AUS Editorial Style Guide

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Introduction

The AUS Office of Strategic Communications and Marketing has developed the following style guidelines for use in university publications. These guidelines are intended to help promote consistency among our publications, website and other public written materials. It is <u>not</u> intended for use by faculty members or students writing for other purposes.

The AUS Office of Strategic Communications and Marketing follows *The Chicago Manual of Style*, the *Associated Press Style Book and Libel Manual* and *Merriam Webster's Collegiate Dictionary*. Where this style guide conflicts with any of these publications, the *AUS Editorial Style Guide* prevails*.*

This guide begins with some general information on style and grammar. An alphabetical list of terms of specific concern for those writing or editing on behalf of AUS follows.

<u>Note</u>: Words in italics in the entries below appear so for emphasis. This does not mean these words are to appear in italics in all cases. See the entry on titles for correct usage of italics.

For specific questions, contact communciations@aus.edu.

Abbreviations and Acronyms

Avoid **acronyms** when possible, unless they are widely known (e.g., UAE, UN, NASA and GPA). For those not widely known, spell out names on the first reference, and place the acronym in parentheses after the name. Periods are not used in acronyms. However, periods are used in the abbreviations *Dr.*, *Ms.*, *Mrs.* and *Mr.*

> ***Right:*** The Institute of Material Systems (IMS) is hosting the conference. The IMS is housed in the College of Engineering (CEN).
>
> ***Right:*** Professor Smith worked for the UN in the 1970s.
>
> ***Right:*** You must have a cumulative GPA to graduate.
>
> ***Wrong:*** His G.P.A. is below 2.0.

See the entry on degrees for treatment of degree abbreviations.

Specific Examples

AUS: May be used on first reference in <u>internal</u> documents. For <u>external</u> documents, spell out on first reference and put the acronym in parentheses [e.g., American University of Sharjah (AUS)—the first reference in an external document.]

College/School Names: Abbreviations may be used on second and subsequent references for colleges and schools. The abbreviation should follow the full name on the first reference.

> ***Right:*** Students in the School of Business Administration (SBA) took a study tour to Florida.

Listed here are the official acronyms for AUS academic units.

> College of Architecture, Art and Design: CAAD

College of Arts and Sciences: CAS

College of Engineering: CEN

School of Business Administration: SBA

Department Names: Internal department/program names should not be abbreviated in official external publications.

Degrees: See the Degrees entry below.

UAE: Not *U.A.E.*

US: Not *U.S.*

Considering the space limitations, abbreviations can be used in social media postings. However, these should be used sparingly and those used should be commonly understood. The tone of voice used should be consistent with the university's brand image.

Capitalization

Capitalize titles when used with a name (see the Titles section for more information). Only capitalize official, full department and degree titles. The names of major, concentrations and minors are not capitalized.

Right: This course is not open to civil engineering students.

Right: Assistant Professor Frank L. Wright teaches an introductory design class in the College of Architecture, Art and Design.

Right: Department of English (but English department)

Right: She has a Bachelor of Arts in Journalism.

Wrong: The Dean must approve this request.

Right: The new students met Dean Margaret Blake during orientation.

Subjects and fields are not capitalized. Formal course titles should be capitalized.

Right: My math professor is giving a review session.

Right: Many new jobs are expected in the computer science field.

Right: This program prepares students for a career in environmental science.

Right: The Department of International Studies offers political science courses.

Wrong: There is a Physics exam scheduled for tomorrow.

Wrong: This course is not open to Visual Communication majors.

Right: The Managerial Economics course visited the stock exchange.

Capitalize the full names of official forms and documents. Do not put them in italics or quotation marks. Only capitalize the word "form" if it appears in the title of the form

> **Right:** Please complete the Proposed Event Form.

> **Wrong:** Please submit the Registration form.

Dates and Time

Dates

Spell out days of the week and months of the year. Do not use ordinals in dates (e.g., 1st, 2nd, 3rd and 4th). Do not use a comma between the month and the year when no day is given. The American date format (month/day/year) is generally used.

> **Right:** She graduated in May 2002.

> **Wrong:** The festival will be held in July, 2012.

> **Right:** The concert was held Saturday, January 17.

> **Right:** January 15, 2015

In text, it is not always necessary to include the year for an event happening in the current year.

To indicate a continuous event or inclusive dates use an en dash (see note below) or the terms *from* and *to*. If you use *from,* you <u>must </u>use *to.*

> **Right:** The program will run from April 1 to 3.

> **Right:** The seminar will be held at AUS January 17–19. (preferred style)

> **Wrong:** The exhibition will be on view from March 1–3.

> **Wrong:** The conference will be held from March 3–5.

