



UVic Style

UNIVERSITY OF VICTORIA EDITORIAL STYLE GUIDE

NOVEMBER 2006



University of Victoria

UVIC STYLE

UNIVERSITY OF VICTORIA EDITORIAL STYLE GUIDE

The publication of the *University of Victoria Editorial Style Guide* is part of a larger effort to support standards of quality and consistency throughout UVic print, web and other communications. It is intended to help editors and writers avoid inconsistencies in spelling, capitalization and other matters of editorial style, which distract readers and undermine their confidence in the messages we wish to convey.

RANGE OF APPLICATION

The style guide is for use in print and web communications produced by university academic and administrative units. It applies to all promotional, marketing and general communications materials, official correspondence and reports and submissions to university governing bodies.

It is not intended to apply to academic, scholarly or research texts, which will have their own style standards and guidelines.

SPELLING, GRAMMAR, PUNCTUATION

The *University of Victoria Editorial Style Guide* is to be used in conjunction with the most recent edition of the *Canadian Oxford Dictionary*, which is our spelling authority.

Online access to the Canadian Oxford Dictionary is available to UVic Netlink users at Oxford Reference Online via gateway.uvic.ca/erf/dictionaries.html.

This style guide is not intended as a grammar book, a guide to good writing or a manual of typography. Furthermore, it is concerned with punctuation only as it arises in relation to specific points of editorial style.

AUDIENCE AND VOICE

Communications produced by the University of Victoria address a very wide range of audiences, from government officials to students and from potential research partners to community users of UVic facilities. These communications must be tailored to their respective audiences. For this reason, this style guide is not intended to constrain the authorial voice nor mandate adherence to a particular level of formality in the use of language. Points in the guide that do address issues of formality are clearly identified and are always subject to editorial judgment in communicating appropriately with the intended audience.

Writers and editors are, however, expected to follow guidelines in this style guide pertaining to inclusive language and to reflect the character of the University of Victoria in their communications.

INTRODUCTION

SPECIALIZED COMMUNICATIONS

Certain types of publications, and publications in specialized topic areas, raise questions of style not covered in this guide. Examples include journalistic writing and governmental communications. In such cases, producers of UVic publications are urged to consult an appropriate reference authority. Examples include *The Canadian Press Stylebook*, *The Chicago Manual of Style*, *The Canadian Style*, *The MLA Handbook* and *The APA Publication Manual*.

EDITORIAL ASSISTANCE

UVic Communications Services can help with questions you may have regarding interpretation of points in this style guide, issues not covered here or matters of spelling. Please call 721-8587 or email style@uvic.ca.

THE FUTURE OF THIS STYLE GUIDE

Any style guide, this one included, is a work in progress. As new editorial questions arise and language and usage change, it will evolve. UVic Communications welcomes input from users of this guide in order to make it more useful.

We anticipate developing electronic resources for use in conjunction with this style guide, including default word processor preferences settings and a custom dictionary for use with word processors.

The UVic style guide home page will carry announcements of additions, changes and updates to the content of the style guide.

DEVELOPMENT OF THE STYLE GUIDE

The UVic style guide project was initiated by the publications officer in UVic Communications under the aegis of the UVic communications council and with the approval of the University of Victoria executive council. A task group comprising members with significant communications responsibilities from units across the university was formed in order to address the many stylistic concerns and issues found in university publications (see membership below). The group met several times. It researched style practices across a wide variety of North American post-secondary educational institutions; considered existing editorial style practices and preferences at UVic; and reviewed the appropriateness of using commercially available style manuals, including *The Chicago Manual of Style*, *The Canadian Press Stylebook* and *The Canadian Style*. Ultimately, the committee decided to create a style guide specific to the University of Victoria.

EDITORIAL STYLE GUIDE COMMITTEE

- Robie Liscomb, publications officer (UVic Communications), chair
- Lyndsey Balfour, Melanie Law, student publications assistants (UVic Communications)
- Natasha Chetty, stakeholder communications officer (UVic Communications)
- Ludgard De Decker, director (Office of the President)
- Susan Doyle, editor, *University of Victoria Undergraduate Calendar* (English)
- Roger Gruys, Robin Sutherland, web coordinators (UVic Communications)
- Joan Kew, program coordinator, promotion and publications (Continuing Studies)
- Mike McNeney, editor, *UVic Torch* (Alumni Services)
- Valerie Shore, research communications officer and editor, *The Ring* (UVic Communications)
- Grace Wong Sneddon, diversity advisor (Office of the Vice-President Academic and Provost)
- Linda Sproule-Jones, director, equity (Equity and Human Rights)
- Michael Turner, promotions and publications manager (Continuing Studies)

The committee also received valuable research assistance from Joy Poliquin and Karolina Zablotney.

UVic Style online: <http://communications.uvic.ca/publications/style>

UVic Style help: style@uvic.ca or 721-8587

TABLE OF CONTENTS

UVic Style

University of Victoria Editorial Style Guide | 1

Section 1: Abbreviations, acronyms and initialisms | 7

- 1.1 Lower case 7
- 1.2 Upper case and small caps 7
- 1.3 Mixed upper and lower case 7
- 1.4 Academic degrees 7
- 1.5 UVic and other universities 8

Section 2: Addresses | 8

- 2.1 Format 8
- 2.2 Capitalization, spelling and numbers 8
- 2.3 Abbreviations of province names 8
- 2.4 Further information 9

Section 3: Capitalization | 9

- 3.1 A note on capitalization 9
- 3.2 The case for lower case 9
- 3.3 The general rule 9
- 3.4 What not to capitalize 9
- 3.5 Capitalization after colons 10
- 3.6 Capitalization of job and position titles 10
- 3.7 Capitalization and quotations 10
- 3.8 Capitalization at UVic 10
 - 3.8.1 Academic programs 10
 - 3.8.2 Academic subjects 10
 - 3.8.3 Awards, honours and decorations 11
 - 3.8.4 Building names 11
 - 3.8.5 Committee names 11
 - 3.8.6 Degrees, certificates and diplomas 11
 - 3.8.7 Department and unit names 12
 - 3.8.8 Job titles 12
 - 3.8.9 Research centres and major research projects 13
 - 3.8.10 University policies 13
- 3.9 Cultural and historic periods and descriptive designations 13
- 3.10 Other capitalizations 13

