

**UCLA** *Office of Media Relations*

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## UCLA Dictionary of Style

UCLA Luskin School of Public Affairs  
First edition February 2006  
Updated November 2012

## MEDIA RELATIONS DICTIONARY OF STYLE

This dictionary of style has been created by the UCLA Office of Media Relations and revised by the UCLA Luskin Communications office. A combination of sources was used to determine “style”: The Associated Press Stylebook and Briefing on Media Law (AP Stylebook); The Chicago Manual of Style (Chicago); Webster’s New World College Dictionary, Fourth Edition (the dictionary); and customary UCLA usage (house style), a traditional style that has evolved independently, in the time-honored tradition of house styles everywhere.

Please keep in mind that because style is an evolutionary process, entries may be changed, added or deleted. Also, that this guide applies only to AP-style submissions. Other publications may have their own separate set of rules.

If you have additions or suggestions on style changes, please email them to Alex Boekelheide in the UCLA Luskin Communications office, alex.boekelheide@publicaffairs.ucla.edu. And when you find typos—often entertaining when someone else makes them, but especially embarrassing in a style manual—your feedback will be doubly appreciated.

### \*\*A\*\*

**abbreviations** No spaces between letters in abbreviations: Did M.F.K. Fisher write “How to Cook a Wolf” in Washington, D.C.?

**abortion** The following usages adhere to AP Stylebook style:

- anti-abortion (*not* pro-life or anti-choice).
- abortion rights (*not* pro-abortion, anti-life or pro-choice).
- abortion doctor or abortion practitioner (*not* abortionist).

**academic courses** Capitalize (but do not enclose in quotation marks) simple names of academic courses: History 6. Spell out the topic – Urban Planning, not UP. Enclose more descriptive names of courses in quotes and use standard rules of capitalization: “Before the Law: Biblical Parable in Kielslowski, Kafka and Kierkegaard.”

**academic degrees** Avoid degree labels unless it is absolutely necessary. When an academic degree is essential to the story, separate it from the name with a comma: Joe Bruin, Ph.D., addressed the doctoral candidates.

Please note: An academic degree following a name *without* a graduation year is separated by commas: Josephine Bruin, Ph.D., addressed the doctoral candidates. Otherwise, no comma between the name, degree, year and following copy: Joe Bruin Ph.D. '85 addressed the doctoral candidates.

Use an apostrophe: bachelor's degree, a master's (but a master of arts, *not* a master's of arts). Be cautious – “graduate” degrees can include both master's degrees and Ph.D.s,

Use periods when abbreviating: B.A., M.A., M.B.A., Ph.D. Follow this convention only in inline copy: After earning his M.P.P., he climbed Mt. Everest but Joe Bruin MPP '11 climbed Mt. Everest. For alumni information, see *alumni information*.

The plural form of abbreviated degrees: B.A.s, M.A.s, M.B.A.s, Ph.D.s.

- Abbreviations for UCLA Luskin degree programs:
  - MPP Master of Public Policy
  - MA UP Master of Arts in Urban Planning (phased out in Fall 2010)
  - MURP Master of Urban and Regional Planning
  - MSW Master of Social Welfare  
(Note: The overwhelming majority of SW degrees are MSW, however other MA SW and MPA SW degrees have also been awarded. For older alumni, double-check.)
  - Ph.D. Awarded in Social Welfare and Urban Planning (note use of periods)

**academic departments** The Department of Public Policy, Department of Urban Planning and Department of Social Welfare are components of the UCLA Luskin School of Public Affairs, and our copy should strive to make that fact clear: UCLA Luskin's Department of Public Policy, the Department of Social Welfare at the UCLA Luskin School. Avoid UCLA Luskin Department of Urban Planning, as this implies the Luskin name is attached to the department instead of the school. (While this may seem a fine distinction, consider the possibility that the department could receive its own naming gift at some point in the future and become, for example, the UCLA Johnson Department of Urban Planning at the Luskin School. Our writing should not preclude that possibility.)

When referring to the name of a UCLA Luskin department, capitalize the name: Urban Planning professor Joe Bruin, Public Policy student Josephine Bruin, Jim Bruin, a scholar in the Department of Urban Planning, Joe Bruin, a doctoral candidate in Social Welfare, was hired to lead the Public Policy department at UCLA Luskin.

Do NOT capitalize when referring to a field in general: Urban Planning professor Joe Bruin has long been interested in issues related to public policy, so he met with Public Policy chair Josephine Bruin.

Lowercase the name of other UCLA departments except for words that are proper nouns or adjectives: the department of geography, the Italian department. The exception to the rule occurs when the name of the college or university is attached: UCLA Department of Geography, UCLA Department of Chicana and Chicano Studies.

**Academic Senate** Always capitalize the full title; “the senate” is acceptable on second reference.

**academic titles** Capitalize and spell out formal titles such as “chancellor” or “chairman” when they precede a name. Lowercase elsewhere. Lowercase modifiers such as “department”: department Chairman Jerome Wiesner. “Professor” is not capitalized before a name: chemistry professor Omar Yaghi, assistant professor of English Virginia Woolf. Never abbreviate “professor.”

**accent marks** Use accent marks for proper names and whenever the dictionary dictates: La Opinión, passé. Until computers learn to talk to each other compatibly, avoid using accent marks elsewhere. Accented letters—in words like “résumé,” for example—may come across with distortions (“r?sum?”) or worse, as gobbledygook.

**acronyms** should be avoided, or, as the AP Stylebook decrees, “Avoid alphabet soup”: Institute of the Environment (*not* IoE). See the AP Stylebook for acceptable acronyms. No periods with acronyms: UNICEF.

**advanced placement** Following the style used in the UCLA General Catalog, use AP (no periods) when abbreviating.

**adverbs** ending in -ly are not hyphenated: This is an easily remembered rule. (*Not* an easily-remembered rule.)

**advisory** Head begins with “Advisory” (*not* Media Advisory): Advisory for Wednesday, April 12. See the Office of Media Relations’ “Best Practices” models for further details.

**African American, black** AP style dictates the use of the term “black.” However, we use the term preferred by the source. Also note that we do not hyphenate “African American,” even when used adjectivally: More African Americans majored in philosophy this year. More than 100 African American philosophers met at UCLA. Of course, this rule applies to all ethnic groups identified as American: More than 100 Chinese American philosophers met at UCLA.

**ages** Do *not* use apostrophes: A UCLA expert on aging will discuss the importance of physical activities in achieving good health and vitality as people age into their 70s and 80s.

**alumni information** In order to emphasize the depth and breadth of a UCLA Luskin education, in news stories, profiles and other written material, strive to include alumni information for any graduate of a UCLA Luskin department or predecessor departments.

Alumni information should immediately follow the individual's name with no comma, and include the abbreviated degree and graduation date of all UCLA Luskin degrees in the order in which they were received: Joe Bruin MAUP '04 Ph.D. '10 spoke at the conference Monday. Jane Bruin MSW Ph.D. '11, a professor of economics, joined the discussion.

