UVic Style

UVIC STYLE
UNIVERSITY OF VICTORIA EDITORIAL STYLE GUIDE

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

The online edition of this style guide at *uvic.ca/style* will carry announcements of additions, changes and updates to the content of the guide.

RANGE OF APPLICATION

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.

The 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 *bit.ly/uvic-oxford*.

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.

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*.

DEVELOPMENT OF THE STYLE GUIDE

The style guide project was initiated by the publications officer in UVic Communications during 2006, 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. 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.

The guide received a light update in 2015 to address changes in use for internet-related resources. Changes in 2019 reflect the evolution of inclusive language around gender and sexuality, and spell out commitments to respectful use and typographic representation of Indigenous place names, partners and subjects. This edition also expands and solidifies articulation of core principles of respect as precursors to writing about our many students, staff, faculty and partners.

EDITORIAL ASSISTANCE

University Communications + Marketing 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 250-721-6022 or email ring@uvic.ca.

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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, NSERC, TRIUMF, 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 on the website of the International Standards Organization (*iso.org*) by searching for "ISO 4217."

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.

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, nor should it appear in all caps.

> UVic

For information on the appropriate use of the University of Victoria signature (logo), see *uvic.ca/communicationsmarketing/signature.php*.

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]

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: *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 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 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 Justin Trudeau; the prime minister; Justin Trudeau, prime minister

Executive Director of UVic Communications Bruce Kilpatrick; Bruce Kilpatrick, executive director of communications; the executive 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 is at *uvic.ca/buildings*.

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 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 & Career Services (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

Exception: the Faculty of Law adopted "UVic Law" as a brand identifier and this alternative form continues 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.

> Executive Director of UVic Communications Bruce Kilpatrick; Bruce Kilpatrick, executive director of communications; the executive 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.
>
> Gayle Gorrill, vice-president finance and operations, 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.

Following evolving Canadian Press style and practice, it is not necessary to use the academic title "Dr." on first mention of a person with a PhD or equivalent, as this use is increasingly reserved for health care practitioners (medical doctors, veterinarians, dentists, optometrists, etc.). Exception is made, however, for recipients of honorary degrees from UVic; use "Dr." on first reference in all cases out of respect for this honour. (A complete list of honorary degrees is maintained by the University Secretary.)

If an academic title is used to introduce a person, it 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.

> UVic astronomer Jane Doe
>
> Jane Doe (physics and astronomy)

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
>
> Canadian Longitudinal Study on Aging, the study

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

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. Indigenous, Aboriginal, Métis, Coast Salish, Canadian, Ainu)—see Inclusive language
>
> titles of books, films, plays, poems, songs, speeches, works of art
>
> 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 and 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 NRCAN's Geographical Names in Canada site at *nrcan.gc.ca/earth-sciences/geography*.

4.4 Indigenous place names

UVic supports ongoing efforts to restore the use of traditional place names and foster respect for Indigenous knowledge and culture.

When using Indigenous place names, avoid diminishing their legitimacy through unnecessary parallel use of colonial place names.

Where Indigenous place names are either well-known or formally accepted, do not cross-reference them with superseded colonial names (e.g. Queen Charlotte Islands for Haida Gwaii).

Where Indigenous place names have yet to reach wide enough use to allow readers to situate them geographically, a supplementary reference point may be appropriate.

the Ye'yumnuts site near Duncan, BC

PKOLS, in Saanich's Mount Douglas Park

Tl'ches, the Chatham and Discovery islands off the eastern coast of Oak Bay

When referring to contemporary settlements, avoid using "reserve" when reference can be made to community, ancestry or home instead.

See also—Section 5: Inclusive language, in particular 5.2 (Indigenous Peoples) and 5.7 (Typography and pronunciation support)

4.5 International spelling and transliteration

Please refer to the Global Affairs Canada website at *international.gc.ca/international* for a complete listing of countries and their accepted Canadian spellings.

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 and other discriminatory language. It does not inadvertently exclude groups and it avoids stereotypes, 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 and openly about language—preferably at the beginning of any respectful relationship between writers and subjects. Ask people how they'd like to be identified—as their pronouns, or the name(s) by which they are called, may not match official records or received information—and express your commitment to honour their preferences.

For further information, see the UVic Equity and Human Rights Office website: *uvic.ca/eqhr*.

5.1 Guiding principles

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

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.

In general, avoid using categories for ethnicity or sexuality as nouns (e.g. "the Americans" when referring to US trade representatives). Be particularly wary of any use involving the definite article "the" and such a group or category, as these statements easily lend themselves to gross oversimplification (e.g. "the Canadians").

> Instead of writing, "The Japanese have a word for the act of acquiring books and letting them pile up unread," consider rewording: "There's a Japanese word for the act of acquiring books and letting them pile up unread."