Section 4: Geographic locations | 14

- 4.1 Abbreviations 14
- 4.2 Capitalization 14
- 4.3 French place names in Canada 14

- 4.4 Foreign spellings 15

Section 5: Inclusive language | 15

- 5.1 Guiding principles 15
- 5.2 Indigenous Peoples 15
- 5.3 Sex and gender 16
- 5.4 Sexuality and gender identity 17
- 5.5 Mental and physical disabilities 18
- 5.6 "Race" and ethnicity 19

Section 6: Italics | 20

- 6.1 Emphasis 20
- 6.2 Foreign words and phrases 20
- 6.3 Titles of publications and other works 20

Section 7: Lists | 20

- 7.1 Run-in lists (items in series) 20
- 7.2 Vertical lists (outline style) 21
- 7.3 When to use bulleted or numbered lists 21
- 7.4 Vertical lists and capitalization 21

Section 8: Numbers | 21

- 8.1 General rules 21
 - 8.1.1 Ordinals 22
 - 8.1.2 Numbers with four or more digits 22
 - 8.1.3 Currency 22
 - 8.1.4 Decimals 23
 - 8.1.5 Fractions 23
 - 8.1.6 Percentages 23
 - 8.1.7 Plurals of numerals 23
 - 8.1.8 Ranges (inclusive numbers) 24
- 8.2 Dates and time 24
 - 8.2.1 Formatting dates 24
 - 8.2.2 Abbreviating months 24
 - 8.2.3 Academic year 24
 - 8.2.4 Centuries 25
 - 8.2.5 Decades 25
 - 8.2.6 Eras 25
 - 8.2.7 Holy days and holidays 25
 - 8.2.8 Hours 25
 - 8.2.9 Ordinals 25
 - 8.2.10 Ranges of dates 25

TABLE OF CONTENTS

8.3	Measurements	26
8.3.1	Metric abbreviations	26
8.3.2	Abbreviating customary measurements	26
8.3.3	Temperature	26
8.3.4	Using superscripts	26
8.3.5	Using numerals	26
8.4	Roman numerals	26
8.5	Telephone numbers	27
Section 9: Punctuation and spelling 27		
9.1	Accents and diacritics	27
9.2	Ampersand	27
9.3	Commas	27
9.4	Dashes and hyphens	27
9.5	Ellipses	28
9.6	Parentheses and brackets	28
9.7	Quotation marks	28
9.8	Solidus (slash)	29
9.9	Spacing between sentences	29
Section 10: Usage of university terms 29		
10.1	Alumna/us/ae/i	29
10.2	Emeritus	29
10.3	Undergraduate/graduate students	29
Section 11: Internet 30		
11.1	Email and web addresses	30
11.2	Punctuation	30
11.3	Spelling and capitalization of common Internet-related words	30
Appendix A: UVic academic degrees 31		
Appendix B: Word list 32		

SECTION 1: ABBREVIATIONS, ACRONYMS AND INITIALISMS

1.1 Lower case

Use periods with abbreviations that appear in lower case.

e.g., a.k.a., a.m., p.m.

1.2 Upper case and small caps

Use no periods with abbreviations that appear in upper case or small caps.

VP, USA (US), CEO, BCE, CE

Use no periods with acronyms and initialisms.

Place course codes in upper case.

FREN 100

Place acronyms in upper case except when they have become common words.

NAFTA, NATO, NEPTUNE, VENUS, scuba, laser

Place initialisms in upper case.

WTO, BCAA, ICBC

According to Canada Post standards, abbreviations of provinces and territories should appear in upper case without periods.

AB, BC, MB, NB, NL, NS, NT, NU, ON, PE, QC, SK, YT

Place foreign currency codes in upper case.

EUR, USD

A complete list of currency codes can be found at
www.iso.org/iso/en/prods-services/popstds/currencycodeslist.html.

1.3 Mixed upper and lower case

Abbreviations with mixed upper and lower case other than academic degrees should have a period at the end.

Dr., Prof., Mr., Mrs., Ms.

When abbreviating personal names, use periods and a space between abbreviations.

P. D. James, W. A. C. Bennett

1.4 Academic degrees

Use no periods in academic degrees.

PhD, BSc, BA

For accepted abbreviations of academic degrees, see Appendix A: UVic academic degrees.

ABBREVIATIONS, ACRONYMS AND INITIALISMS

1.5 UVic and other universities

Spell out “University of Victoria” in its first reference. Thereafter “UVic” is acceptable except in very formal instances.

The abbreviated form of the University of Victoria does not use a period.

UVic

For information on the appropriate use of the University of Victoria signature (logo), see <http://web.uvic.ca/webcoor/graphicstandards/>.

In abbreviating the names of degree-granting institutions, the *University of Victoria Undergraduate Calendar* does not use periods. Other units are urged to follow this treatment.

BA (Alta), MA (McG), LLB (Tor)

SECTION 2: ADDRESSES

2.1 Format

Please follow Canada Post usage

University of Victoria
PO Box 1700 STN CSC [note no punctuation, use of capitals]
Victoria BC V8W 2Y2 [two spaces between province and postal code]
Canada

2.2 Capitalization, spelling and numbers

Always express street addresses with numeral (not spelled out).

2 Dallas Road

In running text, spell out “road,” “avenue,” “street” etc. Also spell out any directional abbreviations.

Burnside Road West

Capitalize “Road,” “Street,” etc. when used with a name (as in the above examples).

Capitalize letters that appear in street addresses.

31B Baker Street

2.3 Abbreviations of province names

In addresses, use the Canada Post standards for abbreviations of provinces and territories.

AB, BC, MB, NB, NL, NS, NT, NU, ON, PE, QC, SK, YT

See also Geographic locations: Abbreviations.

