# ASU Academic Catalog 2015–2016 Style Guidelines

This guide contains a listing of catalog-only exceptions to the ASU Writing Style Guide.

Please see the ASU Writing Style Guide for more information on university style guidelines when editing your degree search content. This will enhance the catalog content's readability and enable us to present a strong, unified ASU image.

# **QUICK-REFERENCE** highlights

### Degrees

- degree abbreviations are not punctuated (BA, MS, PhD, etc.)
- programs and concentration areas are not capitalized (art, philosophy, etc.)

### Language

- symbols are not to be used in word constructions (*his/her*, *test(s*), etc.)
- trim the content; save marketing language for promotional materials
- use *student* instead of *you*

### Lists

- phrases lowercase, no periods
- sentences capitalized, with periods

## ...a note about Graduate Education

During last year's catalog review, the Office of Graduate Education changed its name to *Graduate Education*. We no longer include the word *office*:

- Graduate Education
- NOT: the office of Graduate Education
- NOT: the Graduate Education office

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# **Abbreviations**

Do not use any type of abbreviation not readily recognizable by the reader. Less commonly known words or phrases should be spelled out on first reference and may be abbreviated thereafter.

In communications intended for students and the public, use the full name of an ASU unit or its approved abbreviation (see chart) or use a good work-around with words like *center*, *institute*, *office*, *school* and *college*.

Do not follow an organization's full name with an abbreviation, acronym or initialism in parentheses or set off by dashes.

If an abbreviation would not be clear on subsequent reference without this arrangement, do not use it at all. However, use an abbreviation if it is the official name of an organization.

- ABET
- NOT: Arizona Board of Regents (ABOR)

### academic concentrations, programs

Program and concentration areas are not abbreviated.

#### academic degrees

An exception to the ASU Writing Style Guide: In the ASU Academic Catalog <u>only</u>, abbreviate academic degrees on first reference and use the corresponding word in subsequent instances: *associate degree* (not *associate's*), *bachelor's* degree, *master's* degree, and *doctorate* or *doctoral degree*.

- first reference: A student in this program will earn a BA in broadcast journalism.
- subsequent references: Note the admission requirements for a master's in physical education.

See Capitalization.

See Punctuation and Symbols.

### building codes

Use full building names when communicating to the public. Official building names and matching codes are found online:

- Downtown Phoenix campus
- Polytechnic campus
- <u>Tempe campus</u>
- West campus

#### campuses

In a **first reference**, use the full name of the campus, as in *Arizona State University at the Tempe campus* or the *West campus of Arizona State University; ASU's Polytechnic campus* is also correct. The letter *c* in *campus* is not capitalized.

For internal communications or **subsequent references** in a publication, the generic word *campus* may be used, or campus names may be shortened to *Tempe, West, Polytechnic* or *Downtown Phoenix*. (ASU Colleges in Lake Havasu City is not referred to as a campus.)

- NOT: DPC
- NOT: ASU West

The campus names are:

- ASU Online
- Downtown Phoenix campus
- Polytechnic campus
- Tempe campus
- West campus

See Capitalization.

## centers, colleges, departments, institutes, schools, university

The full name of academic organizations should be used on first reference.

Second and subsequent references can use the official abbreviation (see chart below) or a good work-around with words like *center*, *institute*, *office*, *school* and *college*.

Do not use ampersands in text, even for official ASU unit names.

Avoid using acronyms to reference any university unit; make the association to the university clear and foremost.

- Explore the many majors available in ASU's College of Liberal Arts and Sciences.
- The College of Public Programs is offering a free seminar.
- New College students must meet with an advisor this week. (second reference)
- NOT: The CLAS convocation will be held in Wells Fargo Arena.

See Capitalization.

Official Name	Official Abbreviation
Barrett, The Honors College	Honors -or- Barrett
College of Health Solutions	Health Solutions
College of Liberal Arts and Sciences	Arts and Sciences
College of Nursing and Health Innovation	Nursing and Health Innovation
College of Public Programs	Public Programs
Graduate Education	Graduate Education
Ira A. Fulton Schools of Engineering *	Engineering -or- Fulton Schools
Herberger Institute for Design and the Arts	Herberger
Mary Lou Fulton Teachers College	Teachers College
New College of Interdisciplinary Arts and Sciences	New College
Sandra Day O'Connor College of Law	Law
College of Letters and Sciences	Letters and Sciences
School of Sustainability	Sustainability
W. P. Carey School of Business	W. P. Carey -or- Carey School

Walter Cronkite School of Journalism and Mass Communication	Cronkite -or- Cronkite School

\*The Ira A. Fulton Schools of Engineering are to be referred to in the plural:

- The Ira A. Fulton Schools of Engineering offer . . .
- NOT: The Ira A. Fulton Schools of Engineering offers . . .

