a comma is called for. If the parenthetical phrase comes at the end of a sentence, only one dash is needed to set it off—like this. If it is inserted into the middle of the sentence—like this—you need dashes on both sides.

The building—one of our oldest—will be reroofed.

not: The building—one of our oldest, will be reroofed.

Em dashes are occasionally used to join elements in certain institutional titles.

Sarah studied at Brigham Young University—Hawaii.

Do not substitute a hyphen with a space on each side of it or an en dash with a space on each side of it for an em dash.

En dashes are often used in place of hyphens to join two elements when at least one element contains two or more unjoined words.

a non–English speaker, post–high school, the Pre–Dental Hygiene Program

Inclusive dates and other number sequences may be printed with en dashes, rather than with hyphens.

2007–08, chapters 12–17, pages 3–10, 8 a.m.–5 p.m.

An en dash is also used to indicate the minus sign in a grade.

A grade of C–

Note: Word processing programs can create dashes. In Microsoft Word, for example, you can use the “Insert” menu to add dashes to your documents.

See also hyphens.

dates

Spell out months and days of the week; use numerals for years. Use no punctuation if listing just the month (or the season) and the year, but set the year off with commas if using the day of the month as well.

May 2005; spring 2004; a February 5, 2006, deadline

Join us on Thursday, April 28, for a celebration.

In consideration of your readers, it is important to include publication dates on all your printed and electronic materials.

decades

Decades can be referred to with any of the following styles:

the 1990s, the '90s, the nineties

degrees

Capitalization in names of degrees conferred at Indiana University should match the IU registrar’s official degree list. Note that in degree names containing the words of Science, the discipline
(radiography, physics, anatomy) is part of the official degree name and is therefore capitalized.

Associate of Science in Radiography, Bachelor of Arts, Bachelor of Science in Physics, Master of Arts, Master of Science in Anatomy, Doctor of Philosophy, Doctor of Education

In many cases where of Science is not part of the degree name, the discipline is not part of the official degree name and is therefore not capitalized.

Bachelor of Arts in computer science, Doctor of Philosophy in mass communications, Master of Arts in applied linguistics

exception: Bachelor of Arts in Journalism

(official name)

Note also the following types of degree names:

Bachelor of Arts in English (English is a proper noun and is therefore capitalized.)

Master of Arts in Germanic studies (Germanic is a proper adjective and is therefore capitalized; studies is not capitalized.)

Many degree names, such as those below, do not follow the patterns previously discussed. Consult the registrar for verification.

Associate of Arts in General Studies, Bachelor of Fine Arts, Master of Public Affairs

Note: The word bachelor’s is preferred over baccalaureate. When referring to degrees in a general way, do not capitalize them. Note that while bachelor’s and master’s end in ‘s, the other generic words for degrees do not.

an associate degree, a bachelor’s degree, a master’s degree, a doctoral degree or a doctorate

In references to degrees, the word degree is never capitalized.

Caryn earned her Master of Music degree last spring.

Use periods when abbreviating degrees.


Pluralize abbreviations of degrees with ‘s.

Ph.D.’s, J.D.’s

Degrees conferred at institutions other than Indiana University may not conform to IU style. For example, some universities abbreviate bachelor of arts as A.B. (from the Latin Artium Baccalaurens). You should verify these degree names in order to preserve the correct capitalization, abbreviation, and punctuation style.

IU grants the following honorary degrees:

D.F.A., Doctor of Fine Arts
D.Mus., Doctor of Music
D.Sc., Doctor of Science
L.H.D., Doctor of Humane Letters
L.L.D., Doctor of Laws

See also abbreviations.

department names

See addresses and capitalization.
disability statement

See Americans with Disabilities Act (ADA).

display type versus running copy

Display type refers to elements of a printed or electronic publication such as headlines, photo captions, text on an invitation or a poster, and other messages that often are not composed of complete sentences.

Running copy or running text refers to the sentences and paragraphs that form the “body” of a book chapter, a magazine article, a brochure, etc.

Style decisions applied to display type often differ from those applied to running copy. For example, headlines usually lack end punctuation; sentences within running copy never do.

Dr.

Avoid use of the honorific title Dr. in reference to an academic who has earned a doctorate, unless it’s in a direct quote. Dr. may be used in reference to a medical doctor.

drop/add

Lowercase references to the drop/add procedure.
ellipsis points
Ellipsis means omission, and ellipsis points are three-period sequences used to indicate that something has been left out of a sentence or passage. Leave a space before and after each period. If a sentence ends (or is cut off) right before the ellipsis, you should also leave in the period that would have ended the sentence; this period will have a space after it but no space before it. You can leave in other punctuation that comes just before or after an ellipsis if it will make things clearer, but this is not required.

