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Established in 1804, Ohio University is the oldest university in the Northwest Territory. Over the course of its history, our University has earned a reputation for its rich educational tradition and outstanding academic programs. The Office of University Communications and Marketing (UCM) and the Office of Information Technology (OIT) have developed a set of guidelines to strengthen Ohio University’s online presence.

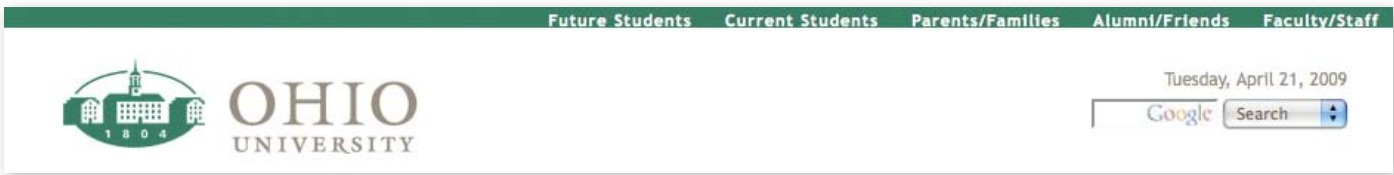
Use of the Ohio University Web Styleguide ensures the institution is promoted in the best and most consistent way. In this styleguide are approved banners, downloadable University-approved logos, and a color palette of both primary use and secondary use colors. By using these elements as part of your Web presentation, collaboratively we create better recognition of the Ohio University brand.

If we can be of further support or you feel you need additional resources to help promote Ohio University, Stephanie Elmore may be contacted at: **elmores@ohio.edu**.

WEBworks

Banners

Header



Footer



Secondary Footer

An option for additional information to be added to the top of the footer on the page.



Sites and pages built within CommonSpot, the University’s official content management system, will already include the standard banners described above.

All official Ohio University Web pages are required to carry the Ohio University banners described above and the University Signature in the top left corner and will be coded as a link back to the main site. All Web pages clearly marked as archived are exempt from this requirement. Ohio University Athletic sites and pages are exempt from this as well.

(Please see the section “university Logos” for explanation of logo use both institutional and athletic.)

WEBworks Ohio University Logos

Usage and Size of the Ohio University Signature

Wherever the Ohio University signature graphic is used, it must be one of these approved images and used no smaller than (A MINIMUM PIXEL SIZE IS NEEDED HERE) in width. Always scaled proportionately and in the approved colors as shown.

WEBworks Ohio University Logos

Horizontal: the preferred logo signature for use of the two ways shown below:



Stacked: for use in buttons and where the horizontal version will decrease logo signature's legibility:



Though technology is available which allows for many options such as animation and 3-D modeling, it is not appropriate to apply these techniques to any components of the Ohio University signature. Any distortion of the identity marks dilutes and confuses the University's image.

These graphics may not be altered or changed in any way. If the logos provided do not meet your specific needs, Stephanie Elmore may be contacted at: elmores@ohio.edu.

For pages and applications in the Web environment, never use the logomark without the logotype.

Clear Zones for the Ohio University signature is the width of the "I" in the Ohio University signature (or 5 pixels on all sides). Maintain this minimum distance proportionately between any part of the signature and any other elements appearing with it and/or the edge of the page. The logos provided here have the 5 pixel gutter included in the graphic. They are not to be cropped.



For any additional assistance in selecting and obtaining a logo for use on your Web site Stephanie Elmore may be contacted at: elmores@ohio.edu.

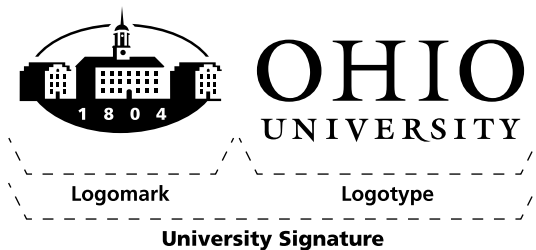
The Ohio University Seal will be used to authenticate the highest official University documents (e.g., diplomas and legal documents). It may be used on other materials only at the discretion of the president and the Board of Trustees.

The University seal should never be substituted for the Ohio University signature or logo type.

The Ohio University Athletics Mark known as the "Attack Cat" is confined to use in direct association with Intercollegiate Athletics only. The "Attack Cat" and the "OHIO" typography that accompanies its use are not to be substituted for the University signature or logo type for institutional or academic purposes. It is not available for use as a background or as part of a logo for any non-athletic department.