\*The Polytechnic School one of the Ira A. Fulton Schools of Engineering at Arizona State University is the full reference. When describing the school and its programs, add located at ASU's Polytechnic campus.

## tests

Names of test sections, such as verbal or quantitative, are not capitalized.

- ACT Use only the initials when referring to the previously designated American College Testing.
- **GMAT** Use only the initials when referring to the Graduate Management Admission Test.
- **GRE** Use only the initials when referring to the Graduate Record Examination.
- **IELTS** Use only the initials when referring to the International English Language Testing System.
- **LSAT** Use only the initials when referring to the Law School Admission Test.
- MCAT Use only the initials when referring to the Medical College Admission Test.
- Miller Analogies Test Write out.
- **Pearson Test of English** Write out on first mention and use the initialism PTE thereafter.
- **SAT** Use only the initials in referring to the previously designated Scholastic Aptitude Test or the Scholastic Assessment Test.
- **Speaking Proficiency English Assessment Kit (SPEAK)** Write out with the initialism in parentheses on first reference a style guide exception; use only the initialism thereafter.
- **TEAS** Use only the initials when referring to the Test of Essential Academic Skills.
- **Test of English as a Foreign Language (TOEFL)** Write out with the initialism in parentheses on first reference a style guide exception; use only the initialism thereafter.

# Capitalization

## academic concentrations, programs

Program and concentration areas are not capitalized. **Exception:** Capitalize a word that is a proper noun (e.g., *Spanish*).

## academic degrees

Capitalize words that are included in the official diploma title abbreviation: *Bachelor of Science in Nursing, Bachelor of Science in Design*.

### Exceptions:

Capitalize a word that is a proper noun (e.g., *Spanish*).

- first reference: Note the admission requirements for a BA in anthropology.
- subsequent references: Note the admission requirements for a bachelor's in anthropology.
- NOT: The student earned a BA in Anthropology.

See Abbreviations.

See Punctuation and Symbols.

#### campuses

The letter *c* in *campus* is not capitalized.

- Downtown Phoenix campus
- Polytechnic campus
- Tempe campus
- West campus

See Abbreviations.

## centers, colleges, departments, institutes, schools, university

Only capitalize when using the full official, formal name of an administrative program or office as a proper noun, but do not capitalize when used in the descriptive, as adjectives.

Do not use ampersands in text, even for official ASU unit names.

- ASU's Ira A. Fulton Schools of Engineering
- the Department of English
- the English department
- the history department
- the institute
- the School of Human Evolution and Social Change
- the university
- NOT: the University

See Abbreviations.

### forms

Capitalize the full, formal name of forms such as applications, but do not capitalize when using a descriptive form of the name. A complete list of university forms is at <u>https://students.asu.edu/forms</u>.

- ASU Scholarship Estimator
- enrollment verification form
- Enrollment Verification Request

- the scholarship estimator
- NOT: Enrollment Verification Form

## majors

The names of concentrations (majors) are not capitalized. Notable exceptions are proper nouns such as *English* or *American Indian*. See **Abbreviations**. See **Punctuation and Symbols**.

## residential colleges

Capitalize only when used as an official name.

Do not capitalize when used as a general reference or when used in a list.

- Cronkite Village is a residential college designed exclusively for Cronkite School first-time freshmen.
- When you choose a residential college, you choose a community of fellow students in your college.
- BUT: W. P. Carey School of Business Residential College

# Formatting

## bold

Use sparingly; it creates a readability issue for many readers.

## bullets

See Lists.

# compound adjectives

Hyphenate all compound adjectives, except when the leading word ends with the -ly suffix.

## **General Studies**

Place the abbreviation for a General Studies requirement between the course name or title and the credit hours. Use a comma and spacing as shown:

• SOC 101 Introductory Sociology, SB (3)

# italics

Do not use italics.