Ellipsis points are used to indicate that something has been left out of a sentence or passage... If a sentence ends (or is cut off) right before the ellipsis, you should also leave in the period that would have ended the sentence... You can leave in other punctuation... , but this is not required.

Always reread text after trimming it this way to make sure the cuts haven’t distorted the author’s meaning. Note that ellipsis points are not used at the beginning of a block quote—or, usually, at the beginning of a quotation used in running text—even when you’ve dropped some words from the original beginning. If a block quote or a run-in quote closes with a complete sentence (even if it’s been shortened), you need not add ellipsis points at the end, either.

e-mail
We favor lowercasing the e of e-mail, and we prefer the hyphenated style of this term. When listing e-mail addresses in external publications, use the full e-mail address (e.g., ocs@indiana.edu), written in lowercase letters.

emerita, emeritae, emeriti, emeritus
Note that emeritus is the singular, masculine form; for references to women, use emerita (singular) or emeritae (plural). Emeriti serves as the plural for a group that is composed of men only or of men and women together. These terms are not synonyms for retired. The titles represent a special status conferred on some faculty members at retirement upon recommendation by the dean of the school with approval by the campus administrator (provost or chancellor) and reported to the Trustees of Indiana University. Some retirees from administrative posts also receive this status (e.g., dean emeritus). All references follow the noun.

professor emerita of music, professors emeriti, faculty emeriti

Equal Opportunity/Affirmative Action policy of Indiana University
See Affirmative Action/Equal Opportunity statements.

faculty
Verifying faculty titles is tricky; no central resource currently exists. When in doubt, consult the faculty member.

fall, fall term, fall semester
Lowercase references to seasons and academic periods.

fax
Don’t capitalize fax or write it in all capital letters. It’s not an acronym; it’s simply derived from the word facsimile.

fee courtesy
The term fee courtesy refers to tuition discounts at IU given to IU faculty and staff and their spouses/domestic partners and children.

fee scholarship
Use this term rather than fee remission; the distinction is important at tax time.

first semester, first-semester courses, first term, first-term courses
Hyphenate such phrases as first year and second semester only if they are used as adjectival phrases.

Keiko’s first-semester GPA was 3.5. Her GPA improved to 3.6 after the second semester.

foreign words and phrases
Commonly used foreign expressions and their abbreviations are not italicized.

e.g., i.e., ex officio, et al., vis-à-vis, cum laude, in vivo, in vitro

Less common foreign terms are italicized.
dies irae (day of wrath)
If a term you’re unsure of is listed in the Webster’s “Foreign Words and Phrases” section, it should be italicized. If it’s in the regular listing, don’t italicize it.

**forms and documents**

Full names of official forms and documents are capitalized but are not italicized or put between quotation marks.

- Federal Income Tax Return
- Declaration of Independence

**Founders Day**

Note the lack of an apostrophe in the word Founders.

See also **possessives**.

**freshman**

Although freshmen is the plural, it’s freshman courses, freshman year, etc. (You wouldn’t use sophomores courses.)

**full time**

Hyphenate as an adjective before the noun; otherwise, leave as two words.

- Jamal has a full-time job.
  - but: Jamal works full time.
- fund raising, fundraising

Two styles for this term and its variations exist at IU. Because the IU Foundation uses fundraising, we prefer that style. The Fund Raising School, associated with the Center on Philanthropy at Indiana University, uses the two-word style in its name, however.

**G–N**

**grade point average (GPA)**

Do not hyphenate grade point average or put periods in its abbreviation, GPA. GPAs refer to numbers, not grades.

- a GPA of 3.0, not a GPA of B

**grades**

When referring to a grade, use a capital letter; quotation marks should not be used around letter grades. Use an en dash to indicate a minus sign.

- a B– average for the course, a P/F course, a grade of I (Incomplete)

Pluralize single letter grades with apostrophes.

- She got mostly B’s and C’s all year.

See also **capitalization**.

**Hispanic**

Capitalize this term. Latina (feminine) and Latino (masculine) are also acceptable.

**hyphens**

Many modifier-noun pairs such as high school are unhyphenated when used to modify another noun, especially if the pair is a familiar one.

- high school students, not high-school students
- overseas study opportunities, not overseas-study opportunities

This is true even when the first word in the pair is also a noun (such as the word grade in the expression grade point).