Typefaces—serif and sans serif—have been selected as the primary identification typefaces for the Ohio University identity. When used in conjunction with the University signature, they reinforce the visual identity system.

Galliard Font



Logo elements



Not for general use.



For Department of Athletics use only.

Galliard, a serif face and is the primary font used in the Ohio University signature.

Frutiger Font

Frutiger, a sans serif face, was chosen as a secondary font to complement Galliard and to allow for creative flexibility and enhanced readability.

NOTE: Type fonts are licensed. The Galliard and Frutiger font families are available for both Windows and Macintosh platforms through OIT for official University use.

The Web is the only medium that allows for an acceptable font substitution for Galliard and Frutiger. In order to achieve the desired font representation we recommend for Galliard: Georgia, "Times New Roman", Times, serif. We recommend for Frutiger: "Trebuchet MS", Tahoma, Arial, Helvetica, sans-serif. Please use in the order listed here in both circumstances. Both of these sets should reproduce the same on most browsers and Web devices. *Font substitution should never be used in any other electronic or print medium.*

University Color Palette [Web ready colors]

Color is a critical element in creating a memorable and lasting identity. It can be used to link certain information, and to offer the viewer visual cues for continuity and/or differentiation. Using these color palettes will lend consistency throughout Ohio University's Web pages.

Our primary palette consists of 006a4e [green] and 7c7369 [grey] for the institution. The Department of athletics uses 006a4e [green] and d3aa85 [tan].

To introduce visual variety to our communications we look to a secondary color palette. With this palette we are suggesting a way to add *accent to communications which already carry the primary color(s)*. By consistently using this secondary palette, we establish continuity for our brand in the higher education marketplace. With a wide variety in choices, the secondary palette makes it easy to find accent color(s) to introduce in your Web communications.

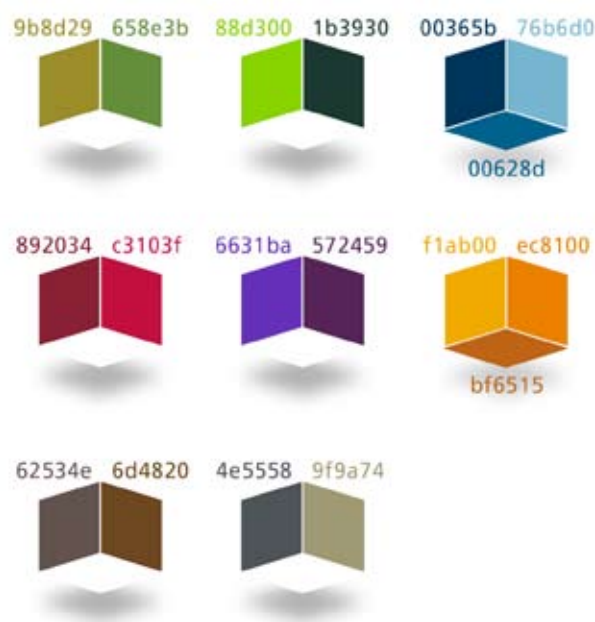
By maintaining this select set of color use as an institution we consistently reinforce our identity not only on the Web but in print and video as well.

Primary Colors



Variations or gradients of these colors can be created through the use of Adobe Photoshop®. Creating gradients using this program sets opacity accurately within the color palette.

Secondary Colors



Secondary Reference

The secondary reference is the addition of a title under the logotype of the University signature. This title area is reserved for academic and administrative units which have been approved for second-line reference use in the Ohio University identity system:

Colleges:

College of Arts and Sciences
College of Business
College of Education
College of Fine Arts
College of Health and Human Services
College of Osteopathic Medicine
Honors Tutorial College
Russ College of Engineering and Technology
Scripps College of Communication
University College

Campuses:

Chillicothe Campus
Eastern Campus
Lancaster Campus
Lifelong and Distance Learning
Southern Campus
Zanesville Campus

Administrative Areas:

