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**UNIVERSITY STATEMENTS AND NOTICES** .................. 55
When we write about American University, we want to present a clear and consistent voice, both online and in print. Using a style guide ensures that we achieve the clarity and consistency that strengthen our brand, project a professional image, and reflect our academic excellence.

*AU Editorial Style: A–Z* is a quick reference guide. Organized alphabetically, the guide features *see* and *see also* references to direct users to the terms they seek. Illustrative examples are specific to AU wherever possible and demonstrate American University’s commitment to diversity, equity, inclusion, and antiracism.

Because a quick reference guide, by definition, does not cover all aspects of editorial style in exhaustive detail, we invite you to consult the 17th edition of *The Chicago Manual of Style*, parent style guide to *AU Editorial Style: A–Z.* Any notes that mention *The Chicago Manual of Style* refer to the online version of the 17th edition, available through American University Library by entering your AU email address and password.

For spelling support, we turn to *The Chicago Manual of Style’s* recommended dictionaries:

- *Webster’s Third New International Dictionary*
- the most recent edition of its chief abridgment, *Merriam-Webster’s Collegiate Dictionary*
- the continually updated [merriam-webster.com](http://merriam-webster.com)

We welcome your feedback on *AU Editorial Style: A–Z*. Please contact UCM’s editorial staff at [austyle@american.edu](mailto:austyle@american.edu) with suggestions for updating future editions, questions about editorial style, or assistance in navigating the parent style guide and dictionaries.
abbreviations
Spell out unfamiliar abbreviations, including acronyms, on first reference.
Enclose the abbreviation in parentheses after the spelled-out version.
Use the abbreviation alone on subsequent references.
Do not use periods in abbreviations containing only capital letters.
see also a.m., ampersands, DC, degrees, e.g., i.e., p.m., states, tests and exams, US

academic years
Run from beginning of fall semester to end of the following calendar year’s summer sessions.
Use both years.
Lowercase in running text.
Omit periods in abbreviated form (AY).
Separate years with an en dash.

    in academic year 2021–22, the ’21–’22 academic year, AY21–22

see also en dashes

acknowledgment
Preferred spelling.
Use instead of acknowledgement.

acting
Lowercase in running text when it modifies a professional title.

    Peter Starr assumed the role of acting provost for a two-year term in July 2020.

    Todd Park, the spring 2021 commencement speaker, received an honorary doctor of public service degree from acting provost Peter Starr.

    Capitalize only in marketing collateral and advertisements, where names and professional titles act much as headlines.

    Acting Provost Peter Starr

see also former, interim, professional titles and positions

addresses
see email addresses, postal addresses, web addresses

administration
Lowercase in running text when referring to a government official’s period of service.

    the Trump administration, Bowser administration officials
Capitalize when referring to a specific office or department.

the Department of Public Administration and Policy

advisor
Preferred spelling.
Use instead of adviser.

African American
Two words. No hyphen.
see sections 8.38–39 of The Chicago Manual of Style
see also Black, ethnicities

alum(s)
Use when referring to nonbinary graduate(s).

alumna(e)
Use when referring to female graduate(s).

alumni
Use when referring to multiple (two or more) male graduates.
Can also refer to multiple graduates of mixed genders.

alumnus
Use when referring to one male graduate.

a.m.
Lowercase. Use periods.
No space between a. and m.
see also midnight, noon, time

ambassador
see professional titles and positions

American University
Never preceded by the.
see also AU

among
Represents a relationship involving more than two parties or entities.

Discussions among faculty, staff, and alumni were fruitful and productive.

see also between
**ampersands**
Use in graphic elements, charts, headlines, and social media.
Use with recognized companies, products, and schools in running text.
No spaces on either side when used with initials.

A&E, Florida A&M University, M&M’s

Omit comma before ampersand when it replaces *and*.

Adduci, Mastriani & Schaumberg
*not* Adduci, Mastriani, & Schaumberg

Avoid using in fact sheets, brochures, marketing collateral, and news stories.
Always use *and* with centers, departments, institutes, and centers.

Center for Media and Social Impact
Department of Public Administration and Policy
Women and Politics Institute
People of Color Faculty and Staff Affinity Group

*see also* centers, departments, headlines, institutes

**annual**
Use with events held for two or more successive years.

the 24th annual McDowell Conference on philosophy and social policy

**antiracism/antiracist**
One word. No hyphen.

the Antiracist Praxis subject guide
the Antiracist Research and Policy Center

Some organizations and programs may still use a hyphen. They are exceptions to the rule above.

the Anti-Racism Education Collective

**apostrophes**
Use to replace the first two digits of graduation years.

SPA/BA ’21
Class of ’21

Do not use to form plurals, except with lowercase letters.

*x*’s and *y*’s
*not* *xs* and *ys*
the 1990s
*not* the 1990’s

PCs
*not* PC’s

Rewrite if confusion might result from not using an apostrophe.

She was a straight-A student in high school.
*not* She got straight As in high school.

**Use your keyboard to form an apostrophe:**

**PC**
Make sure the NUM LOCK key is turned on.
Hold down ALT.
Type **0146** on the number pad.

**Mac**
Press OPTION, SHIFT, RIGHT BRACKET.

*see also* Class of ’XX, grad info

**appendixes**
Preferred plural.
Use instead of *appendices*.

**articles (a, an, the)**
Use *an* before words that begin with vowel sounds.

*an* MBA
*not* a MBA

*an* hour
*not* a hour

If an article applies to all items in a list, it may be used either before the first item only or before each item in the list.

US intelligence agencies include the CIA, the FBI, and the NSA.
*or* US intelligence agencies include the CIA, FBI, and NSA.

If articles apply to some items in a list and not to others—or if some items require different articles than others—use the appropriate article before each.

He holds a BA, an MFA, and a PhD.

She has interned at the National Science Foundation, USAID, and a small nonprofit.
articles (published)
Use roman type. No italics.
Enclose in quotation marks.

In the July 2020 issue of American magazine, Adrienne Frank profiled AU alumna and art broker Lori Weisbart Polson, SOC/BA ’87, in “The Art of Lockdown.”

artworks
Use italics for titles of drawings, paintings, photographs, etc.
Capitalize headline-style.

Orange Desert and Bessie Shoemaker’s Pigs were among the paintings in the Robert Franklin Gates: Paint What You See exhibition at the AU Museum.

Use roman type for works of antiquity and enormous sculptures.

the Venus of Willendorf, the Statue of Liberty

see also exhibitions, headlines

Asian American
Two words. No hyphen.
see sections 8.38–39 of The Chicago Manual of Style
see also ethnicities

AU
No periods.
May be used on first reference in advertisements when space is limited.
University logo must be included in such advertisements.

AUx/AUx1/AUx2
Abbreviations for the American University Experience courses.

awards
Capitalize official names of awards.

the Maria Bueno Lifetime Achievement Award
the President’s Award
Scholar-Teacher of the Year

see also fellows, fellowships, scholars, scholarships
between
Represents a relationship involving two parties or entities.