2.4 Further information

For further information, please see the Canada Post website: www.canadapost.ca.

SECTION 3: CAPITALIZATION

3.1 A note on capitalization

In recent years, there has been a significant and widespread shift in style away from a more formal style to one using less capitalization and punctuation. This approach is followed by the *Chicago Manual of Style* and Canadian Press, among many other authorities. It is reflected in this UVic style guide and in the recommendations pertaining to capitalization below.

3.2 The case for lower case

This guide recommends a lower case style for several reasons:

- When too many words are capitalized, they lose their importance and no longer attract attention.
- Readability studies have shown that copy is more easily read when it isn't peppered with initial caps or all caps.
- Using lower case letters in no way diminishes the stature or credibility of an individual's position or a department's reputation.
- When writing promotional or marketing materials (such as brochures or print ads), emphasis can be achieved more effectively by the skillful use of white space, typeface and typestyle than by excessive use of initial caps or all caps.

3.3 The general rule

The general rule is to capitalize common nouns when they represent a complete formal name and use lower case in subsequent partial or informal forms.

the Ministry of Advanced Education; the ministry; the education ministry

the Government of Canada; the Canadian government; the government

the Government of British Columbia; the BC government; the government

the University of Victoria; the university

the Senate of the University of Victoria, the UVic senate, the senate

the Faculty of Fine Arts, the fine arts faculty, the faculty [To avoid confusion, use a construction such as "faculty members" when referring to people as opposed to the academic unit.]

3.4 What not to capitalize

Common nouns should not be capitalized, even when they are used in terminology specific to the university context, such as "grade-point average," "winter session," "letter of

CAPITALIZATION

permission,” “record of degree program” and “university fellowship.”

See also Appendix B: Word list.

3.5 Capitalization after colons

Do not capitalize the first letter of a common noun after a colon in running text, even if the colon is followed by a complete sentence.

3.6 Capitalization of job and position 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.

Prime Minister Paul Martin; the prime minister; Paul Martin, prime minister

Director of UVic Communications Bruce Kilpatrick; Bruce Kilpatrick, director of communications; the director

See Lists: Vertical lists and capitalization.

3.7 Capitalization and quotations

Capitalize the first word of a quotation that is a complete sentence.

3.8 Capitalization at UVic

3.8.1 Academic programs

Formal academic programs within faculties and departments and interdisciplinary 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

the Medieval Studies Program, medieval studies

the Arts of Canada Program, arts of Canada

3.8.2 Academic subjects

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

English, biology, French, history, physics, Spanish, law, Latin

When referring to the course offerings of a specific UVic department (as opposed to offerings in the general field of study or at other institutions), be explicit or use the standard course code.

“Prerequisites include at least six course credits in HIST,” or “Prerequisites include at least six course credits in the UVic history department.”

3.8.3 Awards, honours and decorations

Follow the general rule of capitalization: only capitalize the full formal title of the award or honour.

University of Victoria Fellowship, university fellowship

3.8.4 Building names

Only the full, formal name of the building should be capitalized. Use lower case for all informal references:

the Lam Auditorium; the auditorium

Gordon Head Residences; the residence buildings

Refer to buildings and other university venues named after people by using either the family name or the person's full name, but use one or the other convention consistently within a publication.

Strong Building, David F. Strong Building

Stewart Complex, Ian Stewart Complex

Matthews and McQueen Lecture Theatre, Trevor Matthews and Bob McQueen Lecture Theatre

The authoritative source for official names of university buildings and venues is www.uvic.ca/buildings/index.html.

3.8.5 Committee names

The names of committees, task groups and other working groups need not be capitalized.

the planning and priorities committee

the nominations and committee governance committee

The names of committees may be capitalized in such formal documents as the *University of Victoria Undergraduate Calendar* and communications of or with university governing bodies.

3.8.6 Degrees, certificates and diplomas

The general rules of capitalization apply.

Doctor of Philosophy, doctorate; Master of Fine Arts, master's degree; baccalaureate

Diploma in Cultural Resource Management, cultural resource management diploma

Professional Specialization Certificate in International Intellectual Property Law, intellectual property law certificate

See Appendix A: UVic academic degrees.

Distinctions within degree programs, such as major, minor, honours; concentrations or specialties; co-op designation; with distinction, etc. should not be considered part

CAPITALIZATION

of the official program name and should not be capitalized in running text.

honours in political science, political science honours program

minor in medieval studies

major in environmental studies

3.8.7 Department and unit names

Follow the general rules of capitalization. Please refer directly to the department for its formal name.

Department of English; the English department; the department

School of Earth and Ocean Sciences; earth and ocean sciences; the school

Faculty of Fine Arts, the faculty

Co-operative Education Program (the university's central co-op office); UVic co-op; Humanities, Fine Arts and Professional Writing Co-op (co-op program areas); professional writing co-op, co-op

Exceptions: the Faculty of Law and the Faculty of Business have adopted as brand identifiers “UVic Law” and “UVic Business” and these two alternative forms continue to be used.

3.8.8 Job titles

Please contact individual departments directly for formal job titles in their units.

Capitalize formal job titles directly preceding a name and not set off by commas. Use lower case in other instances.

Director of UVic Communications Bruce Kilpatrick; Bruce Kilpatrick, director of communications; the director

See also Lists: Vertical lists and capitalization.

Always hyphenate the titles “vice-chancellor” and “vice-president.”

When referring to UVic vice-presidents, do not set off their area of responsibility with commas; however, the same rules of capitalization apply.

The vice-president academic and provost will have authority to ...

The vice-president external relations will chair the committee.

Dr. Martin Taylor, vice-president research, has been appointed to the board.

In running text, use academic ranks (assistant, associate, full professor) only when the context makes it necessary.

The preferred academic title is Dr. for a PhD, MD or equivalent. For those with a postgraduate degree but no PhD, MD, etc., “Professor” or “Prof.” is the preferred title. Exceptions may be made in order to conform to the appropriate level of formality in communicating with a particular audience.