Some notes:

- Do NOT use alumni information style for degrees that have not yet been awarded. See *current students* for more.
- Do NOT include alumni information for other UCLA programs (Law, Management, etc.) unless the other degree is pertinent to the story.
- If including alumni information after a name, do NOT restate the fact that the individual is an alumnus/a elsewhere in copy. Joe Bruin MAUP '04 Ph.D. '10 spoke..., *not* Urban Planning alumnus Joe Bruin MAUP '04 Ph.D. '10 spoke...
- Abbreviations for UCLA Luskin degree programs:
  - MPP Master of Public Policy
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  - MURP Master of Urban and Regional Planning
  - MSW Master of Social Welfare  
(Note: The overwhelming majority of SW degrees are MSW, however other MA SW and MPA SW degrees have also been awarded. For older alumni, double-check.)
  - Ph.D. Awarded in Social Welfare and Urban Planning (note use of periods)

**alumnus, alumni, alumna, alumnae** Use “alumnus” (“alumni” in the plural) when referring to a man who has attended a school. Use “alumna” (“alumnae” in the plural) for similar references to a woman. Use “alumni” when referring to a group of men and women. Use the abbreviated “alum” sparingly, and only when an informal tone is appropriate.

**Alzheimer disease, Alzheimer's** Lowercase “disease.” “Alzheimer's” (with an “s”) is evolving into “Alzheimer.” The research center at UCLA is the UCLA Alzheimer Disease Research Center. We now use “Alzheimer” instead of “Alzheimer's” except when standing alone (without “disease”) and in proper names that retain the older usage: Men with mild Alzheimer disease experienced significant improvements in quality of life. Researchers are seeking patients with Alzheimer's. Primary funding was provided by the John Douglas French Alzheimer's Foundation.

**among, between** In most cases, the maxim holds that “between” introduces two items and “among” introduces more than two: The settlement was divided between Jack and Jill. The settlement was divided among Jack, Jill and their personal injury attorney.

**The Anderson School** Use “UCLA Anderson School of Management.”

**apostrophes** When omitting letters or figures, use apostrophes: rock 'n' roll, 'tis the season to be jolly, the '20s. Be sure to watch that the curve on a styled apostrophe: ' does not turn into a single quote: ‘ When omitting figures in a series of years, do *not* use the apostrophe: 2006–07.

**AP Stylebook** refers to the latest edition of The Associated Press Stylebook and Briefing on Media Law. Follow the style practices recommended in the AP Stylebook except when superseded by this dictionary of style.

**Archive** Use “UCLA Film & Television Archive” on first reference; “the Archive” is acceptable on second reference.

**Archives** Use “University Archives” on first reference; “the Archives” is acceptable on second reference: The Archives are located in the Powell Library Building.

**Arts and Architecture** Use “the School of the Arts and Architecture.” Note the “the” before “Arts.”

**Arts Library** is located in the Public Affairs Building.

**Arts Special Collections** is located in the Young Research Library building.

## **\*\*B\*\***

**B.A.** See **academic degrees**.

**Bear statue** is referred to as “The Bruin,” the official name of the statue.

**between, among** In most cases, the maxim holds that “between” introduces two items and “among” introduces more than two: The settlement was divided between Jack and Jill. The settlement was divided among Jack, Jill and their personal injury attorney.

**biannual** Occurring twice a year.

**biennial** Occurring every two years.

**billion, million** Use figures with “billion” or “million” in all except casual uses: I’d like to make a million dollars. *But*: The university will raise \$1.5 billion. They fused at least 2 million years ago.

**Biomedical Library** Use “Louise M. Darling Biomedical Library.” “Biomedical Library” is acceptable on second reference. The title of the head of the Louise M. Darling Biomedical Library is “director.”

**black, African American** AP style dictates the use of the term “black.” However, we use the term preferred by the source. Also note that we do not hyphenate “African American,” even when used adjectivally: More African Americans majored in philosophy this year. More than 100 African American philosophers met at UCLA. Of course, this rule applies to all ethnic groups identified as American: More than 100 Chinese American philosophers met at UCLA.

**board of directors** Lowercase unless part of a proper name: She is on the board of directors. He is on the UCLA Alumni Association Board of Directors.

**boilerplate** The UCLA general boilerplate language for news releases reads (07/12):

UCLA is California’s largest university, with an enrollment of nearly 38,000 undergraduate and graduate students. The UCLA College of Letters and Science and the university’s 11 professional schools feature renowned faculty and offer 337 degree programs and majors. UCLA is a national and international leader in the breadth and quality of its academic, research, health care, cultural, continuing education and athletic programs. Six alumni and five faculty have been awarded the Nobel Prize.

**See EAE boilerplate.**

**book titles** Capitalize principal words (and all words of four or more letters): “Ant and Bee Are Friends,” “Tender Is the Night,” “A Concise History of Practically Everything.” Put quotation marks around the names of books except the Bible, the U.S. Constitution, the Declaration of Independence and books that are primarily catalogs of reference material, such as almanacs, directories, dictionaries, encyclopedias and handbooks: the Bible, The Oxford Thesaurus, Encyclopaedia Britannica.

**Broad Art Center** the Eli and Edythe Broad Art Center is now (02/06) the correct designation for the arts facility formerly known as the “Edythe L. and Eli Broad Center”; the “Broad Art Center” is acceptable on second reference.

“**The Bruin**” is the official name of the bear statue.

**Bruin Bear** is not used to reference the bear statue. Not only is it redundant, but “The Bruin” is the official name of the statue.

**BruinCard**

**the Burkle Center for International Relations** is the Ronald W. Burkle Center for International Relations. The center may be called the “Burkle Center for International Relations” on first reference.

\*\*C\*\*

**calendar listing** See the Office of Media Relations’ “Best Practices” models.

**California Digital Library** “CDL” is acceptable on second reference.

**California Digital Library’s MELVYL Catalog** “MELVYL Catalog” is acceptable on second reference.

**California NanoSystems Institute** Note capital “S” in “NanoSystems” (one word).

**campuswide**

**capital** refers to the city where a seat of government is located; do not capitalize “capital.”

**capitalization** In general, note that we use the “down-style,” per the AP Stylebook, which means we avoid unnecessary capitalization. This applies to things such as boards of directors: Ned Nought is on the board of directors at Nadir Corp.; department names: history department, art department (except see note in academic departments); and titles when they follow names: The signature of Charles Young, chancellor of UCLA from 1968 to 1997, appeared on the diplomas of approximately 275,000 UCLA graduates.

**Capitol** Capitalize “Capitol” when referring to the building in Washington, D.C., or the actual building in which a state legislative body meets: The west wing of the Capitol looks familiar.

**Centers** UCLA Luskin has three primary research centers: The Center for Civil Society, the Ralph and Goldy Lewis Center for Regional Policy Studies, and the Luskin Center for Innovation. See the individual entries for more information. Capitalize Center when referring to one of UCLA Luskin’s named centers: The Luskin Center for Innovation unveiled new offices Tuesday. ... The Center is located on the third floor.

**Center for Civil Society**

**Center for the Health Sciences** Note the “the” before “Health Sciences.”

**chancellor** Capitalize only when it precedes the name: Chancellor Albert Carnesale was the university’s eighth chief executive. Drop the title after the first reference: Carnesale was inaugurated on May 15, 1998. Always lowercase when the title—regardless of rank—follows the name: Albert Carnesale, the chancellor of UCLA, was the university’s eighth chief executive. See **academic titles**.

**Charles E. Young Research Library** “Research Library” is acceptable on second reference.

**Chicano, Latino, Hispanic** Although AP style favors “Hispanic” for those whose ethnic origin is in a Spanish-speaking country, we prefer “Latino,” the term also used by the Los Angeles Times: The book delves into racial politics in Latino Miami. However, this rule is superseded by the term used by the source, as in the case of “Chicana and Chicano”: Nearly one-fourth of Chicanas and Chicanos with doctorates first attended a community college, according to a policy brief by the UCLA Chicano Studies Research Center. Use “Latino” (preferred) or “Chicano” when referring to a man. Use “Latina” (preferred) or “Chicana” for similar references to a woman. Use “Latinos” (preferred) or “Chicanos” when referring to a group of men and women.