Collaborations between students and faculty are encouraged.

see also among

biannual(ly)
Means twice a year.

biennial(ly)
Means every two years.

bimonthly
Means every two months.
see also semimonthly

biweekly
Means every two weeks.
see also semiweekly

Black
Capitalize when referring to a person’s racial and ethnic identity.
see section 8.38 of The Chicago Manual of Style and “Black and White: A Matter of Capitalization”
see also African American, ethnicities

Board of Trustees
Capitalize first and third words when referring to AU’s governing body.
Lowercase board when used alone.

Quarterly meetings of the Board of Trustees are held in September, November, February or March, and May. The September meeting serves as the board’s annual retreat.

see also trustees

books
Use italics for titles.
Capitalize headline-style.

Kyle Dargan explores issues of racial justice in Anagorisis: Poems.
Patricia Park’s *Re Jane* is a contemporary retelling of Charlotte Brontë’s *Jane Eyre*.

*No Visible Bruises*, by Rachel Louise Snyder, won the 2020 Helen Bernstein Book Award for Excellence in Journalism.

*see also* headlines

**buildings**

- Capitalize names of buildings.
- Lowercase when used alone or in a generic sense.
- Use full name on first reference.
- Shorten or abbreviate on subsequent references.

  - the Hall of Science, Anderson and Centennial Halls
  - the McKinley Building, at McKinley, in the building
  - the Cyrus and Myrtle Katzen Arts Center, Katzen Arts Center, the Katzen
  - Kay Spiritual Life Center, the Kay communities

*see also* campus locations, rooms

**bulleted lists**

*see* vertical lists
cabinet
  Capitalize when referring to the President’s Cabinet. Lowercase when used alone or in a generic sense.

campus
  Lowercase when used alone or in a generic sense. 
  see also East Campus, main campus, Tenley Campus

campus locations
  Capitalize full and abbreviated names of campus locations. Lowercase when used alone or in a generic sense.

  Eric A. Friedheim Quadrangle, Friedheim Quad, the quad

  see also buildings, rooms

campus plan
  Capitalize and use italics when referring to a specific year’s publication. Lowercase when used alone or in a generic sense.

  the 2021 Campus Plan, the campus plan

cell phone
  Two words.

centers
  Capitalize full names of centers. Lowercase on subsequent references or when used in a generic sense.

  Founded in 1979, the Center for Congressional and Presidential Studies has presented more than 350 symposia and conferences. The center’s director emeritus now serves as host of the eponymous James A. Thurber Dialogues on American Democracy series.

  see Centers for a current list of centers at AU

centuries
  Lowercase. Spell out.

  the twenty-first century, nineteenth-century literature

certificates
  May be capitalized in marketing materials. Lowercase in running text.

  a graduate certificate in arts management
  undergraduate certificate programs
chair (noun or verb)
Preferred gender-neutral term.
Use instead of chairman, chairperson, or chairwoman.

Marc Duber is chair of American University’s Board of Trustees. (noun)
Marc Duber chairs American University's Board of Trustees. (verb)

Challenge Accepted
Capitalize when referring to AU’s brand campaign.
Use roman type.

Change Can’t Wait
Capitalize when referring to AU’s comprehensive fundraising campaign.
Use roman type.

changemaker(s)
One word. No hyphen.

Changemakers for a Changing World
Title of AU’s strategic plan.
Capitalize headline-style. Use italics.

chosen names
Use a person’s full chosen name (including surname) on first reference.
Nicknames may be placed in quotation marks after a first name.
Subsequent references should use surname only. Omit courtesy titles.

Beginning with the 1976 Olympic Games in Montreal and extending through last summer in Rio, George “Cookie” Reed-Dellinger, Kogod/BSBA ’69, Kogod/MBA ’71, has attended 14 Olympics. . . . Reed-Dellinger began playing soccer his sophomore year at AU.

Chosen names may include nicknames, anglicized names, initial(s), mononyms, or names that affirm gender identity. Omit any references to names that a person no longer identifies with.
see also courtesy titles, initials

cisgender (adjective)
One word. No hyphen.
Describes people whose gender identity matches their assigned-at-birth sex.
Antonym to transgender.
see also transgender

cis man/cis men
Two words. No hyphen.
Abbreviated form of cisgender man/cisgender men.
see also trans man/trans men
cis woman/cis women
Two words. No hyphen.
Abbreviated form of cisgender woman/cisgender women.
see also trans woman/trans women

cities
Follow with a comma and the state, country, or territory in running text.
Well-known metropolitan areas may be considered exceptions to the rule above.

President Burwell was born in Hinton, West Virginia, a small town of less than 3,000 people.

see also countries, postal addresses, states

Class of ’XX
Capitalize. Replace first two digits of year with an apostrophe, not a single quotation mark.

Class of ’21
not Class of ‘21

If you’re using Microsoft Word:

Hold down the CTRL and QUOTATION MARKS keys to make sure your apostrophe is facing the right way!

classes
see courses

Clawed Z. Eagle
Full name of AU’s official mascot.
Usually goes by first name only.
see also Eagles

c (prefix)
No hyphen, unless confusion might result without one.

coauthor, cochair, coeducational, cofounder, cosponsored, coworker, co-op

college(s)
see school(s)

commas
Use before and or or in a series of three or more.

Clawed wears a red, white, and blue uniform.
Use in four-digit numerals after the thousands place.

Benefactors Awards provide $1,500 stipends to students interested in careers in campaigning, lobbying, or advocacy.

see sections 6.16–55 of The Chicago Manual of Style for further guidance

**commencement**
seen events

**compose**
Parts compose a whole.

Senior university administrators compose the President’s Cabinet. The President’s Cabinet is composed of senior university administrators.

**comprise**
The whole comprises its parts.

The President’s Cabinet comprises senior university administrators who serve as the university’s officers and report directly to the president. not The President’s Cabinet is comprised of senior university administrators who serve as the university’s officers and report directly to the president.

**concentration**
Preferred term when referring to academics.
Use instead of concentrate or concentrating.

Students who choose a concentration in global governance . . .
not Students who concentrate in global governance . . .
not Students concentrating in global governance . . .

**conferences**
seen events

**Congress**
Capitalize when referring to the legislative body.

the US Congress, the 117th Congress

**congressional**
Lowercase, unless part of a proper noun.

congressional elections, Congressional Fitness Center, a congressional internship

**coronavirus**
Experts shared what they had learned from the coronavirus in *American* magazine.

*see also* COVID-19

countries

Capitalize. Use full names of countries on first reference in running text. Familiar abbreviations (UAE, UK, USSR) may be used on subsequent references. If preceded by a city, follow the name of the country with a comma in running text.

AU Brussels Center is the home base for all of AU’s study abroad programs in Belgium.