Academic titles should only be used in the first reference; subsequent references to the individual generally should be by family name only. Exceptions may be made in order to conform to the appropriate level of formality in communicating with a particular audience.

In general, identify the department or school affiliation of a person at first reference.

Dr. Jane Doe (physics and astronomy) or UVic astronomer Dr. Jane Doe.

Use the latter format only if it makes clear the department affiliation.

3.8.9 Research centres and major research projects

Follow the general rules of capitalization.

Centre for Asia-Pacific Initiatives, the centre

Institute for Integrated Energy Systems, the institute

Coasts Under Stress, the coasts project

3.8.10 University policies

The names of university policies need not be capitalized.

the policy on calendar submissions

the procedures for the appointment of the associate dean of fine arts (policy 1047)

However, the names of policies may be capitalized in such formal documents as the *University of Victoria Undergraduate Calendar* and communications of or with university governing bodies.

Procedures for the Appointment and Review of the Associate Vice-President Research (policy 1018)

3.9 Cultural and historic periods and descriptive designations

Cultural and historic periods are capitalized.

the Bronze Age, the Ice Age, the late Middle Ages, the Renaissance.

Historic events should also be capitalized.

World War I, the Crusades, the Holocaust

Descriptive designations should be set in lower case except for proper names.

the Victorian era, ancient Rome, medieval manuscripts

3.10 Other capitalizations

Capitalize the complete formal name of the following:

proper names of nationalities, peoples, ethnicities and tribes (e.g. Aboriginal, Indigenous, Métis, Coast Salish, Canadian, Ainu)—see Inclusive language

titles of books, films, plays, poems, songs, speeches, works of art

CAPITALIZATION

brand names (follow the company's capitalization)

holidays and holy days

laws and historic documents

full name of organizations and institutions

political parties and movements

religions

deities

SECTION 4: GEOGRAPHIC LOCATIONS

4.1 Abbreviations

Spell out the names of provinces, territories, countries and states in running text, with the exception of BC, NWT and PEI (please see below).

BC, NWT and PEI are acceptable in running text for second and subsequent references to British Columbia, the Northwest Territories and Prince Edward Island.

Abbreviations may be used in lists and tables. When doing so, format abbreviations of provinces and territories according to Canada Post standards.

AB, BC, MB, NB, NL, NS, NT, NU, ON, PE, QC, SK, YT

4.2 Capitalization

Capitalize regions but not their derivatives. Use lower case to indicate mere direction or position.

the West (region of Canada), Western Canada

West Coast, the coast

Lower Mainland

the Maritimes

Vancouver Island, the island

western BC

4.3 French place names in Canada

Only two municipalities in Canada have two official forms of their names, one in French and one in English: Grand Falls and Caissie Cape (Grand-Sault and Cape-de-Caissie) in New Brunswick

All other municipalities have one authorized form. Montréal and Québec (City) retain their accents in English.

For a list of official geographic names in Canada, please refer to http://geonames.nrcan.gc.ca/index_e.php.

4.4 Foreign spellings

Please refer to the Department of Foreign Affairs and International Trade website for a complete listing of countries and their accepted spellings.

www.dfait-maeci.gc.ca/world/menu-en.asp

SECTION 5: INCLUSIVE LANGUAGE

Language is a powerful tool for communicating inclusivity or discrimination. Language is not neutral. It is closely tied to the personality of the communicator and the culture and society in which it is used.

Inclusive communication that respects and includes all communities is free from sexist, racist or other discriminatory language. It does not inadvertently exclude groups and it avoids stereotyping, loaded words and patronizing descriptors.

Preferred terms change as language evolves. People's views differ in terms of values, preferences and practices, and writers should be sensitive to these differences. There are no right answers to the use of some contested words. Where there are conflicting preferences, the terms used in Canadian law are acceptable.

It is important to consult regularly about language. Often different people prefer to be described in different ways. If possible, ask people for their preferred descriptors and honour individual preferences.

For further information, see the UVic Equity Office website: web.uvic.ca/equity/.

5.1 Guiding principles

- In all references, be guided by the preference of those concerned if possible.
- Remember that there is a difference between in-group and out-group naming. For example, a person may have reclaimed a once derogatory term and may use this term to refer to himself or herself; however, the same term may offend when used by someone from outside that community.
- Avoid stereotyping descriptors.
- Avoid making distinctions on the basis of physical attributes, including age, unless these are necessary in the context.
- Avoid using offensive language or assuming that all meaning and intentions will be understood.

5.2 Indigenous Peoples

In all references, be guided by the preference of those concerned if possible.

Capitalize terms referring to a specific Aboriginal ethnic group.

Aboriginal Peoples, First Nations, First Peoples, Indigenous, Inuit, Métis

INCLUSIVE LANGUAGE

Aboriginal art

Indigenous communities

Some preferred terms at UVic: Indigenous, Aboriginal, First Nations, Métis, Inuit.

“Indigenous” is preferred as being more reflective of the recognition of a wider global community. “Indigenous” and “Original Peoples” are used for a more “global” acknowledgement.

Indigenous governance

Indigenous working group for the United Nations

Indigenous Peoples of North America

“Aboriginal” is used in legislation to refer to Aboriginal Peoples of Canada. It is legally inclusive of Métis, First Nations and Inuit. The Federal Contractors Program identifies Aboriginal Peoples as one of the designated groups for employment equity.

Although the constitution uses the distinctions “status” and “non-status,” these two terms are highly contested and not preferred.

“First Nations” typically refers to those peoples who are “status,” usually have membership with a band, nation or treaty group and generally have a card from the government, but use of the term in this narrow sense—rather than in a more general sense—is contested as well.

The singular of “Inuit” is “Inuk,” and their language is Inuktitut. The Inuit of the western Arctic call themselves Inuvialuit.

Some Aboriginal people identify more closely with their tribal or linguistic group designation, e.g. Coast Salish, and prefer the use of the name of the community. Try to identify the tribal affiliation or community, for example: Nuuchahnulth, Kwagwiltz, St’at’imc. Use Aboriginal spellings for the names of communities.