5.2 Indigenous Peoples

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

Capitalize terms referring to a specific Indigenous group.

> First Nations, First Peoples, Indigenous Peoples, Inuit, Métis
> Aboriginal art
> Indigenous communities

Preferred terms at UVic include: Indigenous, First Nations, Métis and Inuit.

Indigenous is usually the preferred term over other terms, is widely seen to recognize a global community of Indigenous Peoples, and includes a wider range of people than those who were specifically governed by colonial legislation in Canada (see next paragraph).

> 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 refer 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 the language is Inuktitut. Most Inuit of the western Arctic call themselves Inuvialuit. Yup'ik, Inupiaq and Inuvioluktun are distinct from Inuit, though in all cases, these names mean "the people" in their languages.

There is no set standard for the representation of Indigenous names—whether in conjunction with English names or instead of them—for people who use both or who prefer to be identified by only one—largely because there is such a wide variety of ways people wish to have this relationship represented. Follow the preference of the person who is named.

Where people wish to be identified by linguistic group designation (e.g. Coast Salish, ʔayʔaǰuθəm) instead of by band or nation, it's worth asking if they would like to supplement that designation with the name of an affiliation or community (e.g. Nuu-chah-nulth, Kwagiulth, St'at'imc). For example, someone from Ukwanalis Village in Kingcome Inlet may wish to be identified as Kwakwa̱ka̱'wakw (a linguistic community) or by membership in one of the Four Tribes of the Dzawada'enuxw.

Writers must *always ask* about these representations, rather than presume linguistic or community membership based, for example, on where a person currently lives.

The word Native is not usually used formally, even if it is used colloquially among Indigenous people and in some social organizations (e.g. the Native Student Union at UVic).

The University of Victoria has adopted and supports the use of a territory acknowledgement for gatherings and, where supported by protocol, in print: "We acknowledge with respect the Lkwungen-speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day."

5.3 Sex and gender

According to the World Health Organization, sex refers to the biological and physiological characteristics that define males and females. Gender refers to socially constructed roles, behaviours, mannerisms, activities and attributes. Male, female and intersex are sex categories, while gender categories include men, women, trans, non-binary and two spirit, among many others. 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. For instance, if an individual's pronoun is "they"—a use that avoids gender binaries—rather than "him" or "her," honour that usage. In writing about someone who uses the singular they, follow plural verb conjugations that align with conversational use (e.g. use "they are" rather than "they is").

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 sexes (women and men; husband and wife) only where all-inclusive terms such as people, spouses or partners aren't sufficient.

> the survey revealed a pay gap between women and men

When sex or gender is not set, avoid exclusionary defaults such as 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." Instead, adjust the sentence.

> Contact the dean if you need a new computer.

Avoid using "s/he" or "he/she," "him/her."

Consider the use of 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 produce a gender-neutral statement.

> Everyone should decide whether they want to come.
>
> Anyone can request their grade.

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

When courtesy titles are used, they should be used consistently for all people listed. For example, 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.

In a usage similar to Latinx, where the -x suffix substitutes for gender-specific forms (e.g. Latino, Latina), the honorific "Mx." is also emerging as a gender-neutral option for a courtesy title.

5.4 Sexuality and gender identity

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

"Gay" is often used to refer just to gay men but can also include others. The preferred usage is as an adjective, i.e., gay men, gay women, gay people.

Other preferred terms include: lesbian, bi or bisexual, transgender, transsexual, trans, trans man, trans woman, intersex, two spirit, queer, genderqueer, gender-questioning and bigender.

When referring to partners, "same-sex partners" is preferable to homosexual or gay.

Transgender is used to embrace both transgendered and transsexual people and is often abbreviated to "trans" or combined with other gender terms, e.g., trans man, trans woman.

Avoid the term "sexual preference," as preference suggests a choice, and most people do not see their sexuality as a choice. Many prefer to speak of sexual orientation 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." (See also 5.1, Guiding principles.)

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 challenges 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.

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, or where "white" could be construed as excluding or exclusive: a black mood, white space, a black heart, a whitepaper, whitewashing).

5.7 Typography and transliteration

Modern Roman-alphabet fonts contain a wide variety of diacritical marks to support important differences of meaning, as well as the transliteration of words from other alphabets. Unless there is an extraordinary circumstance (e.g. preparing materials for speakers of a language that uses a different alphabet, such as Arabic, Thai Abugida, Cantonese or Inuktituk syllabics) set type using Roman letter forms.