- grade point average, not grade-point average

If the pair is very familiar, often it is closed up.

- lowercase letters, not lower case letters or lower-case letters

On the other hand, the hyphen should still be inserted when it’s needed to prevent confusion.

- general-education requirement, all-grade education, a heavy-ion physicist

A noun-modifier pair such as computer assisted is usually hyphenated when it comes before the noun, but not after it.

- She directs the computer-assisted reference services.
  - but: Almost all of our services are computer assisted.

This is also generally true for modifying phrases containing prepositions.

- She lives in off-campus housing.
  - but: Her home is off campus.
The same rule applies to terms ending in -time or -level.

He is a part-time Web designer.
but: He works here part time.
Those are graduate-level courses.
but: All of those courses are graduate level.

It’s also true for modifying pairs involving two modifiers.

He is a much-appreciated worker.
but: His diligence is much appreciated.

Do not hyphenate, however, when the first modifier ends in -ly. In this case, leave a space after the -ly word, wherever it occurs.

The highly organized administrative assistant was deeply respected.

Similarly, modifying phrases containing units of measure tend to be hyphenated before but not after the noun.

a three-hour tour, a 150,000-square-foot building, a five-year-old child (but: Sophie is five years old), a mid-twelfth-century relic

Exceptions to this rule occur when the modifying phrase involves money symbols, percentages, or credit hours, none of which have hyphens in any position.

a 9 percent increase in costs, a $2.5 million gift,
a 4 credit hour course

The prefix co- is hyphenated in words referring to someone’s occupation or status (e.g., co-author, co-host) in both noun and verb forms. Otherwise, it is usually closed up (e.g., cocurricular, corequisite).

Use a “suspended” hyphen when a base word such as year in the example below, or a suffix or prefix such as self, is doing double duty.

second- and third-year law students, self-initiated and -implemented projects

Use this construction even when the complete words, standing alone, would be closed up.

macro- and microeconomics

Do not “take a shortcut” when the first expression is ordinarily open.

applied linguistics and sociolinguistics, not applied and sociolinguistics

The suffix -wide is hyphenated only after a lengthy base word.

university-wide
but: campuswide, statewide

Many words beginning with common prefixes are closed up. Hyphens are not used in such familiar expressions as these:

extracurricular, interlibrary, midyear, minicomputer, multicultural, nondegree, postdoctoral, preenrollment, reevaluate, semicolon, socioeconomic

There are two types of exceptions, though:

Hyphenate if closing up the word would make it confusing, ambiguous, or difficult to read.

co-op (versus coop), anti-intellectual (versus antiintellectual)

Hyphenate, also, if the second element in the word begins with a capital letter or precedes a hyphenated phrase.

anti-American, non-degree-granting program

For guidance on hyphenating specific words, see individual entries in the preferred spelling/capitalization word list in this style guide or see Webster’s Eleventh. Also, The Chicago Manual of Style has a very useful compounds section at the end of its seventh chapter.

See also dashes.

Inc.

Though we prefer to set off the term Inc. with commas, many corporations do not use this style. Treat corporate names in accordance with each corporation’s preferences.

Indiana University

The following are the full names and abbreviated names of the university and its eight campuses (plus the center at Columbus) in the order in which they are usually listed. Note that at is not a part of any campus name (e.g., it’s Indiana University Kokomo, not Indiana University at Kokomo). In addition, an en dash, not a hyphen,
is used in the spelled-out versions of IUPUI, IPFW, and IUPU Columbus.

Indiana University, IU (Note: Periods are not used in IU.)
Indiana University Bloomington, IU Bloomington (no dash or hyphen; not an official campus name but may be necessary for clarity)
Indiana University–Purdue University Indianapolis, IUPUI
Indiana University East, IU East
Indiana University–Purdue University Fort Wayne, IPFW
Indiana University Kokomo, IU Kokomo
Indiana University Northwest, IU Northwest
Indiana University South Bend, IU South Bend
Indiana University Southeast, IU Southeast
Indiana University–Purdue University Columbus, IUPU Columbus

Indiana University Art Museum
This is the official name of the museum on the Bloomington campus; IU Art Museum is acceptable as well. It should not be called the Fine Arts Museum, although there is a School of Fine Arts (SoFA) Gallery in the adjacent Henry Radford Hope School of Fine Arts.

international students
The phrase international students is preferable to foreign students.

Internet
This term is capitalized. It should not be used interchangeably with World Wide Web.

italics
See foreign words and phrases, quotation marks, and titles of works.