Alumni shared their experiences studying in Brussels, Belgium, at AU Brussels Center.

*see sections 10.31–32 of* The Chicago Manual of Style
*see also* abbreviations, cities, US

courses

Capitalize full names of courses headline-style. Use roman type.

The Design of Play, Games and Rhetoric, Introduction to 3D Static Modeling

coursework

One word.

court cases

Capitalize headline-style. Use italics.

Raskin had more than enough Supreme Court case law to pack between the covers, from *Tinker v. Des Moines Independent Community School District*, which set the standard for First Amendment rights in public schools, to *West Virginia State Board of Education v. Barnette*, which protects students from being forced to salute the American flag or recite the Pledge of Allegiance.

courtesy titles (Dr., Miss, Mr., Mrs., Ms., Mx.)

Do not use in university publications. On first reference, use a person’s chosen name. Use surname only on subsequent references. First names may be used when two or more people have the same surname.

*see also* chosen names, Mx.
COVID-19
Capitalize all letters. Use hyphen.

see also coronavirus

credentials, professional

certified public accountant, CPA
registered nurse, RN

credit hours
Use credit hours on first reference. Use credits on subsequent references. Always use numerals instead of spelled-out numbers.

6 credit hours or 6 credits
not six credit hours

cross (prefix)
Use hyphen with the following words.

cross-cultural, cross-departmental, cross-disciplinary, cross-functional

Check merriam-webster.com for spellings of other words with this prefix.

cum laude
Means with distinction. Lowercase. Use italics.

see also magna cum laude, summa cum laude
dashes

*see* em dashes, en dashes

data

Takes the singular form of a verb when used as a synonym for *information.* Takes the plural form of a verb when used in formal writing or in a scientific sense.

The data *shows* donors how their money is used. (singular)
The data collected *were* inconclusive. (plural)

Use one form or the other consistently throughout a piece of writing.

dates

Use month-day-year sequence.
Spell out full name of months in running text.
Omit ordinal suffixes after numerals.
Set off year with commas in running text.
End with time, if one is included.

Our next staff meeting will be held on April 5, 2021, at 1 p.m.

*not* Our next staff meeting will be held on Apr. 5, 2021 at 1 p.m.

*not* Our next staff meeting will be held on April 5th at 1 p.m.

Use an en dash—or *from* and *to*—between two days to indicate a range.

Commencement weekend will take place May 7–9, 2021.

The course American Dreams/American Lives runs from May 10 to June 26, 2021.

*see also* en dashes, months, time, years

days of the week

May be abbreviated in marketing materials where space is limited.
Do not abbreviate in running text.

DC

May be abbreviated, even on first reference.
No periods.
Follow with a comma in running text if preceded by *Washington.*

Muriel Bowser, SPA/MPP ’00, was elected mayor of Washington, DC, in November 2014.

*see also* Washington, DC

deans

*see* professional titles and positions
degrees
Lowercase in running text. Omit periods from abbreviated forms.

a bachelor's degree, bachelor's degrees, a bachelor of arts, a BA
a master's degree, master's degrees, a master of education, an MEd
a doctoral degree, a doctorate, doctorates, a PhD in political science

see Program Finder to search for AU’s current academic offerings
see also certificates, grad info, honorary degrees, majors, minors

departments
Capitalize names of academic departments.
Lowercase when used alone or in a generic sense.

Department of Literature, the department, the literature and history departments

District
Capitalize when referring to the District of Columbia and specific political divisions.
Lowercase when used in a generic sense.

AU’s School of Education created the Teacher Pipeline Project to change educational outcomes in the District by training young citizens to become future educators.

Congressman Jamie Raskin represents Maryland’s Eighth Congressional District in the US House of Representatives. The district covers portions of Montgomery, Carroll, and Frederick Counties.

doctoral (adjective)
Lowercase.

a doctoral degree in education and policy and leadership

see also degrees

doctorate (noun)
Lowercase.

a doctorate in international relations

see also degrees

dorm or dormitory
Not a preferred term.
Use residence hall instead.
double major
Two words. No hyphen.

Dr.
Omit before faculty members’ names in running text.
Use full name and professional title on first reference.
For subsequent references, use surname only.

School of International Service professor Paul Wapner published *Is Wildness Over?* in 2020. Toward the end of the book, Wapner poses a question to readers: Are we, the privileged willing to approach our relationship with nature in a fundamentally different way?

*see also* courtesy titles

dual-degree program
Use hyphen.
EagleBucks
One word. Capitalize first and third syllables.

Eagles
Capitalize when referring to AU students, alumni, athletic teams, organizations, and programs.

eagle-secure
Lowercase. Use hyphen.

East Campus
Two words. Capitalize both.
see also main campus, Tenley Campus

e.g.
Means for example.
Set off with commas in running text.
Use roman type.

email
One word. No hyphen.

email addresses
Do not underline in print publications.

em dashes
Longer than a hyphen (-) or an en dash (—).
Omit spaces on either side in running text.

Some people—especially those new to the workforce or who’ve switched careers—want and need to connect and engage in informal networking. But for now, many companies will ride out the pandemic remotely.

Despite the time savings for remote workers, however, many struggle to establish boundaries and rituals—called micro-transitions—that delineate work and home.

see sections 6.85–92 of The Chicago Manual of Style

Use your keyboard to form an em dash:

PC
Make sure the NUM LOCK key is turned on.
Hold down ALT.
Type 0151 on the number pad.

Mac
Press OPTION, SHIFT, HYPHEN.
emerita(e)
Capitalize when used as a professional title directly in front of a name. Lowercase when used in a generic sense or after a name.

Professor Emerita Barbara Bird is affiliated with the Department of Management at the Kogod School of Business.

Norma Broude and Mary Garrard are professors emeritae affiliated with the Department of Art at the College of Arts and Sciences.

*see also* professional titles and positions

emeritus/emeriti
Capitalize when used as a professional title directly in front of a name. Lowercase when used in a generic sense or after a name.

Professor Emeritus Roger Stone is the former director of the Center for Israel Studies.

Herman Schwartz, Myra Sklarew, and Howard Wachtel are professors emeriti affiliated with the Center for Israel Studies.

*see also* professional titles and positions

en dashes
Longer than a hyphen ( - ) and shorter than an em dash ( — ). Most often used to connect numbers. Omit spaces on either side in running text. Do not combine with *from*.

May 7–9, academic year 2021–2022, the 1927–1955 yearbooks *not* from May 7–9

*see sections* 6.78–84 of *The Chicago Manual of Style*

**Use your keyboard to form an en dash:**

**PC**
Make sure the *NUM LOCK* key is turned on. Hold down *ALT*. Type *0150* on the number pad.

**Mac**
Press *OPTION, HYPHEN*.

*see also* academic years, universities with branches, years
endowed chairs and professorships
Capitalize. Use full names on first reference.