Administrative Senate
Alumni Association
Appalachian Rural Health Institute
Auxiliary Services
Board of Trustees
Campus Recreation
Center for International Studies
Classified Senate
Dean of Students
Diversity, Access, and Equity
Division of Finance
Division of Student Affairs
Emeriti Association
Facilities Management
Faculty Senate
Financial Aid
Global Leadership Center
Graduate College
Human Resources
Institutional Research
Internal Audit
Legal Affairs
Manasseh Cutler Scholars Program
Office of Education Abroad
Office of Information Technology
Office of International Affairs
Office of Nationally Competitive Awards
Office of the Bursar
Office of the Executive Vice President and Provost
Office of the President
Office of the President Emeritus
Office of the University Registrar
Office of the Vice President for Finance and Administration
Office of the Vice President for Research
Office of the Vice President for Student Affairs
Police Department
Professional Development
Regional Campuses
Research
Residence Life
The Annual Fund (for very limited use)
Undergraduate Admissions
University Advancement
University Libraries
University Outreach
University Services
Voinovich School of Leadership and Public Affairs
Approved Secondary References as of 4/13/09

Not on this list?
Please direct your
requests for usage to
University Communications
and Marketing,
elmores@ohio.edu.

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Editorial Style Guide

This guide has been designed to help you prepare manuscript copy for projects produced by University Communications and Marketing. It provides an overview with examples for style punctuation and usage according to University style as well as a list of official degree titles granted by Ohio University. For questions not covered, please consult *The Chicago Manual of Style* or the college edition of *Webster's New World Dictionary*.

If you are considering submitting material for publication in the near future, we encourage you to make an appointment with the client coordinator to discuss

various aspects of the intended publication. To make an appointment, or if you have questions concerning publications, please call our office at 740.593.2200 between 8 a.m. and 5 p.m., Monday through Friday.

Punctuation

1. Periods

1.1 With abbreviations

Use periods when abbreviating academic degrees.

EXAMPLE:

Dr. Bond received her B.A., M.A., and Ph.D. from the University of Pennsylvania.

And with lower case abbreviations:

EXAMPLES:

As an Honors Tutorial College student, you must maintain a 3.0 g.p.a.

The workshop will be held from 9 a.m. to 4 p.m.

Periods are not used with acronyms, which are uppercase.

EXAMPLES:

WOUB, OPIE, CBA, ROTC, ISFS

(See also section 12. "Abbreviations")

1.2 With run-in heads

Use a period when the heading is at the beginning of a paragraph:

EXAMPLE:

Graduate Survey Requirement. Each candidate will complete at least one graduate survey course.

1.3 With lists

Listed information conveyed in sentence form should be punctuated with periods.

EXAMPLE:

To participate in commencement:

1. You will need to apply for graduation by the March 1st deadline.

2. You will need to arrange to rent or purchase a graduation gown.

2. Commas

2.1 With a series

Use a comma before the words "and" and "or" in a series of three or more

EXAMPLE:

The program is available to sophomores, juniors, and seniors.

EXAMPLE:

The keynote speaker at this year's Spring Literary Festival, Mr. Smith noted that he dedicated his latest book to his parents, Cuba Gooding Jr., and Michelle Obama.

Note: Using the final comma makes it clear to the reader that the book is dedicated to Cuba Gooding Jr. and Michelle Obama in addition to the author's parents. (Without the final comma separating the elements, the reader may be left with the impression that Cuba Gooding Jr. and Michelle Obama are the author's parents.)

EXAMPLE:

Students must take three courses each in the areas of history, English, and classics and world religions.

Note: Without the comma separating "English" from "classics and world religions," the course groupings are not clear. Is "classics" part of the English major or the world religions major? Using the serial comma consistently makes it clear that courses in classics are grouped with and part of the world religions major.

2.2 With numbers

Place a comma after digits signifying thousands: 1,150 students; except when reference is made to an SAT score or temperature:

3200 degrees.

2.3 With quotations

Follow a statement that introduces a direct quotation of one or more paragraphs with a comma. But use a colon after "as follows."

EXAMPLES:

Dorothy Parker's epitaph reads, "Pardon my dust."

Dorothy Parker's epitaph reads as follows: "Pardon my dust."

2.4 With introductory words

Introductory words such as "to wit," "namely," "i.e.," "e.g.," and "viz" should be immediately preceded and followed by a comma.

EXAMPLES:

International students are required to submit proof of identity, e.g., a passport, immunization record, a visa, or some other form of identification.

2.5 With dates

When writing a date, place a comma between the day, if given, and the year, but do not place a comma between the month and year when the day is not mentioned.

EXAMPLE:
November 1945

2.6 With academic quarters and terms

The comma is omitted when citing academic quarters or terms.