IU
Do not use periods.

Jr., Sr., II
No punctuation precedes these.
Clarence W. Boone Sr. and Anthony P. Filomena II
but: Boone, Clarence W., Sr., and Filomena, Anthony P., II

Latina, Latino
These terms are considered to be English and are therefore not italicized as foreign words. Hispanic (italicized here because the term is being discussed) is also acceptable.

libraries
Following are the official names of some of the most frequently mentioned IU libraries:
IU Libraries (the entire eight-campus system of libraries)
Herman B Wells Library (the main library at IU Bloomington, which contains the Undergraduate Library, the Research Collections, Media and Reserve Services, Government Publications, and the Kent Cooper Periodicals Reading Room)
Lilly Library (the rare book and manuscript collection at IU Bloomington)
University Library (the main library at IUPUI)

Webby Awards (International Academy of Digital Arts and Sciences)
Creative Services and University Marketing
Official Honoree in the yearly “Best of the Web” competition: Indiana University's Science Olympiad National Tournament

Creative Services
Nomination for Best Web Site in the “School” Category (one of five nominated internationally): “IU is Red Hot”

Links
Punctuation is not usually part of a link. Links in parentheses or quotation marks are the exception to this rule, as they become part of the entity of the link. This applies to links found in a list or as part of running text.

Links in a list:

Creative Services and University Marketing
Official Honoree in the yearly “Best of the Web” competition: Indiana University's Science Olympiad National Tournament

Creative Services
Nomination for Best Web Site in the “School” Category (one of five nominated internationally): “IU is Red Hot”

Links in running text:
Our resources include more than 12,000 square feet of research and teaching laboratories, and nearly 275,000 square feet of indoor and outdoor sport and fitness facilities, including our award-winning recreation centers, aquatics centers, and acreage that includes Bradford Woods and Hilltop Garden and Nature Center.
Note, though, that sometimes punctuation is part of the actual link. For example, in the text below, “Recreation, Park, and Tourism Studies” is the full name of the program, so the commas are part of the link, but not the period marking the end of the sentence.

We have more than 2,500 students and almost 17,000 living alumni, with undergraduate and advanced degree programs in Applied Health Science, Kinesiology, and Recreation, Park, and Tourism Studies.

lists
Determine the most logical order of the items listed. It often makes sense to alphabetize the entries, but other ordering principles are possible, such as according to importance, size, cost, rarity, or position in space and time. If the items are ordered by some logic not immediately apparent to the reader, explain the order.

Students may earn certificates in the following areas:
• African studies
• Criminal justice
• Environmental studies

Cast (in order of appearance):
• LaShawna Sanders
• George Arthur
• Sandra Herrera

Avoid unnecessary use of numbers or letters with lists. If the elements in a vertical list need to be set off, bullets often suffice.

Benefits of the program:
• Gaining experience
• Meeting people
• Developing leadership skills

If the items in a list are numbered or lettered, however, each number or letter should be followed by a period, not a parenthesis.

1. Write a check for the outstanding amount.
   a. Be sure to sign and date your check.
   b. Write your account number on the check.

2. Place the check and invoice in the envelope with the mailing address showing.

3. Seal and stamp the envelope.

If you need to number the elements of a list in running text, the numbers should be placed in parentheses with no periods after them.

To be eligible for the job, you must (1) be at least 18 years of age, (2) be a citizen of the United States, (3) possess a valid driver’s license, and (4) have no criminal record.

Maintain parallelism in listed items, so that each item begins with a verb (as in the following example), a noun phrase, or some other similar construction.

Follow these steps for intercampus transfer:
1. Meet with your home campus advisor to discuss academic preparation, grades, and other eligibility issues.
2. Consult the intercampus transfer office at the proposed new campus if academic or eligibility questions remain.
3. Talk to the financial aid officers at the present and proposed campuses.
4. Visit the new campus.
5. Complete the intercampus transfer form

In running text, colons are often used to introduce a list or series, but should not be used to separate a verb from its object (or—in general—to separate the complement or object of an element from the introductory statement).

Required courses include the following:
• ENG-W 131, MATH-M 118, and PSY-P 101.

The first four IU presidents: Wylie, Ryors, Daily, Lathrop.

The rule about colon usage is optional for vertical lists; that is, a colon may be used even when the phrase introducing a list is not a complete sentence or independent clause.
The IUPUI Office of Campus and Community Life (CCL) provides many opportunities for students to become involved in campus activities. CCL strives to do the following:

- help students connect to each other and the campus in meaningful ways
- offer programs and events that enable students to build leadership skills
- promote diversity as a value for the campus community

In the preceding example, it would also have been acceptable to add a colon after the phrase strives to (right before the second bulleted list). Just keep your usage consistent throughout your printed or electronic publication.