**Clark Library** Use “William Andrews Clark Memorial Library.” “Clark Library” is acceptable on second reference. The title of the head of the William Andrews Clark Memorial Library is “librarian.”

**College Library** is located in the Powell Library Building. The title of the head of the College Library is “college librarian.”

**College of Letters and Science** has been reinstated (10/05) as the correct designation. We no longer use “UCLA College”: The College of Letters and Science is the largest academic unit at UCLA.

**commas** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).
- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**committee** Capitalize only when part of a name: the Scholarship Steering Committee.

**compose** means to put together, to be made up of: The jury is composed of seven Latinos, a black man and four white women. See **comprise**.

**composition titles** Enclose in quotation marks the titles of books, computer games, movies, operas, plays, poems, long musical compositions, songs, and television programs and episodes: “Chicano Visions”; “The Marriage of Figaro”; “Paradise Lost”; “Some Enchanted Evening”; “Chuckles Bites the Dust,” an episode of “The Mary Tyler Moore Show.”  
Exceptions: no quotation marks used for the Bible, journals and magazines, newspapers, and books that are primarily catalogs of reference material: Time magazine, The New York Times, the Los Angeles Times and The Chicago Manual of Style. See the AP Stylebook for more examples.

**compound modifiers** In general, we follow the AP rule of using hyphens, but aren't quite as stringent. The AP Stylebook dictates that "When a compound modifier—two or more words that express a single concept—precedes a noun, use hyphens to link all the words in the compound except the adverb 'very' and all adverbs that end in '-ly': a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, an easily remembered rule. However, house style omits the hyphen when the meaning is quite clear without one: a high school student, an affirmative action program, *not* "a high-school student or "an affirmative-action program."

**comprise** means to encompass, to contain, to embrace, to include all. It does *not* take "of": The jury comprises people of several races. See **compose**.

**conferences and events** Enclose in quotes: "Digital Mania," "UCLA Women 4 Change 2006."

**copyright symbol** Do not use.

**Corinne A. Seeds** *not* Corrine.

**co-sponsor** See the AP Stylebook entry under "co-" for other examples.

**couple** When used in the sense of two people, the word takes plural verbs and pronouns: The couple were married Saturday and left Sunday on their honeymoon. In the sense of a single unit, use a singular verb: Each couple was asked to give \$10.

**courses** Capitalize (but do not enclose in quotation marks) simple names of academic courses: History 6. Enclose more descriptive names of courses in quotes and use standard rules of capitalization: "Before the Law: Biblical Parable in Kielslowski, Kafka and Kierkegaard."

**curly quotes** (also called "smart quotes") are standard. To learn how to create them—or to curl straight quotes—click on the Help menu, select Microsoft Word Help and search on "smart quotes."

**current students** Do NOT include graduation information after a current student's name. The degree has not been earned at the time of reporting, so we should not print a publication implying that a degree has been or will be awarded. Describe the individual as a current student instead, including their stage of study if possible: Joe Bruin, a student in the department of Urban Planning, had lunch. Second-year Urban Planning student Josephine Bruin walked down the street. If a student has previously earned a degree from UCLA Luskin, include that information: Joe Bruin MA UP '07, a doctoral candidate in Social Welfare, drove slowly on the highway.

## **\*\*D\*\***

**dash** An em dash, sometimes just called a “dash,” is the long dash that is most frequently used to denote an abrupt change in thought: Will you—can you—pay your taxes? An em dash, is not the same thing as a hyphen, which is used as a joiner: a plate of grayish-pink shrimp. Some people use two hyphens to indicate an em dash; indeed, sometimes you may not have a choice. When writing email in Entourage, for example, it is difficult to create an em dash and you are forced to use two hyphens. We ask that you use the em dash whenever possible, however. See **hyphens**.

**data** is a plural noun that usually takes plural verbs. However, data takes a singular verb when it is regarded as a unit: The data is sound (a unit). The data have been collected (individual items).

**date** Move from the particular to the general—time, day, date: 2 p.m., Tuesday, April 25. In body text, a date is set off by a pair of commas: Al Green will perform on Tuesday, April 25, at Royce Hall. In news releases, it now (11/05) is acceptable to use “today”: The California Department of Transportation announced today it will close Sunset Boulevard between 7 a.m. and 7 p.m.

**dateline** Do not include. See the Office of Media Relations’ “Best Practices” models.

### **the David Geffen School of Medicine at UCLA**

**days of the week** Capitalize. Do not abbreviate: Sunday *not* Sun.

**dean** Capitalize only when part of a name: Judy Olian, dean of the UCLA Anderson School of Management; Dean Olian.

**decades** Use Arabic figures: the 1960s (*not* the sixties). Use apostrophes when numerals are omitted: the '60s. See **years**.

**degrees** Avoid degree labels unless it is absolutely necessary. When an academic degree is essential to the story, separate it from the name with a comma: Joe Bruin, Ph.D., addressed the doctoral candidates.

Similarly, avoid the year of graduation unless it is absolutely necessary. When the year of graduation is essential to the story, do not use additional commas: Joe Bruin '85 addressed the alumni who graduated during the 1980s. Joe Bruin, Ph.D. '85, addressed the alumni who graduated during the 1980s.

Please note: An academic degree following a name *without* a graduation year is separated by commas: Josephine Bruin, Ph.D., addressed the doctoral candidates. Otherwise, no comma between the degree and the year: Joe Bruin, Ph.D. '85, addressed the doctoral candidates.

Use an apostrophe: bachelor's degree, a master's (but a master of arts, *not* a master's of arts). Be cautious – “graduate” degrees can include both master's degrees and Ph.D.s,

Use periods when abbreviating: B.A., M.A., M.B.A., Ph.D. Follow this convention **ONLY** in inline copy. For alumni information, see *alumni information*.

The plural form of abbreviated degrees: B.A.s, M.A.s, M.B.A.s, Ph.D.s.

**department of Chicana and Chicano studies** Lowercase the name of the department: department of Chicana and Chicano studies, except when UCLA attached: UCLA Department of Chicana and Chicano Studies. Note use of “and,” not “&.”

**department of physics and astronomy** always use “and,” not the ampersand.

**departments** see academic departments

**diabetes** Lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). Use Roman numerals and do *not* hyphenate: type I diabetes, type II diabetes. “Insulin-dependent diabetes” is a term for type I diabetes.

**dictionary** The AP Stylebook recommends Webster’s New World College Dictionary. Use it for questions not addressed in the stylebook.

**director** Do not capitalize when referring to an occupation: Richard M. Leventhal, director of the institute; UCLA Institute of Archaeology director Richard Leventhal.

**Down syndrome, Down’s** Lowercase “syndrome.” Down syndrome is preferred over Down’s syndrome. But when standing alone (without “syndrome”), use “Down’s”: Researchers are seeking patients with Down syndrome. Researchers are seeking patients with Down’s.

**Dr.** Reserve for physicians and then avoid if possible. Instead, embrace specificity: D.B. “Sweeney” Todd, surgeon.

### **\*\*E\*\***

**East Asian Library** is the Richard C. Rudolph East Asian Library. “East Asian Library” is acceptable on second reference.