Elizabeth F. Thompson is the Mohamed Said Farsi Chair of Islamic Peace.

entitled
Not a preferred term.
Use titled when referring to titles of published or creative works.

ethnicities
Learn and use the terms preferred by the people you write about.
Specific nationalities (Filipino) may be preferable to broad categories (Asian).
Understand that preferred terms may vary and do change over time.
see sections 8.38–39 of The Chicago Manual of Style
see also African American, Asian American, Black, Latinx, White

events
Capitalize names of specific events.
Lowercase when used alone or in a generic sense.

University Student Awards Reception, the reception
President’s Circle Dinner, the dinner
Spring 2021 Commencement, the commencement celebration
Multicultural Alumni Reunion, the reunion

exams
see tests and exams

exclamation points
Use sparingly!

exhibit (verb)
Do not use as a noun.

exhibition (noun)
Use italics for names of museum exhibitions.
Capitalize headline-style.

Peace Corps at 60: Inside the Volunteer Experience

see also headlines
Faculty Senate
Capitalize both words when referring to AU’s.
Lowercase senate when used alone in subsequent references.

At an April 2021 meeting, the Faculty Senate viewed a draft video for the university’s new brand campaign, Challenge Accepted. Among other topics, the senate also discussed changes to the faculty manual and the latest enrollment numbers.

FAQ
Preferred term.
Use instead of FAQs.
Q stands for Questions and doesn’t need to be followed by an s.
Takes the singular form of a verb.

fellows
Capitalize when used with named fellowships.
Lowercase when used alone or in a generic sense.

Sine Fellow, a fellow, the fellows

see also scholars

fellowships
Capitalize when referring to named fellowships.
Lowercase when used alone or in a generic sense.

a Boren Fellowship, the fellowship

see also awards, scholarships

fewer
Means not as many.
Use with countable nouns.

Fewer men than women graduate from college in six years.

see also less

field study
Two words.

fieldwork
One word.
films
Use italics for titles.
Capitalize headline-style.

Pamela Nadell, who holds the Patrick Clendenen Chair in Women’s and Gender History, served as a historical consultant on the films *And the Gates Opened: Women in the Rabbinate* and *The Life and Times of Hank Greenberg*.

*see also* headlines

first annual
Not a preferred term.
Use *inaugural* when referring to events happening for the first time.

firsthand (adjective and adverb)
One word. No hyphen.

first-year student(s)
Preferred term.
Use instead of *freshman* or *freshmen*.
Lowercase.

defiscal years
Run from July 1 to June 30 at AU.
Use only the year associated with June 30.
Lowercase in running text.
Omit periods in abbreviated form (FY).
Separate years with an en dash.

fiscal year 2021, fiscal year ’21, FY21, fiscal years 2021 and 2022, FY21–22

defloors
Capitalize in postal addresses when referring to a specific floor.

4401 Connecticut Avenue NW, 6th Floor

defformer
Lowercase in running text when it modifies a professional title.

Kerwin Hall is named after Cornelius M. Kerwin, former president of American University.

Capitalize only in marketing collateral and advertisements, where names and professional titles act much as headlines.

Former AU President Neil Kerwin

*see also* acting, interim, professional titles and positions
forms
Capitalize names of forms in running text.
Abbreviations and acronyms do not require periods.
Refer to the form itself for correct capitalization or abbreviation.
Lowercase form when used in a generic sense.

the Common App, the FAFSA, a Flex Work Arrangement request form

foreign students
Not a preferred term.
Use international students instead.

forums
Preferred plural.
Use instead of fora.

Founders Day
Celebrated in late February.
Honors AU’s congressional charter in 1893.
No apostrophe.

fractions
Spell out in running text. Use hyphen.

one-half, two-thirds, three-quarters

freshman/freshmen
Not a preferred term.
Use first-year student(s) instead.

full-time (adjective)
Use hyphen when modifying a noun.

She is a full-time employee of American University.

full time (adverb)
Two words. No hyphen.

She works full time at American University.

fundraiser
One word. No hyphen.

fundraising (adjective or noun)
One word. No hyphen.
gender-neutral language
Avoid gendered terminology unless it is clearly relevant.

  employees, personnel, workforce
  *not* manpower

  business owner, business executive
  *not* businessman

  the women’s basketball team
  the lacrosse team
  *not* the women’s lacrosse team

  the men’s basketball team
  the wrestling team
  *not* the men’s wrestling team

  representative, spokesperson
  *not* spokesman, spokeswoman

*see also* chair, Latinx, Mx., pronouns

Global South
Preferred term.
Use instead of *third world*.

GPA
May be abbreviated even on first reference.
Use numerals to represent grade point averages.

  With a combined GPA of 3.70 in spring 2020, AU student-athletes
  set a new record.

*see also* grades

grad info
Always use after names of AU alumni and current students.
Abbreviate school.
Follow school by a forward slash.
Abbreviate degree.
Replace first two digits of year with an apostrophe—*not* a single quotation mark.

  SOC/BA ’21
  *not* SOC/BA ‘21
Surround with commas in running text.

Sarah McBride, SPA/BA ’13, is the first openly transgender state senator in the US.

List multiple degrees from the same school in the order they were earned. It is not necessary to repeat the school multiple times.

A pioneering scholar, Abdul-Aziz Said, SIS/BA ’54, MA ’55, PhD ’57, founded the international peace and conflict resolution program in 1995.

List multiple degrees from different schools in the order they were earned.

Fanta Aw, Kogod/BSBA ’90, SPA/MPA ’94, CAS/PhD ’11, serves as vice president of campus life and inclusive excellence.

*see also* degrees, schools

**grades**

Roman type. No quotation marks. No apostrophes with plurals.

She received an A+ on the midterm exam. Her grades included two Cs and three Bs.

**grassroots (adjective)**

One word.

a grassroots campaign, a grassroots movement

**groundwork**

One word.
handwashing
One word. No hyphen.

headlines
Capitalizing first and last words.
Lowercase a, an, and the (if they are not the first word in a headline).
Capitalizing both parts of hyphenated words.
Lowercase and, but, or, and other coordinating conjunctions.
Capitalizing all other principal words.
see sections 8.159–161 of The Chicago Manual of Style for further guidance

health care (adjective or noun)
Two words. No hyphen.
Organizations and programs that use one word are exceptions to the rule above.

an online master of science in healthcare management

he/him/his
see pronouns

home page
Two words.

honorary degrees
Lowercase in running text.
Always include honorary before such degrees.

Chimamanda Ngozi Adichie received an honorary doctor of humane letters degree at the College of Arts and Sciences commencement on May 11, 2019.

hyphens
Shorter than an en dash ( – ) or an em dash ( — ).
Use to connect words representing two different but equal functions.

pass-fail, scholar-practitioner, student-athlete, work-study

Check merriam-webster.com to verify hyphenation.

see section 7.89 of The Chicago Manual of Style for further guidance
see also em dashes, en dashes
i.e.
Means *that is* or *namely*.
Set off with commas in running text.
Use roman type.

impact (noun)
Preferred term.

impact (verb)
Not a preferred term.
Use *affect* (verb) or *influence* (verb) instead.

impactful
Not a preferred term.
Use *influential* or *powerful* instead.

inaugural
Preferred term when referring to events happening for the first time.
Use instead of *first annual*.

indexes
Preferred plural.
Use instead of *indices*.