Use en dashes (see note below) instead of hyphens for the academic or fiscal year.

> **Right:** 2003–04 or 2003–2004

> **Wrong:** 2003-04 or 2003-2004

Time

Use periods with *a.m.* and *p.m.* There should be one space following the number*.*

> **Right:** The seminar will be held from 9 a.m. to 5 p.m.

> **Right:** The office is open 9 a.m.–5 p.m.

> **Wrong:** Orientation is 9 a.m. to 5 p.m.

> **Right:** Orientation is from 9 a.m. to 5 p.m.

Note: In the above examples, an **en dash** is used instead of a hyphen. This type of dash is used to indicate a range. It can be accessed by pressing Cntrl+Num- on a PC.

Degrees

The terms *bachelor's degree, master's degree,* and *doctoral degree* or *doctorate* are lowercased. Do not use *doctorate degree*. Capitalize these terms only when the full title of the degree is used. In general, it is preferable to spell out degree titles in text.

>   *Right:* The professor has a bachelor's degree in biology and a master's degree in zoology.

>   *Right:* After receiving a Bachelor of Arts in Public Administration, Rima attended graduate school in Canada.

>   *Wrong:* This Master's Degree program was the first of its kind in the UAE.

Do not use both *PhD* and *Dr.* in the same sentence.

>   *Wrong***:** Dr. Anna Samford, PhD, was appointed head of the department.

>   *Right***:** Anna Samford, PhD, was appointed head of the department.

Do not use periods in abbreviations of degree titles. See the university catalogs or the AUS website (undergraduate and graduate) for a list of all degrees offered at AUS and the correct abbreviations.

>   *Right:* BArch, BAIS, MSESM, MBA, MSCE, PhD

Lowercase types of degrees (*bachelor of arts, bachelor of science, master of arts, master of science,* etc.) when used generically.

>   *Right:* You need 120 credits to receive the bachelor of science degree.

>   *Wrong:* Do they offer a Master of Arts degree in your program?

Plural forms: *bachelor's degrees*, *master's degrees*

>   *Right:* The College of Architecture, Art and Design offers five bachelor's degree programs and one master's degree program.

Gender-Specific Language

Avoid gender-specific language when possible.

> ***Wrong:*** A student will not be able to register until he has paid his fines.

> ***Right:*** Students will not be able to register until they have paid their fines. **OR** A student will not be able to register until he/she has paid his/her fines.

Use *men* and *women* instead of *boys* and *girls*.

Use chair instead of *chairman* or *chairwoman*.

Male and *female*: Don't use the terms *male* or *female* to describe things as a residential hall or sports team. Use instead *men's* and *women's.*

> ***Wrong:*** There are six male residential halls.

> ***Right:*** The women's basketball team won the championship.

Lists

With bulleted or numbered lists, do not put a period at the end of any of the items unless they are complete sentences. Do not put a period at the end of the concluding item of the list unless it is a complete sentence. Items that follow an introductory phrase are not capitalized unless they are independent complete sentences. Be consistent in style and format (e.g., begin all items with a verb, make all items sentences or phrases, etc.). The items in the list do not need to be capitalized.

> ***Right:*** Students are expected to:
> - select an author
> - research his or her most famous work
> - write a 10-page report on this work

> ***Right:*** The office provides the following services:
> - photography
> - writing
> - design

> ***Right:*** The following guidelines must be adhered to at all times:
> - Work should be submitted on time.
> - All sources must be documented.
> - A final copy of the project should be sent by email to the director.

Numbers

Spell out numbers one through nine but use figures for 10 and above in running text. Spell out numbers at the beginning of a sentence.

<u>Always</u> use figures for

- dates and years
- room and office numbers
- course numbers
- GPAs
- money
- percentages
- tables and charts
- test scores (e.g., TOEFL)

> ***Right:*** AUS offers 20 undergraduate programs and six graduate programs.
>
> ***Right:*** Twenty percent of the students earned a B or higher.
>
> ***Right:*** The student won first place in the international competition.

However, if an awkward construction develops due to the rule of spelling out numbers, you may choose to alter it slightly.

> ***Allowed:*** There are 20 cars, 10 vans and 6 trucks in the parking lot.

Use commas in numbers as follows: *1,000*; *10,000*; *100,000*. No space is required after the comma. However, use *1 million*, *45 million*, etc. for ease of reading.

Dirhams: Use AED.

> ***Right:*** The new library will cost AED 26 million.

Percentages: Spell out *percent* in running text. The % symbol may be used in tables, charts and graphics.

Punctuation and Formatting

Bulleted Lists: When creating a bulleted list in MS Word, use the pre-formatted bullet list styles. <u>Do not</u> use the space bar to line up lists or columns of information.

