

Style that is specific to Temple University.

Temple University Editorial Style Guide



For many years, writers and journalists the world over have relied on **style guides** to ensure correctness and consistency in punctuation, spelling, capitalization, abbreviations and usage.

As its official style guide, Temple University has adopted *The Associated Press Stylebook*,¹ which is derived from *Webster's New World College Dictionary*.

Attached is the *Temple University Editorial Style Guide*, which contains style guidelines that are *specific* to Temple University (note that some are exceptions to the *AP Stylebook*.)

When writing, you should verify your style with the entries in the *Temple University Editorial Style Guide*, the *AP Stylebook* and *Webster's New World College Dictionary*, in that order.

It is critical to maintain a consistent style throughout all your projects with regard to spelling, capitalization, abbreviations and usage. This helps ensure that your message is strong, clear, cohesive and professional.

When writing for academic journals/papers and industry-specific literature, please consult industry sources for the style appropriate to your publications.

For the most recent version of this guide, as well as updates and opportunities for feedback and suggestions, go to www.temple.edu/creativeservices. Should you need further editorial guidance, please write to proofdr@temple.edu.

¹ Often described as the "gold standard" of news writing, the AP Stylebook contains thousands of individual entries in alphabetical order and also has a first-rate section devoted to punctuation. It is available at Temple University Bookstores.

Academic and Courtesy Titles

To verify current academic titles, check with the Office of Vice Provost for Faculty Affairs at www.temple.edu/vpfaculty/appointments/documents/faculty_titles_2006.doc

Coach: Uppercase when used before the name and in a direct quote when the first name is omitted. Lowercase after the name and when standing alone.

The Owls earned men’s basketball Coach John Chaney his 700th victory. “I’m really happy for Coach Chaney,” former Temple star Aaron McKie said.

Dean: Uppercase when used before the name and in a direct quote when the first name is omitted. Lowercase after the name and when standing alone.

“With the addition of two new programs, we expect our enrollment to increase,” said Dean John Smith. “We’re also looking into hiring new faculty,” the dean added.

John Smith, dean of the College of Arts, said he expected enrollment to increase.

Dr.: Use only when the person has a medical or doctoral degree (not for an honorary doctorate), but identify the particular degree in the text to avoid confusion.

1st mention: Gary Foster, PhD

2nd mention: Dr. Gary Foster -or- Dr. Foster

Endowed/Named Professorships, Chairs and Fellowships: Capitalize in all instances. On second reference, use “the professorship,” “the fellowship,” or “the chair.”

Peter H. Huang is the first Harold E. Kohn Chair in Law. Stephen Hawking, the

Lucasian Professor of Mathematics at Cambridge University, wrote *A Brief History of Time*.

Mr., Ms., Miss, Mrs.: Use these courtesy titles only in a direct quote.

Professor: Uppercase before a name, and lowercase after a name and when standing alone. Do not abbreviate.

The award was given to Professor Ed Traves.

The award was given to Ed Traves, professor of journalism.

The professor canceled class.

See also “Administrative Titles.”

Academic Degrees

The use/non-use of periods within degree abbreviations is discretionary, but should be consistent throughout your document. For additional guidance in other uses, consult the *AP Stylebook*.

Steven Jones waited tables at night while earning his M.B.A. at Temple. He also earned his B.A. in history at Temple.

Joe earned his bachelor’s in mechanical engineering from Temple University. He also has two master’s degrees.

Some Temple University degrees and their corresponding abbreviations are:

BA	Bachelor of Arts
BArch	Bachelor of Architecture
BBA	Bachelor of Business Administration
BFA	Bachelor of Fine Arts
BMus	Bachelor of Music
BMusEd	Bachelor of Music Education
BS	Bachelor of Science
BSW	Bachelor of Social Work
BSWf	Bachelor of Social Welfare

Academic Degrees (continued)

DMD	Doctor of Dental Medicine
DDS	Doctor of Dental Surgery
EdD	Doctor of Education
JD	Doctor of Jurisprudence
MD	Doctor of Medicine
DMA	Doctor of Musical Arts
DPharm	Doctor of Pharmacy
DPM	Doctor of Podiatric Medicine
PhD	Doctor of Philosophy
DPT	Doctor of Physical Therapy
EdD	Doctor of Education
MA	Master of Arts
MBA	Master of Business Administration
MEd	Master of Education
MFA	Master of Fine Arts
MJ	Master of Journalism
LLM	Master of Laws
MLA	Master of Liberal Arts
MMus	Master of Music
MMT	Master of Music Therapy
MOT	Master of Occupational Therapy
MPA	Master of Public Administration
MPH	Master of Public Health
MPT	Master of Physical Therapy
MS	Master of Science
MSW	Master of Social Work
MTHM	Master of Tourism & Hospitality Management