**e-business** Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence): Is e-business up? E-business is up.

**e-commerce** Hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence): Is e-commerce up? E-commerce is up.

**Eli and Edythe Broad Art Center** is now (02/06) the correct designation for the arts facility formerly known as the “Edythe L. and Eli Broad Center”; the “Broad Art Center” is acceptable on second reference.

### **eight-clap**

**email** Do not hyphenate, lowercase unless standard rules of capitalization apply (e.g., first word in a sentence): Is email more convenient? Email is more convenient. See **email address**.

**email address** Do not underscore email addresses. Insert the word “at” (*not* “@”) before the address: To apply for admission, email Josephine Bruin at josiebruin@ucla.edu. See **email**.

**em dash** An em dash is the long dash that is most frequently used to denote an abrupt change in thought: Will you—can you—pay your taxes? An em dash, sometimes just called a “dash,” is not the same thing as a hyphen, which is used as a joiner: a plate of grayish-pink shrimp. Some people use two hyphens to indicate an em dash; indeed, sometimes you may not have a choice. When writing email in Entourage, for example, it is difficult to create an em dash and you are forced to use two hyphens. We ask that you use the em dash whenever possible, however. See **hyphens**.

**en dash** The en dash is one-half the length of an em dash and is longer than a hyphen. The en dash often is used to represent *to* between figures or words. Use the en dash when omitting figures in years: 2006–07. The en dash also is used instead of a hyphen when connecting compound words: pre–Civil War, Academy Award–winning.

**ethnic heritage, ethnicity** See **hyphens**.

**Eugene and Maxine Rosenfeld Management Library** “Management Library” is acceptable on second reference.

**events and conferences** Enclose in quotes: “Digital Mania,” “UCLA Women 4 Change 2006.”

**exhibition titles** Use quotation marks: “The Un-Private House,” “Live Dangerously.”

**experts advisory** See the Office of Media Relations’ “Best Practices” models.

**\*\*F\*\***

**fees, money** Do not use “.00”: \$3 (*not* \$3.00).

**Film & Television Archive** Please note “&.” Use “UCLA Film & Television Archive.” Include “UCLA” on first reference; “the Archive” is acceptable on second reference.

**font** is Times New Roman.

**foreign words and phrases** This is the exception to the “no italics” rule. Foreign words and phrases that have been adopted into the English language are not italicized and are not enclosed by quotation marks: *fait accompli*, *karaoke*. But words that have *not* been adopted are italicized: Caribbean and pop rhythms called *mbalax* ... Use the dictionary to determine whether or not a word has been adopted.

**Founders’ Rock** with an “s apostrophe” *not* Founder’s Rock, “apostrophe s”: Founders’ Rock is where the University of California campus is said to have been dedicated in April 1860.

## **fundraiser, fundraising**

### **\*\*G\*\***

**the Geffen Playhouse** *not* UCLA's Geffen Playhouse. Lowercase "the" unless standard rules of capitalization apply (e.g., first word in a sentence).

**Geffen School of Medicine** is the David Geffen School of Medicine at UCLA.

**general education** Following the style of the UCLA General Catalog, use "GE" (no periods) when abbreviating.

**The Gonda (Goldschmied) Neuroscience and Genetics Research Center**

**Graduate School of Education & Information Studies** Note ampersand.

**Grammy Award** Note capitalization of "Award."

### **\*\*H\*\***

**Hammer Museum** Use "UCLA Hammer Museum," *not* UCLA at the Armand Hammer, Armand Hammer Museum or some other variant. "Hammer Museum" is acceptable on second reference.

**headlines** in a news release generally should not exceed two lines. Include a verb, preferably a juicy one. Include "UCLA" whenever possible. Use uppers and lowers. Capitalize all major words and all words of four letters or more. No comma needed before end date: Elvis Performs at Royce Hall May 11.

**health care** two words unless it is part of a proper name. Do not hyphenate when used as a modifier: health care program.

**Henry J. Bruman Maps and Government Information Library** "Maps and Government Information Library" is acceptable on second reference.

**The Henry Samueli School of Engineering and Applied Science** Use "UCLA Engineering" on second reference.

**Hispanic, Latino, Chicano** Although AP style favors “Hispanic” for those whose ethnic origin is in a Spanish-speaking country, we prefer “Latino,” the term also used by the Los Angeles Times: The book delves into racial politics in Latino Miami. However, this rule is superseded by the term used by the source, as in the case of “Chicana and Chicano”: Nearly one-fourth of Chicanas and Chicanos with doctorates first attended a community college, according to a policy brief by the UCLA Chicano Studies Research Center. Use “Latino” or “Chicano” when referring to a man. Use “Latino” (preferred) or “Chicano” when referring to a man. Use “Latina” (preferred) or “Chicana” for similar references to a woman. Use “Latinos” (preferred) or “Chicanos” when referring to a group of men and women.

**historical periods** Capitalize famous epochs: the Middle Ages. Lowercase century: the 12th century. Use numerals to designate a century unless it is the first word in a sentence: People sometimes wore odd shoes in the 12th century *but* Twelfth-century shoes could be odd. Note the hyphen when using a compound adjective: The 12th-century Crusaders may have introduced pointy-toed shoes to Europe. Also see **decades**.

**home page** is two words.

**hours** Do not use “:00,” insert a space between the numeral and a.m. or p.m., lowercase a.m. and p.m., and use periods in a.m. and p.m.: 6 p.m. (*not* 6:00PM).

**Hugh and Hazel Darling Law Library** “Law Library” is acceptable on second reference. The title of the head of the Law Library is “law librarian.”

**hyperlink** all URLs. Do not include <http://> in hyperlinks For more information, visit [www.mla.org/style/style\\_top\\_index.htm](http://www.mla.org/style/style_top_index.htm). EXCEPTION: When listing the UCLA Luskin School’s website, do not include <http://> or [www](http://www). List it as [publicaffairs.ucla.edu](http://publicaffairs.ucla.edu)

**hyphens** Do *not* insert spaces before and after hyphens: 11 a.m.-2 p.m. Do not use hyphens when ethnic terms are used, either as nouns or adjectivally: More African Americans majored in philosophy this year. More than 100 African American philosophers met at UCLA. Also see **em dash** and **en dash**.

**\*\*I\*\***

**ID** is the abbreviated form preferred for “identification.” *Not* “i.d.”

**impact (verb)** Use “affect” or “influence” instead or, preferably, a more precise word:

- He expects his decision to affect the juniors’ grades.
- He expects his decision to lower the juniors’ grades (preferred).
- *not* He expects his decision to impact the juniors’ grades.

**incorporated** Abbreviate as “Inc.” Do *not* precede by a comma: MPM Medical Inc.

**Institute for Neuroscience and Human Behavior at UCLA** “The Semel Institute for Neuroscience and Human Behavior at UCLA” is preferred in releases to “the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA,” the official name of the research center. On second reference, use “Semel Institute.”

**Internet** Capitalize.

**Islam/Islamic/Muslim** “Islam” is the name of the religion whose final prophet was Muhammad. “Muslim” is the name used for an adherent of the Islamic faith. “Islamic” is accurately applied only to what pertains directly to the faith and its doctrines (e.g., Islamic law).