Colons: Use only **one** space after a colon.

Commas: Remove the comma before the conjunction in a series unless it precedes a complicated construction and is needed for clarity.

> ***Right:*** The new uniforms are red, white and black.

> ***Wrong:*** The Sports Complex has a pool, a basketball court, a tennis court, and a sauna.

> ***Right:*** She ordered chicken, bread, and beans and rice for dinner.

Hyphen: Hyphens help writers avoid ambiguity. In general, hyphenate compound modifiers. Use hyphens to link all words in the compound except *very* and those ending in *ly.*

> ***Right:*** A bus system provides on-campus transportation.
> (Here *on-campus* is a compound modifier.)

> ***Right:*** More than 1,200 students live on campus.
> (Here *on campus* refers to a location.)

> ***Right***: First-year students are required to take placement tests.

> ***Wrong:*** A highly-organized manager has been assigned to the project.

Paragraph Spacing: If the first line of each paragraph in running text is indented, do not leave a line space between paragraphs. If paragraphs have a line space between them, do not indent the first line of the paragraphs.

Parentheses and Brackets: Use parentheses to enclose material closely related to the text.

> ***Right:*** Lena AbuBakr (Finance Department) has passed the CPA exam.

> ***Wrong:*** The new policies [see page 4] will be implemented immediately.

Brackets are used: (1) to enclose material added by someone other than the original writer or (2) to enclose parentheses within parentheses (mainly used within footnotes).

> ***Right:*** "They [the soccer team] did their best and won the championship."

Quotation Marks: Commas and periods (full stops) should go inside quotes. Colons, semicolons and question marks go outside, unless the question mark belongs to the quoted material. The MS Word spell checker can be set to check for this. To do so, open Spelling and Grammar and then select Options.

> **Right:** Dr. Dahan said, "The library is a leading research facility in the region."

> **Right:** The student asked, "How can I get a better grade?"

> **Wrong:** The instructor said, "You should correct your punctuation errors".

Use double quotation marks ("and") to indicate quoted text. Single quotation marks ('or') are used to indicate text quoted within a quote. See also the Titles entry below for the use of quotation marks.

> **Right:** Marge said, "I think my favorite line was, 'After all, tomorrow is another day.'"

> **Wrong:** 'I am late for an exam,' said the student.

Semicolons: Use semicolons in a series of items if one or more of the items contains a comma.

> **Right:** This can include (1) doing work for another student; (2) designing or producing a project for another student; (3) willfully providing answers during an exam, test or quiz; (4) calling a student on a mobile phone while taking an exam and providing information; (5) providing a student with an advance copy of a test; (6) leaving inappropriate material behind at a test site; or (7) altering outcome results.

Semicolons may also be used between two independent clauses not joined by a conjunction.

> **Right:** The university was founded in 1997; it was fully accredited in 2004.

Slash: There should be no space on either side.

> **Right:** Prerequisite/concurrent: DES 100.

Spacing between Sentences: Only **one** space should follow the end punctuation of a sentence. The MS Word spell checker can be set to check for this.

Spelling

Use standard American English spellings.

Examples: toward, among, outward, defense, organization, color, labor, favorite, behavior, center, learned (instead of *learnt*), while (instead of *whilst*), check (instead of *cheque*)

Exceptions: Commonwealth spellings can be used if they are part of an official name of a non-AUS entity, e.g., United Nations Development Programme or Mirdif City Centre.

Note: You can set the spell checker in Microsoft Word to American English. The Office of Strategic Communications and Marketing also refers to *Merriam Webster's Collegiate Dictionary*.

That and *Which*

That should be used for restrictive (essential) clauses. *Which* is used for nonrestrictive (nonessential) clauses.

> **Right:** The villa, which was built in 1997, has three bedrooms and an office.

> **Wrong:** The course which I needed to complete my major requirements is full.

Titles

Composition Titles

The titles of books, films, television programs, journals, magazines, newspapers, conference proceedings, operas, plays and exhibitions are italicized.

> **Right:** *Gulf News, Realms*, *Lord of the Rings, Lost, Newsweek, Opus 3, Proceedings of the 22nd Annual IEEE Conference*

The titles of lectures, book chapters, papers, journal/newspaper articles, poems, individual television program episodes, individual works of art, dissertations, thesis and songs should be placed inside quotation marks.

> **Right:** Her paper "Social Media use Among the Chamorro" was published in the *Journal of Modern Anthropology.*

Conference and Event Titles

The names of conferences and events are capitalized when used as formal titles, but they are not italicized or put inside quotation marks. Conference/event themes, however, are placed inside quotation marks and follow the name of the conference/event. Generic names of events are not capitalized (e.g., graduation, commencement, registration, orientation).

