

The University of Tennessee Editorial Style Guide

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I. UT STYLE AT A GLANCE

CAVEAT: The structure of the University of Tennessee is complex, representing a number of geographic and programmatic entities. The most useful rule of thumb for UT communicators is to apply their best-informed judgment while remaining sensitive to the audiences for which a communication is intended.

Referring to the institution

The University of Tennessee

Refers to the institution that includes all the entities in Knoxville (including the Institute for Public Service and the Institute of Agriculture, which are active statewide), the University of Tennessee at Chattanooga, the University of Tennessee at Martin, the Health Science Center in Memphis, and the Space Institute in Tullahoma.

The University of Tennessee, Knoxville

Refers to the Knoxville campus units under the chancellor's administration

In running text, set *Knoxville* off with a pair of commas—or other punctuation as the context dictates.

Example:

This event is sponsored by ORNL's Biological Sciences Division; the University of Tennessee, Knoxville, Office of Undergraduate Admissions; and Covenant Healthcare.

Note that in this example, our styling makes it necessary to use semicolons to separate the elements of the series.

When to use *Knoxville*:

Consider your target audience's knowledge (or lack thereof) of the university's organizational structure when choosing whether to use *Knoxville*. For instance, it is appropriate to use *the University of Tennessee, Knoxville, Admissions Office* since the university has more than one admissions office, but it is not necessary to use *the University of Tennessee, Knoxville, College of Law*, since the University of Tennessee has only one College of Law. Consider an approach like *the College of Law at the University of Tennessee's Knoxville campus* or *the School of Music on UT's Knoxville campus* if the location is important.

When multiple references to the University of Tennessee, Knoxville, occur in a document

Second references to *the University of Tennessee, Knoxville*: On first mention (and later if far removed from the first mention) use the full name. For second references and thereafter, use *UT Knoxville*.

- The University of Tennessee Health Science Center**
- The University of Tennessee Space Institute**
- The University of Tennessee Institute of Agriculture**
- The University of Tennessee Institute for Public Service**
- The University of Tennessee at Chattanooga**
- The University of Tennessee at Martin**

Use these when geographic identifiers are required to avoid reader confusion:

- The Knoxville campus*
- The main campus (when the context is all the entities located in Knoxville)*
- The agricultural campus*
- The Health Science Center in Memphis*
- The Memphis campus*
- The Space Institute in Tullahoma*
- The Tullahoma campus*
- The Institute of Agriculture, headquartered in Knoxville*
- The Institute for Public Service, headquartered in Knoxville*

Unacceptable stylings

The University of Tennessee at Knoxville

Only the University of Tennessee at Chattanooga and the University of Tennessee at Martin may use "at."

The University of Tennessee Memphis

The University of Tennessee, Memphis

The University of Tennessee at Memphis

The University of Tennessee in Memphis

The official name of the Memphis campus is the University of Tennessee Health Science Center.

The University of Tennessee Tullahoma

The University of Tennessee, Tullahoma

The University of Tennessee at Tullahoma

The University of Tennessee in Tullahoma

The official name of the Tullahoma campus is the University of Tennessee Space Institute.

Abbreviations

UT—University of Tennessee

UTHSC—University of Tennessee Health Science Center

UT Knoxville—University of Tennessee, Knoxville

UTSI—University of Tennessee Space Institute

UTIA—University of Tennessee Institute of Agriculture

UTM—University of Tennessee at Martin

UTC—University of Tennessee at Chattanooga

IPS—Institute for Public Service

If you need to differentiate a system office from one of a similar name at another UT location, use the following:

UWA (caps; stands for “university-wide administration”)

UWA Audit and Consulting Services

or

System Audit and Consulting Services (uppercase *system* here only because it is used as an element in the name of the office.

university-wide administration—lowercase in running copy

II. FAQs

Q: Editorial styles evolve with popular usage all the time; how do we decide when to update a style point?

A: Our general rule is to try to keep from undermining our credibility with our more conservative audiences by appearing to be wrong when we are among the earliest adopters of new styles. At the same time, we need to avoid looking too out-of-date to our younger audiences. For this reason, we try to stay in the middle of the pack by aligning with the majority of a cross section of editorial professionals. EEI Communications Inc. (formerly Editorial Eye Inc.) does a good job of surveying publishing professionals to monitor style changes, and we ordinarily use their published results to guide us in revising styles. Their newsletter, “Editorial Eye,” is our key bellwether of style change.

Q: What about terms for newer media like the web? They vary so much from user to user, and many of them aren’t in the dictionary.

A: For consistency’s sake, we use the stylings listed in *E-What?* (EEI Press). A new edition with a new title, *The Elements of Internet Style*, is due out in October 2007.

III. STYLE AND USAGE

This section aims to help UT writers produce **general-audience documents** that are both correct and consistent with the goals of this institution. In this section we target those points we get the most questions about. Make sure to have a trustworthy grammar guide handy for more detailed guidance. **Those who write press releases** should continue to use the guide (usually the *Associated Press Stylebook*) required by media outlets.

IMPORTANT NOTE FOR UT EDITORS: A number of the university's communicators are tasked with editing without benefit of formal training as editors or a chance to apprentice with master editors. Editing becomes more manageable if you keep in mind that **the editor's key function is to be the reader's advocate**.

When a communication's chief goal is to inform, the editor's job is to eliminate barriers to the reader's quick grasp of the information. If you have to read a sentence more than once to figure out what it means, the sentence probably needs your help. Aim for tightly constructed sentences with essential modifiers closely attached to the words or phrases that they modify—without extraneous words—and you'll help your readers get the message you mean to send.

To see how a professional editor thinks and works, read the profile of editor and writer Judith Tarutz at www.eeicommunications.com/eye/tarutz.html. Here's what the profile says about the motivation for Tarutz's useful book, *Technical Editing: The Practical Guide for Editors and Writers*:

The book grew out of her experience with recruiting and training editors. "I got frustrated because people came to interviews for editing jobs who didn't have a clue what the job was.

They didn't understand that an editor has to be more than a proofreader. An editor has to be an advocate for the reader and a partner for the writer."

Style guides

UT editors have to be advocates both for our targeted readers and for our institution. Adopting a uniform style gives consistency and unity of voice to our publications. Uniform style also allows copy to be shared among publications without the need for extensive re-editing.

Besides this guide, the Creative Communications Group uses several other guides, among them *Words Into Type* ("WIT," Prentice-Hall), *The New York Public Library Writer's Guide to Style and Usage* ("NYPL," HarperCollins), *A Manual of Style* ("Chicago," University of Chicago Press), and the *Associated Press Stylebook* (mainly for press releases and other informational pieces aimed at news outlets). For choices between alternate spellings and to resolve some usage issues, we use *Webster's New World College Dictionary*, 4th Edition ("WNW," 2004, Wiley) as our prescriptive dictionary. (If you have a pre-2004 version of the 4th edition published by Macmillan USA, a Windows-compatible update is available on the Wiley website, www.wiley.com.) Two other good choices of prescriptive dictionaries are the *Random House Dictionary* and the *American Heritage Dictionary*.

As issues arise in your copyediting, check this guide first for a house-preferred styling. If this guide doesn't meet your needs, check the other guides. (We usually consult *Words Into Type* and *The New York Public Library Writer's Guide to Style and Usage*.)

a or an?

To decide which of the two forms of the indefinite article should precede a word, the initial sound of the word when it is pronounced is the key. Words that begin with a consonant sound, including the "yuh" sound of *y* and the "wuh" sound of *w*, are preceded by *a*. Words that begin

with a vowel sound are preceded by *an*. These rules apply even to abbreviations, initialisms, acronyms, and numbers.

Examples:

a big balloon, a raging flood, a European country (begins with “yuh” sound), a Ouija board (begins with “wuh” sound), a uniform code (“yuh”), a historic decision, a humble messenger, a high-quality product, a \$10-million profit, an early frost, an underrated novel, an FBI agent (FBI is pronounced “eff-bee-eye”), an MBA (“em-bee-ay”) from UT, an SEC (“ess-ee-see”) filing, an heir (pronounced “air;” the h is silent), an honest broker, an honor student, an 11-foot jump

Questions sometimes arise about whether to use *a* or *an* before some words beginning with *h*, especially before the words *historian*, *historical*, and *hotel*. Some British style guides call for using *an* whenever the first syllable of a word that begins with *h* is not accented (“his-TORE-ee-un,” “hoh-TEL,” etc.), which is why we sometimes see phrases like *an historian of note* or *an hotel in the West End*. But for at least 100 years now, this has not been considered correct American English usage, so **we use *a* before all words in which the initial *h* is pronounced.**

Academic degrees

Titlecase the full names of academic degrees in both display copy and running text: *a Bachelor of Science degree; the Doctor of Dental Surgery degree*. In running text, lowercase and use possessive if the full name of the degree is not used: *the bachelor’s degree in botany; a master’s in Asian studies; doctorate or doctoral degree*. We prefer to use definite or indefinite articles (*the, a, an*) preceding the name of a degree rather than possessives (*her, his, their*).