To illustrate the problems inherent in usage, an author might employ a seemingly benign formulation like “Islamic women” or “Islamic populations,” even “Islamic countries,” when “Muslim” women, populations or countries are clearly meant. When the historical phenomenon and cultural content begin to diverge from what is Islamic (doctrinally speaking), the situation becomes more problematic. Some scholars have tried to identify and describe phenomena such as an “Islamic city” . . . At their worst, such incorrect adjectival constructions produce oxymora such as “Islamic terrorists” and “Islamic militants” or “radical Islam” or “Islamic extremist groups,” frequently used uncritically.

The simplest solution is to use the terms “Islam” and “Islamic” solely for what pertains to the religion, and use “Muslim” as an adjective to denote the works and acts of Muslims, or groups of people and their institutions (such as Muslim women or men, Muslim populations, Muslim countries or civilization, Muslim art, Muslim government or leaders, Muslim extremists). The important distinction is that human interpretation of Islam by Muslims is necessarily imperfect . . . In short, human acts and constructs fall short of being purely Islamic, and therefore may not be denoted as such.

*The text of this entry is quoted from “Teaching About Islam and Muslims in the Public School Classroom: A Handbook for Educators by the Council on Islamic Education.”*

**\*\*J\*\***

**James West Alumni Center** “West Center” is acceptable on second reference.

**the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA** is the official name of the research center (not to be confused with the Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA). However, “the Semel Institute for Neuroscience and Human Behavior at UCLA” is preferred on first reference. On second reference, use “the Semel Institute.”

**Jonsson Cancer Center** Use “UCLA’s Jonsson Cancer Center” or “UCLA’s Jonsson Comprehensive Cancer Center,” *not* “UCLA Jonsson Cancer Center”; *not* “Jonsson Cancer Center.” There are two different ways to refer to the center, depending on the audience:

- For UCLA Headlines and any other internal document, use UCLA’s Jonsson Comprehensive Cancer Center.
- For news releases, media advisories and other material distributed to the media, use UCLA’s Jonsson Cancer Center.

**journal titles** Capitalize principal words (and all words of four or more letters). Journal titles are not italicized or enclosed in quotation marks.

**junior** Abbreviate as “Jr.” only with full names of persons. Do *not* precede “Jr.” by a comma: Joseph P. Kennedy Jr. EXCEPTION: Include a comma in Franklin D. Gilliam, Jr. due to personal preference.

**\*\*L\*\***

**Latino, Chicano, Hispanic** Although AP style favors “Hispanic” for those whose ethnic origin is in a Spanish-speaking country, we prefer “Latino,” the term also used by the Los Angeles Times: The book delves into racial politics in Latino Miami. However, this rule is superseded by the term used by the source, as in the case of “Chicana and Chicano”: Nearly one-fourth of Chicanas and Chicanos with doctorates first attended a community college, according to a policy brief by the UCLA Chicano Studies Research Center. Use “Latino” (preferred) or “Chicano” when referring to a man. Use “Latina” (preferred) or “Chicana” for similar references to a woman. Use “Latinos” (preferred) or “Chicanos” when referring to a group of men and women.

**Law Library** is the Hugh and Hazel Darling Law Library. “Law Library” is acceptable on second reference. The title of the head of the Law Library is “law librarian.”

**Le Conte Avenue** Separate the two words in “Le Conte” by a space: Le Conte Avenue, 10945 Le Conte Ave.

**lectures, symposia** Use quotation marks around lecture and symposium titles: “Why Do Men Have Nipples?” is the question addressed in Leyner’s lecture. Capitalize “Program” when it is part of a name, but do *not* use quotation marks for program titles: Women’s Studies Program 25th anniversary celebration, *not* “Women’s Studies Program 25th anniversary celebration.”

**Legislature** Capitalize when preceded by the name of a state: the Arkansas Legislature. Capitalize in subsequent specific references and in such constructions as: the 100th Legislature, the state Legislature.

**LeRoy Neiman Center for the Study of American Society and Culture** is the UCLA LeRoy Neiman Center for the Study of American Society and Culture; “the Neiman center” is acceptable on second reference.

**Lewis Center** The full name is the Ralph & Goldy Lewis Center for Regional Policy Studies. Lewis Center for Regional Policy Studies or Lewis Center are acceptable on first reference.

**libraries** See **UCLA Library**.

**log on to** *not* log onto: For more information, log on to [www.fmch.ucla.edu](http://www.fmch.ucla.edu). Please note that we often substitute the shorter “visit” in this construction: For more information, visit [www.fmch.ucla.edu](http://www.fmch.ucla.edu).

**Los Angeles** *not* L.A. except in quoted material.

**Louise M. Darling Biomedical Library** “Biomedical Library” is acceptable on second reference. The title of the head of the Louise M. Darling Biomedical Library is “director.”

**Luskin Center** The full name is the Luskin Center for Innovation. Using Luskin Center on subsequent reference or with a familiar audience is acceptable.

**Luskin School** The full name of the school is the UCLA Meyer and Renee Luskin School of Public Affairs. (Note: Renee is pronounced “REE-nee”, based on her full name of Doreen.) In all cases except the most formal applications, UCLA Luskin School of Public Affairs is acceptable on first reference, and UCLA Luskin or UCLA Luskin School should be used on subsequent references. For articles posted on the School’s website or other places where the full UCLA Luskin name will already be apparent, UCLA Luskin or UCLA Luskin School is acceptable on first reference. Further references can drop the UCLA Luskin name, but School should remain capitalized: UCLA Luskin professor Joe Bruin earned a Nobel Prize Monday. ... The School counts 12 Nobel laureates among its faculty.

Strive to always include UCLA when referring to the school – UCLA is an inseparable part of the UCLA Luskin School’s name. Do not use the constructions Luskin School of Public Affairs at UCLA or UCLA’s Luskin School of Public Affairs.

Be cautious of potential confusion between the UCLA Luskin Center for Innovation and the UCLA Luskin School: UCLA Luskin faculty is probably clear, whereas A UCLA Luskin study may cause confusion. Consider the audience of the piece and use judgment.

**-ly adverbs** Adverbs ending in -ly are not hyphenated: This is an easily remembered rule. (*Not* an easily-remembered rule.)

**the Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA** is the official name of the in-patient psychiatric hospital on the UCLA campus (not to be confused with the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA, which is a research center). However, “the Resnick Neuropsychiatric Hospital at UCLA” is preferred in releases.

**\*\*M\*\***

**M.A.** See **academic degrees**.

## **Macgowan Hall**

**magazine titles** Capitalize principal words (and all words of four or more letters). The word “magazine” is lowercased unless it is part of the title: The New York Times Magazine, Newsweek magazine. Check the masthead if in doubt. Magazine titles are not italicized or enclosed in quotation marks.

**Management Library** is the Eugene and Maxine Rosenfeld Management Library. “Management Library” is acceptable on second reference.

**Maps and Government Information Library** is the Henry J. Bruman Maps and Government Information Library. “Maps and Government Information Library” is acceptable on second reference.

**Master of Arts** degree, *not* Master’s of Arts. See **academic degrees**.

## **Mattel Children’s Hospital at UCLA**

**M.B.A.** See **academic degrees**.

**M.D.** See **academic degrees**.

**MEChA** Note the lowercase “h.” The name of the Latino student organization is an acronym for Movimiento Estudiantil Chicano de Aztlan (Chicano Student Movement of Aztlan).

**media advisory** Head begins with “Advisory,” *not* “Media Advisory”: **Advisory for Wednesday, Feb 23**. See the Office of Media Relations’ “Best Practices” models.