> **Right:** AUS will host the conference Social Sciences in the 21st Century on February 6.

> **Right:** Global Day is sponsored by the Office of Student Affairs.

> **Right:** Global Day 2006, themed "Peace Throughout the World," featured live performances and food exhibits.

> **Wrong:** Students may invite four guests to Graduation.

> **Right:** More than 2,000 people attended Graduation 2009.

> **Right:** Guests should arrive early for graduation.

> **Right:** All students must attend orientation.

Job Titles

In general, titles are capitalized when used with a name:

> **Right:** Dean Peter Smith welcomed the new students.

> **Right:** The conference was opened by Dr. Ahmed Ali, Head of the Department of Mathematics and Statistics at AUS.

<u>Do not use</u> *Prof*.

The terms *dean*, *director, manager*, *professor*, *instructor*, etc. are not capitalized when they stand alone and are not written as the full title.

> **Right:** The dean must sign this form.

> **Right:** Chancellor Smith met with the delegates.

> **Right:** The professor will return the graded papers on Sunday.

> **Right:** Dean Martin will open the conference.

> **Right:** Associate Professor of Mathematics Jane Smith will deliver the lecture.

> **Wrong:** All students must see the Dean.

> **Wrong:** She is a Professor in the Department of Physics.

A complete list of university administrators, full-time faculty members and their full titles is available in the university catalogs.

Offices/Departments/Programs

Official, complete titles of offices, departments and programs are capitalized.

AUS office names follow the construction "Office of _____." Administrative department names follow the construction "_____ Department." Academic department names follow the construction "Department of _____."

> **Right:** Students from the Department of Mass Communication are building a website.

> **Right:** The new production of the Performing Arts Program opens next week.

> **Wrong:** The Civil Engineering Department students visited a construction site in Sharjah.

> **Right:** Students from the Department of Civil Engineering visited a construction site in Sharjah.

The Ruler

First Reference: His Highness Sheikh Dr. Sultan Bin Mohammad Al Qassimi, Supreme Council Member, Ruler of Sharjah, and President of American University of Sharjah

Second Reference: Sheikh Dr. Sultan   or   the Ruler of Sharjah

Websites, Social Media, Apps

The titles of websites, social media and other apps are not italicized or put in quotes. They are treated as proper names and capitalized according to their official name spellings.

Right: Facebook, Twitter, LinkedIn

Wrong: You can follow us on "Facebook."

A to Z Guide to AUS Style

Listed below are some terms commonly used on campus along with their correct capitalization, spelling and usage.

A

accreditation and licensing: Please see the approved accreditation and licensing statements at www.aus.edu/info/200132/accreditation. The UAE Ministry of Higher Education and Scientific Research accreditation should be listed first. Please note that accreditation from the Middle States Commission on Higher Education refers to the university as a whole and not to particular programs.

ad hoc: Do not italicize.

advice and **advise:** These words are often used incorrectly. *Advice* (noun) is a "recommendation regarding a decision or course of conduct." Do not use *an* before *advice* or add an "s" (*advices*). *Advise* (verb) means "to give advice to." [*Merriam Webster's Collegiate Dictionary,* 10th ed. (Springfield, MA: Merriam-Webster, Inc., 1997)]

> *Right:* I advise students on probation to enroll in summer courses.

> *Right:* Did you take my advice and enroll in summer courses?

> *Wrong:* She offered lots of good advices to her students.

alma mater: The university one attended.

alumni: Degree-holding graduates of the university.

alumna (feminine singular); *alumnae* (feminine plural)

alumnus (male singular); *alumni* (male plural)

alumni (for a group including both men and women)

a.m.

American University of Sharjah: "The" is not part of the official name.

American University, Washington, DC (do not use *of*)

Amiri Decree

at vs. **in**: The following usage is preferred.

> *Right:* Students from more than 70 nationalities are enrolled in AUS.

> *Right:* My son is studying architecture at AUS.

Wrong: Could you please summarize your experience in AUS?

AUS: no periods. Spell out on first reference, e.g., American University of Sharjah (AUS).

B

Banner

Blackboard

Board of Trustees: On first reference, use *AUS Board of Trustees*. For second and subsequent references, use *Board of Trustees*, *the board,* or *the trustees*. The "b" is not capitalized when *board* is used alone; the "t" is not capitalized when *trustees* is used alone.

C

Campus Cash: (Formerly Solo Card). This program allows you to purchase items from participating campus vendors using your AUS ID. It is sometimes referred to as the Point of Sale Card.

cannot: One word.

center: A unit focused on primarily one discipline or field and largely based in one school/college (e.g., the Mechatronics Center). Capitalize only when used as part of an official name.

