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 Request Office and Staff Development and Student Conduct)

**Capitalization**

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

- **email**: No hyphen, lowercase e
- **website**: Use as one word, lowercase w.
- **online**: Use as one word, lowercase o.
- **email addresses**: Italicize, unless used as a [hyperlink](https://example.com).
  - Ex.: [housing@uga.edu](mailto:housing@uga.edu) or [housing@uga.edu](mailto:housing@uga.edu).
- **webpage**: One word, lowercase w.

**Semesters, Terms and Breaks**

- **fall, spring 2020, summer semester 2020**
  - All semesters are lowercase.
- **short session I, extended session All sessions are lowercase (except the “M” in May session).**
- **May session**
  - Use May session, not Maymester.
- **spring break, winter break**
  - Breaks are lowercase (exception: Thanksgiving break).

**Sentence Structure and Punctuation**

**Hyphens**

- **check in vs. check-in**
  - As an action, there is no dash.
  - *Check in to your room.*
- **sign up vs. sign-up**
  - As a description, use a dash
  - *Use the check-in RIC.*
- **move in vs. move-in**
- **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).