**medical trials** See **Phase I**.

**MELVYL Catalog** is the California Digital Library’s MELVYL Catalog. “MELVYL Catalog” is acceptable on second reference.

**Meyer and Renee Luskin** Benefactors of the UCLA Luskin School, they donated \$100 million to UCLA in 2011, with half dedicated toward the School of Public Affairs and the other half designated for a conference center and other campus uses. Note the correct pronunciation of “REE-nee”, for her full name of Doreen.

**money** Do not use “.00”: \$3, *not* \$3.00.

**months** Capitalize the names of all months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas: January 2006. When a phrase refers to a month, day and year, set off the year with commas: Feb. 14, 2007, is the target date.

**more than, over** “Over” generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals (“She is over 30”), but “more than” is better suited: Their salaries went up by more than \$200 a week.

**movie titles** Capitalize principal words (and all words of four or more letters). Do not italicize. Movie titles are enclosed in quotation marks: Director Milos Forman considers the insane asylum in “One Flew Over the Cuckoo’s Nest” to be a metaphor for the Soviet Union.

## **multimedia**

**Music Library** and **Music Library Special Collections** are both housed in Schoenberg Hall.

**Muslim** See **Islam**.

## **\*\*N\*\***

**NanoSystems Institute** is the “California NanoSystems Institute.” Note capital “S” in “NanoSystems” (one word).

**Neuropsychiatric Hospital** the Resnick Neuropsychiatric Hospital at UCLA is preferred in releases to the Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA, the official name of the hospital.

**Neuropsychiatric Institute** the Semel Institute for Neuroscience and Human Behavior at UCLA is preferred in releases to “the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA,” the official name of the research center. On second reference, use “the Semel Institute.”

**newsgroup** is the Internet term.

**news release** See the Office of Media Relations’ “Best Practices” models.

**newswire** one word.

**nongovernmental** one word.

**nonprofit** one word.

**numerals** Spell out whole numbers below 10, use figures for 10 and above: eight, nine, 10. Further guidance is available in the AP Stylebook (UCLA Luskin Communications in 3250 has a copy.)

**\*\*O\*\***

**Obie award** Note lowercase “award.”

**online** one word.

**onscreen** *not* “on screen”: The onscreen text is easy to read.

**ORION2** all caps, no spaces.

**over, more than** “Over” generally refers to spatial relationships: The plane flew over the city. It can, at times, be used with numerals (“She is over 30”), but “more than” is better suited: Their salaries went up by more than \$200 a week.

**\*\*P\*\***

**Pacific 12 Conference** Use “Pac-12” on second reference (note hyphen).

**Parkinson disease, Parkinson’s** Lowercase “disease.” Parkinson disease is preferred over Parkinson’s disease. But when standing alone (without “disease”), use “Parkinson’s”: Researchers are seeking patients with Parkinson disease. Researchers are seeking patients with Parkinson’s.

**party affiliation** Separate with commas, not parentheses: Rep. David Wu, D-Ore., was the first Chinese American to serve in the U.S. House of Representatives.

**Pauley Pavilion** Only one “l” in Pauley and in Pavilion.

**percent** Use figures and do not use the % symbol: 1 percent, *not* 1% or one %.

**Phase I** When used to identify medical trials.

**Ph.D.** Watch periods. Ph.D.s is the plural. See **academic degrees**.

**phone numbers** Enclose the area code in parentheses; use a hyphen to separate the prefix from the last four digits: (310) 825-2585.

**play titles** Capitalize principal words (and all words of four or more letters). Do not italicize. Play titles are enclosed in quotation marks: Arthur Kopit wrote “Oh Dad, Poor Dad, Momma’s Hung You in the Closet and I’m Feelin’ So Sad” when he was a 23-year-old postgraduate student.

**policymaker, policymaking**

**postseason, preseason** no hyphen.

**Powell Library Building** houses the College Library.

**premier, premiere** “Premier” is first in rank or position; “premiere” is a first performance.

**present-tense verbs** In general, use past-tense verbs in news stories and when reporting events that happened at a specific time. At the start of the conference, Dean Gilliam welcomed the crowd. “I’m glad you’re here,” he said. For features, profiles and other pieces where a softer style is desired, present-tense verbs are acceptable. Joe Bruin stands outside his apartment, thinking about how great his UCLA Luskin professors are. “I particularly like Josephine Bruin,” he says.

**professor** is not capitalized before a name: chemistry professor Omar Yaghi, assistant professor of English Virginia Woolf. See **academic titles**.

**program names** Capitalize “program” when it is part of a name, but do *not* use quotation marks for program titles: Student Research Program, K-14 Outreach Program, Business Law Program, Latin American Studies Program. Please note that we do use quotation marks around lecture and symposium titles: “Why Do Men Have Nipples?” is the question addressed in Leyner’s lecture.

**Public Policy** Capitalize when referring to something related to the UCLA Luskin department: Public Policy professor Joe Bruin; Josephine Bruin, a student of Public Policy; the mixer is open to all students in Public Policy and Social Welfare. Do NOT capitalize when referring to the field in general.

## **\*\*Q\*\***

**quarter** Lowercase academic quarters or terms: spring quarter, winter term.

**quotation marks** See **smart quotes, composition titles**.

## **\*\*R\*\***

**radio stations** We identify radio stations by the call letters, followed by a hyphen, the frequency, a space and the station’s designation as AM or FM: KPFK-90.7 FM.

**Rae Lee Siporin Library at the UCLA LGBT Center** is the new (01/06) name of the Lesbian Gay Bisexual Transgender Campus Resource Center library.

**Ralph & Goldy Lewis Center for Regional Policy Studies** with ampersand.

**Ralph J. Bunche Center for African American Studies at UCLA**

**Rand Corp.** Not “RAND” in all caps. “Rand” is acceptable on second reference.

**Regents** Capitalize on first reference: The Regents of the University of California; “the regents” is acceptable on second reference.

**release** See the Office of Media Relations’ “Best Practices” models.

**Research Library** is the Charles E. Young Research Library; “Research Library” is acceptable on second reference.

**the Resnick Neuropsychiatric Hospital at UCLA** is preferred in releases to the Lynda and Stewart Resnick Neuropsychiatric Hospital at UCLA, the official name of the hospital.

**the Rev.** When “Rev.” is used with the name of a person, it is preceded by “the”: “They used smoke and mirrors to fabricate the inclusion illusion,” the Rev. Jesse Jackson said.

**Richard C. Rudolph East Asian Library** “East Asian Library” is acceptable on second reference.

**Ronald W. Burkle Center for International Relations** may be called the “Burkle Center for International Relations” on first reference.

**Rosenstock, Linda** should be referred to as “Dr. Linda Rosenstock, dean of the UCLA School of Public Health,” never as “Linda Rosenstock, dean of the UCLA School of Public Health.”

**ROTC** is acceptable on first reference.

**Royce Quad** Acceptable in all cases. Informal name for that part of Dickson Plaza bounded roughly by the Powell Library Building, the Humanities Building (formerly Kinsey Hall), and Haines and Royce halls.

**RSVP** no periods.

**\*\*S\*\***

**said, says** In a quotation, newspaper style traditionally places “said” after the name of the person quoted, not before: Kelly said, *not* said Kelly. But inversion is allowed when the speaker’s name is followed by an identifier: “He reminds me of a cosmic J. Edgar Hoover,” said Kelly, director of the center.

