

USC Editorial Style Guide

i. UNIVERSITY of SOUTH CAROLINA

A. General

1) Use *the University of South Carolina* on first reference. After the first reference, other terms such as *Carolina*, *USC* and *the university* may be used to add variety. *USC* as a second reference is used sparingly when we are targeting national or international audiences.

2) Lowercase the *t* in *the* when making formal reference to the University of South Carolina. When using the name as a standalone title or referring to the university in a tabular list or address, omit *the*.

B. Campuses

1) When referring to all eight campuses, the use of *system* is acceptable. The name *University of South Carolina* or *the university* refers to the Columbia campus in pieces specific to that campus. It may also be used as a reference to all campuses.

2) Formal written reference to a campus should consist of *University of South Carolina* followed by a word space and the name of the individual campus. *USC* may be used in place of *University of South Carolina* for more informal reference to a campus. Do not use a hyphen, dash, or comma before the campus name. Do not use prepositions such as *in* or *at*.

University of South Carolina Columbia University of South Carolina Aiken or USC Aiken University of South Carolina Beaufort or USC Beaufort

3) The Columbia campus can be referred to as the University of South Carolina's main campus.

4) Aiken, Beaufort and Upstate should be referred to as *senior* or *four-year* campuses.

5) Lancaster, Salkehatchie, Sumter and Union should be referred to as *regional* campuses. They should not be referred to as *two-year* or *branch* campuses.

6) When referring informally to any campus, do not capitalize the word *campus*.

The Sumter campus will hold graduation ceremonies on May 7. Funds were sought for renovations on the USC Beaufort campus.

Note: With this language, *USC* and *the university* become the official reference for all eight campuses. A particular campus should be referred to in one of the ways noted above.

C. Named Schools

1) Use *The Darla Moore School of Business* for all standard first references. *Moore School* is an acceptable second reference.

2) Use *Arnold School of Public Health* for all standard references. The full name — *The Norman J. Arnold School of Public Health* — should be used only for formal occasions (e.g., commencement) or for legal

purposes. *Arnold School* is an acceptable second reference.

3) *The* with an initial capital *T* is part of the official name of The Graduate School.

See “**Glossary**” for complete list of schools, colleges and campus names.

II. CAPITALIZATION

A. When in doubt, do not capitalize.

B. Capitalize

1) The official names of departments when used in text:

He enrolled in USC’s Department of Civil Engineering.

Exceptions:

The South Carolina Honors College may be referred to as the *Honors College*. (Otherwise a repetition occurs when the name is attached to the University of South Carolina.)

When denoting the administrative unit of the Division of Libraries and Information Systems, the term *University Libraries* should be used. (This distinguishes the administrative unit versus the physical locations, which would be referred to as *university libraries*.)

2) All conferred and traditional, educational, occupational and business titles when used specifically in front of the name; do not capitalize these titles when they follow the name.

President Harris Pastides, University of South Carolina

Les Sternberg, dean

Professor T.S. Sudarshan is chair of the Department of Electrical Engineering.

Note: In tabular matter and addresses, these titles may be capitalized regardless of location.

Exception: When a word such as *former* is used in conjunction with a title and name, the title does not get capitalized, as it is considered part of a compound adjective (i.e. former president John M. Palms).

3) The words *association, building, center, club, conference, department, division, hall, office, program, school, street* etc., when used as part of a title; thereafter, do not capitalize the words when used alone to refer to a specific place or group.

the Faculty Senate; thereafter, the senate

the Department of History; thereafter, the department

the Audiovisual Center; thereafter, the center

the Marine Science Program; thereafter, the program

4) The words *offices*, *colleges* and *departments*, when referring to more than one individual office, college, department.

Colleges of Education and Nursing

5) Board of Trustees; thereafter, the trustees

6) A specific course or subject.

ENGL 285 Themes in American Writing

7) Names of athletic clubs and teams.

the Gamecocks

the Carolina Panthers

8) The word *room* when used to designate a particular room.

Room 21 of Gambrell Hall

9) Official college degrees when spelled out.

Bachelor of Fine Arts, but bachelor's degree

Master of Philosophy, but master's degree

C. Do Not Capitalize

1) Words such as *college*, *school*, *department*, *office*, *division*, *association* and *conference* when they stand alone, even if they refer to a specific, previously identified entity.

2) Titles standing alone or in apposition.

The dean of the Moore School of Business must approve all research papers. Contact the budget director for further information. Nancy A. Smith, professor of English, will speak at the symposium.

3) Names of school or college studies, fields of study, options, curricula, major areas, or major subjects, except languages, unless a specific course is being referred to (see B9).

He is studying philosophy and English. Each student must meet core requirements in biological sciences and liberal arts. The university offers a curriculum in textiles and clothing.

4) The unofficial or informal names of departments when used in text.

He enrolled in the civil engineering department.

5) Organized groups or classes of students in a university or high school, or the words *freshman*, *sophomore*, *junior*, *senior* or *graduate*.

John Smith is a junior in the College of Engineering and Computing. The senior class will hold its annual

election tomorrow.

However, when referring to a class according to its year of graduation, capitalize *Class*.

The program was made possible by a gift from the Class of 1988. The Class of 2004 initiated environmental awareness week.

III. ABBREVIATIONS

A. When in Doubt, Spell the Word Out.

B. Abbreviate

1) Complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, but do not use them in combination with any other title with abbreviations indicating scholastic or academic degrees. These and similar titles are typically not used in running text after first reference.