Academic Departments, Offices, Centers, Institutes and Programs

Uppercase the names of all academic departments and the centers, institutes and programs they govern. However, lowercase when saying “the department,” “the center,” “the office.” It is acceptable to reverse the word order and eliminate the word “of.”

the Department of History; the History Department; the Center for Public Policy; the Social Work Department of the School of Social Administration

Administrative Titles

President, Provost, Chair:

Uppercase before the name, but lowercase when the title follows a name or stands alone. Use “chair” for both men and women. Avoid “chairman,” “chairwoman.”

Louise Miller, PhD, was named acting chair of the department until a permanent successor is found.

Vice President, Vice Provost, Trustee:

Uppercase before the name, but lowercase when the title follows a name or stands alone.

Vice President for Student Affairs Theresa A. Powell spoke at the luncheon.

Theresa A. Powell, vice president for Student Affairs, announced a new initiative.

There was one abstention, by Trustee Robert Rovner.

Robert Rovner is a trustee.

See also “Academic and Courtesy Titles.”

Administrative Units

Capitalize the official names of all administrative units of Temple University on first reference. Afterward, use “the department,” “the office,” “the division.”

If a unit has a well-known abbreviation or short form, it may also be used on second and subsequent references, but avoid overusing acronyms.

The Office of University Housing is responsible for issuing student housing assignments. On second reference: “the office,” or “University Housing”

Institutional Advancement (formerly Development and Alumni Affairs)

Division of Student Affairs. On second reference: “the division,” or “Student Affairs”

Center for Innovation in Teaching and Learning. On second reference: “the center”

The Office of University Housing is on Liacouras Walk. Freshmen will be guaranteed University housing.

The Division of Student Affairs is aiming for better customer service; the division is headed by Theresa A. Powell.

The Office of Student Financial Services announced new features on its web site. They are part of a new effort by the office in partnership with the Division of Student Affairs.

To verify official names, spellings and abbreviations/acronyms of university administrative units, check with individual offices and divisions.

Some commonly misnamed units, and their correct names, are:

Campus Recreation (formerly *Recreation Services*)

Computer and Information Services

Department of Campus Safety Services (*Campus Safety Services* on second reference.) Also, Campus Police (never *Temple Police*).

Institutional Advancement (formerly Development and Alumni Affairs)

Office of Multicultural Affairs (formerly the *Office of Affirmative Action*)

Office of the Vice President for Research and Graduate Studies

Temple University Press (never *Temple Press*)

Advisor

At Temple, the preferred treatment is “advisor,” not “adviser.”

Alumnus, Alumni, Alumna, Alumnae

Use “alumnus” when referring to a man.

Use “alumna” (plural “alumnae”) when referring to a woman.

But use “alumni” when referring to a group that includes all men or *both* men and women. Avoid the colloquial “alum” or “alumni/ae.”

Board of Directors, Board of Trustees, Board of Visitors

Uppercase on first reference and when using the full phrase. On second reference, use “the board.”

Buildings, Rooms

Consult the “Maps and Directions” section of Temple’s web site, www.temple.edu/maps, for official names of buildings and other campus locations.

Capitalize names of university buildings; do not abbreviate.

Annenberg Hall; University Services Building; the Howard Gittis Student Center; the Liacouras Center

Campus Names

On first reference, capitalize formal names for campuses as follows:

Main Campus, the (“the” can usually be dropped)

Temple University Ambler (*Temple Ambler* or *Ambler Campus* on second reference)

Health Sciences Center, the (*HSC* is acceptable on second reference)

Tyler School of Art (*Tyler* on second reference)

Temple University Center City (*TUCC* on second reference)

Temple University Fort Washington (*TUFW* on second reference)

Temple University, Japan Campus (*Temple Japan* or *TUJ* on second reference)

Temple University Rome (*Temple Rome* on second reference)

Lowercase when saying “the campus,” or when referring to more than one campus.

The Main, Ambler and Fort Washington campuses.

Chair, Chairman, Chairwoman

See “Administrative Titles.”

Colleges, Schools

Uppercase when part of an official name only. On second reference, use “the school” or “the college.” Avoid overusing abbreviations or acronyms, such as “CLA” for the College of Liberal Arts, or “SSA” for the School of Social Administration.

the School of Communications and Theater.