This practice creates a readability issue for many readers, including individuals who have visual difficulties, dyslexia or are prone to migraines.

Italics are used in this style guide to illustrate certain content.

## URLs

Keep lowercase unless case-sensitive.

These should include the *http:// prefix*.

Do not repeat a department URL in text; this information is included in the contact information for each program. Don't include links to the application process; this is already available on the program pages in Degree Search.

# Language

## **English proficiency statement**

• An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency.

## gender neutrality

Do not use *he/she* (or other variations) when the gender of the subject is unknown. Rewrite the statement for clarity.

Note: This guideline also applies to other such word-symbol constructions: *and/or, school/college, test(s)*, etc.

- Meet regularly with your professor during the semester. You may take the initiative to ask for frequent discussions and updates on your progress.
- Meet regularly with your professor during the semester; if your professor does not request frequent discussions, take the initiative to ask for an update on your progress.
- NOT: Meet regularly with your professor during the semester; if he/she does not request frequent discussions, take the initiative to check with him/her for an update on your progress.

#### See **Punctuation and Symbols**. See **Word List**.

See Word List.

## **Graduate Education statement**

Always include this statement approved by Graduate Education in graduate degree and certificate program admission requirements:

• Applicants must fulfill both the requirements of Graduate Education and those of the [college].

### jargon

Special words or expressions used by a particular group that are difficult for others to understand are referred to as jargon, and its usage is a sign of unimaginative writing.

We want our messages to connect in ways that are easy to understand.

When communicating to general audiences, please use clear, concise language.

See Punctuation and Symbols.

### other universities

When other universities are mentioned as destinations for our graduates, replace the institution names with phrasing such as *other prestigious universities* or *other top-tier universities*.

### pronouns

Try to avoid mixing singular and plural pronouns.

*Their* is plural and should not be used as a substitute for a singular noun. Rewrite the sentence, and ensure all other words are in agreement.

- Applicants must submit their materials by the deadline.
- Applicants must submit all materials by the deadline.
- NOT: Each applicant must reset their logon credentials.

### other options:

- Replace the pronoun with an article:
  - Ask the student to prepare a presentation.
  - NOT: Ask the student to prepare his presentation.
- Revise the sentence to use the pronoun *one*:
  - A prepared student is more likely to succeed than an unprepared one.
  - NOT: A prepared student is more likely to succeed than if he has not done sufficient research.
- Revise the sentence to use the pronoun *who*:
  - o A student who does sufficient research is more likely to succeed.
  - NOT: A student is more likely to succeed if he does sufficient research.

See Word List.

## symbols

The use of symbols to create new word forms doesn't produce clear writing. Avoid the practice of adding symbols to words. See **Punctuation and Symbols**. See **Word List**.

# Lists

Several arrangements for lists are described below.

Each arrangement has unique requirements, but all arrangements use only one type of phrasing to construct list items — either full sentences or phrases.

Avoid using a combination of sentences and phrases in lists.

## academic courses

List courses in a vertical format, indented and without punctuation. Place courses in alphanumeric order by prefix and course number, and place credit hours in parentheses. Do not use bullets or numbering.

General Studies requirements follow the credit hours, offset with a comma.

ASU 101 The ASU Experience (1) ENG 101 First-year Composition (3) GCU102 Social and Behavioral Sciences, SB (3) MAT 170 Precalculus (3)

## bulleted lists

Use the bulleted list style for information that is not required or is in random order, and arrange the lines in alphabetical order.

The introductory phrase or sentence does not determine capitalization or punctuation. Bulleted <u>complete sentences</u> are capitalized and end with periods.

Sentence fragments (words or phrases) are not capitalized and do not end with periods.

Use parallel construction, starting each bulleted line with the same part of speech (noun, verb, etc). If a fragment requires further explanation, use an asterisk at the end of the fragment to point to a footnote (see **Additional Note** at the end of this section.)

Being an ASU Sun Devil means:

- Helpfulness is your middle name.
- Interdisciplinary studies excite you.
- You have an enquiring mind.