Indigenous
May be capitalized when referring to a person’s ethnicity.
*see* sections 8.38–39 of *The Chicago Manual of Style* for further guidance
*see also* ethnicities, Native

information technology
Spell out on first reference. Abbreviate on subsequent references.
Lowercase, unless part of a proper noun.

  information technology courses, IT consulting
  Department of Information Technology and Analytics
  Office of Information Technology

initials
Capitalize. Follow with periods in names, unless used alone.
Spaces should follow periods when used.


*see also* chosen names
in residence
No hyphens when used with professional titles.

artist in residence, executive in residence, scholar in residence

see also professional titles and positions

institutes
Capitalize full names of institutes.
Lowercase on subsequent references or when used in a generic sense.
Use and instead of ampersand.

Founded in 2000, the Women and Politics Institute is a leading center for women’s political leadership training and scholarly research. In addition to offering graduate and undergraduate certificates, the institute provides a training program for young women seeking to become involved in the political arena.

see Centers for a current list of institutes at AU

interim
Lowercase in running text when it modifies a professional title.

Laura DeNardis served as interim dean of the School of Communication from 2019 to 2021.

In a spring 2021 commencement video, SOC’s interim dean Laura DeNardis shared some words of wisdom about using Zoom: “When a filter turns you into a talking cat, be able to laugh at yourself.”

Capitalize only in marketing collateral and advertisements, where names and professional titles act much as headlines.

Interim Dean Laura DeNardis

see also acting, former, professional titles and positions

international students
Preferred term.
Use instead of foreign students.

internet
Lowercase.

Islamic (adjective)
Capitalize.

Islamic intellectual history, a graduate certificate in Islamic finance

see also Muslim
journals
see periodicals

Jr. (Junior)
see name suffixes

junior(s)
Use for undergraduate students in their third year.

Latinx
May be used as a gender-neutral alternative to Latina or Latino.

An interdisciplinary minor in Latinx studies launched in AY2021–22.

see also ethnicities

lawmaker
One word. No hyphen.

lawmaking
One word. No hyphen.

lecturer
Lowercase, even before a person’s name.

lectures
Capitalize the title of an individual lecture.
Enclose in quotation marks.

Yuval Levin, director of social, cultural, and constitutional studies at the American Enterprise Institute, presented “A Time to Build” as part of the Political Theory Colloquium lecture series.

Lowercase the subject matter of an individual lecture if the title is unknown or nonexistent.

Donna Brazile, the first Black woman to manage a presidential campaign, spoke about navigating the political arena during an event at the Women and Politics Institute.

lecture series
Capitalize headline-style. Use roman type.

Books That Shaped America
Exploring Social Justice
Political Theory Colloquium
**less**
Means *not as much*.
Use with uncountable nouns.

Last winter brought less snow and more rain to the DC area.

*see also* fewer

**lifelong**
One word. No hyphen.

**links**
Capitalize headline-style in running text. Use roman type.

Go to Work @ AU on the myAU Portal and click on the Benefits: myBenefits link.

*see also* headlines, websites

**living-learning community**
One hyphen.

**LISTSERV**
Not a preferred term.
Use *mailing list* or *email list* instead.
*see also* trademarks

**log in (verb)**
Two words. No hyphen.

**login (noun)**
One word. No hyphen.

**long (suffix)**
Check merriam-webster.com for spellings of words with this suffix.

a daylong seminar, an hour-long lecture, a weeklong workshop, a semester-long program

**longtime (adjective)**
One word. No hyphen.
magazines
see periodicals

magna cum laude
Means with great distinction.
Lowercase. Use italics.
see also cum laude, summa cum laude

main campus
Two words. Lowercase both.
see also East Campus, Tenley Campus

majors
Lowercase in running text, unless a proper noun is included.

She is an Arabic studies major, with a double minor in justice and law and religion.

see also minors

measurements
Spell out words like degrees, feet, inches, and percent in running text.

During winter break, domestic hot water temperatures are set to 120 degrees Fahrenheit.
not During winter break, domestic hot water temperatures are set to 120˚ Fahrenheit.

Use numerals with percentages, temperatures, and symbols.

In summer 2020, about 44 percent of American workers were able to telework.
not In summer 2020, about forty-four percent of American workers were able to telework.

Symbols ( ° , " , ', % ) may be used in charts and tables.

Metro
Capitalize when referring to the Washington Metropolitan Area Transit Authority (WMATA).
May be used even on first reference.

Metro stations and lines
Capitalize names of Metro stations and lines.

Tenleytown–AU, Van Ness–UDC, the Red Line
**mid (prefix)**

No hyphen, unless followed by a proper noun or numerals.

mid-Atlantic, midterm, temperatures in the mid-50s

**midnight**

Use instead of 12 a.m.

*see also* time

**military ranks**

*see professional titles and positions*

**minors**

Lowercase in running text, unless a proper noun is included.

*see also* majors

**money**

Use numerals and the dollar symbol for amounts between $100 and $999,999. For amounts of $1 million or more, combine numerals with *million* or *billion*. Place a comma after the thousands place in four-digit dollar amounts.

The average US worker spends $1,000 a year on coffee.

*see also* numbers

**months**

Capitalize.
Spell out unless space is limited. Always spell out in running text.
Use three-letter abbreviations if space is limited, such as in advertisements or tables.

Apr. 2022, Oct. 2022

Omit comma after month when followed by year.

January 2022, May 2023

**Mx.**

May be used as a gender-neutral alternative to *Mr.* or *Ms.*

*see also* courtesy titles, gender-neutral language

**multimedia**

One word. No hyphen.

**multiyear**

One word. No hyphen.

**Muslim (adjective or noun)**

Capitalize. Refers to people.

*see also* Islamic
name suffixes
Do not use a comma after a surname and before Jr., Sr., III, etc.

Lonnie G. Bunch III
Henry Louis Gates Jr.

named spaces
see buildings, campus locations, rooms

names of people
see chosen names, initials

native (adjective or noun)
Lowercase when referring to a person born in a certain place.

their native Wyoming, the Georgia native

Native (adjective or noun)
Capitalize when referring to a person’s ethnicity.

Alaska Native, Native American

see sections 8.38–39 of The Chicago Manual of Style for further guidance
see also ethnicities, Indigenous

newspapers
see periodicals

no.
Use with a numeral for rankings.
Do not use the number symbol/pound sign/hashtag in running text.

Kogod’s online MBA program, which launched in 2015, ranked no. 7 for marketing and no. 12 for management by US News and World Report.
not Kogod’s online MBA program, which launched in 2015, ranked #7 for marketing and #12 for management by US News and World Report.