In general, use past-tense verbs in news stories and when reporting events that happened at a specific time. At the start of the conference, Dean Gilliam welcomed the crowd. “I’m glad you’re here,” he said. For features, profiles and other pieces where a softer style is desired, present-tense verbs are acceptable. Joe Bruin stands outside his apartment, thinking about how great his UCLA Luskin professors are. “I particularly like Josephine Bruin,” he says.

**The Samueli School of Engineering and Applied Science** is the Henry Samueli School of Engineering and Applied Science.

**Santa Monica-UCLA Medical Center** is an acute-care medical center serving West Los Angeles.

**School** When referring to the UCLA Luskin School, capitalize School: The School counts 12 Nobel laureates among its faculty.

**the School of Public Affairs** The full name of the school is the UCLA Meyer and Renee Luskin School of Public Affairs. (Note: Renee is pronounced “REE-nee”, based on her full name of Doreen.) In all cases except the most formal applications, UCLA Luskin School of Public Affairs is acceptable on first reference, and UCLA Luskin or UCLA Luskin School should be used on subsequent references. For articles posted on the School’s website or other places where the full UCLA Luskin name will already be apparent, UCLA Luskin or UCLA Luskin School is acceptable on first reference. Further references can drop the UCLA Luskin name, but School should remain capitalized: UCLA Luskin professor Joe Bruin earned a Nobel Prize Monday. ... The School counts 12 Nobel laureates among its faculty.

Strive to always include UCLA when referring to the school – UCLA is an inseparable part of the UCLA Luskin School’s name. Do not use the constructions Luskin School of Public Affairs at UCLA or UCLA’s Luskin School of Public Affairs.

Be cautious of potential confusion between the UCLA Luskin Center for Innovation and the UCLA Luskin School: UCLA Luskin faculty is probably clear, whereas A UCLA Luskin study may cause confusion. Consider the audience of the piece and use judgment.

**the School of Public Policy and Social Research** is now the UCLA Luskin School of Public Affairs.

**the School of the Arts and Architecture** Note the “the” before “Arts.”

**Science & Engineering Library** “SEL” is acceptable on second reference if the acronym is used in parentheses after the first reference. SEL comprises four libraries housed in separate locations. They are: Science & Engineering Library/Chemistry, Science & Engineering

Library/Engineering & Mathematical Sciences, Science & Engineering Library/Geology-Geophysics, and Science & Engineering Library/Physics.

**Seeds, Corinne A.** not “Corrine.”

**the Semel Institute for Neuroscience and Human Behavior at UCLA** is preferred in releases to “the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA,” the official name of the research center. On second reference, use “the Semel Institute.”

**semicolons** Use semicolons to link independent clauses. Semicolons are placed outside of quotation marks. To clarify a series, use semicolons to separate the phrases in a series that includes a comma: The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**senior** Abbreviate as “Sr.” only with full names of persons. Do not precede “Sr.” by a comma: Thurston Howell Sr.

**seniors** is the preferred term for older adults when the context provides clarity. Beware of constructions such as “Seniors flourish at UCLA” (as opposed to, say, sophomores?).

**serial commas** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).
- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**series** Use commas in a simple series of nouns or phrases. Use commas in a simple series of elements that includes a conjunction. Use semicolons to separate the phrases in a series that includes a comma.

- The course covers racism, sexism and age discrimination (with a simple series of nouns, no comma before “and”).
- The course aims at opening students’ eyes, expanding their horizons and persuading them to act (with a simple series of phrases, no comma before “and”).
- He gulped some hot coffee, grits, and ham and eggs for breakfast (with a series including another conjunction, insert a comma before “and”).

- The finale includes a burst of red, white and blue fireworks; a tap-dance routine; and a patriotic dachshund dressed like Uncle Sam (with a series of phrases that include commas, use semicolons. Insert a semicolon before “and”).

**smart quotes** (also called “curly quotes”) are standard. To learn how to create them—or to curl straight quotes—click on the Help menu, select Microsoft Word Help and search on “smart quotes.”

**Social Welfare** Capitalize when referring to something related to the UCLA Luskin department: Social Welfare professor Joe Bruin; Josephine Bruin, a student of Social Welfare; the mixer is open to all students in Social Welfare and Public Policy. Do NOT capitalize when referring to the field in general.

**song titles** Capitalize principal words (and all words of four or more letters). Do not italicize. Song titles are enclosed in quotation marks: Rodgers and Hart wrote “With a Song in My Heart,” but who wrote ’N Sync’s “Music of My Heart”?

**Southern Regional Library Facility** “SRLF” is acceptable on second reference if the acronym is used in parentheses after the first reference.

**start-up** Hyphenate both adjective and noun.

**states** For a list of state and ZIP code abbreviations, see the AP Stylebook. If the name of a state stands alone, spell it out: Although Ralph Bunche was not born in California, he grew up in Los Angeles. When combining the name of a state with another place-name, use the state abbreviation: Did Bunche work in Sacramento, Calif.? For a complete address, use the ZIP code abbreviation: Today, the African Studies Center is located in Bunche Hall at UCLA, Box 951361, Los Angeles, CA 90095-1361.

**straight quotes** Straight quotation marks are not used. Curly quotes (also called “smart quotes”) are standard. To learn how to create curly quotes—or to curl straight quotes—click on the Help menu, select Microsoft Word Help and search on “smart quotes.”

**Students’ Store** is now called the UCLA Store.

**style manual** We use the latest edition of The Associated Press Stylebook and Briefing on Media Law. Follow the style practices recommended in the AP Stylebook except when superseded by this dictionary of style.

**systemwide**

**\*\*T\*\***

**telephone numbers** Enclose the area code in parentheses; use a hyphen to separate the prefix from the last four digits: (310) 825-2585.

**television program titles** Capitalize principal words (and all words of four or more letters). Do not italicize. Television program titles are enclosed in quotation marks: She donated archival materials from “The Carol Burnett Show” to UCLA. Specific episodes are also enclosed in quotation marks: “Chuckles Bites the Dust,” an episode of “The Mary Tyler Moore Show,” is considered a classic.

**television stations** We identify television stations by the call letters, followed by a hyphen, the word “Channel” and the channel number: KNBC-Channel 4.

**term** Lowercase academic terms or quarters: spring term, winter quarter.

**that vs. which** In the broadest terms, the general rule is: Use “that” with dependent clauses that are essential to meaning; use “which” with independent clauses, which are set off by commas.

- The bit of information that really turned the case around was the glove. (The dependent clause, “that really turned the case around,” is essential to the meaning of the sentence.)
  - The glove information, which really turned the case around, was presented early in the trial. (The fact that the information turned the case around is an additional thought, an independent clause.)
- For more details, see the “that (conjunction),” “that, which (pronouns),” “who, whom” and, especially, the “essential clauses, nonessential clauses” entries in the AP Stylebook.

**theater** Reserve “Theatre” for proper names.

**3-D** *not* three-D.

**time periods** Capitalize famous epochs: the Middle Ages. Lowercase century: the 12th century. Use numerals to designate a century unless it is the first word in a sentence: People sometimes wore odd shoes in the 12th century *but* Twelfth-century shoes could be odd. Note the hyphen when using a compound adjective: The 12th-century Crusaders may have introduced pointy-toed shoes to Europe. Also see **decades**.

**times** Do not use “:00,” insert a space between the numeral and a.m. or p.m., lowercase a.m. and p.m., and use periods in a.m. and p.m.: 6 p.m., *not* 6:00PM. Also see **decades** and **time periods**.