EXAMPLES:
spring 1992
fall 2012

2.7 With telephone numbers

Area codes and other codes for telephone numbers are to be set off from the phone number with a period.

EXAMPLES:
740.593.2200
800.265.3756

3. Hyphens

3.1 Hyphenating compound words

Use a hyphen in compound adjectives that come before the words they modify.

EXAMPLES:
full-time student
grade-point average
upper-division course
part-time faculty
out-of-state tuition

Do not hyphenate words such as:

African American
Latin American
Native American

3.2 Hyphenation with prefixes

Words beginning with "non," "anti," "sub," "co," and "pre" usually can be combined without a hyphen.

EXAMPLES:
nontraditional, nondenominational, coeducational, antinuclear, substandard,
premedicine, prephysical therapy, precollege

Use the nonhyphenated spelling if either spelling is acceptable.

Exceptions

Hyphenate words when a prefix causes confusion in reading the word that follows.

EXAMPLES:
pre-enroll, not preenroll
re-enroll, not reenroll
pre-engineering, not preengineering
co-op, not coop
non-alumni, not nonalumni

4. Quotation Marks

4.1 Used with other punctuation

Quotation marks should be placed outside a period or comma, but inside a colon or semicolon. They should also be set inside exclamation points and interrogation marks that are not part of the quotation.

EXAMPLES:
The chapter "A Review of Production Standards," which provides an in-depth analysis of these events, has been updated for the most recent edition of the book.

The production company had only two reservations about The Bionic Hamster: the cost and the time needed to complete the special effects.

What did you think of the last episode of "Seinfeld"?

4.2 Quotes within quotes

Use single quotation marks for quotations printed within other quotations.

EXAMPLE:
The speaker replied, "I follow Emerson's dictum, 'A foolish consistency is the petty hobgoblin of small minds,' to its logical extreme."

4.3 Block quotations

If several paragraphs are to be quoted, use quotation marks at the beginning of each paragraph, but at the end of the last paragraph only.

5. Apostrophes

5.1 With dates

In making the plural of dates, do not use an apostrophe before the "s."

EXAMPLES:
in the early 1800s
in the '60s and '70s

5.2 With class year

Use the apostrophe to punctuate years of college classes.

EXAMPLE:
Class of '92

5.3 With degrees

Associate's, bachelor's, and master's degrees, when used generically, should be written with an "s."

EXAMPLES:
master's degrees, not masters' degrees
associate's degree, not associate degree

5.4 With possessives

The possessive case of singular nouns is formed by adding "s"; the possessive of plural nouns by adding an apostrophe only.

EXAMPLES:
the horse's mouth, the puppies' tails; the children's books

The general rule above also covers singular nouns and proper names ending in "s" (with the exception of "Jesus" and "Moses," which add just the apostrophe):

EXAMPLES:
Burns's poetry
McDavis's speech
Dickens's novels

5.5 With possessives in titles

The apostrophe is dropped from possessives when they become part of official designations or titles.

EXAMPLES:
Founders Day
Sibs Weekend
Moms Weekend
Dads Weekend
Parents Weekend
Ohio University Visitors Center
Dean of Students Office
Founders Citation

An exception to this style is "women's studies," which retains its apostrophe.

6. Dashes

An em dash (long dash —) can be used to help provide emphasis or set off additional explanation.

They look forward to seeing their class year etched in brick—representing their shared commitment to the University's values—when they return to campus in the future.

The influence of key figures in Ohio University's beginnings—including Cutler, Putnam, and Lindley—is still felt on campus today.

An en dash (medium-sized dash –) is used to connect continuing or inclusive numbers, such as dates, times, or reference/page numbers.

EXAMPLES:
1992–1998
10 a.m.–5 p.m.
pp. 9–17

Punctuation

7. Capitalization

7.1 Academic positions or professional titles

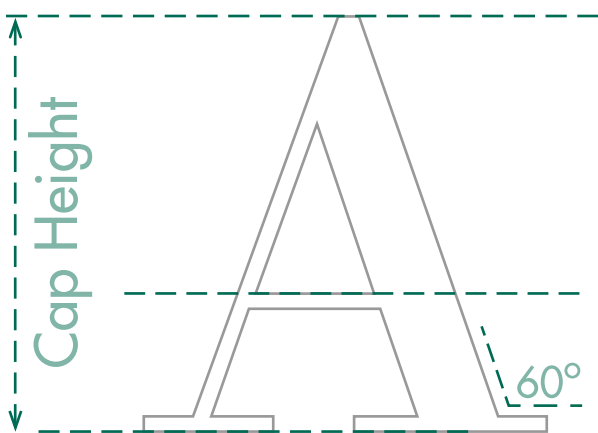
Capitalize a position or title only when used before a person's name. Lowercase titles in all other instances.