Capitalize in headlines.

Kogod’s Online MBA Ranks No. 7 for Marketing, No. 12 for Management

non (prefix)
Check merriam-webster.com for spellings of words with this prefix.

noncredit, nondegree, nonprofit, non-thesis
noon
Use instead of 12 p.m.
see also midnight, time

numbers
Spell out whole numbers zero through nine and their corresponding ordinals, first through ninth.
Use numerals for 10 and above, along with their corresponding ordinals: 10th, 11th, 12th, etc.
Endings of ordinal numbers should not appear in superscript.

the 140th commencement
not the 140th commencement

Place a comma after the thousands place in four-digit numbers.
Common fractions such as one-half and two-thirds are also spelled out.
Use numerals for other fractions and decimal fractions: 15/16, 3.8, etc.

Numerals may be used for consistency, even where spelled-out numbers would normally appear.

AU’s volleyball team leads the Patriot League Championships with 44 wins and 5 losses.

Use million and billion in combination with spelled-out numbers or numerals.

Low-flow fixtures on East Campus save five million gallons of water per year.
Netflix boasts 60 million subscribers in the US alone.
Cats kill between one and four billion birds every year.
There are more than 35 billion Google searches each month.

Spell out a number at the beginning of a sentence.

Forty-four percent of American workers were able to telework in summer 2020.

Rewrite sentences to avoid spelling out lengthy numbers.

Graduate students enrolled at AU numbered 4,198 in fall 2019.
not Four thousand, one hundred ninety-eight graduate students enrolled at AU in fall 2019.

see also centuries, credit hours, dates, GPA, measurements, money, time, years
offices
Capitalize names of specific campus entities.
Lowercase when used alone or in a generic sense.

the Office of Campus Life, the office

The word office may be dropped when referring to more than one in running text.

Campus Life and Human Resources fought it out for first place in the volleyball tournament during Staff Appreciation Week.

on-campus/off-campus (adjective)
Use hyphen.

on-campus housing, off-campus parking

on campus/off campus (adverb)
No hyphen.

activities on campus, students who live off campus

part-time (adjective)
Use hyphen when modifying a noun.

He is a part-time employee of American University.

part time (adverb)
Two words. No hyphen.

He works part time at American University.

percentages
see measurements

periodicals
Use italics for titles. Capitalize headline-style.
Lowercase an initial the regardless of title on masthead.
Use roman type for an initial the.

the American University Business Law Review
Congress & the Presidency
the Journal of Academic Librarianship
the Washington Post

American magazine is published three times a year by American University. With a circulation of 110,000, American is sent to alumni and other members of the university community.
periods
Follow by a single space between sentences.

phone numbers
Use hyphens after area code and before last four digits.
Do not enclose area code in parentheses.

photo captions
Tell a one-sentence story that describes the action in or sets the context for the photo.
With photos of two people, use left in parentheses after the name of the person on the left.
Use from left followed by a colon before identifying three or more people by name.

plays
Use italics for titles.
Capitalize headline-style.

Elsewhere in Elsinore: The Unseen Women of Hamlet, by Caleen Jennings

see also headlines

p.m.
Lowercase. Use periods.
No space between p. and m.
see also midnight, noon, time

poems
Use roman type. No italics.
Enclose in quotation marks.

At the Veterans Day ceremony in November 2019, Sophie Nowak read “In Flanders Fields,” the poem by World War I veteran John McCrae whose imagery inspired the adaptation of the red poppy as a symbol of remembrance.

political affiliations
Place in parentheses after name.
Use two-letter postal code abbreviation for state.
Use hyphen between party and state.

Rep. Jamie Raskin (D-MD) is a WCL professor of law emeritus.

post (prefix)
Check merriam-webster.com for spellings of words with this prefix.

post-master’s certificate, Center for Postsecondary Readiness and Success
**postal addresses**

Use comma after street name and quadrant if a floor or room number follows. Separate street name and quadrant with one space. No comma. Abbreviate quadrants with capital letters only. No periods.

- 4401 Connecticut Avenue NW, 6th Floor
- *not* 4401 Connecticut Avenue, NW, 6th Floor
- *not* 4401 Connecticut Avenue N.W., 6th Floor

**pre (prefix)**

Check [merriam-webster.com](http://merriam-webster.com) for spellings of words with this prefix.

- preregistration, pre-semester

**President’s Circle**

Apostrophe goes before s.

**professional titles and positions**

Capitalize when a person’s name immediately follows.

- President Burwell
- Professor Borum Chattoo
- Professor Laura Beers
- Dean Wilkins
- Coach Marsha Harper

Lowercase a professional title when it is modified, or when it follows a name.

- American University president Sylvia M. Burwell
- Sylvia M. Burwell, president of American University

- SPA dean Vicky Wilkins
- Vicky Wilkins, dean of the School of Public Affairs

- SOC professor and CMSI executive director Caty Borum Chattoo
- Caty Borum Chattoo, SOC professor and executive director of CMSI

- Laura Beers, history professor
- history professor Laura Beers

- women’s soccer coach Marsha Harper
- Marsha Harper, women’s soccer coach
Lowercase long occupational or descriptive titles before or after a name.

assistant vice president of creative services Kevin Grasty
Kevin Grasty, assistant vice president of creative services

Capitalize endowed chairs and named professorships before or after a name.

University Professor Patricia Aufderheide
Patricia Aufderheide, University Professor

Avoid stating a professor’s exact rank, except in lists of faculty that give credentials.
see also acting, endowed chairs and professorships, former, in residence, interim

program
Capitalize when part of the full, official name.
Lowercase when used alone or in a generic sense.

Master’s Accelerator Program, the program, Washington Semester Program

pronouns
Learn and use the pronouns associated with the people you write about.
Understand that a person’s pronouns may vary or change over time.
see Pronouns: A Guide for the American University Community
see also chair, gender-neutral language, Latinx, Mx.

publications
see articles (published), books, periodicals, plays, poems, songs

punctuation
see sections 6.1–132 of The Chicago Manual Style for further guidance on punctuation not covered by this guide—including colons, semicolons, and slashes
see ampersands, apostrophes, commas, em dashes, en dashes, hyphens, exclamation points, periods, quotation marks
quad
Lowercase, unless part of the full name of a building or named space.

AU’s annual staff picnic is held on the quad.
This year’s Veterans Day ceremony will take place on Eric Freidheim Quadrangle.
Her office is in the East Quad Building.

quotation marks
Periods and commas go inside.

“The myth is that only wealthy people in rich countries can afford to care about the environment,” Broad says. “But around the world, it is often poor people who care the most. They are more dependent on natural resources, and they are the ones more likely to take organized actions on the ground to protect them.”

Colons and semicolons go outside.

One panelist stressed “the bottom line”; the other spoke of the human cost.