Rather than the word “reserve,” preferred reference is to “community,” “ancestry” or “home.”

The word “Native” is not usually used formally, but among Aboriginal groups with each other or for some social organizations, for example: “Native Student Union” at UVic.

5.3 Sex and gender

According to the World Health Organization, “sex” refers to the biological and physiological characteristics that define men and women. “Gender” refers to socially constructed roles, behaviours, mannerisms, activities and attributes. “Male” and “female” are sex categories, while “masculine” and “feminine” are gender categories. Aspects of sex will not vary substantially between different human societies, while aspects of gender may vary greatly.

In all references, be guided by the preference of those concerned if possible.

Use inclusive terms rather than those that make sex distinctions.

“humankind” rather than “mankind”

“staffing the office” rather than “manning the office”

“ancestors” rather than “forefathers”

“working hours” rather than “man hours”

“artificial,” “synthetic,” or “constructed” rather than “man-made”

Use parallel references to the sexes.

women and men; husband and wife

When the sex or gender is unknown or a group is composed of both men and women, avoid using the masculine pronoun as a generic pronoun. Do not write, e.g., “If an instructor needs a new computer, he should contact his dean.”

Use “he or she,” “him or her.”

He or she should contact his or her dean.

Avoid using “s/he” or “he/she,” “him/her.”

Re-work the sentence.

Contact the dean if you need a new computer.

Use plural nouns with plural pronouns.

Instructors who need a new computer should contact their dean.

Eliminate the pronoun.

Instructors who need a new computer should contact the dean.

Many style guides accept the use of the plural pronouns “they” and “their” with antecedents such as “anyone,” “everyone,” “someone” to provide a gender neutral statement.

Everyone should decide whether they want to come.

Anyone can request their grade.

A noun that is clearly singular, however, should not be used with a plural pronoun; for example, avoid constructions such as “A student must inform their instructor if they will not be able to attend.” In most cases, sentences can be re-worked to make the pronoun and its antecedent agree; e.g., “Students must inform their instructor if they will not be able to attend.”

Avoid indicating marital or family status or physical appearance unless necessary in the context.

When titles are used they should be used consistently for all people listed.

Use the neutral “Ms.” as a general rule, but if a woman has indicated a preference to be addressed as “Miss” or “Mrs.,” respect this preference.

5.4 Sexuality and gender identity

In all references be guided by the preference of those concerned if possible.

“Gay” is often used to refer just to gay men but can be used to include lesbians. The preferred usage is as an adjective, i.e., “gay men,” “gay women,” “gay people.” Avoid use of “gay” as a noun, e.g. “gays.”

INCLUSIVE LANGUAGE

Some other preferred terms: “lesbian,” “bi” or “bisexual,” “transgendered,” “transsexual,” “trans,” “transman,” “transwoman,” “intersexed,” “two-spirited,” “queer,” “genderqueer,” “gender questioning,” and “bigendered.”

When referring to partners, consider “same-sex” as an alternative to “homosexual” or “gay,” e.g. “same-sex partners.”

“Transgendered” is used to embrace both transgendered and transsexual people and is often abbreviated to “trans” or combined with other gender terms, e.g., “transman,” “transwoman.”

The word “transgender” is an umbrella term used to refer to people who do not fit well within traditional concepts of gender and who may feel as though their biological sex (male, female, intersexed, etc.) and their socially expected gender (man, woman, etc.) don’t match up.

The word “intersex” refers to people who, on a physical level, have a mix of typically male or female characteristics.

Many lesbian, gay, bisexual, queer, and trans Aboriginal people in North America use the term “two-spirited” to describe themselves. The word “two-spirited” is more used by Aboriginal people who live in large multiethnic urban environments. Those who live in rural areas or Aboriginal communities may have terms in their own languages to identify non-heterosexual or gender variant people in their communities. “Two-spirited” is a cultural and social Aboriginal term, although in some cases it may be also be a religious one.

“Queer” still comes across as pejorative for some older people, though many younger people have reclaimed the word as a descriptor for all non-heterosexual orientations.

Avoid the term “sexual preference,” since “preference” suggests a choice and many gay people do not see their sexuality as an option. Many prefer to speak of sexual orientation, gender identity or sexuality.

5.5 Mental and physical disabilities

The terms used to refer to people with disabilities are evolving. Employment equity legislation speaks of persons with disabilities. “Person/people with disabilities” and “disabled people” are used for the most part interchangeably in disability scholarship/disability studies. Some people with disabilities prefer one over the other. As in other cases, it is better to ask the individual what he or she prefers—if such terminology is even necessary in the situation. Most times, there is no need to refer to the disability. When there is a need, the following guidelines can be useful.

Avoid defining people by their disorders or depersonalizing people by turning descriptors into nouns, e.g. “the disabled,” “the blind,” “an epileptic,” “a schizophrenic.”

Put the person first, not the disability.

“With” phrases are useful.

person with Down syndrome

person with schizophrenia

diagnosed with mental illness

living with fibromyalgia

“Is” or “has” phrases can be useful.

a person who is blind

a person who is deaf or hard of hearing

a person who has a visual or hearing impairment

a person who has epilepsy

“Visual impairment” or “sight impairment” are often used to indicate some loss of vision or as alternatives to “blind.” Be aware that some individuals or groups may dislike the use of “impaired.”

Preferred terms are “deaf” or “hard of hearing” rather than “hearing impaired.”

Use factual rather than negative or value-laden references. A person may have a condition but may not necessarily “suffer” from it.

“wheelchair user” rather than “wheelchair-bound person”

a person with a mobility issue who uses a wheelchair

“someone who had a stroke” rather than “stroke victim”

There is often a societal stigma attached to mental illness or disability which makes some people wary of disclosing their condition or referring to it as a mental or psychiatric disability. Some prefer the terms “invisible,” “unapparent,” “non-apparent” or “non-physical disabilities.” “People with mental health problems, difficulties or conditions” can be more neutral and may be considered more appropriate than terms that victimize or medicalize people.