> *Right:* The Academic Support Center closely monitors students who are struggling academically.
>
> *Wrong:* The Center received a grant from the National Science Foundation.

Use the American spelling for centers at AUS. If *centre* is used as part of an official name of an organization outside AUS, do not change the spelling (e.g., Deira City Centre).

chair: It is preferable to use the term *chair* instead of *chairman* or *chairwoman.*

chancellor: Use the full name on first reference. On second and subsequent references *Chancellor Kjerfve* or *Dr. Kjerfve* are acceptable.

> *Right:* Chancellor Björn Kjerfve will speak to the delegates.

Chancellor's List: Capitalize both words.

class standing/year: The terms *freshman, sophomore, junior, senior* and *graduate student* should not be capitalized.

The terms *first-year student, second-year student, third-year student, fourth-year student* and *fifth-year student* are also acceptable, especially when referring to the College of Architecture, Art and Design.

> *Right:* During his sophomore year, Farid earned a 4.0 GPA.
>
> *Right:* All first-year students are enrolled in the Foundations Program.

college: Capitalize when part of the official name (College of Arts and Sciences). Lowercase when it stands alone (The college has an increased enrollment this year.).

commencement: Capitalize only when referring to a specific commencement ceremony.

> *Right:* The Ruler of Sharjah will attend Fall Commencement.
>
> *Wrong:* The Commencement ceremony will be held at University City Hall.

complimentary and **complementary**: *Complimentary* means "expressing or containing a complement; favorable; or given free as a courtesy or favor." Use *complementary* when you wish to indicate "mutually supplying each other's lack."

> *Right:* The tickets to tonight's performance are complimentary.
>
> *Right:* The colors used in painting the Student Center are complementary.

comprise and **comprised of:** *Comprise* means "to be made up of or to include." Avoid the phrase *comprised of.* Use *composed of* or *consists of* instead.

> *Right:* The committee comprises a representative from each school.
>
> *Wrong:* The exam is comprised of an essay and short-answer questions.

computer and technology terms:

audiobook	Internet
AutoCAD	log in (verb)
Banner	login ID
blog	log on
email	online
ebook	user ID
home page	web page
iLearn	website

World Wide Web

congratulations: This word always ends with "s."

coordinate/coordinator: No hyphen is needed.

co-pay

co-requisite: A course to be taken simultaneously with another course. A hyphen is needed.

course names: In the context of a sentence, it is preferable to give the name of the course rather than simply the number. The course abbreviation and number must be included in lists of requirements. Leave a space between the abbreviation and the number. (e.g., ACC 201).

> *Right:* Students in the Women and Public Management course attended a seminar in Paris.
>
> *Right:* There is no prerequisite for ARA 103 Composition for Native Speakers of Arabic.

Only capitalize formal course titles. Generic references to a subject area or a discipline are <u>not</u> capitalized.

> *Right:* She taught statistics.
>
> *Wrong:* He failed Physics but passed History.

course work: Two words.

curriculum (singular), **curricula** (plural)

curriculum vita (singular), **curricula vitae** (plural)

D

data: This word is plural. The singular is *datum*.

dean: Capitalize only when used with the name.
> *Right:* Dean Martin said the partnership would benefit the environmental science program.
>
> *Right:* The dean approved the request.

Dean's List: Capitalize both words.

decision making: The noun form should be two separate words. Hyphenate only when used as an adjective.

> *Right:* Students learn about decision making in this course.

> *Wrong:* They left all the decision-making until the last minute.

> *Right:* We must consider the entire decision-making process.

department: Capitalize only when used as part of an official department name. All academic departments use the following construction: *Department of _____*

> *Right:* The Department of Mass Communication is organizing a trip to Abu Dhabi.

> *Right:* Please submit your receipts to the Finance Department.

> *Wrong:* You can pick up the necessary forms in the Economics Department.

dorms: Use *residential halls* instead.

E

e.g.: This means "for example." It should always be followed by a comma.

> *Right:* Your university ID card allows you to do many things (e.g., check out books from the library, access the Sports Complex and purchase food on campus).

email: no hyphen

Emeritus: Variations below. These honorary designations do not simply mean retired.
emeritus (male); *emerita* (female); *emeriti* (male plural, or male and female plural);
emeritae (female plural)

Emirati, Emiratis: The term *UAE nationals* should be used instead.

ensure and **insure**: *Ensure* means "to guarantee." *Insure* refers to insurance.

> *Right:* Doing well on the final exam will ensure a good grade in the course.

equipment: No "s" on the end, even if you are talking about more than one item.

> *Right:* The lab needs new equipment, including a scanner, a plotter and a server.