Three concentration areas are available:

- educational linguistics
- English as an international language
- Indigenous language education

These ASU academic calendar changes are going into effect this spring:

- two 7-1/2-week sessions within the existing 15-week spring and fall semesters
- earlier start for the spring semester than in the past
- five-week summer sessions extended to six weeks

DO NOT use the lead-in statement to create a single sentence that includes the listed items, as in this example: First-time college residents tend to

- bring too many items from home,
- forget the most important ones,
- and end up with similar items their roommates brought.

## numbered lists

Use the numbered list style for information that is required or is in a specific order, such as with step-by-step instructions.

Arrange the lines in sequential order.

The introductory phrase or sentence does not determine capitalization or punctuation.

Numbered <u>complete sentences</u> are capitalized and end with periods.

Follow these steps to get into your first choice of classes:

- 1. Submit your university application early.
- 2. Meet with an advisor.
- 3. Complete your course registration online.
- 4. Pay your fees by the deadline.

<u>Sentence fragments</u> (words or phrases) are not capitalized and do not end with periods.

Use parallel construction, starting each bulleted line with the same part of speech (noun, verb, etc). If a sentence fragment requires further explanation, use an asterisk at the end of the fragment to point to a footnote; see **Additional Note**, below, for examples.

To be considered for admission, you must submit these items:

- 1. online application
- 2. required fees
- 3. test scores
- 4. transcripts

## additional note on fragments needing clarification

<u>If a sentence fragment requires further explanation</u>, use an asterisk at the fragment to point to a footnote. A second option is to use either the paragraph preceding the list or the paragraph immediately following the list to clarify the information in detail.

#### Example:

In addition to the general requirements for admission to Graduate Education, applicants must also provide:

- online Graduate Education application
- statement of purpose outlining career and educational goals
- current curriculum vitae or resume\*

\*The resume should demonstrate how professional experience will help the student succeed in this program.

#### NOT:

In addition to the general requirements for admission to Graduate Education, applicants must also provide:

- online Graduate Education application
- statement of purpose outlining career and educational goals
- current curriculum vitae or <u>resume</u>. <u>Resume</u> should demonstrate how professional experience will help the student succeed in this program.

# Numerals

Spell out *one* through *nine*. Use figures for 10 and greater and whenever preceding a unit of measure or when referring to ages of people, to animals, to events or to things.

Also use figures in all tabular material and in statistical and sequential forms.

Spell out *first* through *ninth* and use figures for 10th and above, unless these are part of a formal name or title or they are part of a commonly accepted phrase such as *K-8* (for Kindergarten through eighth grade) or *grades 7-12* (a catalog-only exception to the full-text example shown below).

Do not use superscript formatting.

- The program is designed for teachers in the seventh through 12th grades.
- First Street, 7th Fleet, 1st Sgt.
- NOT: 2<sup>nd</sup>, 10<sup>th</sup>

Do not use both a word and numeric version of the numeral in a sentence.

- Choose one of the sessions.
- NOT: Choose one (1) of the classes.

See Punctuation and Symbols.

### decimals

Use a period and numerals.

Include the hundredths place, unless there are special circumstances.

• 2.00 GPA

# **Punctuation and Symbols**

This section is included as a reminder of issues that tend to cause confusion, and it includes exceptions to AP style.

## academic degrees

Do not use an apostrophe in *associate degree* but do use it in *bachelor's* and *master's*. Omit periods in degree abbreviations: *BA*, *MS*, *PhD*, etc.

Use a slash in a dual degree abbreviation, and note that the concentration area is not abbreviated: *The concurrent programs are MUEP/MA in sustainability or MUEP/MS in sustainability.* 

Do not use a dash as a substitute for the word *to* in abbreviations for progressive degree programs, such as *RN to BSN*.

See Abbreviations.

See Capitalization.

## em dash

Do not use a proper em dash in Degree Search. (The software converts it to a different symbol.) Use three dashes (hyphen), instead.

Include a space before and after keying the three dashes, but not between the dashes.

• ASU --- one of the top universities in the world

### en dash

Do not use a proper en dash in Degree Search. (The software converts it to a different symbol.) Use a single dash (hyphen), instead.

Do not include a space before and after the dash when used in a range of academic years. Include a space before and after the dash in other uses.