Take, for example, the first stanza of “The Star-Spangled Banner”: It is the best known of the original poem’s four stanzas, and the one most often sung aloud at sporting events.

Question marks and exclamation points go inside when part of quoted material.

“I have never seen people eat so much food!” said the cook for the football team.

Question marks and exclamation points go outside when not part of quoted material.

Who first came up with AU’s motto “Once an Eagle, Always an Eagle”?

*see also* articles (published), lectures, poems, songs
races
Use the terms preferred by the people you write about.
Preferred terms may vary and do change over time.
see section 8.38 of The Chicago Manual of Style and “Black and White:
A Matter of Capitalization”
see also Black, ethnicities, White

residence hall
Preferred term.
Use instead of dorm or dormitory.

résumé
Use acute accents over each e.

rooms
Capitalize when used in postal addresses.
Lowercase in running text.
Use numerals for numbered rooms.
Capitalize named rooms in running text.

Orientation will be held in Mary Graydon Center, room 200.
The staff retreat will take place in Butler Board Room.

see also buildings, campus locations

RSVP
Omit please before this term.
SVP stands for s’il vous plaît, a French term meaning if you please.
No periods.
sabbatical
Preferred term.
Use instead of sabbatical leave.

scholars
Capitalize when used with named scholarships or scholarly programs.
Lowercase when used alone or in a generic sense.

Community-Based Research Scholars
Frederick Douglass Distinguished Scholars

see also fellows

scholarships
Capitalize specific scholarships.
Lowercase when used in a generic sense.

Established in 2002, the Jane R. Glaser Scholarship supports undergraduate students in the School of Public Affairs who plans to study abroad in Israel for at least one semester.

The scholarship is awarded to first-year graduate students.

see also awards, fellowships

schools
Capitalize full names of schools in running text.
Lowercase on subsequent references or when used in generic sense.
Omit periods in abbreviated versions.

the College of Arts and Sciences, the college, CAS
Kogod Business School, Kogod (never KSB)
the School of Communication (not Communications)

see Schools and Colleges for a full list of AU-affiliated schools and colleges
see also grad info

scientific names
Capitalize genus. Lowercase species. Use italics.

Becca Peixotto, CAS/MA ’13, CAS/PhD ’17, coauthored a paper about a newly discovered hominin species, Homo naledi.

American University researchers sequenced the genome of the “devil worm,” the deepest-living animal on earth. Halicephalobus mephisto was named for Mephistopheles, a subterranean demon featured in German folklore.
scriptwriter/scriptwriting
   One word. No hyphen.

seasons
   Lowercase in running text.
   Omit of when followed by a year.

   fall 2021, spring 2022

semesters
   Lowercase in running text.

   fall semester, spring semester

semiannual(ly)
   Means every six months or twice a year.

semimonthly
   Means twice a month.

semiweekly
   Means twice a week.

she/her/hers
   see pronouns

smartphone
   One word.

songs
   Use roman type. No italics.
   Enclose in quotation marks.

   AU Chamber Singers sang “Wanting Memories” on a spring 2021 commencement video.

Sr. (Senior)
   see name suffixes

staff (noun)
   Use singular form of verb, unless followed by members.

   While the pandemic keeps arts institutions closed nationwide, the AU Museum staff is finding new ways to engage patrons with the AU Museum at Home initiative.

   AU Museum staff members are finding new ways to engage patrons.
**start-up (noun)**

Use hyphen.

**states**

Two-letter postal codes should be used for address labels, lists, and tables. Use full names of states in running text.

Madelaine Reis, SPA/MA ’20, returned to her native New York on March 3 for a doctor’s appointment, expecting a quick, four-day trip.

If the state is preceded by a city in running text, follow the name of the state with a comma.

Falls Church, Virginia, is a suburb of Washington, DC.

Capitalize state if it follows the official name of the state. Use this construction to distinguish between cities and states that share a name.

Washington State, New York State

**student-athletes**

Use hyphen.

**suites**

*see rooms*

**summa cum laude**

Means *with highest distinction*. Lowercase. Use italics. *see also cum laude, magna cum laude*

**syllabi**

Preferred plural. Use instead of *syllabuses*.
task force
Two words.

team-taught (adjective)
Use hyphen.

team teach(ing)
Two words.

teamwork
One word.

telephone numbers
see phone numbers

television stations and channels
Capitalize. No periods.
Use hyphen to separate TV from call letters.
Add network and channel of local affiliate in parentheses.

  WETA-TV (PBS 26)
  WRC-TV (NBC 4)
  WTTG-TV (FOX 5)

Tenley Campus
Two words. Capitalize both.
see also East Campus, main campus

tests and exams
May be abbreviated even on first reference.
Capitalize. Omit periods.

  GMAT, GRE, LSAT, SAT, TOEFL

Avoid redundant language.

  We recommend taking the GRE no later than February 15.
  not We recommend taking the GRE exams no later than February 15.

the
see headlines, periodicals

theater
Preferred spelling when used in a generic sense.
theatre
Use this spelling with AU’s theatre and musical theatre programs. Follow a venue’s spelling preference for theater or theatre.

the Greenberg Theatre, the National Theatre, the theatre Mosaic Theater Company, the theater

they/them/their(s)
Use as a singular pronoun to refer to a specific person in an affirming manner.

Nic Sakurai, CAS/MA ’07, was the first person in the US to have a nonbinary gender designation on their driver’s license.

Rewrite sentences to avoid referring to a nonspecific person of unspecified gender.

Someone left a coat on that chair.
not Someone left their coat on that chair.

see sections 5.48, 5.252, and 5.256 of The Chicago Manual of Style
see also pronouns

time
Use o’clock with spelled-out numbers.

seven o’clock, quarter to four, half past eight

Use a.m. or p.m. with numerals.

2:30 p.m.

Use an en dash—or from and to—between two times to indicate a range.

The workshop runs from 1 to 3 p.m.
The 1–3 p.m. workshop started late and ran long.

Use zeroes after the hour when combining with a fractional time.

You are scheduled to attend an orientation session for new hires on Monday, March 15, 2021, from 9:15 a.m. to 5:00 p.m.

see also a.m., dates, midnight, noon, p.m.

time frame
Two words.
time zones
If needed, place abbreviation in parentheses after time.

Monday, March 14, 2022, at 4:30 p.m. (EDT)
Monday, November 7, 2022, at 4:30 p.m. (EST)

titled
Preferred term.
Use instead of entitled when referring to titles of published or creative works.

titles
see articles (published), artworks, books, court cases, courtesy, exhibitions, films, periodicals, plays, poems, professional titles and positions, songs

toward
Preferred term.
Use instead of towards.

trademarks
Capitalize corporate and brand names. Follow with a generic term if possible.
Avoid using as verbs. Check merriam-webster.com for exceptions.
see sections 8.153–155 of The Chicago Manual of Style for further guidance

transgender (adjective)
One word. No hyphen.
Describes people whose gender identity differs from their assigned-at-birth sex.
Antonym to cisgender.
see also cisgender

trans man/trans men
Two words. No hyphen.
Abbreviated form of transgender man/transgender men.
see also cis man/cis men

trans woman/trans women
Two words. No hyphen.
Abbreviated form of transgender woman/transgender women.
see also cis woman/cis women
trustees
Lowercase.
Capitalize when used with Board of Trustees.