If one or more of the items in a vertical list is a complete sentence, each item ends with a period. Otherwise the period is optional, even when the list items complete the partial sentence that introduces the list (as in the previous two examples).

See also colons and semicolons and display type versus running copy.

**major**

Terminology is evolving at IU, but the term major is still acceptable, as are newer terms (e.g., plan of study).

**McRobbie, Michael A.**

In first references to IU’s eighteenth president, Michael A. McRobbie, use the middle initial. President McRobbie is a professor of cognitive science, computer science, informatics, and philosophy and an adjunct professor of library and information science at IU Bloomington. He is also a professor of computer technology in the Purdue School of Engineering and Technology and professor of philosophy, both at Indiana University–Purdue University Indianapolis (IUPUI).

His wife is Laurie Burns McRobbie. She is an adjunct faculty member in IU’s School of Informatics and Computing.

**Midwest, Midwestern**

Capitalize references to the Midwest of the United States. Note also that these terms are not hyphenated.

**months**

Months are not abbreviated in running text; do not use a comma if just the month and year are stated.

October 1994, not October, 1994

See also dates.

**Native American**

Note that this term is not hyphenated. American Indian is also acceptable. In many cases, the tribal affiliation is the most appropriate term.

See also American Indian.

**Netherlands, the**

Don’t capitalize the article the before Netherlands in running text.

- a semester program in the Netherlands

**nondegree**

This term is one word unless non- modifies a hyphenated phrase.

- nondegree student
  but: non-degree-granting program

**nondiscrimination statement**

See Affirmative Action/Equal Opportunity statements.

**numbers**

Use numerals for 10 or more; spell out fractions and numbers that are less than 10. For round figures greater than 999,999, use million or billion after the initial numeral(s). For more precise numbers, use all numerals. Use commas in 1,000 and above.

- two; two-thirds; 20; 200; 2,000; 23,456; 200,000; 2 million; $2.8 billion; 234,500,000
- exception: SAT scores; e.g., a combined score of 1200
In general, spell out ordinals, space permitting. Always spell out ordinals from first to ninth. Spell out numbered streets from First Street through Twelfth Street; numerals are usually used for streets with higher numbers. Ordinals in course titles are usually spelled out as well.

Third Street, Tenth Street, 17th Street, twentieth century, Topics in Nineteenth-Century Literature, one hundred seventy-fifth Commencement

Maintain consistency among items of the same category within each sentence. Generally, if any number of the group has a value of 10 or more, use all numerals.

She read 4 of the 14 required books in just two weeks.

Often, however, it’s more congenial to spell out the number one.

We’re one of the top 15 schools in that ranking.

Use numerals when referring to credit hours; page, volume, or chapter numbers; percentages; dates; or telephone numbers.

a course worth 1 credit hour; two 3 credit hour courses; page 4; 5 percent; 0.66 percent; a May 7, 2004, deadline; (219) 555-3333

For inclusive numbers, abbreviate the second number by changing just those digits that are different from the first number.

pages 200–1, 200–11, 35–7; lines 106–7

An exception exists when discussing years, in which case the last two digits of the year are always shown.

2001–03, 1901–94

Spell out all numbers that begin a sentence, or reword the sentence.

Six credit hours of composition were required for a degree in liberal arts.

A liberal arts degree required 6 credit hours of composition.

Miscellaneous examples:

item 6, the 1980s, class of ’95, a 5–4 score, a two-year-old child, a 54-million-year-old fossil, a $3 million gift, from 9 a.m. to 6:30 p.m., 100-level courses, three and one-half (or three and a half) years, 90 years old

He is five feet nine inches tall.

See also credit hours, dashes, hyphens, phone numbers, and times.

0–S

off campus

Hyphenate as an adjective before the noun; otherwise, leave as two words.

Barb has an off-campus job.

but: Barb works off campus.

office names

See addresses and capitalization.

Opera Theater

The IU Opera Theater uses the -er spelling of the word theatre.

See also theatre.

orientation

This term is not capitalized.

part time

Hyphenate as an adjective before the noun; otherwise, leave as two words.

Lisa is a part-time student.

but: Lisa attends classes part time.

Pei, I. M.

I. M. Pei & Partners is the architectural firm that designed the IU Art Museum; note the ampersand (&) in the name and the space between the initials.