- 2014-2015
- 10 a.m. noon

## hyphen

Modern style is to not use a hyphen except to avoid ambiguity or to form a single idea from two or more words. Examples of preferred spellings are *coauthor*, *First-year*, *prehealth*, *prelaw*, *premedical* and *preveterinary*; however, if our text references another ASU department's website where traditional hyphenation is still used, follow the department's style.

Hyphenate all compound modifiers.

Adverbs ending in *-ly* should not be hyphenated.

- Asian Pacific American
- student-to-faculty ratio
- ratio of 23-to-1
- better-qualified candidate
- high-achieving
- Internet-based
- very high-quality
- small-business men
- nationally ranked
- NOT: nationally-ranked

See Word List.

## parentheses

Do not use parentheses when constructing words as a way to offer a choice to readers; rewrite for clarity.

- Be sure you take all the required entrance exams.
- Be sure you take the required entrance exam.
- NOT: Be sure you take the required entrance exam(s).

See Jargon.

See Language.

See Word List.

## slash

A forward slash is typically seen when a writer tries to be brief when explaining choices by joining words such as *and*, *or*, *his* and *her* to create constructions such as these: *and/or*, *his/her*.

Do not use this construction.

Rewrite the statement using only words for clarity and power.

The use of a slash in official ASU academic program names is the only exception.

See Jargon.

See Language.

## superscript

Avoid using superscript letters, such as with numerals; this treatment may not always display correctly. Use the same size type as the numeral.

- 3rd base; 10th floor
- NOT 3<sup>rd</sup> base: 10<sup>th</sup> floor

## symbols

Do not use the ampersand symbol in text to represent the word *and*, even for official ASU unit names. The slash and parentheses symbols are not to be used with words to indicate readers' choices such as in these constructions: *and/or*, *college/school*, *he/she*, *test(s)*.

Rewrite the statement with more precise phrasing.

- before: Students will want to take the SAT and/or ACT test(s).
- after: Students will want to take the SAT test or ACT test or both.

See Jargon.

See Language.

# **Titles**

## academic

Academic titles indicate levels of formal education achieved.

Capitalize and spell out formal academic titles such as *chancellor* and *provost* only when they precede a person's name; use lowercase elsewhere.

Never precede or follow a name with an abbreviation for an academic degree, as if it were a courtesy title. If mention of a degree is necessary to establish someone's credentials, use a phrase instead of an abbreviation. Do not precede a name with a degree's courtesy title and then follow the name with the degree abbreviation.

- Dean Jones has a doctorate in psychology.
- Michael Crow, president of the university, spoke Wednesday.
- NOT: Dr. John Smith presents many seminars.
- NOT: The acclaimed author is Doctor Jane Doe, EdD.

#### courtesy

In general, confine capitalization to formal titles used directly before an individual's name (see below). Use lowercase and spell out titles when they are not used with an individual's name.

Use lowercase and spell out titles in constructions that set them off from a name by commas.

- The director issued a statement.
- The pope gave his blessing.
- The vice president, Nelson Rockefeller, declined to run again.

## formal

A formal title generally is one that denotes a scope of authority. professional activity or academic activity. Capitalize formal titles when they are used immediately before one or more names.

- Pope Benedict XVI
- President Abraham Lincoln

### occupational

Other titles serve primarily as occupational descriptions, and these titles are not capitalized except at the beginning of a sentence or in a salutation.

- Astronaut John Glenn was the first American to orbit the earth.
- Attending the event was astronaut John Glenn, among others.
- Dear Professor, I loved your course.
- John Doe is a chemistry professor at ASU.

# Word List

This section provides clarification of words and phrases often used in ASU communications and it includes exceptions to AP style.

/, () Do not use these symbols with words, such as is often seen in *and/or* and *tests(s)*. See **and/or**, **his/her**. See **Language**. See **Punctuation and Symbols**.

Admissions The official names of the ASU offices are Admission Services and Graduate Admission Services.

and/or This is not acceptable; do not use this practice to indicate alternatives. Rewrite the statement using more precise phrasing. See **Punctuation and Symbols**.

- Some ASU colleges or schools have higher English proficiency requirements.
- NOT: Some ASU colleges/schools have higher English proficiency requirements.

**co-** Most words with this prefix are now written without a hyphen. Follow Webster's New World College Dictionary, Fourth Edition, unless our text references another ASU department's website where traditional hyphenation is still used. See **Punctuation and Symbols**.