Academic degrees, initializations of

Style initializations with points (periods) and no spaces:

B.A., M.S., M.B.A., Litt.D., Ph.D., M.D.

(Some style guides now leave out points in abbreviations that contain three or more capital letters; i.e., *MBA, LLD, DDS*. If you choose this approach, use it for **all** degrees for consistency.)

Apostrophes

Omissions

Use to show omitted figures or letters.

the class of ‘62; the ‘80s

Use to show plurals of single letters and abbreviations with periods.

- *Mind your p’s and q’s*
- *Ph.D.’s; B.A.’s; P.O.W.’s*

But do not use with plurals of numbers or multiple-letter combinations.

the 1980s; his 7s; those SUVs

Exception:

Institute of Agriculture: 4-Her’s [meaning those involved in the 4-H program]

Possession

Form the possessive of singular nouns by adding *’s*, no matter what the final consonant is.

Ross’s Landing; Jones’s car; witch’s brew; UT’s baccalaureate degree; my boss’s cell phone

NOTE: Styles are in flux on this point. *The New York Public Library Writer’s Guide* now recommends using only an apostrophe when the final consonant is a sibilant (*s* or *z* sound). If you chose this style and are targeting and educated mature audience, the style may look incorrect to them.

Exceptions:

Ancient names—Jesus’, Moses’, Rameses’, Xerxes’, etc., especially those with two or more sibilants (s or z sounds) preceding the apostrophe.

Form the possessive of plural nouns by adding *’s* if the word does not end in *s* or *z* sound.

men’s jobs; women’s rights

Or if the plural noun does end in a sibilant, make it possessive by adding only an apostrophe.

the Joneses’ garden; three dollars’ worth

Capitalization

Eliminate excess and eccentric capitalization whenever possible. When in doubt, do not capitalize.

Building names

Names of buildings that have been officially named or that are used in a formal sense after UT are capitalized.

- *In the Alumni Memorial Building*
- *In the UT Art and Architecture Building*
- *In the Thompson–Boling Arena*
- *In the Hodges Library*
- *In the rooms in Ayres Hall*
- *In the University Center*

References to buildings that have common nouns as part of their name—library, center, bookstore, arena—are not capitalized when used informally or when used as second references after the first use of the formal name of the building.

- *Students using the Hodges Library are . . .*
- *Reference materials are found on the library’s first floor.*

Courses and subjects

Capitalize the name of a specific course or course title.

Geology 101; Investigations in Earth Science

But do not capitalize names of school or college subjects, fields of study, majors, minors, curricula, or options—unless they contain proper nouns—when no specific course is referred to.

- *He is studying geology.*
- *The Department of English offers a specialization in creative writing.*
- *She has a dual major in philosophy and English.*

Departmental and office or program names

Departmental and office or program names are capitalized when written out completely (e.g., the Office of; the Department of . . .). Words such as *school*, *department*, *office*, and other common nouns are lowercased when used alone.

- *The College of Engineering; thereafter, the college*
- *The Department of Mathematics; thereafter, the department*
- *The Executive M.B.A. Program; thereafter, the program*

- *The Center for Business and Economic Research; thereafter, the center*
- *The Office of Admissions; thereafter, the office or admissions*

Rooms

Capitalize the word **room** only when designating a particular room.

The class meets in Room 204; the conference in the UC Shiloh Room; the meeting in the conference room

Seasons/Semesters

The names of the seasons and semesters are not capitalized.

In the fall semester; see you next spring

Student classifications and classes

Do not capitalize the words *freshman*, *sophomore*, *junior*, *senior*, or *graduate* when referring to the classification of a student or to the year in which a course is taken.

- *That course should be taken in the freshman year.*
- *She is a junior in English.*

NOTE: Current style tends **away** from the *freshman–senior* categorization in favor of *first-year*, *second-year*, etc.

Titles of persons

Official titles that immediately precede a proper name are capitalized.

- *Chancellor Smith said . . .*
- *Acting Director Jane Doe has . . .*

Exceptions:

General titles describing professions (*author*, *actor*, *pilot*, etc.) are not capitalized before a name.

- *said author Jim Smith, . . .*
- *replacing actor Jane Doe tonight is . . .*

A title is not capped when it appears before a proper name used as a nonrestrictive appositive. (A clue to this usage is that the title is often preceded by the word *the* or the name of an organization.)

. . . the university’s current president, Dr. Jane Doe; said UT Chattanooga chancellor Fred Roe

Titles used as appositives following names are not capitalized unless they contain proper nouns.

- *Dr. Smith, chancellor of UT Martin, said . . .*
- *Sam Jones, UT professor of English, said . . .*
- *Jane Doe, vice-president of finance, said . . .*
- *Leslie Smith, head of the Department of Comparative Biology, said . . .*

Titles without accompanying names are not capitalized.

The chancellor said . . .

Capitalization—University of Tennessee, the/The

We use UT’s full legal name (*The University of Tennessee*) in display copy only. In running text, follow the lead of the major style guides and lowercase *the* unless it begins a sentence. This is similar to the accepted treatment of *the United States of America*.

Lowercase *the university* unless the full name is used.

- *I chose the University of Tennessee because . . .*
- *To me, the university offers everything I need to build a career in . . .*

Concise writing

UT communicators need to respect readers’ time and attention by avoiding wordiness. Prefer the simplest synonym unless a more complex one adds needed precision. A list of wordy constructions and substitutions for them follows.

- afford an opportunitylet, allow, give a chance
- are desirous ofdesire, wish, want
- are in receipt ofhave
- at an early datesoon
- at a later time. . . .later
- at the present time. . . .now
- at this point in timenow
- at this pointnow
- beneficial aspectsbenefits
- by means ofby
- comes into conflict. . . .conflicts
- despite the fact thatdespite
- during the course ofduring

- effect an improvementeffect
- for the purpose ofto
- for the reason thatbecause
- give consideration toconsider
- have a need forneed
- in addition tobesides
- in agreement withagree
- in a timely mannersoon, on time
- in close proximity tonear
- in large measure. . . .largely, mainly, chiefly
- in order toto, for
- in regard toregarding
- in the absence ofwithout
- in the course ofduring
- in the event that. . . .if
- in the very near future . . .soon, immediately
- in view of the fact that . . .because, since
- make a determination that . .determine
- make an adjustment in . . .adjust
- make provision forprovide
- make the assumption that . .assume
- not in a position to. . . .cannot
- take actionact, do
- take appropriate measures . .act accordingly
- take into consideration . . .consider
- the extent to whichhow much
- to a large extentlargely, mostly
- until such time asuntil
- with the exception ofexcept (for)
- with the knowledge that . . .knowing, aware
- without further delaynow, immediately

Colleges, departments, and offices, names of

Refer to “Departmental and office or program names.”

Colon, uses of the

A current fashion among some writers is to use a colon to indicate a long pause in the rhythm of text. That's not its job; an em-dash (—) is a better indicator of an extended pause. Use a colon only

1. after a word, phrase, or sentence that serves as a formal introduction (e.g., "Ladies and gentlemen, my message is this:") preceding an element such as a question, quotation, or list;
2. in a literary styling that joins two or more sentences that say essentially the same thing;
3. after the salutation of a formal letter or an address;
4. in canonical religious references, after the chapter number and before the verse; or
5. between the hour and the minutes in expressions of time.

Examples of correct uses of a colon:

1. *Life has two certainties: death and taxes.* (The phrase *death and taxes* is a two-item list, and both items are in apposition to the plural noun *certainties*.)
2. *"The Lord bless thee and keep thee: the Lord make his face to shine upon thee: the Lord lift up his countenance upon thee and give thee peace."* (Three sentences that say essentially the same thing.)
3. *"My dear Mr. Doe:"; "Gentlemen:"; "Mr. President, ladies, and gentlemen:"* (These are formal introductions.)
4. *Numbers 6:24–26; Surah 20:113* (The colon is placed between the chapter number and the verse number in a scriptural reference.)
5. *10:20 a.m.; the 7:40 flight* (The colon is placed between the hour and the minutes in an expression of time.)

When NOT to use a colon

1. Do not use a colon before a list UNLESS the list items are all appositives to a substantive (a noun or any group of words that functions as a noun) in the introduction.

Make sure you bring

- a swimsuit
- a towel
- sunblock

No colon because the introduction to the list has no substantive for which the list items are appositives. (The only substantive in the introduction is the pronoun *you*.) Also, the colon is between the verb *bring* and its direct objects, the list items.

2. Do not use a colon between a verb and its objects or complements, between a preposition and its object, or after *such as*.

Mail your application to
Registrar
123 Elm Street
Anyplace, OH 55555

No colon between the preposition "to" and its object.

3. Do not use a colon (or a comma) before an indirect question or quotation.

- He asked us were we going to the party?
- The question is how to conserve the nitrogen for plant use.

4. Do not use a colon before a list if the introduction is not a complete sentence and at least one of the list items is needed to complete the sentence.

Two types of psychotherapy are

1. Rational-emotive therapy
2. Client-centered therapy

Commas

With academic degrees

In running text, when a name is followed by a degree abbreviation, set off the abbreviation with commas.

Leslie Smith, Ph.D., has been selected . . .