5.6 “Race” and ethnicity

The Employment Equity Act refers to members of visible minorities as those who are “non-Caucasian in race or non-white in colour.” This whole topic has been the subject of much discussion and the concept of “race” is widely challenged as a valid scientific category. However, it is recognized that people who are visibly in a minority because of their skin colour or identifiable “racial” background may face various types of barriers which may have social implications that need to be addressed.

Groups and individuals within these groups should be identified by the names they choose for themselves.

Some people prefer the terms “racialized women and men” or “person of colour.”

The term “racialized” is useful in referring to individuals or groups who question or reject the validity of the concept of “race” imposed upon them as a category of identity.

The use of the term “visible minority” is complicated, because minority status is relative and depends on which geographic area a person is in. Those in Canada who may be considered a racialized or visible minority are likely to be considered in the majority in many other parts of the world.

INCLUSIVE LANGUAGE

Avoid stereotypes, generalizations or assumptions about ethnic or “racial” groups. Try to be inclusive in the use of examples, where appropriate, to take account of diversity in the university population.

Be wary of the use of some expressions or proverbs that may be culture-bound and may contain stereotyping, racial or otherwise inappropriate connotations.

Some people prefer reference to ethnicity rather than colour for groups, where such references seem necessary, e.g. African Canadian.

Be aware that some references can, even unintentionally, extend to racial connotations (for example, when the word “black” denotes negative attributes, such as: a black mood, black magic, a black heart, a black day).

SECTION 6: ITALICS

6.1 Emphasis

Italics can be used *occasionally* for emphasis.

6.2 Foreign words and phrases

Italicize foreign words and phrases that are likely to be unfamiliar to readers.

6.3 Titles of publications and other works

Titles of books, journals, movies, magazines and plays are italicized; articles, chapters and poems are not.

SECTION 7: LISTS

7.1 Run-in lists (items in series)

Run-in lists that introduce lists with the word “including” do not require a colon.

UVic is a leader in various research areas, including particle physics, climate modeling and aging.

With colon: UVic is a leader in various research areas: particle physics, climate modeling and aging.

If any of the items in a series requires internal punctuation, all items should be separated by a semicolon.

Participants should pack warm, sturdy outer clothing; two pairs of boots; and binoculars.

7.2 Vertical lists (outline style)

Vertical lists can stand alone with or without a heading.

Faculty of Education academic units

- Department of Curriculum and Instruction
- Department of Educational Psychology and Leadership Studies
- School of Physical Education

Bulleted or numbered lists may be introduced by a complete sentence followed by a colon. These types of lists do not require internal or terminal punctuation.

Students must obtain the following documents:

- official transcripts
- a letter of permission
- record of degree program

Bulleted lists that form part of a sentence and are not preceded by a colon require internal and terminal punctuation. (These lists are often better run into the text and should only be bulleted if the context demands that they be highlighted.)

Prior to registering for courses at another institution, students should obtain

- an official transcript,
- a letter of permission from academic advising, and
- a record of degree program.

7.3 When to use bulleted or numbered lists

Use numbered vertical lists to indicate order, chronology or relative importance. If order, chronology or importance need not be indicated, use bullets.

7.4 Vertical lists and capitalization

Do not capitalize the first word of items in a bulleted or numbered list unless it is a proper noun.

Names and formal job titles should be capitalized and set off by commas when set into a vertical list.

- Glen Phillips, Corporate Controller
- Yasmine Brown, Senior Instructor

SECTION 8: NUMBERS

8.1 General rules

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

Exceptions (always use numerals):

- measurements that use abbreviations or symbols

NUMBERS

percentages
quantities consisting of whole numbers and fractions
course units
grade-point averages
currency

Always spell out numbers that begin sentences.

For numbers in official names, follow the organization's spelling style even when it is at odds with UVic practice.

8.1.1 Ordinals

The above practices apply to ordinal numbers as well.

Spell out ordinal numbers when referring to year of study.

Surita was in her fourth year of study.

When using the abbreviated form of ordinals, place numerals and letters on the same line. Do not use superscript.

12th not 12th

Streets that are named with ordinals should also follow the general rule.

First Street, 37th Avenue.

8.1.2 Numbers with four or more digits

In numerals with four or more digits, use commas to separate groups of three digits except house, telephone, page, year and other serial numbers.

1,200; 1234 Yates Street; 1-800-456-6789

Very large numbers can use a mixture of numerals and spelled out numbers.

2.3 million, 458 billion

8.1.3 Currency

Always use numerals to express currency.

Canadian currency is expressed in numerals accompanied by the appropriate symbols (\$ and ¢).

Note that zeros after a decimal point should only be used if they appear in context with other fractional amounts.

Prices ranged from \$0.95 to \$1.00.

Very large amounts may be expressed with a mixture of numerals and spelled-out numbers and should appear with the currency symbol.

\$4 million, \$8.97 billion

Please note that there is no space between the currency symbol and the numeral.

When referring to foreign currency in specific numerical amounts, use the three-letter currency code (in upper case) instead of the currency symbol. A complete list of currency codes can be found at www.iso.org/iso/en/prods-services/popstds/currencycodeslist.html.

USD 42.78

EUR 123.00

8.1.4 Decimals

Use a zero before a decimal point when the value is less than one.

0.5, -0.62

8.1.5 Fractions

Use fraction characters (or superscript/subscript) whenever possible instead of full-sized numerals separated by a slash.

8½ not 8 1/2

Simple fractions that are not mixed numbers should be spelled out.

When a fraction is considered a single quantity, it is hyphenated.

She has read three-quarters of the book.

However, when the individual parts of a quantity are in question, the fraction is spelled without the hyphen.

We cut the cake into four quarters.

Quantities consisting of whole numbers and fractions should be expressed in numerals.

8½ x 11 in. paper

8.1.6 Percentages

Percentages should always be given in numerals. If the text includes numerous percentage figures, the symbol % is appropriate. Otherwise, use the word “per cent.”

In tables, it is acceptable to use the symbol.

There is no space between the numeral and the symbol %.

8.1.7 Plurals of numerals

Spelled-out numbers form their plurals like other nouns.

