

Appendix: University Housing Editorial Style Guide

This style guide is based upon the University of Georgia Style Guide (<http://www.uga.edu/styleguide>) and the AP Style Guide and applies to all web pages managed by University Housing staff, including the public website, The Dawg House and the work request site, as well as all publications produced by University Housing staff, whether for internal or external audiences.

Building Names

Building _____ For UV buildings: add "(University Village)" or "(Rogers Road)" or "(Brandon Oaks)" after name if not previously referenced or if not in a listing grouped by communities
Building A (University Village)

East Campus Village (ECV) Spell out with (ECV) on first mention, then use abbreviation.

Oglethorpe House The informal "O-House" may be used only following the first reference of "Oglethorpe House." Never "O'House."

Department Name University Housing. Not "the Department of University Housing." Capital U and H.

Unit Names Administrative Services and Communications, Executive Director's Office, Facilities, Residential Programs and Services

Office Names Offices within units should be capitalized (e.g., Housing Assignments Office, Work Control Office)

Capitalization

assistant director, residence hall director, resident assistant Always lowercase, unless in the title of a document or publication or as a formal title before a name.

*Contact the area coordinator for
Brumby Community.
Resident Assistant Manual
Executive Director Linda Kasper*

C.L.A.S.S. advocate Capitalize C.L.A.S.S. as an acronym (Continuing the Legacy of African American Student Success)
Lowercase "advocate."
He is your C.L.A.S.S. advocate in Russell Hall.

community	Lowercase the word community except when used with community name. <i>Brumby Community</i>
executive director	Lowercase when referring to a position, capitalize when used as a title. <i>Linda Kasper is the executive director for University Housing. Meet Executive Director Linda Kasper.</i>
vice president	<i>The vice president for Student Affairs will be here. Vice President Victor Wilson will be present.</i>
RA (one) RAs (multiple) RA's (singular possessive) RAs' (multiple possessive)	No punctuation required. Refers to more than one RA. Refers to one RA in possession of something. Refers to more than one RA collectively in possession of something.
student account	Lowercase unless you refer to Student Account System or the department known as Student Accounts.
The Dawg House	Three words. Capitalize T, D and H.
University of Georgia	Full name, use capital U and G. "The" is not part of the formal name
the university, the department	Partial name, use lowercase u/d.
housing	Partial name, lower case h. <i>This is a great honor for University Housing.</i> <i>This is a great honor for all housing staff members.</i>
academic initiatives	Lower case unless dealing with proper nouns. <i>Living Learning Communities</i> <i>French and Spanish language communities</i> <i>Franklin Residential College</i> <i>UGA Study Abroad program</i> <i>Thrive at Georgia</i>
vice president for Student Affairs	NOT vice president <u>of</u> Student Affairs
Division of Student Affairs	Formal reference, external audience. <i>University Housing is part of the Division of Student Affairs at the University of Georgia.</i>

Internet

email
website
online
email addresses

webpage

No hyphen, lowercase e
Use as one word, lowercase w.
Use as one word, lowercase o.
Italicize, unless used as a [hyperlink](#).
Ex.: housing@uga.edu or *housing@uga.edu*.
One word, lowercase w.

Semesters, Terms and Breaks

summer semester
2021 fall semester, fall semester 2021

All semesters are lowercase.

short session I, extended session


May session
spring break, winter break

All sessions are lowercase (except the "M" in May session).
Use May session, not Maymester.
Breaks are lowercase (exception: Thanksgiving break).

Sentence Structure and Punctuation

Hyphens

check in vs. check-in
sign up vs. sign-up
move in vs. move-in



As an action, there is no dash.
Check in to your room.
As a description, use a dash
Use the check-in RIC.

check out

As an action, there is no dash, check out is two words.
Check out of your room by noon.

checkout

As a description, checkout is one word.
Your RA can explain the checkout process.

first-year student

Use lowercase and hyphenate.

first year live-on requirement

Use all lowercase and hyphenate "live-on."

on campus or on-campus

As the place, there is no dash: "on campus."
As the description, use a dash: "on-campus."
You can get on-campus housing.
Living on campus is great.

campus-wide or university-wide

Use lowercase and hyphenate

high-rise

Use hyphen in both the noun and description.
Never "hi-rise."
Brumby Hall is one of three high-rises.
Russell Hall is a high-rise building.

Parentheses

Ending punctuation is outside of parenthesis – unless the entire sentence is in parenthesis.

My dog likes to run (especially when chasing squirrels).

Phone numbers

706-542-1421

Area code, dash, three digits, dash, four digits

Numbers

Spell out whole numbers below 10. Use figures for 10 and above. See current *AP Style Guide* for exceptions and details.

Three halls and 15 apartment buildings

Quotations

Ending punctuation is inside quotations.

"My dog likes to run," says Bob.

Spacing between sentences

Single space after end punctuation (do not double space).

Time

Use lower case and periods, with one space after time

1:15 p.m. or 1 p.m.

No zeros on the hour.

1 p.m., not 1:00 p.m.

Words in a series

No comma before the and/or in a list, unless the list items already contain and/or.

The flag is red, white and blue.

The stores in the area are Macy's, Big and Tall, and Sears.

Other

That vs. which

The word "that" is for essential clauses and the word "which" is for nonessential clauses. Always place a comma before the word "which."

I remember the day that we first met.

The team, which finished a year ago, is in first place.

e.g. vs. i.e.

The abbreviation "e.g." means *for example*. The abbreviation "i.e." is used for *that is*. Both abbreviations are always followed by a comma.

The high-rise buildings (i.e., Brumby, Creswell, Russell) were built in the 1960s. There are many buildings on campus built in the 1960s (e.g., Brumby, Creswell, Russell).

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