> *Wrong:* Our new equipments include a scanner, a plotter and a server.

ex officio: Two words, not italicized.

extracurricular: No hyphen is needed.

F

faculty/faculty members: *Faculty* refers to the group as a whole. When referring to one person, the term *faculty member* should be used. When referring to a group of professors, use the term *faculty members.*

> *Right:* We have more than 250 faculty members.
>
> *Wrong:* She is College of Engineering faculty.

fax: This is the shortened form of *facsimile.* Do not use *FAX;* it is not an acronym.

freshman and **freshmen:** The term *freshman* is used to describe one first-year student or to describe something relating to a first-year student. *Freshmen* is the plural form of *freshman*.

> *Right:* All freshmen in the College of Engineering must take NGN 110.
>
> *Right:* AUS welcomed its largest freshman class last semester.
>
> *Right:* All freshman courses are full.
>
> *Wrong:* Freshmen advising will take place on Monday and Tuesday.

foreword: A brief introduction to a publication. *Forward* indicates a direction.

full-time and **part-time:** These terms are hyphenated only when used as a modifier.

> *Right:* She is a full-time graduate student and part-time staff member.
>
> *Wrong:* He is enrolled full-time this semester.

G

GPA/CGPA (grade point average/cumulative grade point average): In general, use the abbreviation on first reference when a number is used. If a number is not used, the term may be spelled out. For publications going to readers who might not be familiar with the abbreviation, it may be more appropriate to spell out the term on the first reference and place the abbreviation in parentheses after it. Always use figures for GPAs.

> *Right:* A 3.0 CGPA is required.

grades: Do not put in quotes or use apostrophes. Plural form: As, Bs

> *Right:* A B average is required.
>
> *Wrong:* There were a lot of "F's" in the class.

graduate student: This term is used instead of post-*graduate student*. A graduate student is one who is pursuing a master's or doctoral degree.

H

His Highness: See the Titles section.

homework

I

ID, ID cards, IDs: No periods are needed.

i.e.: This means "that is." It should always be followed by a comma.

IELTS: International English Language Testing System exam. The abbreviation may be used on first reference if it is used in a context where the abbreviation will be understood.

iLearn

information: This word never ends in "s."

input: No "s" is needed on the end, even if you are talking about more than one thing.

institute: A multidisciplinary entity involving faculty across campus (e.g., Institute of Material Systems).

intercollegiate/interuniversity: No hyphen is needed.

its and **it's**: *Its* is the possessive form of *it. It's* is a contraction for *it is.*

> *Right:* It's time for the meeting to begin.
>
> *Wrong:* The bird has left it's nest.
>
> *Right:* The committee must determine its tasks.

L

Leopard: This is the name of the university's official mascot as well as the student newspaper. Capitalize when referring to one of the athletic teams. Capitalize and italicize when referring to the newspaper.

> ***Right:*** The Leopards are the UAE's volleyball champions.
>
> ***Right***: The latest issue of the *Leopard* featured an article on the tennis and basketball teams.

library: Lowercase when used as a generic term, but capitalize the full name.

> ***Right:*** The University Library is one of the top research libraries in the region.
>
> ***Wrong:*** The Library will be open during Spring Break.

lifelong

lifetime

login ID (noun) **log in** (verb)

long-term and **long term:** Use *long-term* as a modifier.

> ***Right:*** What are your long-term goals?
>
> ***Right:*** We must plan for the long term.

M

major and **minor:** These terms should be lowercased.

> ***Right:*** To declare a minor, a student must be in good standing.
> ***Wrong:*** She is pursuing a Major in English.

Middle States Commission on Higher Education: See the Accreditation and Licensing entry above.

midterm

Ministry of Higher Education and Scientific Research

money: See the Numbers entry above.

multicultural

multidisciplinary

multimedia

N

non-refundable

non-transferable

O

Office: Capitalize only when used as part of an official office name. Office names follow the construction *Office of _____.*

> ***Right:*** The Office of the Registrar works with visiting students.

> ***Wrong:*** You can pick up the necessary forms in the Dean's Office.

on campus/off campus and **on-campus/off-campus:** *On-campus* and *off-campus* are modifiers. *On campus* and *off campus* refer to locations.

> ***Right***: Faculty members are required to live on campus.

> ***Right***: A bus service provides on-campus transportation.

> ***Wrong:*** Students often enjoy off campus activities on the weekend.

> ***Right:*** Some students choose to live off campus.

organize vs. **hold**: Use *organize/organized* when referring to planning or arranging. Use *hold/held* when referring to an event that will take place or that has happened.

> ***Right:*** The club is organizing a bake sale for charity.

> ***Right:*** The club held a bake sale on March 5.

> ***Wrong:*** The club organized a bake sale on March 5.
> (It should be organized well before it is held.)