EXAMPLES:
Titles preceding names:
President Ann Schultz
Dean Joseph Abrams
Admissions Director Harriet Arnold
Assistant Vice President Larry Howell
Professor William Bylund

Titles following names:
Harold Freeman, director of the School of Theater
Alice Jamison, director of the Office of Admissions
Barry Dennison, president of Ohio University
Evan Diaz, registrar of Ohio University

Titles without names:
For further information, contact the dean, College of Health and Human Services.
The president of the University spoke at the Multicultural Scholars Day presentation.

Serving on the planning committee were an assistant professor of biology, a vice president for academic affairs, and the ombudsman of the University.



7.2 Titles of Ohio University and units within

Uppercase informal references to the University, but lowercase all other divisions within.

EXAMPLES:

Ohio University (subsequent reference, the University)

Ohio University Board of Trustees (subsequent reference, the board)

Ohio University Alumni Association (subsequent reference, the association)

Ohio University regional campuses, e.g., Lancaster campus (subsequent reference: the campus)

Academic colleges: College of Education (subsequent reference: the college)

Lowercase titles of departments, schools, centers, and institutes when used informally.

School of Dance (subsequent/informal reference: the school)

Department of Biological Sciences (subsequent reference: the department)

Center for International Studies (subsequent reference: the center)

Regional campuses

Preferred formal usage:

Ohio University Chillicothe Campus

Ohio University Eastern Campus

Ohio University Lancaster Campus

Ohio University Southern Campus

Ohio University Zanesville Campus

Alternate usage:

Ohio University-Chillicothe

Ohio University-Eastern, St. Clairsville

Ohio University-Lancaster

Ohio University-Southern, Ironton

Ohio University-Zanesville

Informal usage:

Chillicothe campus

Eastern campus

Lancaster campus

Southern campus

Zanesville campus

Organizations

Public Relations Student Society of America

Gamma Delta Phi

Pan-Hellenic Council

Publications

Outlook

The Post

Ohio University Faculty Handbook

Ohio University Summer Sessions Bulletin

Cutler Scholars Yearbook

Committees or councils

Faculty Senate

Council on Higher Education

Programs

Molecular and Cellular Biology Program (subsequent reference: the program)

Ohio Program of Intensive English

Rural Gerontology Program

Departments

Department of Chemical Engineering (lowercase when used informally: the chemical engineering department)

Department of English (informally: the English department)

Department of History (informally: the history department)

Agencies

Language Laboratory

University Printing Resources Center

Offices

Office of Career Services

Office of Legal Affairs

Office of Judiciaries

Registrar's Office

Housing Office

Colleges

College of Arts and Sciences

College of Business

College of Health and Human Services
 College of Education
 College of Fine Arts
 College of Osteopathic Medicine
 Honors Tutorial College
 Russ College of Engineering and Technology
 Scripps College of Communication
 University College
 Graduate College

Schools

E. W. Scripps School of Journalism
 School of Film
 School of Telecommunications

Boards

Board of Regents
 Board of Education

Lowercase fragmentary or informal references such as the admissions office, the board, the school, the catalog, the senate, the program, and informal references to offices or departments:

EXAMPLES:

Formal: Gary Leavis, director of the Office of Admissions, will give the presentation.

Informal: Gary Leavis, director of admissions, is pleased to announce an increase in enrollment.

The director of judiciaries will render a final decision.

The board meets on the first Saturday of April.

The school has adopted the University's selective admissions guidelines.

7.3 Titles of campus activities

Capitalize formal titles of campus activities.

EXAMPLES:

Homecoming
 International Week
 Parents Weekend
 Student Research and Creative Activity Expo

7.4 Titles of grants and awards

Capitalize formal titles of grants, scholarships, and awards.

EXAMPLES:

Gateway Scholarship
 Award for Academic Excellence

7.5 Titles of courses

Capitalize all formal course titles.

EXAMPLES:

Freshman Composition: Writing and Rhetoric
 Introduction to Sociology

Do not capitalize informal course titles.

EXAMPLES:

freshman composition
 sociology class

7.6 Majors, minors, and areas

When used in text, lowercase all of the following, with the exception of proper nouns like French and English.