See also ampersands.

percent

Write as one word. Spelling out percent is preferred in printed publications although % may be used if space is at a premium, for example, on Web pages or in lists. Unless beginning a sentence, always use numerals in front of the word percent.
a 7 percent solution, not 7 per-cent or 7 per cent or seven percent
but: Seven percent of zero is still zero.

phone numbers
Always call phone numbers listed in your publications or on your Web pages as part of the proofreading process. Use parentheses around the area code or separate the area code with a hyphen. Hyphens are usually used instead of parentheses for toll-free numbers.

(317) 555-3333 or 317-555-3333 or 1-800-555-3333

place names
See addresses and capitalization.

plurals
Avoid misusing the apostrophe to form plurals. The only nouns that commonly take an 's in the plural are (1) abbreviations with more than one period, (2) single letters, and (3) acronyms with an S at the end.

M.B.A.'s, R.N.'s
x's and y's, A's and B's
SOS's

Otherwise, acronyms, hyphenated coinages, and numbers used as nouns (either spelled out or as numerals) generally take -s (or -es) alone to form the plural.

Als, W-2s, 747s, FAFSAs, 1980s, hi-fis, follow-ups, at sixes and sevens

Apostrophes are never used to form the plural of any proper noun.

The Herberts will attend.
not: The Herbert's will attend.

Add -s to make most last names plural. Add -es to those that have endings with sounds such as ch (as in Hatch, but not as in Bach), s, sh, x, and z.

The Joneses will tour Hong Kong.

Like most plural nouns, plural proper nouns have a single apostrophe after the plural ending to indicate possession.

The reception will be at the Herberts’ home, Bryan House.

See also abbreviations and possessives.

possessives
Make singular nouns possessive by adding 's; make regular plural nouns ending in s possessive by adding only an apostrophe. Plurals lacking an s are treated like singular nouns.

a student’s right, students’ duties, women’s lounge

Certain uninflected singular nouns that look like plurals, such as species and series, are treated like plurals to form the possessive.

The lecture series’ costs will be covered by the department.

When a plural noun ending in s is linked with an entity that doesn’t exactly belong to it, but rather is for it or about it, the apostrophe is not used.

Founders Day (day honoring university founders) Visitors Center (center for visitors)

Many people prefer to add only the apostrophe in spelling (and pronouncing) personal names in which the final s is pronounced like a z (e.g., Dickens’ novels) while others both write and pronounce the additional s (e.g., Dickenses’s novels). Since usage varies, just aim for consistency. If a name’s final s is pronounced like an s, add the usual ‘s for the possessive (e.g., Ira Glass’s radio show).

When forming the possessive of an italicized noun, do not italicize the apostrophe or the s.

Newsweek’s editors

Note also that possessive adjectives (e.g., his, its) and pronouns (e.g., yours, hers, ours, theirs) never have apostrophes, even though possessive nouns always have them. Watch out especially for the common its (possessive) versus it’s (it is) confusion.

Is that Annie’s new car? No, the gray one is ours; hers is the white one.

The sun is out—and it’s so good to feel its warmth again.
We follow the Webster’s preference for the possessive style in references to diseases. Alzheimer’s disease, Parkinson’s disease.
The IU School of Medicine uses Alzheimer disease, Parkinson disease, etc., however.

Capitalize only if immediately preceding a person’s name.
President Wylie; Andrew Wylie was the first president of Indiana University.

See also titles of people.

professor
Use the generic term when referring to a faculty member. Check ranks carefully when updating lists. Faculty members are promoted from assistant professor to associate professor and then to professor (sometimes referred to as full professor, but never listed as such). Emeritus or emerita status is granted after retirement to many faculty members.

provost
This title for the top campus official is relatively new to IU. It should be treated in the same way as all other titles of people.
See also titles of people.

quotation marks
In regular text, commas and periods always go inside an end quotation mark (“”).
“If it doesn’t matter,” said the sage, “it does not matter.”

Most other punctuation marks, however, go outside the end quotation mark unless they are a part of the material being quoted.
The program will begin with “Feelings”; then we will sing “Have I Told You Lately That I Love You?”; after that—don’t we finish with “The Tide Is High”?

Quoted material that runs four lines or longer is usually set as an indented extract (block quotation). Quotation marks are not used with indented extracts unless they occur within the quoted material.
In a publication created by the Faculty Colloquium on Excellence in Teaching, which she founded, Eileen Bender tells her colleagues, “The secret of good teaching is not to ‘tell,’ but to engage the audience in the process.” Bender has devoted her career to engaging the IU community in the processes of enlightenment, commitment, and action.

