# Appendix: University Housing Editorial Style Guide

This style guide is based upon the University of Georgia Style Guide ([https://brand.uga.edu/writing-style/styleguide/](https://brand.uga.edu/writing-style/styleguide/)) and the Associated Press (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

<table>
<thead>
<tr>
<th>Building __________</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Campus Village (ECV)</td>
<td>Spell out with (ECV) on first mention, then use abbreviation.</td>
</tr>
<tr>
<td>Oglethorpe House</td>
<td>The informal “O-House” may be used only following the first reference of “Oglethorpe House.” Never “O’House.”</td>
</tr>
<tr>
<td>Black-Diallo-Miller Hall</td>
<td>Do not abbreviate. Use hyphens between words.</td>
</tr>
</tbody>
</table>

## Department Name

University Housing. Not “the Department of University Housing.” Capital U and H. Use “housing” when not using the full department name.

## 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 assistant director for Brumby Community.
  - Resident Assistant Manual
  - Executive Director Linda Kasper
community: Lowercase the word community except when used with community name.

- Brumby Community

executive director: Lowercase when referring to a position, capitalize when used as a title.

- Linda Kasper is the executive director for University Housing. Meet Executive Director Linda Kasper.

vice president: The vice president for Student Affairs will be here. Vice President Michelle Cook will be present.

RA (one): No punctuation required.

- RA's (singular possessive): Refers to one RA in possession of something.
- RAs' (multiple possessive): 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.

- This is a great honor for University Housing.
- This is a great honor for all housing staff members.

academic initiatives: Lower case unless dealing with proper nouns.

- Living Learning Communities
- French and Spanish language communities
- Franklin Residential College
- UGA Study Abroad program
- Thrive at Georgia

vice president for Student Affairs: NOT vice president of Student Affairs

Division of Student Affairs: Formal reference, external audience.

- University Housing is part of the Division of Student Affairs at the University of Georgia.
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.  
Ex.: housing@uga.edu or housing@uga.edu.
webpage  One word, lowercase w.

Semesters, Terms and Breaks

summer semester  All semesters are lowercase.
2021 fall semester, fall semester 2021

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 into your room.
sign up vs. sign-up  As a description, use a dash
The check-in process begins today.
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 uppercase 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.

On call  Not on duty. Following the noun, no dash.
Forward the email to the AD on call.
As a description, there is a dash.
On-call staff responded to the incident.
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 Target.

**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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