Majors: art major, biology major, French major

Minors: business administration minor

Emphases: major in engineering with an emphasis in manufacturing engineering

Options or areas of concentration: area of concentration in early childhood education

Areas of study are also lowercase when used as part of degree titles, unless those areas are an official part of the degree itself; then they are uppercase (please refer to the "Official Degree Titles" section):

EXAMPLES:

Dr. Malkovich received a Master of Science in biology from Penn State.

Students in this program earn a Bachelor of Science in Health (B.S.H.) degree.

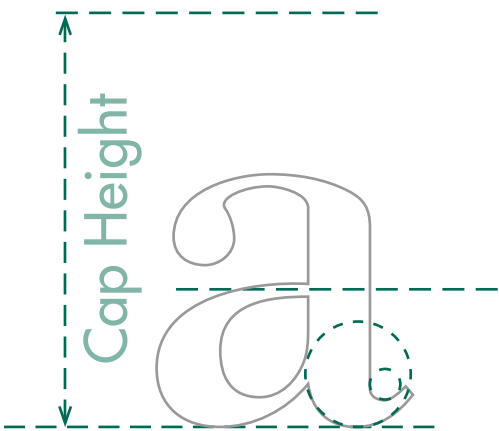
7.7 Student classification

Lowercase "freshman," "sophomore," "junior," and "senior" when referring to student classification.

EXAMPLES:

All freshmen must fulfill the freshman-level composition requirement.

Managerial accounting should be taken during the junior year.



a.m.

President

7.8 Greek organizations

Capitalize the names of fraternities, sororities, and honoraries, but not the words fraternity, sorority, honorary, honor society, or chapter.

EXAMPLES:

Ohio University chapter of Phi Beta Kappa honor society

7.9 Academic terms

Academic terms are lowercase.

EXAMPLES:

spring semester

fall 1989

7.10 Headlines

Whether using "up" or "down" style, maintain a consistent pattern of usage within the document.

EXAMPLES:

"UP" STYLE: Freshman Enrollment Increases

"DOWN" STYLE: Freshman enrollment increases

7.11 Geographic designations

Lowercase geographical designations, unless designation is part of an official title.

EXAMPLES (INFORMAL/GEOGRAPHIC LOCATION):

the city of Athens

southeastern Ohio

upstate New York

state of Ohio

EXAMPLES (OFFICIAL TITLES):

State of Ohio Department of Natural Resources

Southeastern Ohio Food Bank

7.12 With abbreviations

Lowercase the following abbreviations: a.m., p.m., g.p.a.

Uppercase using no periods, abbreviations of official titles.

EXAMPLES:

International Student and Faculty Services (ISFS)

Ohio Program for Intensive English (OPIE)

7.13 Web-related items

the Web site

the Internet

the e-mail message (e-mail is lowercase unless it is placed at the beginning of a sentence)

8. Names and Titles

8.1 Referring to Ohio University

- Use "Ohio University" as the formal title of the institution.
- In subsequent references, "the University" may be used. (Uppercase "U" to differentiate it from other universities)
- OHIO (all caps) also may be used to refer to Ohio University and differentiate it from the name of the state.

8.2 Faculty rank

The levels of faculty rank are as follows:

professor of

associate professor of

assistant professor of

instructor in

lecturer in

8.3 Use of a person's name in publications

In your first reference, refer to individuals in text by first and last name and title, if applicable. Subsequent references are by title and last name only.

EXAMPLES:

Ohio University President Roderick J. McDavis addressed the incoming class of 2012. President McDavis's speech was well received.

Whenever possible, use a position or title instead of a name in recruiting or promotional publications.

EXAMPLES:

For further information contact the director, Office of Career Services.

Send your application to the director of the Office of Admissions before the March 1 deadline.