When quoting an excerpt that continues for several paragraphs, either indent them all or put a quotation mark at the beginning of each of the quoted paragraphs as well as a quotation mark at the end of the last quoted paragraph.
You can use either quotation marks or italics to set off a word you are discussing or explaining.
No one is certain about the origin of the word “Hoosier.”
No one is certain about the origin of the word Hoosier.

But avoid setting off an informal expression that the reader will already know; either use it without quotes or find a synonym.
The dean’s get-together should be fun.
not: The dean’s “get-together” should be “awesome.”

Use “curly” quotation marks (also known as smart quotes) in your publications in most cases. The “straight” quotation mark ("), also called the double prime, is used for denoting inches.
See also titles of works.

registrar
Lowercase in informal usage.

registrar’s office, the registrar

Capitalize as part of the official name.
Office of the Registrar

running copy, running text
See display type versus running copy.

Saint (St.)
Abbreviate with place names, such as St. Louis. For personal names, follow the individual’s preference (e.g., Camille Saint-Saëns, Jill St. John).
semicolons
See colons and semicolons.

spacing
People who learned to type on a typewriter were taught to leave two spaces after the punctuation ending a sentence, after the period following each number in a numbered list, and so on. When keyboarding documents on a computer, though, leave only one space between sentences, after the period following a number, after a colon, and in all similar cases. The word processing program will automatically insert enough space to make the passage easy to read.

spring, spring semester, spring term
Lowercase references to seasons and academic periods.

state of Indiana
Lowercase state.

summer, summer session, summer term
Lowercase references to seasons and academic periods.

T–Z

telephone numbers
See phone numbers.

theatre
Use the -re spelling of theatre. This is an exception to the preference in Webster's.

University Theatre, Department of Theatre and Drama, an evening of theatre

Two exceptions are the IU Ballet Theater and the IU Opera Theater, which use the -er ending in their names.

times
Use numerals in all cases. We usually omit the colon and zeros for on-the-hour times. Use periods for a.m. and p.m. and lowercase rather than small capitals. Exceptions may be made in more decorative layouts.

9 a.m., 11:15 p.m., 12 noon (or noon), 12 midnight (or midnight), 3-4:30 p.m. or 3 to 4:30 p.m.,
9 a.m.-6:30 p.m.

Note that from is used only with to in time expressions.

from 9 a.m. to 12 noon
not: from 9 a.m.-12 noon

Use of o'clock is generally discouraged, but if used, it must be for on-the-hour times only.

4 o'clock, 4 o'clock in the afternoon
(not 4 o'clock p.m.)

titles of people
Personal titles immediately preceding a name are capitalized; those following a name or set off by commas are not.

The latest discovery by Professor Kelly K. Caylor . . .
Kelly K. Caylor, associate professor of geography, has discovered . . .
A professor of geography at IU since 2005, Caylor studies . . .

This rule applies not only to academic titles, but also to administrative titles.

Chancellor Una Mae Reck, the chancellor
Reck, who has been chancellor of Indiana University South Bend since 2002, . . .

An exception to this rule is a "named" title.

Marc J. Dollinger is the Lawrence D. Glaubinger Professor of Business Administration at IU Bloomington.

Do not capitalize a qualifying word that precedes a capitalized title.

Today, staff members honored former Dean of the Faculties Anya Peterson Royce.

Treat references to the Trustees of Indiana University in the same way as other personal titles discussed above.

Our office recently received a visit from Trustee Thomas E. Reilly Jr.
Richard Stoner was previously a trustee of the university.
Titles of works

Titles of works always retain the spelling of the original title. Sometimes it is necessary to alter the punctuation of titles for the sake of clarity. For example, a colon may be added between a title and a subtitle.

Herman B. Wells's Being Lucky: Reminiscences and Reflections

Titles and subtitles of published books, pamphlets, proceedings and collections, periodicals, newspapers, and sections of newspapers published separately are set in italics.

Look for the Oxford English Dictionary definition.

An article about her appears in the New York Times Book Review.

Titles of articles and features in periodicals and newspapers, chapter titles, and titles of short stories and essays are set in regular type and enclosed in quotation marks.

I occasionally look at “Elementary Rules of Usage” in Strunk and White’s The Elements of Style.

Titles of paintings are italicized.

She stared for hours at Picasso's Guernica.

Titles of long poems that have been published separately and titles of poetry collections are italicized. Titles of short poems are set in regular type and enclosed in quotation marks.