With dates

Do not use commas to set off the year when the month but not the day is used.

It was in April 1982 that ...

but

It was on April 18, 1775, that ...

With numbers

Use a comma with most figures greater than 999. Don't use commas in street address numbers, broadcast frequencies, room numbers, serial numbers, telephone numbers, years, and temperatures.

Series

We prefer to use serial commas to minimize the chance of misreading the elements of the series. A serial comma is a comma placed before the coordinating conjunction (e.g., *and*, *or*, *but*, and *so*) in a series.

She studied German, French, and Spanish.

not

She studied German, French and Spanish.

Exception:

Company and firm names are usually styled without commas and with an ampersand.

He worked at Smith Jones & Doe.

NOTE: There is no need to separate the substantives in a phrase like *the state of Tennessee Department of Corrections* with a comma. If such a phrase feels awkward, consider constructions like *the Department of Corrections of the state of Tennessee* or *the state of Tennessee's Department of Corrections*.

Special abbreviations

Do not use commas before or after these unless the structure of the sentence calls for it: *Jr.*; *Sr.*; *Inc.*; *or II, III, and so forth*.

- *John Smith Jr. is the chair of ...*
- *We asked John Smith III about the ...*
- *She now works for Smith Inc., but she hopes to ...*

Compose vs. comprise

These two verbs have separate though related meanings—they are not interchangeable. An easy way to remember which is which is this rule: "The parts *compose* the whole; the whole *comprises* the parts." The phrase *is comprised of* is never correct.

Copyright (®) (see *Trademark*)**Dashes of different sizes**

In running or narrative text, typographers have traditionally used dashes of three different widths, each with its own function. (Dashes even wider than these are used in some specialized materials. See a comprehensive style guide for more details.)

1. **Hyphen (-):** The width of a hyphen is about that of an e in the font you are using. A hyphen is used at the end of a line when part of word continues on the next line. It is also used to connect two or more words to form a temporary compound, e.g., *drama-queen*, an *acid-green skirt*. A third use is between a prefix and a root word when the root word is a proper noun or adjective, e.g., *un-American*, or when a vowel would be repeated, e.g., *pre-eminent*. A hyphen is also used when text requires that homographs be differentiated, e.g., *really, re-ally; remark, re-mark; restore, re-store*.
2. **En-dash (–):** An en-dash is as wide as a capital N in the font you are using. Its chief use is to represent the word *to* between figures or word, e.g., *the years 1970–73*, *the New York–Chicago bus*. In narrative text, house style prefers spelling out *to*, and the word *to* must always be used if the numbers or words are preceded by the word *from*.
3. **Em-dash (—):** An em-dash, which is the width of a capital M, indicates a pause longer than that indicated by a comma. An em-dash can be used to show a suspension in the sense of a sentence, a faltering of speech, or an interruption or unexpected turn of thought. A pair of em-dashes is often used to set off a parenthetical element within a sentence that has internal punctuation: *Her crops—potatoes, corn, beets, and turnips—thrived this year.*

We **do not use spaces** around these three marks of punctuation.

Date, time, place

To locate an event for the reader, we often use a series of prepositional phrases separated by commas. It is also acceptable to use elliptical commas in place of the prepositions.

Dr. Doe will speak about his specialty at 6 p.m., Monday, April 12, 2004, in the Hodges Library Auditorium.

NOTE: Do not set off the year from the month with commas unless the date is given.

Dr. Roe will visit us in May 2003 to advise us on our program.

Don't use the suffixes *-th* or *-nd* with the numerals of a date.

Documents consisting of several chapters

Your first task should be to make a style sheet for the document, in which you define styles for several levels of heads and two levels of displayed lists (in case one list is nested with another). Avoid getting fancy with bullets for displayed lists. Solid black dots of decreasing sizes for descending levels of lists should be sufficient. Here is an example of such a style sheet:

[Heading styles]

CHAPTER HEAD

LEVEL 1 SECTION HEAD

Level 2 Section Head

Level 3 Section Head

Run-in sidehead. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

[Displayed list styles]

- Bullet item 1
- Bullet item 2
- Bullet item 3
 - Bullet item 3a
 - Bullet item 3b
 - Bullet item 3c

Ellipsis points

In personal communications or creative writing, ellipsis points may be used to signify either a pause longer than an em-dash would indicate or a thought's trailing off. **In the kinds of communications we produce, however, using ellipsis points should be limited to indicating omissions in quoted text.** (For the following examples, we'll use the familiar text of Lincoln's "Gettysburg Address" as the quoted source to make the omissions more obvious.)

A **three-point ellipsis**, three narrowly spaced points with a word space at either end (. . .), indicates omitted material within a quoted sentence.

"But in a larger sense, we cannot dedicate . . . this ground."

For omissions that cross sentence boundaries punctuated with periods, use a **four-point ellipsis**. If the omission occurs at the end of a sentence and immediately precedes the period at the end of the sentence, use a three-point ellipsis followed by a period.

"Fourscore and seven years ago our fathers brought forth on this continent a new nation Now we are engaged in a great civil war, testing whether that nation . . . can long endure."

If the omission occurs immediately following a complete sentence, punctuate that sentence as the quoted source does, insert a three-point ellipsis, and cap the first word that follows it.

"Now we are engaged in a great civil war, testing whether that nation or any nation so conceived and so dedicated can long endure. . . . We have come to dedicate a portion of [this battlefield] as a final resting place for those who died here that the nation might live."

Note that the key difference between the four-point ellipses used in the last two examples is whether there is a word space preceding the first of the four points.

Try to avoid using the ellipsis character that is available in many fonts (. . .). It is typographically unsightly to the point of calling attention to itself and away from the surrounding text. If the application you are using offers spaces of varying widths, the spaces

between the points of an ellipsis should be “thin spaces.” Otherwise, use nonbreaking spaces between the points so that the ellipsis won’t break across two lines.

e-mail

Lowercase except at the beginning of a sentence or a line of display copy. May be used as a verb.

Em-dash, spacing around

See entry at “Dashes of different sizes.”

Emeritus, emerita

This adjective means “retired from active service,” and it is conventionally placed **after** the noun it modifies. If you need a modifier before the noun, use *retired*. (The word *former* is not as clear because it can apply both to an honored retiree and to someone who is fired for cause.)

Extended quotations

For quotations that are longer than a couple of sentences, block the quoted passage into one or more paragraphs. Indent the quote block from both the left and the right sides, single-space the text in the block and size the font a point or two smaller than the body text, then increase the leading (space) above and below the quote block by a couple of points. (See an example of an extended quote in the introduction to “III: Style and Usage,” on page 16 of this guide.)

Faculty is vs. faculty are

Faculty is a collective noun and as such takes a singular verb, so “the faculty is” is correct. If you are speaking of the faculty as individuals, use “members of the faculty are” or “faculty members are.”

fax

Short for *facsimile*; lowercase except at the beginning of a sentence or a line of display copy. May be used as a verb.

Gender and language

Avoid unnecessarily gender-specific words and terms, as in using masculine terms for the general case or “he or she” when the case is unknown. Do not avoid them, however, at the expense of correct grammar. Careful writing can eliminate most such language problems, especially *he-or-she* constructions.

Alternative gender-neutral words: Use words that refer to both sexes in lieu of gender-specific words and terms. The National Council of Teachers of English recommends the following alternatives:

chairman, chairwoman . . . use chair, chairperson

common man use average person, ordinary people

mailman use mail carrier

man-made use synthetic, manufactured, crafted, machine-made

mankind, womankind . . . use humanity, human beings, people

policeman, policewoman . . use police officer

Grade-point average/GPA

Use *grade-point average* on first reference. *GPA* is fine for the second reference and thereafter, assuming the meaning is clear.

Hyphenation

General: Hyphens drive all editors a little crazy, but here are some rules of thumb. Hyphenate the following when used as compound modifiers preceding the noun they modify: *full time, part time, on campus, off campus*.

The part-time faculty; on-campus housing

Hyphenate a cardinal numeral used with a unit of measurement if the compound precedes a noun.

- *3-mile limit*
- *100-yard dash*
- *10-meter ban*
- *4-year-old boy*

Adjective forms

A prescriptive dictionary should be the first source for whether words formed with prefixes are set solid or hyphenated. In general, words formed with this list of prefixes are to be set solid (i.e., without a hyphen) when used as adjectives.

pre-, post-
over-, under-
intra-, extra-
infra-, ultra-

sub-, super-
pro-, anti-
re-, un-, non-, semi-
pseudo-, supra-, co-

Exceptions:

1. *Second element capitalized or a figure:* un-American; pre-1914
2. *To distinguish homonyms:* re-cover vs. recover, re-creation vs. recreation
3. *Second element more than one word; in such cases, use an en-dash:* pre–Civil War

New media, style and usage of terms

For consistency's sake, the PR Office uses *E-What?* (EEI Press) as our guide.

Numbers

Figures or words?

In general, use figures for numbers 10 or greater, including ordinal numbers.

- *eight; nine; 10; 11 (Cardinal numbers)*
- *eighth; ninth; 10th; 11th (Ordinal numbers)*

When several numbers appear together in a single context, the style of the largest number sets the style of the smaller numbers.