NUMBERS

the Terrible Twos

Bad things always happen in threes.

8.1.8 Ranges (inclusive numbers)

An en dash (a dash slightly longer than a hyphen) between two numbers implies “up to and including” or “through.”

Please refer to pages 45–72.

See Punctuation and spelling: Dashes and hyphens.

If “from” or “between” is used before the pair of numbers, the en dash should not be used; instead, “from” should be followed by “to” or “through,” “between” by “and.”

from 45 to 63

between 1898 and 1910

8.2 Dates and time

The following rules for dates and times apply within the body of text. In calendars, tables, forms or graphs where space is extremely tight, short forms and figures may be used.

8.2.1 Formatting dates

Specific dates within the body of a text may be written in either of two ways.

Saturday, Sept. 19, 1998

Wednesday, 25 November 1999

For an all-numerical date format, use the year-month-day format recommended by the Government of Canada, the Standards Council of Canada and ISO 8601. This format is particularly useful where machine-readable dates are needed, as in forms, spreadsheets and (electronic) date stamping, e.g. for successive drafts of a document.

2006-02-25

8.2.2 Abbreviating months

Abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when standing alone or with year alone.

December 1999

August is a hot month.

8.2.3 Academic year

Indicate the academic year according to this format:

2004/05

8.2.4 Centuries

When writing about centuries, spell out the first nine as words, and use digits for 10 and above.

the fifth century
the 19th century

8.2.5 Decades

Decades may be spelled out (as long as the century is clear) or expressed in numerals.

the nineties, the '90s

When writing the names of decades in numerals, do not use an apostrophe before the "s." An apostrophe precedes the shortened numerical form of the decade.

the 1920s, the 1980s, the '80s, the mid-1960s

8.2.6 Eras

The preferred methods of expressing eras are the culturally neutral terms CE (common era) and BCE (before common era) instead of the Christian AD and BC.

8.2.7 Holy days and holidays

Use the word "holidays" to refer to statutory holidays and non-religious holidays. Use the term "holy days" to refer to dates marked by religious observances. A list of religious holy days is available on the equity website: www.uvic.ca/equity/.

8.2.8 Hours

Hours are written numerically, with no zeros. Do not capitalize a.m. and p.m.

9 a.m.
11 p.m. but 11:45 p.m.
noon (not 12 noon, the 12 is redundant)

8.2.9 Ordinals

When writing dates without the year, do not use the ordinal form.

Feb. 15 not Feb. 15th

8.2.10 Ranges of dates

When writing about periods of time over years, write the numbers out using an en dash (a dash slightly longer than a hyphen) not a slash (except the academic year).

1985–1990 or 1985–87 (not '85–'90)
2000–2001 (not 2000–'01 or 2000/2001)

NUMBERS

A range of times is written using the words “from” and “to” in text but with an en dash in tables.

The reception is scheduled from 8 to 11 p.m.

Reception, 8–11 p.m.

See also Punctuation and spelling: Dashes and hyphens.

8.3 Measurements

8.3.1 Metric abbreviations

Metric measurement abbreviations should appear in lower case with no periods, except for the abbreviation for “litres,” which should be capitalized to avoid confusion with the numeral 1. Use one space between the numeral and the abbreviation for the unit of measure.

5 km, 20 ml, 9 L

8.3.2 Abbreviating customary measurements

Customary (imperial) measurement abbreviations should appear in lower case, with a period at the end of each unit.

in., ft., sq. in.

8.3.3 Temperature

Celsius is abbreviated as a capital.

It was 28°C yesterday.

8.3.4 Using superscripts

Square measures may be expressed as 6 sq m or with the superscript: 6 m². The latter form is to be used in scientific or technical text.

Cubic measures should be expressed using the superscript: 6 m³

8.3.5 Using numerals

If an abbreviation or symbol is used for the unit of measure, the quantity is always expressed as a numeral.

8.4 Roman numerals

Monarchs, emperors and popes with the same name are differentiated by roman numerals.

Elizabeth II, Louis XIV

Roman numerals are also used to designate the sequel to a novel or movie.

Rocky IV

8.5 Telephone numbers

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

250-123-4567

800 numbers should be written as follows:

1-800-123-4567

International phone numbers are expressed in the ITA standard format.

+22 609 123 4567

The international prefix symbol (+) precedes the country code, which is then followed by the area code and telephone number.

SECTION 9: PUNCTUATION AND SPELLING

9.1 Accents and diacritics

Refer to the *Canadian Oxford Dictionary* for foreign accented words that have been imported into English. For exceptions, see Appendix B: Word list.

Generally use accents if using a foreign word or phrase that is not in the dictionary. Some words, especially in Aboriginal languages, have special characters, accents and typographical renderings; in such cases, it is best to seek out competent authority (e.g., in the linguistics department); likewise for words in ideographic languages (e.g., Chinese, Japanese) that have been romanized—get competent authority for accenting.

9.2 Ampersand

Avoid using the ampersand [&] in running text.

Avoid using the ampersand in job titles or the names of UVic academic or administrative units.

The ampersand is acceptable in lists and as an element in registered company names.

A&W

9.3 Commas

Put commas between the elements of a series but not before the final “and,” “or” or “nor” unless that avoids confusion.

9.4 Dashes and hyphens

An em dash (— longer than a hyphen or an en dash), not a hyphen (-), is used to set off a phrase in the same way as commas and brackets. There should be no spaces before or after an em dash.

PUNCTUATION AND SPELLING

The key codes for an em dash are Ctrl+Alt+- (on the number pad) for Windows and Shift+Option+- for Macintosh.

En dash (–): The en dash is used in ranges of numbers. See Numbers: Ranges (inclusive numbers).

The key codes for an en dash are Ctrl+- (on the number pad) for Windows and Option+- for Macintosh.

Use hyphens in compound adjectives followed immediately by the noun they modify.

first-year student

Use hyphens in constructions such as “two- and three-year-olds.”

9.5 Ellipses

Use an ellipsis (three spaced periods) to indicate an omission from a text or quotation. A sentence ending with an ellipsis requires no further end punctuation.