Paul Huston, Ph.D., *not* Dr. Paul Huston, Ph.D. Carol Green, MD, or Roger White, DVM, **not** Dr. Carol Green, MD, or Mr. Roger White, DVM

2) The degrees Bachelor of Science, Master of Science, Master of Arts, Doctor of Philosophy, Bachelor of Fine Arts, Bachelor of Arts in Interdisciplinary Studies, Associate in Science to *BS*, *MS*, *MA*, *Ph.D.*, *MD*, *B.A.*, *BAIS*, and *AS*, respectively. Except for *Ph.D.* and similar compound abbreviations, all degree abbreviations should be without periods.

3) Use *GPA* in caps without periods. We do not use the term *GPR*.

4) When it is necessary to use a subject-matter designation and course number to identify a specific course, e.g., ENGL 101 Composition, use the official course code.

5) When names of universities, government agencies or other organizations are abbreviated as acronyms (first letter of each word), use full caps with no periods: USC (not U.S.C.), ROTC, MIT. Stick to well-known abbreviations and minimize use of acronyms to avoid creating an alphabet soup.

IV. SPELLING

For answers to other questions of spelling, consult *Webster's New Collegiate Dictionary* and the *AP Stylebook*.

- *adviser*

- *African American* is two words. A hyphen is used in adjective form. Avoid using African American with other

racial styles. For example, do not say “African-American students made up half the university’s population rest were white.” Do say, “Half the students were black; half were white.”

- *Alumnus* is the singular reference for a male graduate; *alumna*, the singular reference for a female graduate; *alumni*, the plural reference to a mixed group of male and female graduates or male graduates only; *alumi* the plural reference for female graduates only.

- *catalog*, **not** *catalogue*

- *chair* is acceptable when referring to a faculty member who holds a chair professorship or is an endowed chair. Use *chairman* or *chairwoman* when referring to a faculty member who holds that position of leadership within an academic department.

- *course work*, **not** *coursework*

- *credit-hour* (adjective), *credit hour* (noun)

- *fundraising* (noun), *fundraising* (adjective), *fundraiser* (noun)

- *grade point average*, **not** *grade-point average*

- *online*, **not** *on-line*

- *Statehouse* when referring to the S.C. capitol

- *theater* except when the official name of a building or department, when it should be capitalized.

V. USAGE

For answers to other questions of style, consult *Webster’s New Collegiate Dictionary*.

- Omit S.C. in conjunction with Columbia only when the piece is aimed at a local audience.

- *Doctorate* is a noun, and *doctoral* is an adjective.

- *freshman* (adj.): the freshman enrollment (never the freshmen enrollment)

- *international students*, **not** *foreign students*

VI. EQUAL OPPORTUNITY STATEMENTS

A. Equal Opportunity Statement

- 1) For University bulletins and other lengthy University publications used for recruitment purposes (espec

those containing curricula/course listings):

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504, and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Harrington Street, Suite 805, Columbia, SC; telephone 803-777-3854.

2) For smaller recruitment booklets and brochures:

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

3) For general brochures, flyers, posters, and other short items:

The University of South Carolina is an equal opportunity institution.

4) For official University stationery:

An equal opportunity institution

B. ADA Disability Statement

1) For any University publication promoting an event or program that is open to the general public (and for invitation-only events as appropriate):

[International wheelchair symbol] If you require special accommodations, please call 803-777-XXXX (sponsoring office or department number).

2) For any University calendar promoting a number of events or programs:

[International wheelchair symbol] If you require special accommodations, please contact the program sponsor.

VII. MISCELLANEOUS

A. Electronic Conventions

1) Internet, web, and email addresses should be written all lowercase, unless the address is case sensitive.

www.forum.net (When a web address begins with *www.* or similar, it is not necessary to include *http://*.)
blowder@mailbox.sc.edu

2) Internet and World Wide Web are treated as proper nouns and capitalized in all instances.

3) Accepted spellings of electronic terms:

• *online*, **not** *on-line* • *homepage* (lowercased in text) • *CD-ROM* (all uppercase)

4) A long URL or email address may be broken and continued on a second line. **Do not** add a hyphen where the break appears; instead, make sure the break is after a slash or period in the Web address. Adding a hyphen leads to confusion about whether or not the hyphen itself is part of the address.

C. Year 2000 and Beyond

1) When writing any span of time that mixes 20th- and 21st-century dates, the full year must be given for both.

1998–2002, *not* 1998–02

2) When citing class designations, if classes from the 20th and 21st centuries are listed, the full year must be given for all classes mentioned.

When the time capsule placed by the Class of 1955 is opened, members of the Class of 2005 will replace it with one of their own.

3) Do not attach the phrase *the year* to 2000 or beyond. Treat such references as any other year noted.

The university celebrated its bicentennial in 2001.

D. Degrees listed with alumni names

When listing earned degrees with alumni names, the preferred order is: year, degree name (lowercase), discipline (if listed, lowercase). Do not place a comma between the year and degree name, but do place a comma between the degree name and discipline. Use of parentheses around degree information is optional. The last example below is accepted in *Carolinian*.

Madison Dinkum, 1997 law

Madison Dinkum, 1995 master's

Madison Dinkum, 1993 BA, history

Madison Dinkum (1995 master's, history)

Madison Dinkum, '07