When she was 20 years old, she had published 9 articles in peer-reviewed journals, ... the first of 6 coauthors.

Exception:

Always use figures for **ages** and with **units of measure** unless they begin a sentence.

Jane's height when she was 2 years old was exactly half her adult height of 5 feet 8 inches.

Exception:

Spell out all numbers in direct quotations.

"I wish I had known at eighteen that girls were just as insecure as I was," sighed 30-something Fred.

Numbers beginning sentences

Do not begin a sentence with figures. Spell out the figures or recast the sentence.

Exception:

It is acceptable, but not the best form, to begin a sentence with a figure identifying a calendar year. (Warning: Some readers will consider such a usage an error.)

1976 was a good year for contributions.

Grade-point averages

Use figures to express GPAs to one decimal place. Add extra decimal places only when greater accuracy is essential.

2.0; 3.5; 3.95

Identification numbers

Use figures.

Channel 2; Highway 35; Henry VIII; Apollo 13

Money

For amounts of \$1 million or more, use the \$ sign and numerals up to two decimal places. Don't use a hyphen between the figure and the word unless the amount is used as a temporary compound adjective preceding the noun it modifies.

worth \$4.35 million; more than \$10 million; an \$8-billion contract

For amounts less than \$1 million:

one dollar; \$10; \$100; \$1,000; \$100,000

For amounts under one dollar, use numerals and the word cents. Use the \$ sign and decimals for larger amounts.

5 cents; 12 cents; \$1.12

Do not spell out amounts in parentheses following the figures, and never use both the dollar sign and the word *dollars*.

Pages and divisions

Use figures.

page 10; part 4; exercise 2; chapter 12

Percentages and decimals

Use figures for decimal fractions and percentages (including academic grades). Use the word *percent* in general copy. Reserve the percent symbol % for use in scientific or statistical copy in tables.

about 3 percent voted; 3.8 and 95 are equivalent grades

Time of day

Use figures with *a.m.* and *p.m.* Zeros after the colon are optional, but their use should be consistent throughout.

11 a.m.; 4:00 p.m.

In formal text (e.g., an invitation or announcement), for hours earlier than 10, spell out the number and use *o'clock*. For hours 10 and later, use a numeral.

four o'clock; 12 o'clock

Parentheses versus em-dashes

Both em-dashes and parentheses can be used to set off parenthetical information in a sentence, but em-dashes emphasize the parenthetical information, while parentheses deemphasize it.

Phone numbers

Don't use parentheses around the area code: 865-974-2225.

Don't use points (e.g., 865.974.2225) except to try for a European look in displayed copy on posters and similar items. In such a case, using points is a design call rather than an editorial one.

Position titles

Titlecase a position title **only** if it immediately precedes the name of the person who holds the office.

- *They quickly broached the topic of tuition hikes with President Doe.*
- *Representing UT, Assistant Professor John Doe of the history department had breakfast with the senator and 800 of his closest friends.*
- *Fred was immediately appointed interim dean of students, succeeding Dean Emeritus Jane Doe.*
- *Does anyone receive more consultation requests than Professor Emeritus William Bass?*
- *The commentary by Kelly Leiter, dean emeritus of the College of Communications, was in the style of an affable curmudgeon.*

Quotation marks with other punctuation marks

Per *Words into Type*, set quotation marks **outside periods and commas**. Set them **inside colons and semicolons**, because these are sentence punctuation.

Exclamation and question marks: Set quotation marks outside these marks when they are part of the quotation, inside the marks when they are not.

Ellipsis points: Be careful to place quotation marks so that they indicate clearly whether the omitted material is part of the quotation or not.

Registration mark (®) (see *Trademark*)**Service mark (SM) (see *Trademark*)****Spacing after end punctuation**

Double-spacing after end-of-sentence punctuation means that the keyboarder learned to input text on a typewriter—now almost a rarity in an office—on which all characters get the same amount of horizontal space regardless of the actual width of a character. Double-spacing after end punctuation was a convention that helped the reader identify the end of one sentence and the beginning of a new one, but word processors have eliminated the need for that convention. The following is paraphrased from *The Mac Is Not a Typewriter* (1990):

The characters on a typewriter are monospaced: the letter *i* takes as much space as the letter *m*, so two spaces are needed to separate one sentence from another. In word processors, 99.9 percent of the typefaces [fonts] are proportionally spaced, i.e., the letter *i* takes about one-fifth the space of the letter *m*, and the space inserted after an end punctuation mark is wider than a space between two words. Keying in two spaces after periods, colons, question marks, and other end punctuation in a word-processing application creates unsightly gaps in the text.

State names and abbreviations

In running copy, set off the name of a state following the name of a city with a pair of commas: *He lived in Topeka, Kansas, for 25 years.*

Do not use abbreviations for state names in running copy unless you must conserve space, in which case, use traditional abbreviations rather than the two-letter all-caps ones preferred by the Post Office: *Okla.* rather than

OK; Minn. rather than *MN*. **But DO use the Post Office abbreviations in return addresses.**

Tables

Simplify things for your reader by avoiding unnecessary repeats of dollar signs or units of measure all the way down a column. Put all the information you can in the column headings so that all your reader has to process is the figures in the cells.

Text, readable and pleasant to look at

(The following items are some formatting conventions, complete with a little bit of editors' jargon.)

Spacing between words and sentences

- If you are using a word-processing application on a computer, use only one space following periods, colons, semicolons, or any another punctuation that follows an independent clause. Word processors automatically increase the spacing after these marks, so entering two spaces makes text appear to have holes in it.
- Avoid "widows" and "orphans," which are single-line remnants of paragraphs at the bottom or the top of a page or column. A good rule of thumb is to set paragraph "keep options" to keep at least two lines together at the beginning and the end of a paragraph.
- Do not end a paragraph with a single word on the last line.
- Avoid "rivers," word spaces lined up so that they create a track of white space through several lines in the paragraph.

Justification

In running text, using a "ragged right" margin (text not forced to butt against the right margin of a column or page) usually makes text easier to read than right-justified text.

Hyphenation, end-of-line

- It's OK to hyphenate ragged-right paragraphs to modify extreme raggedness.
- Do not hyphenate the word at the end of the first line of the first paragraph in a story.

- Never hyphenate the last word in a paragraph, and try to avoid an end-of-line hyphen in the next to the last line of a paragraph.
- If a word or term already has a hyphen or dash in it, break it only at the hyphen or dash.
- Don't allow more than two consecutive end-of-line hyphens. (We consider three or more in a row to be a "ladder." Ladders make it easy for the reader's eye to skip a line.)
- We do not hyphenate words of fewer than six letters, and we allow only end-of-line breaks that leave at least three letters on both sides of the hyphen.
- Use the dictionary to check where words should be broken. Correct hyphenation does make a difference in helping the reader comprehend a message as quickly as possible. For example, the word *project* (pronounced "PROJ-ect") is broken *proj-ect*. But if it is pronounced "pro-JECT," it is broken *pro-ject*.

Type attributes in running text

- Don't underline text; use italics for emphasis, but sparingly.
- Use boldface sparingly.
- Don't use all caps unless YOU REALLY WANT TO SHOUT.

Indentation

It is neither necessary nor desirable to indent the first paragraph in a story or the first paragraph after a subheading. For second paragraphs and thereafter, either indent the first line or add space between paragraphs—but not both.

Displayed lists

- Lists must have at least two items to be styled as a displayed list. In other words, a bulleted list cannot have only one bullet point.
- Check your word processor for an automatic "bullets and numbering" routine or for instructions on how to set up hanging indents for displayed lists. Such lists are more readable with a bullet (or number) set flush left and the rest of the list item left indented (a "hanging indent").

- Use numbers if the list items are ordered in a hierarchy. If they are equally important, use bullets.
- If it's possible to do so within your page layout, allow a few points of extra space between list items.

That vs. which

That generally introduces a restrictive (essential for the meaning of the sentence to be clear) clause, and restrictive clauses are never set off with commas. *Which* introduces a nonrestrictive (extra information not essential to the meaning of the sentence) clause, and these are always set off with commas.

- *He's interested in only those courses **that apply to his chosen career.***
- *She found *Art History 101*, **which was one of her electives**, to be her most interesting class.*

Time of day

Use a numeral followed by a space and lowercased letters with points and no spaces for *a.m.* and *p.m.*

We'll meet at 2 p.m. to hammer out the details.

Exceptions:

- *12 noon*
- *12 midnight*

Titles

Many people at the university have a number of professional and honorary titles that may be used with their names. Avoid excessive repetition of these titles. In the first reference to a person, use only those titles that seem necessary to identify the person for the reader.

On second reference, you may use a single academic or professional title (*Dr.*, *Professor*, *Director*, etc.) and the last name if desired, or on second reference (and thereafter), you may use simply the last name.

- *Professor Leslie Smith, dean of the College of Arts and Sciences, was recently honored by the National Association of Arts Educators. Dr. Smith, who was named dean in 1995, was cited. . . . Smith's achievements in the field. . .*

- *Dr. Shane Doe, director of research, was recently honored for work in. . . . Doe has been associated with the university since. . .*

Mr., Miss, Mrs., Ms.