- coauthor
- coaxial
- codefendant
- coeducational
- copilot

compound adjectives Hyphenate all compound adjectives. See Punctuation and Symbols.

course work Two words.

credit hours This is the preferred term (not semester hours).

curriculum vitae (s.), curricula vitae (pl.)

eAdvisor Do not capitalize the letter *e* unless it begins a sentence.

- Academic progress reports are sent out through eAdvisor.
- EAdvisor is a new tool to help ASU students succeed.

**email** Not hyphenated. Capitalized only at the beginning of a sentence. Use a hyphen with other e-terms: *e-book*, *e-business*, *e-commerce*, *e-newsletter*, *e-reader*.

 $\label{eq:english} \mbox{ as a Second Language (n.), English-as-a-second-language (adj.), English as a second language (adj.), and a second language (adj.$ 

• She taught English as a Second Language.

- That is an English-as-a-second-language program.
- He speaks English as a second language.

**faculty** (n., pl.) This is a collective noun. To make a singular reference, use *faculty member* or *member of the faculty*.

- The professor recently joined the ASU faculty.
- ASU has three Nobel Laureate faculty members.
- The school's faculty are expected to hold office hours each week.

full time (adj.), full-time Hyphenate only when used as a compound modifier.

- Doctoral students are required to commit full time to the program.
- He has a full-time job.

**his/her**; **s/he**; **his or her** Do not use these practices to indicate alternatives. Rewrite the statement using more precise writing; using a plural usually resolves issues. See **Language**. See **Punctuation and Symbols**.

indigenous Do not capitalize, except in official titles such as academic course titles.

living and learning community, living-learning Not capitalized.

lower division (n.), lower-division (adj.) Hyphenate when used as a compound adjective.

more than Use more than in numeric references. Only use over in spatial relationships.

- There are more than 500 students attending the event.
- The plane flew over the city.

**non-** Most words with this prefix are now written without a hyphen. Do not use a hyphen before words that can be understood if *not* is used with them, but do use a hyphen before proper nouns or in awkward combinations. Check the Webster's New World College Dictionary, Fourth Edition.

- nonacademic
- non-American
- nondegree, nondegree-seeking
- nonprofit
- nonstudio
- nonthesis

**Orientation**, **orientation** The correct title for the new-student event for first-time freshmen is *ASU Orientation*. Capitalize the word *Orientation* even if ASU is not included in subsequent text. Other orientation programs at the university are capitalized only in the full title of those events; use lowercase for the word *orientation* in subsequent references.

over Use over when referring to spatial relationships. Use more than with numerals.

• The plane flew over the city.

• Their salaries went up more than \$20 a week.

part time (n.), part-time (adj.) Hyphenate only when used as a compound modifier.

- Students working full time may prefer evening programs.
- That is a part-time position.

**post-** Most words with this prefix are now written without a hyphen. Follow Webster's New World College Dictionary, Fourth Edition, unless our text references another ASU department's website where traditional hyphenation is still used. See **Punctuation and Symbols**.

- postbaccalaureate
- postdoctoral
- postgame
- postgraduate
- postproduction

**pre-** Most words with this prefix are now written without a hyphen. Do not use a hyphen unless the word that follows begins with the same vowel or begins with a capital letter. Follow Webster's New World College Dictionary, Fourth Edition, unless our text references another ASU department's website where traditional hyphenation is still used. See **Punctuation and Symbols**.

- precalculus
- pre-Columbian
- pre-establish
- pregame
- prehealth
- prelaw
- premedical
- preprofessional
- prerequisite
- preveterinary

RN to BSN Not RN-BSN.

**their** Avoid awkward combinations of singular and plural within a sentence. The word is plural and should not be used as a substitute for *he*, *she*, *his* or *her*. Rewrite for accuracy. See **Language**.

- All students must reset their logon credentials.
- NOT: Every student must reset their logon credentials.

upper division (n.), upper-division (adj.) Hyphenate when used as a compound adjective.

Web (n.) Short form of World Wide Web. Capitalize.

webcam, webcast, webform, webinar, webisode, webmaster, webpage, website (n.) Web-related nouns are single words in lowercase. Exceptions: Web address, Web feed, Web host, Web style.

Web feed, Web hosting (v.) Web-related verbs are capitalized and shown as two words.