Gina F. Adams, SPA/BA ’80, has served on AU’s Board of Trustees since 2007.

AU trustee Gina F. Adams, SPA/BA ’80, has served as vice chair of the board since 2020.

AU welcomed trustees Maria Otero and Wes Bush to the board in March 2021.

see also Board of Trustees

T-shirt
Use hyphen. Use a capital T even in running text.
underway (adjective or adverb)
One word.

universities with branches
Follow an institution’s preference on linking the location to the name of the school.

the University of California, Los Angeles (comma)
the University of North Carolina at Chapel Hill (preposition)
the University of Wisconsin–Madison (en dash)

see also en dashes

university
Capitalize when referring to a specific institution.
Lowercase subsequent references and when used in a generic sense.

American University, the university

up-to-date (adjective)
Use hyphens.

Please consult the most up-to-date version of the FAQ.

up to date (adverb)
No hyphens.

Please keep the FAQ up to date.

URLs (uniform resource locators)
see web addresses

US (adjective or noun)
Omit periods in print publications.
May be abbreviated even on first reference.

According to AU professor Joe Young and University of Alabama professor Erin Kearns, SPA/PhD ’16, people’s views on torture depend upon several factors, including whether or not the US is experiencing a time of relative peace.

Use periods to make web writing accessible.
Screen readers often pronounce US as us.

username
One word.
vertical lists
• Use to highlight important information.
• Include at least three items, never just one.
• Precede with text, not just a header.
• End lead-in text with a colon if it is a complete sentence.
• Capitalize full sentences. Use terminal punctuation.
• Lowercase sentence fragments.
• Avoid mixing full sentences and sentence fragments.
• Begin each item in list with the same part of speech (e.g., in this list, an imperative verb).
• Number each item if sequence or hierarchy is important.
• Use bullets if sequence or hierarchy does not matter.

Veterans Day
No apostrophe.

vice (prefix)
No hyphen.

vice chair, vice provost, vice president

VIP (very important person)
May be abbreviated even on first reference.

voice mail
Two words. No hyphen.
Universities in the Washington, DC, area are closed due to severe winter weather.
on Washington–area universities are closed due to severe winter weather.
on DC–area universities are closed due to severe winter weather.
not Washington, DC,–area universities are close due to severe winter weather.

web addresses
Use roman type. Do not underline in print publications.
Use camel case in running text to increase readability.

Visit go.american.edu/GoodNeighbor for information about
AU’s parking policy.
not Visit go.american.edu/goodneighbor for information about
AU’s parking policy.

Avoid http:// or https:// in print or when writing for the web.
Include www. in front of hyperlinks when writing for the web.

Web addresses should not end sentences in marketing collateral.
Rewrite sentences to avoid following web addresses with a period.

Visit american.edu to learn more.
not Learn more at american.edu.

When writing for the web, use hyperlinked text rather than displaying
the web address.

Visit Housing and Residence Life for information about residence halls.
not Visit https://www.american.edu/ocl/housing for information about
residence halls.

In print advertisements, web addresses may appear in bold type for emphasis.
Avoid using long web addresses in print.
UCM can create vanity web addresses for marketing campaigns and publications.
If a web address spans more than one line of text, do not insert a hyphen to signal
a line break. A line break should occur after a colon or a double slash and before
other punctuation marks and numerals. An ampersand or an equals sign within a web address may appear before or after a line break. 

*see* sections 14.17–18 of *The Chicago Manual of Style* for further guidance.

**web page**  
Two words. Lowercase.

**web pages**  
Capitalized titles headline-style in running text. Use roman type.

Please consult the Campus Services and Hours web page about AU’s operating status. 

*see headlines*

**website**  
One word. Lowercase.

**websites**  
Capitalized titles headline-style in running text. Use roman type.

Please visit our Admissions website to learn more about applying to AU.

*see headlines*

**White**  
Capitalized when referring to a person’s racial and ethnic identity. 

*see* section 8.38 of *The Chicago Manual of Style* and “Black and White: A Matter of Capitalization” 

*see also* ethnicities

**wide (suffix)**  
Use hyphen with place names and base words of three or more syllables.

DC-wide, university-wide

No hyphen when used with base words of two syllables or fewer.

campuswide, nationwide, statewide, systemwide, worldwide

**Wonk Cat**  
Two words. Capitalize both.

**work-study**  
Use hyphen.
**years**

Use numerals, except when a year begins a sentence.

The University Club became part of the Bridge Café for fall 2020.

Avoid spelling out a year at the beginning of a sentence. Reword the sentence instead.

The COVID-19 pandemic reached the United States in 2020. *not* Twenty twenty was the year the COVID-19 pandemic reached the United States.

Use an en dash—or *from* and *to*—between two years to indicate a range.

The 1927–1955 yearbooks were titled *AUCOLA* rather than the *Talon*. American University yearbooks dating from 1927 to 1998 have been digitized.

With a date that includes month and day, follow the year with a comma in running text.

American University began remote operations on March 16, 2020, and moved to modified operations on July 1, 2020.

*see also* academic years, dates, en dashes, fiscal years, grad info

**Z.**

Clawed’s middle initial. Capitalize. Use period.
UNIVERSITY
STATEMENTS
AND NOTICES

Accommodating People with Disabilities Notice

Use a notice such as this on invitations and event announcements and advertisements:

To request a disability-related accommodation or accessibility information, please contact [department/staff member] at [phone/email]. Requests should be made by [date at least two weeks prior to the event].

Accreditation Statement

To comply with US Department of Education regulations, use this statement on all print materials:

Visit american.edu/academics for more information regarding the accreditation and state licensing of American University.

Preferred placement is on back cover, either above or below the university logo and address. Font size can be small, as long as it is legible.

Nondiscrimination and Equal Opportunity Statement

Use the statement below for major university publications and the AU home page:

American University does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, veteran status, or any other bases under federal or local laws in its programs and activities, including employment and admission. The university also expressly prohibits any form of sexual misconduct, including sexual harassment, dating and domestic violence, sexual assault, sexual exploitation, and stalking. For information, contact the assistant vice president and Title IX coordinator (equityoffice@american.edu, 202-885-8080) at American University, 4400 Massachusetts Avenue NW, Washington, DC 20016.
Place in an easy-to-find position such as the title page or inside front or back cover.

Use one of the shorter versions in publications where space is limited:

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations.  
(Preferred if space permits.)

American University is an affirmative action, equal opportunity employer (or university).

An equal opportunity, affirmative action university.

EO/AA