Avoid the use of these nonacademic titles. Use either a professional or academic title or only the last name.

Professor/Prof.

The abbreviations *Prof.* and *Profs.* can be used before the first name or initials.

- *Prof. J. C. Doe*
- *Profs. Leslie Doe and Shane Smith*

But spell out the titles when used with the surname alone or with additional terms of rank.

- *Professor Doe*
- *Professors Doe and Smith*
- *Assistant Professor Smith*

Head vs. chair

Heads of academic departments in Knoxville are to be referred to as *department heads*, not as *chair*, *chairman*, etc. Not all campuses conform to this designation.

For Memphis, Martin, Chattanooga, and Tullahoma, check with the specific human resource office of those campuses.

Titles of publications, works of art, and objects

Italicize these:

- *Titles of separate publications—books, periodicals, newspapers, bulletins, long musical works (operas, oratorios, motets, etc.)*
- *Titles of plays, motion pictures, television series*
- *Collections of poetry, epic poems*
- *Names of ships, trains, aircraft, spacecraft*
- *Works of art including paintings, drawings, and sculpture*
- *Legal citations (but el al., ex parte, and v. within the citation are not italicized)*

Put these in quotation marks:

- *Minor titles—short stories, essays, short poems, songs, articles from periodicals, and subdivisions of books*

- *Titles of episodes of television series*
- *Preferred spellings and usage*

Trademark (™, cap TM superscripted)

Related terms: *service mark* (SM, cap SM superscripted); *registration mark* (®), usually a choice under Insert>Symbol in your word processor; *copyright* (©), usually a choice under Insert>Symbol in your word processor

All of these designations assert proprietary claims on work products and unique identifiers. When one of these marks is used, capitalize it. Though their accompanying symbols are used on packaging and in advertisements, they need not be used in running text.

Conventionally, a trademark comprises a name, word, phrase, logo, symbol, design, image, or any combination of these. Trademarks and service marks alert the public that the user claims sole rights to use the marked elements, and these marks may be used whether or not the user has applied to the U.S. Patent and Trademark Office (USPTO) to register them. A registration mark (®), as well as a copyright mark (©), means that legal rights to the sole use of the marked elements have been conferred on the owner by USPTO or by the U.S. Copyright Office.

copyright (©)

A copyright protects an original work of authorship. Copyright issues can be complex, so be careful in quoting copyrighted material. Such quotes must always be attributed, but for “substantial” quotes, you may also need the copyright holder’s written permission. For copyright information, go to <http://lcweb.loc.gov/copyright/>.

trademark (™)

A trademark is an element of intellectual or industrial property that a business uses to identify itself and its products and services to its customers. A trademark identifies the commercial source or origin of products or services and acts as a badge of origin. The owner of a trademark claims exclusive right to use it on the product it was intended to identify and on related products. A copyrighted work may also have trademark protection of its title and the names of its characters, for example, Winnie the Pooh™. The International Trademark

Association is a helpful source of information; find their checklist at www.inta.org/tmcklst1.htm.

service mark (SM)

In some countries, notably the U.S., the service mark is used to identify a service rather than a product. The word *realtor*, for example, is a service-marked term used to refer to a member of the National Association of Realtors. When a service mark is used, capitalize it. The preferred form, however, is to use a lowercased generic term unless the service mark is essential to the text.

registration mark (®)

The federal registration symbol ® may be used only after USPTO actually registers a mark, but not while an application is pending. The registration symbol may be used only on or in connection with the goods and/or services listed in the registration documentation of the trademark.

URLs in running text (EXCEPT web copy)

A “Uniform Resource Locator” (URL) is a web address. When it is the last element in a sentence in running text, follow it with a period, as you would for any other element. (Even if the reader enters the final period in his/her web browser, it usually will still locate the desired URL.) This office usually styles URLs in bold or italics to unify the string, which is interrupted with symbols that would otherwise be end punctuation.

Verbs—sequence of tenses

When the actions in your text take place at different times, the tenses of the verbs you use to express those actions need to reflect the sequence in which the actions took place.

He was excited to be inside the famous stadium where he had dreamed of playing ever since he could remember. (The remembering, the dreaming, and the being excited all occurred in the past, but since the dreaming occurred earliest, the tense used to indicate the correct sequence is the past perfect for dreaming—“had dreamed”—and the simple past tense for the other actions.)

Consult your favorite grammar guide for details of the many fine points of using verbs most effectively.

Web/web terms

A recent random sampling of general-audience publications showed that they split about 50-50 on whether to cap *web* in these terms, so we are fence-sitting a little bit on recommending a style.

We do recommend that you consider your primary audience and style web terms the way that the reader is likely to be familiar with. This office uses *web*, *website*, and *webpage*.

Exceptions to conservative (capping *Web*) styling:

webcast *Modeled on broadcast; styled as one lowercased word*

webmaster *(considered a gender-neutral term; modeled on postmaster, thus styled as one lowercased word)*

IV. Avoiding bureaucratese

Avoid using these words and constructions:

And/or: Bureaucratic jargon; choose one word or the other.

On a [daily, weekly, monthly, etc.] basis: Bureaucratic inflation; the adverb alone is enough.

Utilize: Bureaucratic form of *use*; use *use*.

V. WORD LIST

The following list consists of calls the Office of Communications has had to research more than once. They are open to discussion.

9/11, consensus for styling the events of the terror attacks on the World Trade Center in NYC on September 11, 2001

'n': nonstandard for *and*; use sparingly and in display copy only

A

A.D., [small caps] “anno Domini”; precedes year if used: A.D. 1066

abbreviations for metric units: no points following (NYPL)

Exception: A point is sometimes used with the abbreviation for liter (l) to avoid confusing it with a capital i or the numeral 1.

aboveground [adj, adv]

advisor [n], preferred to adviser

African American [n, adj] no hyphen (NYPL)

after hours [adv]

after-hours [adj]

aftereffect [n]

Agent Orange [n]

agribusiness[es]; an Americanism

agritourism [n], per agribusiness; Ag-specific

airtime, not “air time” [n]

aka, for “also known as”

alfresco [adj, adv], one word

all-clear [n]

all-time [adj]

alma mater [no italics]

ante up [v]

anthropology—l.c. in running text

antineutrino [n]

antivirus [all uses]

aquaculture [n]

archaeology [n], archaeological [adj]

army, but cap in U.S. Army [n]

Asian American [n, adj], per African American

avant-garde [n, adj]

awhile [adv]; a while [n] always follows the word for

B

B.C. [small caps], “before Christ”

B.C.E. [small caps], “before the Common Era”; preferred to B.C.

baby boom [n]

baby boomer [n]

baby-boom [adj]

back road (Americanism) [n]

back-road [adj prec n]

backcross [v], backcrossing

backlog [n, v]

backward, not backwards (Brit. style)

backyard [n]

ballplayer [n]

band mate [n] WNW

bandleader [n]

bar code [n]

barbecue [n, v]

barnyard [n]

base line [n], base-line [adj]

bathhouse [n]

beaux-arts [n, adj]

bed-and-breakfast(s) [n, adj]

benefit, benefited, benefiting

Bermuda grass [n]

Bible, the

bicolor [adj]

bipartisan [adj]

bird-watcher [n]

bird-watching [n]

blacksmith [n, adj]

blog [n, v]
 bloodstain [n]
 bluegrass [n, adj]
 bluestocking [n]
 bluetick coonhound [n] AKC
 boat people [n] WNW
 boogeyman [n]
 bookplate [n]
 brain drain [n] in dictionary, defined as “a depletion of intellectual or professional resources”; no quotes needed around term used in this way
 branch water [n]
 breast-feed [v]; breast-fed [adj], breast-feeding [n]
 brick-and-mortar [adj]
 broad fall [n] no compound listed; broad-fall [adj]
 broad-brush [adj prec n]
 broken-down [adj prec noun]
 Bronze Age divisions: cap Early, Middle, Late
 Btu [n] British thermal unit
 bull’s-eye, [n]
 bumblebee [n]
 burnout [n, adj]
 busload [n], plural as for -ful compounds
 byproduct(s) [n]