[The key codes for an ellipsis are Alt+0133 for Windows and Option+; for Macintosh.]

9.6 Parentheses and brackets

Use parentheses sparingly (only when other punctuation won't do).

Remember that parentheses, like commas, are used to enclose non-essential information.

Use full parentheses in numbering or lettering a series within a sentence.

The union pressed for (a) more pay, (b) a shorter work week and (c) better pensions.

Use parentheses to enclose equivalents and translations.

If a punctuation mark applies to a whole sentence, put it after the closing parenthesis.

If a punctuation mark applies only to the words inside the parenthetical section, put the mark inside the closing parenthesis.

Square brackets are used to enclose material in quoted material that does not belong to the original quotation. Square brackets are also used to insert *sic* into quoted material. *Sic* is used to indicate that errors in a quotation are the fault of the author of the quoted material and that you are aware of the mistake.

9.7 Quotation marks

Use double quotation marks for direct quotes; use single quotation marks for quotes within quotes.

Use quotation marks to set off a significant word or phrase.

Use quotation marks around unfamiliar terms on first reference or to refer to words as words or letters as letters.

Quotation marks are used around titles of poems, short fiction, chapter titles and other short works; italics are used for the titles of longer works.

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.

9.8 Solidus (slash)

Use a slash to separate alternatives (“either/or”).

But use a hyphen for joint titles (“secretary-treasurer”).

The solidus should not be used to mean “and.” “FREN 101/102” means French 101 or 102, not French 101 and 102.

9.9 Spacing between sentences

Use one space, not two spaces, between the end punctuation of one sentence and the beginning of the next sentence.

SECTION 10: USAGE OF UNIVERSITY TERMS

10.1 Alumna/us/ae/i

Use the word “alumni” to refer to a group of people of both sexes (or where the sex of the group members is unknown) who have graduated from university.

“alumnus” refers to an individual male graduate

“alumna” refers to an individual female graduate

“alumnae” refers to a group of female graduates

10.2 Emeritus

The honorific “emeritus” is used to denote chancellors, presidents, faculty members, librarians and senior instructors who have retired but retain their rank or title. Senate has designated the term “emeritus” for use in referring to male or female individuals. For referring to more than one individual, the preferred usage is “professors emeritus.”

Julia P. Smith, professor emeritus, chaired the committee.

Roland Smith, biology professor emeritus

Ali Akbar Kahn, professor emeritus of ethnomusicology

Professor Emeritus John W. Jones

The department’s faculty members included two professors emeritus.

10.3 Undergraduate/graduate students

Public recognition of UVic in its role as a graduate education provider would be enhanced if, whenever possible and appropriate, communications specify “graduate” or “undergraduate” when referring to students.

SECTION 11: INTERNET

Internet terminology and style is rapidly evolving and in many cases there is no accepted standard. For consistency, our authority for Internet terminology is the *Canadian Oxford Dictionary*.

11.1 Email and web addresses

Email addresses should appear as follows.

jdoe@uvic.ca

Web addresses that include the “www” prefix need not include the protocol prefix “http://” unless they are used in a context that includes other web addresses that do require a protocol prefix.

Always include the preceding protocol when the address in question links to an ftp site or does not contain the www prefix.

ftp://ftp.uvic.ca

https://web.uvic.ca

11.2 Punctuation

Normal punctuation should be used after a URL.

Further information is available at www.uvic.ca.

Try to avoid breaking a line of text in the middle of a URL. If it is necessary to break a line of text in the middle of a URL, do so after a slash.

11.3 Spelling and capitalization of common Internet-related words

Please see Appendix B: Word List and the *Canadian Oxford Dictionary*.

APPENDIX A: UVIC ACADEMIC DEGREES

Bachelor of Arts	BA
Bachelor of Commerce	BCom
Bachelor of Education	BEd
Bachelor of Engineering	BEng
Bachelor of Fine Arts	BFA
Bachelor of Laws	LLB
Bachelor of Music	BMus
Bachelor of Science	BSc
Bachelor of Science in Nursing	BSN
Bachelor of Social Work	BSW
Bachelor of Software Engineering	BSEng
Master of Applied Science	MASc
Master of Arts	MA
Master of Business Administration	MBA
Master of Education	MEd
Master of Engineering	MEng
Master of Fine Arts	MFA
Master of Indigenous Governance	MAIG
Master of Laws	LLM
Master of Music	MMus
Master of Nursing	MN
Master of Public Administration	MPA
Master of Science	MSc
Master of Social Work	MSW
Doctor of Philosophy	PhD

For diploma and certificate programs, see the University of Victoria undergraduate and graduate calendars.

APPENDIX B: WORD LIST

APPENDIX B: WORD LIST

The following word list is provided as a handy reference to troublesome words. It follows the *Canadian Oxford Dictionary* except in references marked with an asterisk (*), which indicate exceptions to that authority.

a lot (not alot)
adviser
affect (verb: to have an effect on; noun: an emotion or mood)
behaviour
biannually
centre, centred
cheque
colour
co-operative education, co-op
curriculum (s), curricula (pl)
effect (noun: result; verb: bring about)
email
enrol (not enroll), enrolled, enrolling, enrolment
ensure (to be sure of, to make sure)
grade-point average (GPA)
home page
honour, honourable, but honorary
humour, but humorous
Internet
its (possessive)
it's (contraction of "it is")
labour
lay off (verb), layoff (noun)
letter of permission
license (verb), licence (noun)
litre (abbreviation: L, for singular and plural, no period)
*Métis
online
per cent
practise (verb), practice (noun)
record of degree program (RDP)
resumé
Ring Road (not the ring road)
stationary (adjective), stationery (noun)
theatre
vice-chancellor
vice-president
web (but World Wide Web)
web page
web server
website
well-being
work term, work term placement
worldwide (but World Wide Web)

Published by UVic Communications
© University of Victoria 2006
<http://communications.uvic.ca/publications/style>
Queries and comments: style@uvic.ca, 721-8587



University of Victoria