Her favorite T. S. Eliot poems were The Waste Land and “The Journey of the Magi.”

Titles of plays are always italicized. Parts of plays are usually lowercased and set in regular type.

King Lear, act 2

Titles of dissertations and theses, manuscripts in collections, and lectures and papers read at meetings are set in regular type and enclosed in quotation marks. Titles of book-length manuscripts that are under contract to be published may be italicized, but the fact that they are forthcoming should be noted.

Friday’s lecture: “Toward the Remodeling of Ethnomusicology”

Gubar, Susan. Rooms of Our Own (forthcoming).

Titles of movies are italicized. Titles of individual television and radio programs are set in regular type and enclosed in quotation marks, but series titles are italicized.

the movie In & Out

Star Trek’s “The Trouble with Tribbles”

Titles of operas, oratorios, motets, and other long musical compositions are italicized. Titles of songs and other short compositions are set in regular type and enclosed in quotation marks. Longer works with generic titles are set in regular type, but are not enclosed in quotation marks.

Don Giovanni, “Star Dust,” Symphony in C Major, Bach’s B Minor Mass

Do not underline titles of works in printed or electronic publications.

See also quotation marks.

Trustees of Indiana University

When using the article the before the official name in running text, don’t uppercase the t in the. Lowercase the word trustees if used on its own.

The November meeting of the Trustees of Indiana University will be held in Gary.

Three high-profile projects are up for consideration by the trustees.

Board of Trustees is an alternate official name.

United States, U.S., U.S.A.

Use United States as the proper noun, U.S. (with periods) as the adjective. We usually discourage use of U.S. as a noun, and we don’t capitalize the article the in front of United States in running text. Typically, we use U.S.A. only in addresses.

U.S. citizens

He’s back in the United States.

not: He’s back in the U.S.
university
Lowercase the word, even when referring to IU, unless the word is used as part of the full name of an institution.

Indiana University, the university

See also Indiana University for official IU campus names

university-wide
Hyphenate university-wide.

upperclassmen
Avoid. The term means juniors and seniors only; it does not include sophomores. Do not use the elitist-sounding phrases upperclass students, upper-class students, or upper-class men. To refer to nonfreshman undergraduates, use sophomores, juniors, and seniors instead.

vice chancellor, vice president
No hyphens are used in these terms. Lowercase the terms in running text unless they directly precede a person’s name.

Vice President Palmer
Judith Palmer, vice president and chief financial officer, will attend.

vita, vitae
The full name for a listing of one’s academic and professional accomplishments is a curriculum vitae (plural: curricula vitae), or CV (plural: CVs). The term vita (plural: vitae) is a synonym.

web
We follow the UITS Standard Terms list for the style on web. Lowercase the generic term web in running copy. However, the term World Wide Web, defined as a worldwide collection of hypertext-based multimedia documents, is uppercase.

I found this photo of Ryan Gosling on the web.
The World Wide Web is the best resource for information about salad tongs.

Write website, webmaster, and webcam as one word. Other terms, like web page, are two words.

Web addresses
In printed publications, avoid ending a sentence with a Web address, also known as a URL (uniform resource locator). It may be helpful to your readers if you put URLs in parentheses.

Most students who have tried OneStart (onestart.iu.edu) have found it easy to use.

Another technique is to highlight the URL with boldface type.

Visit the Office of Creative Services Web site at creativeservices.iu.edu to learn more about our services.

Try to keep a URL on one line of running copy in printed publications. If you must divide a URL at the end of a line, divide after a slash mark (/). As with phone numbers, always verify the URLs that you are citing to make sure they are correct. Also check to see if a slash mark is necessary at the end of any URL that you include in a publication.

Wells, Herman B
Note that the B in the late university chancellor’s name is not followed by a period because it doesn’t stand for a longer name.

word processing
No hyphen is used for either the noun or the adjective.

word processing software, software for word processing

work-study
Lowercase general references to the work-study program, but capitalize official references to Federal Work-Study (the program for undergraduates) and Federal Graduate Work-Study (the program for graduate students).

zip code
Although the word zip, in this case, is an acronym (standing for Zone Improvement Plan), we do not write it in all capital letters. Our preference is shared by many other style guides and extends to many other words that began as acronyms (e.g., scuba, radar).

Use the correct four-digit zip code extension whenever possible. The preferred address format is city, two-letter state code, and zip code all on one line. Note that just one space separates the state from the zip code.

Bloomington, IN 47405-1234

See also addresses.