C

C.E. [small caps], “Common Era” (use instead of A.D.)
 calendar year, abbreviation for: CY05, CY06
 caller ID [n]
 campground [n]
 can-do [adj, per]
 capstone [n, adj], per : “the uppermost stone of a structure . . . the highest point” Seems to generally imply uniqueness, so we usually refer to “the capstone experience,” not “a capstone experience.”
 carefree [adj]

caregiver [n]
 caregiving [n]
 carry over [v] idiomatic verb
 carry-over [n] , per
 carte blanche [n] Anglicized; no ital.
 caseload [n]
 cash flow [n]
 cash-flow [adj prec n]
 cast off [v]
 castoff [n, adj]
 cat-and-mouse [n, adj]
 catchphrase [n]
 cellphone [n]
 center of excellence: lowercase unless full title is used
 Cesarean section [n]
 chair of excellence: lowercase unless full title is used
 changeover [n]
 charette [n] term special to architecture, meaning a final intensive effort to complete a project before a deadline
 chat room [n]
 check in [v] Americanism to mean to register, as in a hotel; no noun form listed in our prescriptive dictionary.
 check-in [n prec adj]
 cheese-making [n, adj]
 childcare [n; adj]
 chimera [n]
 chlamydia (disease) [n]
 Chlamydia trachomatis (organism) [n]
 Christmastime [n, adj]
 Cinco de Mayo [n] not yet listed; ital as foreign term
 city [n], same rules apply as to the word state, which see
 claptrap [n]
 clear-cut [adj prec n]
 clearinghouse [n]
 close-captioned [adj]

co-op [n] abbreviation of cooperative

coauthor [n]

cofounder

college, the, l.c. on 2nd reference; STANDARD STYLING

colon usage rules: [1] no colon between a verb and its complement(s); [2] no colon between a preposition and its object(s); "Be especially careful not to use an unnecessary colon between a verb and its complement(s) or object(s), between a preposition and its object(s), or after such as." [Harbrace]

community-based [adj prec n]

comprise vs. compose: see "Style and Usage" section

Congress, to mean the U.S. Senate and House of Representatives
proper noun

congressman [l.c., but not preferred usage per ; prefer
representative]

cookie cutter [n]

cookie-cutter [adj]

cornstarch [n]

cost-effective [adj]; cost-effectiveness

cottonseed [n]

counterclockwise [adv]

countertop [n]

course load [n] no compound listed

course work [n] no compound listed

courseware [n]

criterion [n singular], criteria [n plural]

crop-duster [n]

cropland(s) [n], per

cross hairs [n]

cross section [n]

cross talk [n]

cross-breed [v]

cross-check [v]

cross-country [n, adj]

cross-cultural [adj]

cross-infect [v]

cross-section [v]

cross-sectional [adj]

cross-stitch [n, v, adj]

crosscurrent [n]

cum laude [italicize]

curate [v]

curbside [n]

curricula [plural noun] preferred plural; 2nd choice, curriculums

cutoff [n, adj]

cutting edge [n]

cutting-edge [adj prec n] now considered dated, hackneyed

D

data mining [n] not listed; pattern on "data processing"?

databank [n]

database [n, adj]

daycare [n, adj]

day trip [n]

day-tripper [n] chiefly British

dean, the, in general reference; but Dean as a title immediately
preceding a name

decision-maker(s) [n]; decision-making [n, adj]

deejay [n, Americanism]

deep-fryer [n] not listed, but verb "deep-fry" is

degree abbreviations, with points; STANDARD STYLING: B.S., B.A.,
M.S., M.A., Ph.D., Ed.D., Ed.S., D.V.M.

demystify [v]

department, the, l.c. in running text; STANDARD STYLING

dialogue ("dialog" is still listed as the variant) [n, adj]

direct-seed [v], Ag-specific

directions and regions (compass points): lowercase as directions,
cap as regions. The storm system that developed in the
Midwest headed east.

dish towel [n, per]; but dishcloth, dishpan, dishrag, dishwater,
dishwasher

do's and don'ts (idiom,)

door-to-door [adj, adv]

dot-com [adj] (E-What?)

Down syndrome [n]

down time [n] per American Heritage

down-and-dirty [adj]

downriver [adj, adv]

downside [n]

downsize [v]; downsized [adj]

Dr.: use on first ref; last name only on second and thereafter

drawing card [n], an Americanism

drive-through [n, adj]

E

e-business; but e-Business in cap-lowercase titles or displayed copy

e-commerce; but e-Commerce in cap-lowercase titles or displayed copy

e-mail [n, adj]

Early, Middle, Late: Cap when used with the names of capped eras; Late Bronze Age, Late Middle Ages

East Tennessee

economics: plural in form but takes singular verb

end zone [n] an Americanism

end-user [n, adj]

ensure, insure: ensure means "to guarantee"; insure means "to indemnify against loss."

entree (no accent) [n]

entryway (Americanism) [n]

escargot(s) [n] no italics

étouffée [adj]

ever-changing [temp comp adj prec n]

extant [adj] means "still standing," so still extant is redundant

extracurricular [adj]

F

fact checker [n] ; no compound listed

factsheet [n]

faculty: In American usage, this is a collective noun (and therefore takes singular verb) meaning "all the members of a school, college, or university or of one of its departments or divisions"; use "faculty members" when speaking of only part of the whole body. Do not say "the faculty are" unless you are British.

fail-safe [adj]

fairy tale [n]; fairy-tale [adj prec n]

farmhand

farmhouse

farmland

farmstead [n, adj]

farmworker

farmyard

farsighted (capable of seeing far) [adj]

farther, further: farther refers to distance; further refers to time or quantity.

fast track [n] to mean "fast lane"

fast-track [v] Per other noun-to-verb transitions

fax [n, v, adj], lowercase to mean "facsimile"

feedstock [n]

fiber optics [n]; fiber-optic [adj]

fiberglass [n]

fieldwork [n]

filmmaker [n], one word per

fine-tune [v] fine-tuned, fine-tuning

finger painting(s) [n]; finger-paint [v]

firefighter [n]

firetruck, Americanism; synonym for fire engine

first aid [n]

first-aid [adj]

firsthand [adj, adv]

fiscal year, abbreviated FY

fish [plural] vs. fishes: fish is preferred plural

fistfight [n]

fit [n], per : “the manner or degree of fitting or being fitted [a good fit, a tight fit]”; therefore, no quotes needed to indicate idiosyncratic usage for this meaning

flat-out [adj]

flier [n], to mean “a small circular or handbill widely distributed”

floodwater(s) [n]

floor plan [n]

fluorescent vs. florescent [adj.]: Fluorescent refers to light produced by fluorescence; florescent refers to a period of blooming or flowering (Some spell-checkers miss this one.)

focuses: preferred plural of focus except for technical usage [“the foci of an ellipse”]

follow-up [n, adj]

food web [n]

foot soldier [n]

footstep [n]

forbear vs. forebear: forebear [n] means “ancestor”; forbear [v] means “to refrain from, avoid, or cease”

forbid [v] use preposition to with the verb, not from

foreword [n] introductory statement to a book

forgo vs. forego: forgo [v]: “to overlook, to do without”; forego [v]: “to precede in place, time, or degree”

forums, preferred plural of forum; fora is second choice

forward, not forwards (Brit.)

Frankfurt, Germany; Frankfort, Kentucky

free-associate [v]

free-range [adj]

free-roaming [adj, preceding or following noun]

freebase [n, v]

freelance [n, adj]

freestyle [n, adj]

French fries [n]

French fry [v]

front line [n]

front-runner [n]

frontline [adj]

full time [adv]; full-time [adj prec n]

fun [adj] informal use as an adj now acceptable

fundraiser [n]

fundraising [n, adj]

G

gallbladder [n]

Gen-X'er(s), but Generation X

gene pool [n]

Georgia-Pacific

germ plasm [n]

German measles [rubella]

GI(s) [n, adj], to refer to “government issue”

globe-trotter [n]

gofer, meaning “an employee who performs minor or menial tasks” [n]

gold standard [n] Americanism in standard use;

golden rule, the; lowercase

Gondwana, Gondwanaland: Mesozoic landmass formed when Pangea split

good faith [n]: meaning “sincere, without deception”

good Samaritan, the/a [n]

good-faith [adj prec n]

goose bumps [n]

GPA, grade-point average

grade-point average [n]

grader: [ordinal number]-grader(s) is form to refer to pupil(s) in a particular grade in school; e.g., 6th-graders

grass roots [n]

grass-roots [adj prec n]

grave site [n] no compound listed

great-aunt [n]

green bean [n]

green card [n]

greenbox [n]; Ag-specific

greenway [n]

ground zero, Americanism [n]

Ground Zero, to refer to the site of the World Trade Center in NYC

groundbreaking [adj], groundbreaker [n]

groundwater [n]

groupthink [n]

guest worker [n]

guesthouse [n]

Gulf War (1991) [n]

gun-shy [n]

H

hailstorm [n]

hand in hand [adv]

hand tool [n] not listed

handmade [adj]

handpicked [adj]

handrail [n]

hands-off [adj, adv]

hands-on [adj, adv]

hard core [n]

hard-core [adj]

hard of hearing, idiom to mean “partially deaf”

hard-wired [adj]

hardball [n]

hardwood [n, adj]

haves and have-nots, pair of pl nouns; no need to put inside quotation marks

HAZMAT [n]; hazmat [adj. prec. n]

head start [n]

head, the: lowercased referring to dept. head

headline/subhead style: conventional capping [don’t cap articles, conjunctions, or prepositions of </= five letters unless they begin a line of display copy]; STANDARD STYLING

healthcare [n, adj]

heartfelt [adj]

herbicide, pronounced “HURB-uh-side,” thus preceded by a, not an

heroes [n, pl.]

herpes simplex [n]

herpesvirus [n] any member of the herpes family of viruses

high school [n], high-school [adj], high-schooler [n]

high-five [n, v]

Hill, the [n, to mean “the part of the original Knoxville campus around Ayres Hall”]

hit and miss [adj]