P

percent: Do not use % in text (except in tables or scientific documents). When providing percentages, always use figures, except at the beginning of a sentence. Use *percent* instead of *per cent.*

Right: Only 5 percent of the students failed the quiz.

Wrong: More than twenty per cent of the class earned As.

p.m.

phone/fax numbers: Use the format +971 6 515 5555. Spell out *extension* whenever possible. If an abbreviation must be used, use *ext.* Use *fax* not *FAX.* See the *AUS Communications Policies* for information on how to list phone numbers and addresses on business cards and other printed pieces.

Right: For more information, call +971 6 515 5555, extension 2277, or send a fax to +971 6 515 7777.

PO Box: No space between *PO*. The number should follow *Box*.

Right: PO Box 26666

prerequisite: No hyphen is needed.

Prerequisite/concurrent: No space is needed on either side of the slash.

professor: Do not abbreviate as *Prof*. Capitalize only when used as a title for someone who is a full professor.

Q

Quotes more than 10 lines long should be indented both on the left and on the right. See the section on punctuation for information on correct usage of quotation marks.

Qur'an

R

residential halls: Not *dorms.* Say *men's residential halls* and *women's residential halls* not *boys' dorms* and *girls' dorms* or *male dorms* or *female dorms*.

S

school: Capitalize when part of the official name (School of Business Administration). Lowercase when it stands alone (Students must register in the school in which they are enrolled.).

seasons: Do not capitalize when used as a general term. Capitalize only when referring to a specific semester.

Right: The new stadium will open for Spring Semester 2015.

Right: Students must complete their internships in summer session.

Wrong: This Fall, students will be able to add courses online.

semester: Do not capitalize when used as a general term. Capitalize only when referring to a specific semester.

Right: Fall Semester 2010 saw the university's highest enrollment.

Right: This studio is only offered in the fall semester.

Sharia

sheikh: This is the preferred spelling. See the Titles section for appropriate use of the Ruler of Sharjah's name and title.

software: No "s" is needed on the end, even if you are talking about more than one program.

Sports Complex

staff: *Staff* refers to the group as a whole. When referring to one person, the term *staff member* should be used. When referring to a group, use the term *staff members.*

Student Center

Student Council

summer term: Not *summer semester* or *summer session*.

T

TOEFL: Test of English as a Foreign Language. The abbreviation may be used on first reference if it is used in a context where the abbreviation will be understood. **Other forms:** Internet-based TOEFL (iBT).

through: Do not use *thru*.

tuition: The word refers to fees a student pays to study at AUS. No "s" is needed at the end.

U

UAE

UAE nationals: This term is preferred over the term *Emiratis*.

US or **USA**

undergraduate: One word, no hyphen.

university: Lowercase when it stands alone. Capitalize it when used as part of the university's full name.

> *Right:* The university's enrollment increased by 10 percent this semester.
> *Wrong:* The University is located 16 kilometers from the center of Sharjah.

V

vice president: No hyphen is needed.

W/X/Y

website, web page, World Wide Web, the web (see the entry on computer and technology terms)

It is not necessary to include *http://* if a website begins with *www*. If a website address appears at the end of a sentence, a period should be used at the end of the sentence. Use shortened URLs whenever possible.

> *Right:* You can read about our programs at www.aus.edu/SBA.

workforce

worldwide

x-ray

year/class standing: These terms should not be capitalized. See the entry on class standing/year for more information.

> *Right:* During her sophomore year, Mehvish earned a 4.0.

> *Right:* All first-year students must attend orientation.

yearbook: One word.

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Writing Course Descriptions

Course descriptions published in the university's graduate and undergraduate catalogs should follow the guidelines listed below.

Course Titles and Codes

These should be capitalized and in bold. A space should appear between the three-letter course code and the course number (e.g., DES 100). Course titles should be brief and descriptive. Course titles over 30 characters in length (including spaces) will be abbreviated in the online Banner system.

Descriptive Text

In general, the description should consist of <u>phrases</u> beginning with a <u>present tense verb</u>. Examples of verbs used include *examines*, *requires*, *introduces*, *covers*, *studies*, *explores, continues, builds* and *aims*. The first line should provide a general overview of the course. **Course descriptions should be no longer than 80 words (approximately).**

Examples:

CHE 205 Principles of Chemical Engineering I (1-2-2). Introduces the analysis of chemical process systems using mass conversion equations, stoichiometry and steady state calculations. Covers unit conversions and process flow sheets. Introduces ideal and real gas relationships. Prerequisite: CHM 101; prerequisite/concurrent: MTH 104.