This includes proper nouns. Accommodate transliteration and transcription with as wide a set of diacritics and pronunciation supports as you can under the circumstances. This can produce an enormous variety of words and phrases:

He?kw səl'elexw'tala sčelāŋen's   ("Remember our ancestors/birthright," Coast Salish)

Leggja höfuðið í bleyti   ("Lay your head in water," meaning to think deeply, Icelandic)

|Gui gowa-i ge tatse ǂâusa tama hâ.   ("One language is never enough," Khoekhoe)

sxʷeŋxʷəŋ təŋəxʷ   (Lkwungen name for Victoria's James Bay area; also its library branch)

S̱ḵwx̱wú7mesh   (Squamish, as spelled on bilingual BC road signs)

In cases involving the representation of names of individuals or groups, the relationship between subject and writer remains a key element in fostering respectful practice. The best option is always to extend respect by finding the appropriate diacritic, or a Roman typeface that supports it. (Both Calibri and Cambria, distributed as part of the Microsoft Office suite, include a wide range of diacritics and alternative Roman letterforms.)

This guide does not specify preferred romanization methods (e.g. the use of Pinyin over Jyutping for Cantonese), out of deference to individual preferences.

5.8 Pronunciation support

A reciprocal responsibility of representing names, places and phrases accurately in writing is providing guidance for readers in pronouncing them. If a word or phrase from a non-English language is central subject matter or repeats frequently in the text, consider providing a cue to how the word or phrase sounds immediately after first or second use.

It is generally advisable to provide pronunciation using a set of rapidly recognized phonemes, as the Associated Press does, instead of the International Phonetic Alphabet (IPA) style, as most dictionaries use. Capitalize phonemes for emphasis.

Word	Associated Press	IPA
Cadborosaurus	KAD'-bor-uh-SOWR'-es	/ˌkadbərəˈsɔərəs/
Anguilla	ang-GWIL'-uh	/ænˈgwɪlə/
Chechnya	CHECH'-nyah	/ˈtʃɛtʃniə/
Camarillo	kam-uh-REE'-oh	/ˌkæməˈriːoʊ/
Skagit	SKA'-jiht	/ˈskædʒɪt/

When preparing text for digital distribution, also consider providing a brief audio clip to assist readers.

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
> 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 on the website of the International Standards Organization (*iso.org*) by searching for "ISO 4217."

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.

8 ½ 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.

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: *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)

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 m^2. The latter form is to be used in scientific or technical text.

Cubic measures should be expressed using the superscript: 6 m^3

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.

> Star Wars Episode IV: A New Hope

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 Indigenous 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.

See also: 5.7 Typography and transliteration

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.

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: USING 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

The @ symbol makes email addresses clear in running text; they do not need a prefix or tag, nor do they need to be italicized.

For more information, please contact jdoe@uvic.ca.

For print items including memos, media releases and brochure copy, we recommend URLs in running text be as short as possible (omitting "http://" and "www" prefixes where possible). Print publications should italicize URLs that appear in running text to make them easily distinguishable as web addresses.

URLs that do not appear in running text—below logos, as standalone graphic elements, etc.— do not need to be italicized.

web.uvic.ca

In most digital contexts, and particularly on the web, best practice is to link text rather than URLs. Only very rarely should you include a full URL in web copy.

"Visit UVic News" rather than "Visit uvic.ca/news"

11.2 Punctuation

Normal punctuation should be used after a URL.

Further information is available at *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 Child and Youth Care . . . . . . .BCYC

Bachelor of Commerce . . . . .BCom

Bachelor of Education . . . . BEd

Bachelor of Engineering. . . . . BEng

Bachelor of Fine Arts. . . . . BFA

Bachelor of Music. . . . . .BMus

Bachelor of Science . . . . BSc

Bachelor of Science in Nursing. . . . . BSN

Bachelor of Social Work . . . . BSW

Bachelor of Software Engineering . . . . BSEng

Doctor of Philosophy. . . . . .PhD

Graduate Certificate . . . . GCert

Graduate Professional Certificate . . . . .GPCert

Graduate Diploma . . . . GDipl

Graduate Professional Diploma . . . . GPDipl

Juris Doctor .JD

Juris Indigenarum Doctor . . . . JID

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 Art . . . . MFA

Master of Global Business . . . . MGB

Master of Laws . . . . LLM

Master of Music . . . . .MMus

Master of Nursing . . . . MN

Master of Public Administration . . . . MPA

Master of Public Health . . . . MPH

Master of Science. . . . . MSc

Master of Social Work . . . . .MSW

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)

acknowledgement

adviser, advising

affect (verb: to have an effect on; noun: an emotion or mood)

artifact

behaviour

biannually, biweekly

Board of Governors, UVic Board of Governors, the board

cancelled

catalogue

centre, centred

cheque

colour

co-operative education, co-op (short form)

curriculum (s), curricula (pl)

defence

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)

grey

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

Michèle Pujol Room

offence

online

per cent, percentage

postgraduate

post-secondary

practise (verb), practice (noun)

program (not programme)

resumé

Ring Road (not the ring road)

Senate, UVic Senate

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)