**titles** Capitalize when followed by the person’s name: Chancellor Albert Carnesale was the university’s eighth chief executive. Drop the title after the first reference: Carnesale was inaugurated on May 15, 1998. Always lowercase when the title—regardless of rank—follows the name: Albert Carnesale, the chancellor of UCLA, was the university’s eighth chief executive. See **academic titles**.

**trademark symbol** Do not use.

**type I diabetes, type II diabetes** Lowercase unless standard rules of capitalization apply (e.g., first word in a sentence). Use Roman numerals and do not hyphenate: type I diabetes, type II diabetes. “Insulin-dependent diabetes” is the preferred term for type I diabetes.

**\*\*U\*\***

**UCLA** *not* University of California, Los Angeles.

**UCLA American Indian Studies Center**

**UCLA Anderson School of Management** *not* “The Anderson School at UCLA.”

**UCLA Asian American Studies Center**

**UCLA Chicano Studies Research Center**

**UCLA College** is no longer (10/05) being used as the designation for the College of Letters and Science. It is acceptable to use “the College” on second reference.

**UCLA experts advisory** See the Office of Media Relations’ “Best Practices” models.

**UCLA Film & Television Archive** Include “UCLA” on first reference; “the Archive” is acceptable on second reference.

**The UCLA Foundation** Capitalize the “t” in “The.”

**UCLA Hammer Museum** *not* UCLA at the Armand Hammer, Armand Hammer Museum or some other variant.

**UCLA in LA** is the name of the initiative created by Chancellor Carnesale about the campus’ partnerships with the community; it is administered through the UCLA Center for Community Partnerships. Use UCLA Center for Community Partnerships when referring to an event sponsor or other references to an entity, rather than to the initiative.

**UCLA LeRoy Neiman Center for the Study of American Society and Culture** “the Neiman center” is acceptable on second reference.

**UCLA Library** refers to the campuswide network of libraries. When describing the overall system, use “UCLA Library” on first reference; “Library” is acceptable on second reference. See names of individual libraries (e.g., Charles E. Young Research Library) for details.

**UCLA Luskin School** The full name of the school is the UCLA Meyer and Renee Luskin School of Public Affairs. (Note: Renee is pronounced “REE-nee”, based on her full name of Doreen.) In all cases except the most formal applications, UCLA Luskin School of Public Affairs is acceptable on first reference, and UCLA Luskin or UCLA Luskin School should be used on subsequent references. For articles posted on the School’s website or other places where the full UCLA Luskin name will already be apparent, UCLA Luskin or UCLA Luskin School is acceptable on first reference. Further references can drop the UCLA Luskin name, but School should remain

capitalized: UCLA Luskin professor Joe Bruin earned a Nobel Prize Monday. ... The School counts 12 Nobel laureates among its faculty.

Strive to always include UCLA when referring to the school – UCLA is an inseparable part of the UCLA Luskin School’s name. Do not use the constructions Luskin School of Public Affairs at UCLA or UCLA’s Luskin School of Public Affairs.

Be cautious of potential confusion between the UCLA Luskin Center for Innovation and the UCLA Luskin School: UCLA Luskin faculty is probably clear, whereas A UCLA Luskin study may cause confusion. Consider the audience of the piece and use judgment.

**The UCLA Medal** Capitalize the “T” in “The.”

**UCLA Neuropsychiatric Institute** the Semel Institute for Neuroscience and Human Behavior at UCLA is preferred in releases to “the Jane and Terry Semel Institute for Neuroscience and Human Behavior at UCLA,” the official name of the research center. On second reference, use “the Semel Institute.”

**UCLA’s Jonsson Cancer Center** *not* UCLA Jonsson Cancer Center; *not* Jonsson Cancer Center. There are two different ways to refer to the center, depending on the audience:

- For UCLA Headlines and any other internal document, use “UCLA’s Jonsson Comprehensive Cancer Center.
- For news releases, media advisories and other material distributed to the media, use “UCLA’s Jonsson Cancer Center.”

**UCLA School of Law** *not* UCLA law school.

**UniCamp**

**United Nations** Abbreviate only when used as an adjective. Note periods: U.N. Security Council.

**United States** Abbreviate only when used as an adjective. Note periods: U.S. citizen.

**University Archives** is located in the Powell Library Building. Include “University” on first reference; “the Archives” is acceptable on second reference.

**University College London** no comma.

**University of California, (Campus)** with comma(s): The University of California, Santa Cruz, now offers optional letter grades. Short forms are acceptable on second reference: UC Berkeley, UC Davis.

**University of California, Los Angeles** Use UCLA. No periods.

**University of Southern California** Acceptable to use “USC”—no periods—on second reference.

## **universitywide**

**URL** Hyperlink all URLs. Do not include <http://> in hyperlinks For more information, visit [www.mla.org/style/style\\_top\\_index.htm](http://www.mla.org/style/style_top_index.htm). EXCEPTION: When listing the UCLA Luskin School's website, do not include <http://> or [www](http://www). List it as [publicaffairs.ucla.edu](http://publicaffairs.ucla.edu)

**Urban Planning** Capitalize when referring to something related to the UCLA Luskin department: Urban Planning professor Joe Bruin; Josephine Bruin, a student of Urban Planning; the mixer is open to all students in Urban Planning and Public Policy. Do NOT capitalize when referring to the field in general.

**USC** no periods. Use "University of Southern California" on first reference.

**username** is the Internet term.

## **\*\*V\*\***

**Veterans Affairs** "VA" (no periods) is acceptable on second reference. Although you still hear it in the ether, please note that "Veterans Administration" was discarded in 1989.

## **Veterans Wadsworth Theater**

**vice chancellor** *not* vice-chancellor. See **academic titles**.

## **\*\*W\*\***

**Washington/Wash.** Abbreviate the state but never the capital. When referring to the capital: Washington, D.C., is built on a swamp (note periods and commas). See **states**.

**Web address** Hyperlink all URLs. Do not include <http://> in hyperlinks For more information, visit [www.mla.org/style/style\\_top\\_index.htm](http://www.mla.org/style/style_top_index.htm). EXCEPTION: When listing the UCLA Luskin School's website, do not include <http://> or [www](http://www). List it as [publicaffairs.ucla.edu](http://publicaffairs.ucla.edu)

## **Web browser**

**website** but Web page, Web feed

**West Center** is the James West Alumni Center. "West Center" is acceptable on second reference.

**which vs. that** In the broadest terms, the general rule is: Use "that" with dependent clauses that are essential to meaning; use "which" with independent clauses, which are set off by commas.

- The bit of information that really turned the case around was the glove. (The dependent clause, “that really turned the case around,” is essential to the meaning of the sentence.)
  - The glove information, which really turned the case around, was presented early in the trial. (The fact that the information turned the case around is an additional thought, an independent clause.)
- For more details, see the “that (conjunction),” “that, which (pronouns),” “who, whom” and, especially, the “essential clauses, nonessential clauses” entries in the AP Stylebook.

**William Andrews Clark Memorial Library** “Clark Library” is acceptable on second reference. The title of the head of the William Andrews Clark Memorial Library is “librarian.”

**\*\*Y\*\***

**years** Use apostrophes when numerals are omitted: class of '09, the '60s. Otherwise, drop the apostrophe: the 1800s, the 1990s. Be sure to watch that the curve on a styled apostrophe: ’ does not turn into a single quote: ‘ When omitting figures in a series of years, do *not* use the apostrophe: 2006-07.

**Young Research Library Building** *but* Charles E. Young Research Library.