Holocaust [n], cap to refer to Nazi genocide of WWII

home page [n]

home port [n]

home schooling [n]; home-schooling [adj]

home-brew [n]

home-care [adj]

home-school [v]

home-schooled [adj]

home-schooler [n]

homecoming: Capitalize UTC/UTK/UTM Homecoming; lowercase homecoming in general use.

homegrown [adj]

homemade [adj.]

homeowner(s) [n]

homeroom [n]

homesite [n, adj]

hometown [n, adj]

hooch (preferred spelling) [n]

hors d’oeuvres: Anglicized, no ital.

hot button [n], hot-button [adj]

hot dog [n] to mean “sausage on a bun”

hot spot [n, per] Americanism

hotdog [n, v], hotdogger [n], to mean “showoff” or “to show off”

house-train [v] but housebreak/housebroken

I

ID [n], no points

in situ [adj, adv] still italicized as a foreign word/phrase

in vitro [adj] Latin phrase, but no ital. Do not hyphenate as an adj
prec n

institute, l.c. on 2nd reference and in the absence of the full name;
STANDARD STYLING

internet, the

J

je ne sais quoi [n] ital. as foreign words

jerrycan [n]

job titles: lowercase except when immediately preceding name of
current officeholder; STANDARD STYLING

Jumbotron [n]

jump-start [n, v]

K

kick off [v]; kickoff [n, adj]

Kim Jong Il [proper noun] New York Times

King James Version, to mean “the Authorized Version of the Bible”

know-how [n]

Koran, the [n] Also styled Quran and Qur’an; if the text has other
transliterated Arabic words, be consistent with how the k
sound is styled

Korean Peninsula [proper noun] New York Times

kung fu [n]

L

LA for Los Angeles [n]

labor force [n]

labor-saving [adj]

Labrador retriever: breed name

lamb’s-quarters [n]

land grant [n]

land-grant [adj prec. n]

landline [n]

landowner(s) [n]

laptop [n, adj]

largesse [n]

Last Judgment, the; cap

lawn mower [n]

lay over [v]; layover [n]

lay public, the [n]; lay-public [adj prec n]

layman, laywoman, layperson, laypeople

Lazy Susan [n] Americanism

Legionnaires’ disease

library, l.c. unless full name is given

life span [n] (two words)

life way [n]

life-form [n]

lifelong [adj]

log in, log on, log off [v] E-What?

login, logon, logoff [n, adj] E-What?

logjam [n]

long-standing [adj]

longtime [adj], per

low-key [adj, per]

lunchbox [n]

M

made-up [adj prec n]

magna cum laude [italicize]

mail order [n]

mail-order [adj, v]

mainframe [n, adj]

make up [n, v]

makeshift [adj]

Malagasy [n, adj] a person born in Madagascar; language of these
people

man-eater [n]

man-made [adj]

mantel [n] facing around a fireplace

mantle [n] a cloak or cape; layer of the earth's interior between crust and core
 marketbasket [n], well-known term, no need for quotation marks
 marketplace [n]
 matter of fact [n]; matter-of-fact [adj]; matter-of-factly [adv]; matter-of-factness [n]
 matzo [n, adj]
 memorandums, plural form preferred to memoranda
 mic [n] short for microphone
 midday [n, adj]
 middleman, -men [n]
 Midsouth, [n, adj], per "Midwest"
 millennium, lowercase in general reference to what happened at the turn of this century
 mindset [n]
 mini, combining form; compounds usually set solid
 mishmash [n]
 Moor(s) [n], capped when referring to the 8th-century Iberian Muslims; lowercase otherwise
 motor home [n]
 mottoes preferred to mottos
 mousepad [n] AH
 mph, for "miles per hour"
 miff [n], "any bungling action"; [vt] "to miss or bungle"
 multi-species [adj]
 multidisciplinary [adj]

N

name tag [n] no compound listed
 National Academy of Sciences, the academy
 née [adj]
 nerd [n], nerdy [adj], an Americanism
 new hire [n]
 newfound [adj]
 next-door [adj]
 next-to-last [compounded adj preceding noun]

no-brainer [n], per
 no-show [n]
 no-till [adj prec n]
 noncredit [adj]
 nonprofit [adj, n]
 nonstop [adj, adv]
 nonthesis [adj]
 nontraditional [adj]
 Northeast Asia, per Southeast Asia [proper noun]
 Northerner [see Southerner]
 note-takers [n], temporary compd noun
 numbers, ordinal—no superscript on suffixes: 25th
 numbers: spell out below 10, both ordinal and cardinal; numerals for 10 and greater except when they begin a sentence; use commas in 4-digit numbers; use figures with ages and units of measure; spell out all numbers in direct quotes
 nurse anesthetist [n]
 nurse practitioner [n]
 nurse-midwife [n]
 nutshell [n]

O

off guard [adv.] no compound listed
 off-guard [adv]
 off-line [adj]
 off-season [n, adj]
 off-site [adj, adv.]
 offload [v]
 OK, OK's, OK'd, OK'ing
 Oktoberfest [n]
 old master(s) [n]
 old-timer [n]
 old-timey [adj prec n]
 Olympic games, the
 on a par with, rather than on par with, to mean "equal"
 on screen [adv]

on-screen [adj]
on-site [adj, adv]
one-liner [n], Americanism
one-on-one, one-to-one [n, adj, adv]
ongoing [adj]
online [adj, adv]
onstage [adj, adv]
orthopedic [adj]
out-produce [v]; no solid compound listed in WNW
ox cart [n]

P

Panhellenic [adj]
part time [adv, or adj following n]
part-time [adj preceding n], “a part-time student”
partner [v]
partway [n]
pas de deux [n] no italics
paste-up [n, adj]
path-find [v] (backformation from pathfinder [n]) ; no compound listed
patient-focused [adj] temp comp adj prec n
peacetime [n, adj]
persona non grata [singular], personae non grata [plural], no italics
persona, plural of: personae preferred when referring to characters in a novel or a drama; personas preferred to the outer personality or façade presented to others by an individual
personal names: Use last name only [no titles] on 2nd reference;
STANDARD STYLING
photocopier [n]
pièce de resistance [n], no italics
pigeonhole [n, v]
piggy bank [n, per]
PIN, acronym for “personal identification number”; PIN number is redundant

ping-pong [n, adj prec n] (WNW still lists titlecased as 1st choice, but lowercased seems more familiar to most people)
pipe fitter [n]
pit bull [n], for “pit bull terrier”
placekick [v]; placekicker [n]
Plains Indians, an Americanism that refers to Indian peoples who once inhabited the Great Plains
plate glass [n]
playlist [n]
playtime [n]
Pleistocene Epoch [n]
pluses [n plural]
pocketknife [n]
point person [n] , per style for point man
policymaker [n]
policymaking [n]
Pope, the: cap to refer to the bishop of Rome
postpartum [adj, adv]
powerhouse [n, adj]
pre-Columbian [adj]
pre-kindergarten [n, adj] temp cmpd
pre-veterinary medicine [adj], temp cmpd
premier, first meaning: first in importance or rank; chief; foremost [adj]
première, first meaning: first performance or showing of a play, film, etc. [n]
preschool [n, adj]
president-elect [n]
president, the: lowercased referring to university presidents, etc.; the President generally reserved for the chief exec of a republic with no prime minister
preventive [n, adj], preferred to preventative
prima donna [n]
prime time [n, Americanism]
prime-time [adj prec noun]
principal [adj, n] to mean “first in rank, authority, importance, degree, etc.” or a principal person or thing

principle [n only] to mean “a fundamental truth, doctrine, law, motivating force; a rule of conduct or adherence to such rules”

prizewinner [n]

pro bono [adj] no italics; but pro bono publico

pro rata, Latin phrase meaning “in proportion, proportionate, proportionately”; do not hyphenate as adj preceding n

proactive [adj]

problem-solving [n, adj]

Procter & Gamble

professor, l.c. in running text, except when it immediately precedes a proper name or in constructions that use named professorships, like “Dr. Wiley Coyote, the Acme Professor of Mechanical Engineering”; STANDARD STYLING

program director, the: lowercase, except immediately preceding the name of the officeholder; STANDARD STYLING

prorate [vt, vi] an Americanism, “to divide, distribute, or assess proportionately”; proratable, proration

protégé [n, masc]; protégée [n, fem]

psychosocial [adj]

Ptolemy [always a proper noun]; Ptolemaic [adj]

punch card [n]

push mower [n] not listed

Q, R

quarter horse [n]

R & D [n, adj] spaces around ampersand, to mean “research and development”

R & R [n] Military abbreviation for “rest and recuperation leave” now OK to mean “rest and recreation”

racecar (patterned on “racecourse,” “racehorse”?) [n] not listed

radiocarbon [n] Americanism, referring to carbon-14

rail yard [n]; no compound listed in WNW

ranch hand [n] no compound listed

rank and file [n]

rank-and-file [adj prec n]

real time [n]

real-life [adj]

real-time [adj]

realpolitik (no italics) [n, adj]

rear end [n], rear-end [adj, v]

record keeping [n]; record-keeping [adj prec n]

red tide [n]

restaurateur [n]

resume [WNW prefers résumé] Our rule of thumb is use either two accents or none at all, but be consistent.

