University of Victoria

UVic Style-at-a-glance

UNIVERSITY OF VICTORIA EDITORIAL STYLE GUIDE NOVEMBER 2006

For queries, comments or info, contact style@uvic.ca or 721-8587.

For more detailed information, please consult *UVic Style: University of Victoria Editorial Style Guide,* available online at http://communications.uvic.ca/publications/style.

SPELLING

Canadian Oxford Dictionary is our spelling authority. It is available to UVic users online at: Oxford Reference Online via http://gateway.uvic.ca/erf/dictionaries.html.

Follow Canadian spelling for "-our" words: colour, favour, honour, labour rather than color, favor, honor, labor.

Short wordlist

alumna (individual female graduate)
alumnae (group of female graduates)
alumni (group of both sexes)
alumnus (individual male graduate)
analyze
colour
co-op
co-operative education
criticize
email

emeritus (pl. professors emeritus) (designated by senate to be used to refer to males or females)
enrol, enrolled, enrolling
enrolment
grade-point average
home page
honorary
honour, honourable
Internet
labour
licence (noun)

license (verb)
online
per cent
practice (noun)
practise (verb)
vice-chancellor
vice-president
web (but World Wide Web)
web page
web server
website
work term

CAPITALIZATION

General rule

Capitalize common nouns when they represent a complete formal name and use lower case in subsequent partial or informal forms.

- University of Victoria, the university
- University of Victoria Senate, the senate
- Faculty of Fine Arts, the fine arts faculty

Academic programs and subjects

Formal academic programs follow the general rule for capitalization. Refer to the *University of Victoria Undergraduate Calendar* for the complete formal names of programs.

- the Russian Studies Program, Russian studies

Do not capitalize academic subjects except when referring to a subject that is also a proper noun.

- biology, history, English, French

Committee names

Committee names are generally not capitalized, although the full official names of committees may be capitalized in such formal documents as communications of or with university governing bodies.

- the advisory committee on visual identity

Department and unit names

Capitalize full formal name. Use lower case for short references.

- School of Earth and Ocean Sciences, earth and ocean sciences
- Centre for Pacific and Asian Studies, the centre

Job titles

In running text, capitalize formal job titles directly preceding a name and not set off by a comma. Use lower case in other instances. (In lists, job titles may be capitalized.)

- Prime Minister Paul Martin; the prime minister; Paul Martin, prime minister
- Director of UVic Communications Bruce Kilpatrick; Bruce Kilpatrick, director of communications

INCLUSIVE LANGUAGE

Please refer to the UVic style guide for direction in writing about Aboriginal Peoples; people with mental or physical disabilities; matters of sexuality and gender identity or "race" and ethnicity.

Preferred terms in referring to these groups change frequently as language evolves. In general, be guided by the preference of those concerned if possible.

NUMBERS

In running text, spell out numbers one through nine. For 10 and above, use numerals.

Academic year

Indicate the academic year using the following format:

- 2004/05

Formatting dates

Specific dates within running text may be written in either of two ways:

- Saturday, Sept. 19, 1998
- Saturday, 19 Sept. 1998

Telephone numbers

Domestic telephone numbers should be separated with hyphens. No parentheses should be used around area codes.

- 250-123-4567

International phone numbers should follow the ITA standard format. The international prefix symbol (+) precedes the country code, which is then followed by the area code and the phone number:

- +22 609 123 4567

PUNCTUATION

Serial comma

Put commas between the elements of a series but not before the final "and," "or," or "nor" unless it is necessary to avoid confusion.

Punctuation and material in quotation marks

Periods and commas go inside quotation marks; colons and semicolons go outside quotation marks. The question mark and exclamation mark go inside the quote marks when they apply to the quoted matter only; outside when they apply to the entire sentence.