The school operates the Multimedia Urban Reporting Lab.

The following are the official names of the colleges and schools within Temple University. Also consult www.temple.edu/schools.html for further guidance.

Ambler College (contains the Center for Sustainable Communities, the Department of Landscape Architecture and Horticulture, and the Community and Regional Planning program)

Art, Tyler School of (*Tyler, the Art School* or *School of Art* on second reference)

Business, Fox School of (*the Fox School of Business* or *Fox* on second reference)

Communications and Theater, School of Dentistry, Kornberg School of (*Kornberg Dental* is acceptable on second reference)

Education, College of

Engineering, College of

Graduate School

Health Professions, College of (no longer *Allied*)

Law, James E. Beasley School of (“James E.” may be omitted on first reference, except in formal references; *the Law School* on second reference)

Liberal Arts, College of

Medicine, School of (*the Medical School* is acceptable on second reference)

Music and Dance, Boyer College of (*Boyer* or *the Boyer College* is acceptable on second reference)

Pharmacy, School of

Podiatric Medicine, School of (*the Podiatry School* is acceptable on second reference)

Science and Technology, College of
 Social Administration, School of
 Tourism and Hospitality Management,
 School of

Some acceptable abbreviations for Temple's
 schools and colleges:

CLA (for the College of Liberal Arts)
 SCT (for the School of Communications
 and Theater)
 TUSPM (for the Podiatry School)
 TUSM (for the Medical School)
 SSA (for the School of Social
 Administration)
 STHM (for the School of Tourism and
 Hospitality Management)

College/University

Other than part of a proper name, all instances
 should be lowercased:

e.g., Boyer *College* of Music and Dance
 Go to our web site for directions to the *col-
 lege* you wish to visit.

e.g., Temple *University*
 Take a tour of the *university* with a student
 guide.

Course Numbers, Names

Use Arabic numerals and capitalize the
 subject when used with a numeral:

Math 0055

Names of courses standing alone should be
 capitalized and placed either in quotations or
 italicized:

"Introduction to Mass Media" or
Introduction to Mass Media

When used together, separate with a colon:

Economics 0250: *International Trade*

Dean

See "Academic Titles."

Dean's List

The word is singular possessive, taking an
 apostrophe, and is capitalized.

Degrees

See "Academic Degrees."

Departments

*See "Academic Departments" and
 "Administrative Units."*

Ethnicity

The preferred nomenclature is as follows,
 hyphenated when used in adjective form:

African American

e.g. African-American history

Asian American

Caucasian American

Latino American

Hispanic American

Native American

Multi-ethnic

Healthcare

One word in all instances.

Names

Use the person's full name (as listed in Temple's *Cherry & White Pages*), unless he or she is widely known or prefers a less formal address or nickname.

Avoid courtesy titles, such as *Ms.* or *Mr.*, except in direct quotes or in obituaries.

Offices

See "Academic Departments" and "Administrative Units."

Phone Numbers

Use area codes with all phone numbers. Maintain a consistent format and style within your document.

215-123-4567 or 215.123.4567 or (215)123-4567.

All main and TUCC campus numbers begin with 215-204, Health Sciences Center numbers, 215-707, and Tyler, 215-782. Ambler and Fort Washington numbers begin with 267-468.

Do not use the intercampus phone system abbreviations (e.g., 1-2345, 2-3456, 3-4567) in printed material. These abbreviations are for in-house use only and not for public dissemination. For all published material, use the complete phone number.

Pre-Register

It is redundant and should be avoided. *Register* is sufficient.

Professor, Assistant/ Associate Professor

See "Academic and Courtesy Titles."

Schools, Colleges

See "Colleges, Schools."

Semester/Session

All instances lowercase, including seasons.

e.g., *fall semester, winter session*

Social Security Numbers

Refer to <http://ssn2tuid.temple.edu> for guidance on when to use a person's Social Security number versus his/her Temple University ID.

Capitalize in all references to the U.S. Social Security system.

See also "TUID."

Student Center

It is no longer the Student Activities Center. Do not use the abbreviation "SAC."

The part of the building located at the corner of Montgomery Avenue and 13th Street is formally the Howard Gittis Student Center. On subsequent reference, use the Student Center.

Temple Events

Capitalize all instances of both Commencement and Convocation.

Temple-specific References/Applications

OWLcard is the term for the card, itself; whereas TUID is the university-provided ID number that is printed on the OWLcard.