rhythm and blues [n]

ring bearer [n] no compound listed

riverbank [n]

rock-and-roll, rock-and-roller [nouns]

role model(s) [n]

role-play [v]; role-playing [n, adj]

roller coaster [n]; roller-coaster [adj prec n]

room and board: “sleeping accommodation and meals”; construed as singular: Room and board is covered by the fee.

round robin [n]

round table, a [n]; the Round Table refers to King Arthur’s

round trip [n]

round-robin [adj prec noun]

round-table [adj]

round-the-clock [adj, adv]

round-trip [adj]

rule of thumb [n]

run-down [adj]

rundown [n]

S

saltshaker [n, per]

saltwater [adj]

savoir-faire [n], no italics

sawyer [n] “a person whose work is sawing wood”

school year [n]

schoolchild, schoolchildren [n]

- schoolteacher [n]
- schoolwork
- Scotch–Irish [n and adj]
- scriptwriter [n], scriptwriting
- Scud missile [n]
- seasons, names of: l.c. in running text; exception is poetic personification, e.g., “O Spring, thou promise of . . . ”
- seed [vt], to mean “to provide with means to grow or develop”; standard meaning, no need for quotes
- seeing eye dog [n, per]; Seeing Eye dog is a trademark
- self-esteem [n, adj]
- semester, fall/spring: l.c. in running text
- semiannual [adj]
- serial comma: YES; STANDARD STYLING
- setpoint [n] value set on a controller of some kind, e.g., on a thermostat
- shadow [v], to mean “to stay close to or follow, especially to observe the movements of”; no quotation marks necessary for this meaning
- sharecropper [n]
- Sharp’s Ridge (City of Knoxville website)
- Shiite [n, adj]
- shorebird [n]
- shortfall [n]
- showstopper [n]
- side by side [adj, adv]
- side effect [n] Random House
- sideshow [n]
- sightseeing, sightseer [n]
- sine qua non [n], no italics necessary
- single-handed [adj]
- single-handedly [adv]
- single-handedness [n]
- Six Day War
- skid mark [n] ; no compound listed
- slash-and-burn [adj]
- slide show [n]
- smack-dab [adj]
- small-town [adj] (Americanism)
- smallpox [n]
- smokehouse [n, adj]
- soft sell (Americanism) [n]
- soilless [potting mix], Ag-specific
- solid-waste [adj prec n]
- sounding board(s) [n]
- sous-chef [n], no italics
- Southerner, U.S. to mean “native of the U.S. South”; southerner in any other country
- spadework [n]
- speechwriter [n]
- spell check [v]
- spell-checker [n]
- spinoff [n]
- spreadsheet [n]
- Spring Hill, Tennessee: location of Saturn plant
- square-foot [area], temp compd prec n; e.g., “8000–square-foot facility” [also, “8000-ft2 facility”]
- stained-glass [adj]; stained glass [n]
- standout [n]
- Star-Spangled Banner, to mean the U.S. flag
- start up [v]
- start-up [adj]
- startup [n]
- state of: Lowercase state of constructions: the state of Tennessee; also, UT is exempt from paying state sales tax; uppercase if state is incorporated into a proper name such as the Multi-State Lottery Association
- state-of-the-art [adj prec n]; state of the art [noun phrase]
- states, names of: spell out in running text and set off with commas following the name of a city or town
- stationary [adj] to mean “not moving or moveable; fixed or still”
- stationery [n] to mean “writing materials, especially paper and envelopes used for letters”

- status quo [n, adj]
 stepchild [n]
 steppingstone [n]
 stopwatch [n]
 storytelling [n, adj]
 streamline [n, v]
 streamlined, -ing [adj]
 street lamp [n] Random House says “streetlamp”; no compound listed in or American Heritage
 streetwalker [n, per]
 subject areas: lowercase, e.g., zoology, radiology, history, except in full names like “Department of Paleontology”
 summa cum laude, italicize
 supercontinent [n]
 superheavies: elements \geq atomic # 107
 superheavy [adj prec n]
 switchgrass [n]
 symposiums, preferred plural
- T**
- T cell [n]
 T-shirt [n]
 tableaux (preferred plural) [n]
 tae kwon do [n]
 tai chi [n]
 takeoff [n]
 tap dance [n]
 tap-dance [verb and adj preceding noun]
 task force [n]
 teammate [n]
 telephone numbers: xxx-xxx-xxxx
 telethon, but phone-a-thon, bike-a-thon, walk-a-thon
 TennCare
 Tennessee Valley, the
 terra cotta [n]
 terra-cotta [adj prec n]
 test tube [n]
 theater [n, adj] Use American spelling in all instances except proper names that use the British style, e.g., the Clarence Brown Theatre
 think tank [n]
 thumbs up, thumbs down [n]
 tick-tack-toe [n]
 tiebreaker [n]
 time frame [n]
 time of day: lowercase, points; i.e., 10 p.m.; STANDARD STYLING
 time sheet [n]
 time-keeping [n, adj], consolidate verb forms as back-formations from the noun timekeeper
 timeline [n]
 tine test (for TB) [n]
 tip off [v]
 tip-off [n] the act of tipping off; a confidential disclosure
 tipoff [n] the jump ball that begins a basketball game
 tone-deaf [adj]
 tool kit [n]
 toothbrush [n]
 top seller [n]
 top-notch [adj]
 top-selling [temp compd adj prec n]
 tornadoes [pl n] preferred plural
 total, totaled, totaling
 touch-tone [n, adj]: now generic—no need for caps preceding the word phone
 toward, not towards (Brit.)
 travelogue [n]
 trendsetter(s) [n]
 troublemaker [n]
 tuned-in [adj]
 turfgrass [n]
 turning point [n]

Twin Towers, to refer to the World Trade Center towers in NYC

U

ultra-, compounds mostly consolidated

underfund [v] American Heritage

underway [adj, adv]

unheard-of [adj]

Union Pacific Corporation

University of Tennessee, the [lowercase the in running text]; the university on second reference; STANDARD STYLING

university, the, use on second reference to UT

up-to-date

upfront [adj, adv]

upriver [adj, adv]

upside [n]

upwards of, idiomatic for “more than”; OK even though the preferred adverb or adjective is upward when used alone

user-friendly [adj]

UT system: lowercase system in running text; uppercase if used as part of an office name, e.g., System Office of Personnel

V

Vergil, Vergilian: Classics-specific; otherwise, Virgil, Virgilian

very well qualified: no hyphens; temporary adverb+ participle compound, well qualified modified by adverb very

Veterans Affairs, U.S. Office of [n]

vice-chair

vice-president: hyphenate in general reference; but Vice President (no hyphen) as a title preceding a name or in Vice President of the U.S.

video- Words compounded with the prefix video- are usually closed compounds, e.g., videoconference, videogame, videotape. Check dictionary for exceptions. (The Elements of Internet Style)

vinca [l.c. noun], Latin genus of periwinkle

vis-à-vis [adj, adv, prep]

VolCard [particular to UT]

VolXpress [particular to UT]

W

Washington, D.C.

watchdog [n]

water wheel [n]

way station [n] an Americanism to mean “a small stop or station between more important ones”

Web vs. web, see the general style section that precedes this word list

webmaster [n] lowercase, modeled after postmaster and considered a gender-neutral term

well-being [n]

well-known [compounded adj preceding n]; well known [compounded modifier following noun]

well-qualified [comp adj prec noun]

West Nile virus [n] (Wikipedia)

Western World, modeled on Western Hemisphere

wheelchair(s) [n, adj]

white water [n]

white-water [adj]

who’s who: use without quotes or caps except in reference to the copyrighted publications; now a well-known phrase

wild card [n]

wild-goose chase [n]

winegrower [n]

wood block [n]

woodblock [adj]

woodcarver [n]

woodpile [n]

workday(s)

workforce [n]

workplace [n]

workstation [n]

workweek [n]

world music [n]

world-class [adj]

worldview [n]

worldwide [adj, adv]

write-up [n]

X-ray [n, v]

XYZ

yardstick [n] an Americanism

year-round [adj, adv]

yearlong [adj]

U.S. CITIES THAT DON'T NEED STATE NAMES, PER *WORDS INTO TYPE*

Akron	Dallas	Los Angeles	Phoenix	Scranton
Atlanta	Dayton	Memphis	Pittsburgh	Seattle
Atlantic City	Denver	Milwaukee	Providence	Spokane
Baltimore	Des Moines	Minneapolis	Richmond	Tacoma
Boston	Detroit	Nashville	St. Augustine	Tampa
Brooklyn	Duluth	New Orleans	St. Louis	Toledo
Buffalo	Fort Wayne	New York	St. Paul	Toronto
Chattanooga	Grand Rapids	Oakland	Salt Lake City	Trenton
Chicago	Hartford	Oklahoma City	San Antonio	Tulsa
Cincinnati	Honolulu	Omaha	San Diego	Wheeling
Cleveland	Indianapolis	Orlando	San Francisco	
Colorado Springs	Jersey City	Philadelphia	Savannah	