GEO 201 World Cultural Geography (3-0-3). Provides a broad survey of the cultural geography of the world. Addresses cultural systems, agriculture and natural resources, urbanization, industrialization, development and political geography, among other topics. Prerequisite/concurrent: WRI 102.

VIS 360 Fundamentals of Media Theory (3-0-3). Surveys the elements that make up film, video, audio and still images and analyzes how these elements are used in visual and textual message design and structure. Includes analysis of how information is crafted to create meaning as well as the history of the various media, including the social, economic, cultural, political, ethical and theoretical bases of the media. Prerequisites: DES 132 and DES 121 or DES 122.

FIN 401 International Finance (3-0-3). Covers financing of international trade and investment, foreign exchange markets and exchange rate determination, and balance of payments. Focuses on international financial management within the firm. Prerequisites: FIN 303 or FIN 330, and QAN 202 or QBA 202; prerequisite/concurrent: FIN 302 or FIN 320.

Listing of Prerequisites

Below are examples of the correct format.

> Prerequisites: VIS 361, and MUM 301 or VIS 301.
>
> *This means that the student must have completed VIS 361 and either MUM 301 or VIS 301.*

> Prerequisite: CVE 220 or MCE 224.
>
> *The student must have completed only one of these courses. In this case, "prerequisite" is singular.*

> Prerequisites: ECO 201, ECO 202 and WRI 102.
> *The student must have completed all three courses.*

> Prerequisite: CHM 101; prerequisite/concurrent: MTH 104.
>
> *A semicolon is used to divide prerequisites from those courses that are prerequisite/concurrent.*

> Prerequisites: FIN 303 or FIN 330, and QAN 202 or QBA 202; prerequisite/concurrent: FIN 302 or FIN 320.
>
> *In this example, the student is required to have taken two classes before enrolling in FIN 401: either FIN 303 or FIN 330 and either QAN 202 or QBA 202. In addition, the student must either have completed FIN 302 or FIN 320 or be enrolled in one of those courses while taking FIN 401.*

Punctuation

Period: Each course description should end with a period. A period should not follow the course title but should appear after the credit hour distribution [e.g., ARA 213 Contemporary Arabic Literature (3-0-3).].

Commas: No comma is used before a conjunction in a series unless is required for clarity.

> Examples:
>
> Addresses research topics such as teacher talk, wait time, conversational repair, error correction, learning strategies and feedback.

> Covers financing of international trade and investment, foreign exchange markets and exchange rate determination, and balance of payments. *(Needed here for clarity)*

Dashes: Dashes should be used between number of contact hours per week, number of lab hours per week and number of credit hours earned for the course [e.g., (3-3-4) for a course that has three contact hours per week, three lab hours per week and carries four credit hours].

Semicolons: Use semicolons in a series of items if one or more of the items contains a comma (for example, in a complex list of topics covered in a course). This helps clarify which items belong together. The Office of Strategic Communications and Marketing refers to the *Chicago Manual of Style* (Chicago: University of Chicago Press, 2003) for the use of semicolons.

Examples:

MCE 223 Mechanics of Materials (3-1-3). Covers stress and strain; mechanical properties of materials; axial load, torsion, bending and transverse shear; combined loadings; stress transformation; deflection of beams and shafts; and buckling of columns. Prerequisite: MCE 220 or MCE 224 or MCE 225.

MUM 397 Internship (3-0-3). Comprises three interlinked stages: internship preparation, which concludes with a student proposal for the internship placement; the internship placement, consisting of 240 hours (minimum) of work experience with an approved professional firm; and the internship course in support of the associated internship outcomes and assignments. Prerequisites: VIS 361, and MUM 301 or VIS 301.

Writing Faculty Website Bios

Below is an example of a faculty bio for the website. Please note that this brief narrative is meant to give a general overview and not provide a lot of details. The page on which it appears will include a link to the faculty member's profile, which can include a link to his/her CV (CV is optional).

Example

Jane Smith, Assistant Professor [faculty member's name and rank]

PhD in Journalism, Columbia University, USA [faculty member's terminal degree and where it was earned]

Jane Smith has taught in journalism and mass communications departments for more than 15 years at institutions such as Auburn University, the University of North Carolina-Chapel Hill and the University of Pennsylvania. Her areas of research and teaching interest are social media, public opinion and investigative reporting. She presently serves as editor of the *Journalism & Mass Communication Educator.* Prior to her academic career, she worked as a reporter for the *Washington Post* and the *Straits Times* of Singapore. [Don't exceed 100 words in this paragraph.]

The bio should:
- be written in paragraph format using complete sentences
- give a general overview of the faculty member's work history (example includes both academic and non-academic experience)
- include the faculty member's areas of research and teaching interests

The bio should not:
- exceed 100 words
- include any degrees earned in the paragraph text