OWLnet
 TUmail
 TUportal
 TUcalendar

Temple University

References should be formatted as follows:

Temple University
 TU
 Temple
 the university

Time Formatting

The preferred format should be punctuated “a.m.” and “p.m.” however the key is consistency within a document. As far as formatting on invitations and the like, there is definite leniency with regard to art.

Titles

See “Academic and Courtesy Titles” and “Administrative Titles.”

Trustee

See “Administrative Titles.”

TUID

The TUID is the personal identification number assigned to all students, faculty and administrative staff at Temple; it is used in place of Social Security numbers. Note its spelling: mixed UC/lc, solid, no periods.

See also “Social Security Numbers,” “Temple-specific References/Applications.”

Web Addresses

The prefix **http://** can be omitted when **www.** is present.

Addresses beginning with **https://** or **ftp://** should include those prefixes.

www.temple.edu
 http://directory.temple.edu

Punctuate after a web address at the end of a sentence, but to avoid confusion consider formatting URLs/e-mail addresses differently than copy text [bold, italics, different color] to differentiate from copy punctuation.

Web addresses in lists or tabular material do not require end punctuation.

Keep web addresses on one line when possible, and break at a forward slash when necessary.

When using web-related words, note the following spelling and capitalization policies, some of which are exceptions to the *AP Stylebook*:

Internet, e-mail (with the hyphen), World Wide Web, the web, online (no hyphen), web site, web page, web address.

A Quick Reference Guide to the *AP Stylebook*

How to avoid the most common mistakes.

Capitalization

Avoid any unnecessary capitalization. Use capital letters *only* with proper nouns, proper names, and with Temple-specific examples cited in this editorial style guide.

the College of Education, President Ann Weaver Hart, the School of Communications and Theater.

But: The college operates the Center for Research.

Consult the “capitalization” entry in the *AP Stylebook* for further guidance.

Commas, Semicolons, Other Punctuation

There are various grammatical rules for when to use commas, semicolons and other punctuation marks. Consult the “Punctuation Guide” in the back section of the *AP Stylebook* for guidance.

Numbers

Spell out numbers *zero* through *nine*, except for dates, times, percentages, prices, ages, years, addresses, or in tabular material when space is minimal.

Use Arabic figures for 10 and above, except when the number is the first word in a sentence.

Ten people enrolled for the course. Last week, 13 students attended the meeting; two left before adjournment.

Consult the “numerals” entry in the *AP Stylebook* for further guidance.

Publication Titles

Always include the complete name of the publication on first reference. Take particular note of when ampersands are used in titles and whether or not the publication’s formal name includes the word “The.”

Italicize names of magazines, newspapers and other publications; do not use quotation marks. [Note that if your body copy is in italics, use reverse-italics for the publication name to set it apart from the rest of the text.]

Lowercase – and do not italicize – the words “the” and “magazine” when they are not part of the formal title.

The New York Times, *Time* magazine, *U.S. News & World Report*, *The Philadelphia Inquirer*, *Philadelphia* magazine, the *Temple Times*.

On second reference use:

U.S. News, the *Times*, the *Inquirer*.

When in doubt, a check of the publication’s web site will usually yield correct results.

R.S.V.P.

Use when referencing an event to which a specific person has been invited. Do not use for events in which a general invitation is made; in that case, use “register.”

School, College and Department Names

On first reference, use the complete name of a school, college, department, center or institute. On second and subsequent references, use “the school,” “the college” or “the department.” Avoid overusing acronyms, which can clutter the document.

The College of Liberal Arts will introduce a new political science minor next fall. The college hopes to enroll 20 new students in that minor.

State Names, Abbreviations

Use the traditional, non-U.S. Postal Service abbreviations when the name of a state follows the name of a city and does not include the ZIP code.

Temple University is in Philadelphia, Pa.
Rutgers is in New Brunswick, N.J.

Spell out the full state name when standing alone in body copy (you can abbreviate in tabular material to save space).

Temple is in Pennsylvania. Rutgers is in New Jersey.

The following state names are never abbreviated in body copy: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah.

John will travel to Honolulu, Hawaii, during the summer break.

When a full address is given with the ZIP code, use the two-letter, uppercase U.S. Postal Service abbreviation.

Next week's meeting for journalism students will be held in Annenberg Hall, 2020 N. 13th St., Philadelphia, PA 19122-6080.

Consult the "state names" entry in the *AP Stylebook* for further guidance.

