

Word Usage

academic degrees: Generic degree terms such as associate degree, bachelor's degree, master's degree or doctorate are not capitalized: *He has a bachelor's degree in biology.* (Note that it is associate degree, not possessive.) However, capitalize the formal name of degrees: *Bachelor of Arts; Bachelor of Science in Business Administration.* Avoid abbreviations such as B.A., M.A., Ph.D. when possible. When abbreviations are necessary, include periods.

academic departments: When writing about a DSU academic department, capitalize the department name: *She is a professor in the Humanities Department.* However, when not using the formal department name, do not capitalize: *She is studying humanities.*

acronyms: Acronyms should be in capital letters with no periods: *GPA, ID cards, ROTC, USA.* With the exception of well-understood acronyms and abbreviations, such as GPA and USA, spell out the full name or title on first use; do not follow the spelled-out reference with letters in parentheses. On subsequent references, you can use the abbreviation alone. Example: *Many students take advantage of the First Year Experience program during their first year at Dixie State. FYE offers new students the opportunity to explore what Dixie State has to offer before committing to a major.* NOTE: To avoid alphabet soup in an article, a shorter version of the title is often preferred to the acronym: *The Multicultural Inclusion Center offers a variety of services to students, and a number of clubs are housed in the center.*

adviser: Not advisor.

addresses: Use the abbreviations Ave., Blvd. and St. only with an address: *225 S. University Ave.* Spell out and capitalize avenue, boulevard, and street when they are part of a formal street name without a number: *University Avenue.* Lowercase and spell out when used alone or with more than one street name: *St. George and Church boulevards.* Never abbreviate similar words such as drive, alley and road. For St. George's grid system, abbreviate the first direction: *100 S. 100 East.* Set off the name of a state with commas when it follows the city name in a sentence: *St. George, Utah, is the home of Dixie State University.* When using a mailing address, use standard postal codes.

alumna, alumnae, alumnus, alumni: Alumna is the feminine singular form. Alumnae is the feminine plural. Alumnus is the male (or nonspecific gender) singular. Alumni is the masculine or mixed-gender plural.

catalog: Not catalogue.

chair: Use the nonsexist terms chair or chairperson, depending on the preference of the individual. AP prefers chairman or chairwoman, but don't use those unless they are part of an official title.

contractions: Although contractions may be discouraged in formal academic writing, they are acceptable in most instances for University news, marketing pieces and websites.

coursework: One word.

credits: This is the accepted term at Dixie State. Don't use credit hours or hours.

dates: Always use numerals without st, nd, rd or th on the end: *President Williams' birthday is March 14, 1971.* When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out the month when using a month without a date. *The spring semester will begin in January 2017.* If the month, date and year are all included, set the year off with commas: *Classes started on Aug. 22, 2016, and the students rejoiced.* The year is not necessary when referring to something within the current calendar year. When referring to a date that is within the next week, just use the day of the week; when it is further out than that, just use the date: *The club will meet on Wednesday and then again on Sept. 21.*

Dixie State University, Dixie State: Use Dixie State University on first reference in any piece. Use Dixie State as the shortened version for the name of the university.

grades: Use the capital letters, A, B, C, etc., with no quotation marks. Plurals are made by adding s, except in the case of A, which has an apostrophe to avoid confusion with the word as: A's, Bs, Cs, etc.

GPA: Acceptable in all references for grade-point average.

international students: Not foreign-exchange students.

non: Words with the prefix non are generally not hyphenated unless the prefix is directly before a proper noun: nondegree, nonresident, noncredit, non-English speaking.

off campus, on campus: Hyphenate when using as an adjective, not as an adverb. Example: *Off-campus housing is plentiful during the summer.*
It's difficult to find housing off campus during the fall semester.

pre and post: These prefixes generally don't take hyphens unless they come directly before a proper noun: *preregister, premedicine, postbaccalaureate, pre-Columbian.*

President Richard "Biff" Williams: In formal University publications, refer to him as President Richard B. Williams on first reference and President Williams on second reference. For more casual products, such as press releases, refer to him as President Richard "Biff" Williams on first reference and Williams on second reference.

range of time, day or date: The preferred form in body copy is to use words such as "to" and "through" instead of using a dash when referring to a range of time or days of the week. Example: The seminar is scheduled to take place from April 1 to 3. Office hours are Monday through Friday, 8 a.m. to 5:30 p.m. In nonsentence form, such as a listing, dashes are acceptable.

résumé: The preferred spelling includes the diacritical marks and helps avoid confusion with resume.

semesters: Lowercase the semester name when referring to a general time of study, but capitalize it when referring to a specific semester: *He is taking 15 credits in the spring semester.*
The Fall 2016 Semester began on Aug. 22.

state names: Spell out the names of states when used alone in text or after the name of a city or county. Do not include the state name when referring to a city or town in Utah. Use the postal service abbreviation and zip code in a complete address. (AP recently has changed to follow this style.)

student housing: This is preferred to dorm or dormitory when referring to housing units at Dixie State.

theater, theatre: DSU's Theatre Department is spelled the British way, so when referring to the program use the British spelling, but when not referring to the official department, go with the American spelling: *DSU's Theatre Department puts on great theater productions.*

times: Punctuate times as follows: 7 a.m. or 8:30 p.m.

toward: Not towards.

University: In official DSU publications, capitalize University when it stands alone and is referring to Dixie State University, but lowercase it when referring to institutions of higher education in general: *She said that she loves Dixie State and the University is her favorite university in the state.* In press releases, always lowercase university.

URLs: It isn't necessary to include http:// or www. in a URL when it is clear that it's a Web address. Some sites do, however, require one or both elements of the URL, so test it first. When listing Web addresses, try to get the URL to fit on a single line. If it is necessary to break the URL, try to break it before a slash or period. Don't allow the URL to break itself by adding a hyphen because that could change the address. Use appropriate punctuation after a URL. If it finishes a sentence, place a period after it.

website: One word, lowercase.

-wide: There is no hyphen when using as a suffix: citywide, nationwide, Universitywide or industrywide.

work-study: Hyphenate; capitalize only when using the formal designation: Federal Work-Study Program.