8.4 Titles of works cited

Italicize or underline the following titles of works to indicate italics:

Books (Managing Today and Tomorrow)

Periodicals (OHIO Alumni, New York Times)

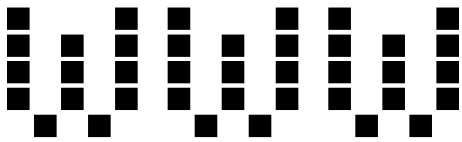
Pamphlets (Living on Campus, External Student Booklet)

Reports (Toward the Third Century of Excellence)

Poetry collections or long poems published separately
(The Waste Land by T.S. Eliot)
Plays (The Glass Menagerie)
Movies (Birth of a Nation)
Art works (Charles DeMuth's I Saw the Number Five)
Long musical compositions (Tchaikovsky's The Nutcracker)

Enclose the following titles of works in quotations:

Divisions of long works, as in parts, chapters, or sections (the "Student Code of Conduct" section of the Student Handbook)
Short poems (William Matthew's "Dog")
Short musical compositions (Mozart's "Alleluia")
Articles ("I'd Rather Be Black than Female" by Shirley Chisholm)
Stories ("I Want to Know Why" by Sherwood Anderson)
Radio programs ("Car Talk" on NPR)
Television programs ("60 Minutes")
Unpublished lectures, papers, and documents



9. Technology-related terms (Web, Internet, etc.)

The word "Internet" is capitalized.

The word "Web" is capitalized when it refers to a Web site.

(Yes, there is a space between "Web" and "site.")

The word "e-mail" is hyphenated.

The word "online" does not have a hyphen.

10. Contact Information

10.1 Addresses

Campus addresses should have the room number following the building name.

EXAMPLES:
RTVC Building 302
Chubb Hall 201

A mailing address would appear as:

Ohio University
Undergraduate Admissions
Cutler Hall 120
Athens OH 45701-2979

10.2 Telephone numbers

Telephone and fax numbers should be listed with periods separating the elements:

Tel: 800.555.1000
Fax: 740.555.1992

11. Degrees

A list of formal degree titles appears in the "Official Degree Titles" section. Please note that the area in which the degree is granted is capitalized only when it is included as an official part of the degree title.

EXAMPLES:

Tom was working toward a Bachelor of Science in chemistry.
Judy completed a Master of Arts in Hearing and Speech Sciences in June.

Lowercase informal titles of degrees.

EXAMPLES:

Bob received his master's degree after seven years of part-time study.
Glenn is planning to complete his doctoral degree in five years.

(Also see 1.1 "Periods with abbreviations," 5.3 "Apostrophes with degrees," 12.5 "Abbreviations, degrees")

12. Abbreviations

12.1 Complimentary titles

Abbreviate the following titles when they precede a name:

EXAMPLES:

Dr., Mr., Mrs., Ms., the Rev., Fr., and all military titles.

12.2 Time reference

Abbreviate time zones as follows:

EXAMPLES:

Mountain Standard Time—MST
Eastern Daylight Time—EDT

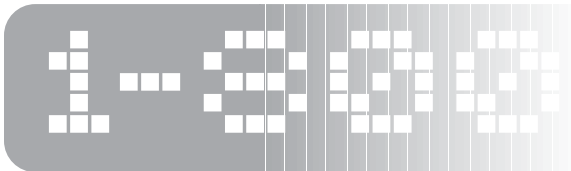
Abbreviate ante meridian and post meridian as a.m. and p.m.

12.3 Ampersand and percent sign

Use the ampersand (&) only when space is extremely limited (such as a headline) or when it is an official part of a corporate or proper name, e.g., Simon & Schuster. Otherwise, spell out the word "and" wherever possible.

Use the percent sign (%) only where space is extremely limited (such as in tables or headlines). Otherwise, spell out the word "percent" wherever possible.

Ohio University
Undergraduate Admissions
Cutler Hall 120
Athens OH 45701-2979



12.4 Geographical references

Abbreviate terms such as "avenue," "boulevard," "road," "drive," and "street" only when space dictates.

However, abbreviate the word "Saint" when used as part of a city's name.

EXAMPLES:

St. Louis, St. Paul, St. Petersburg

12.5 Degrees

Use the following abbreviations for these degrees:

Bachelor of Arts	B.A.
Bachelor of Science	B.S.
Master of Science	M.S.
Master of Arts	M.A.
Doctor of Philosophy	Ph.D.
Doctor of Osteopathy	D.O.
Honorary Doctorate	HON

See the final section of this guide for a complete list of official degree titles and their abbreviations.

12.6 Course titles

Abbreviate the department name of a course when it is followed by the course number. (See list of abbreviations in the Ohio University Undergraduate Catalog.)

EXAMPLES:

ACCT 101

ENG 305J

12.7 Names of states and countries

Use the two-letter abbreviation (found in the zip code directory) of a state when including it in a mailing address. Omit the comma between the city and the state abbreviation. Spell out the state when using it in text, setting it off with commas.

EXAMPLES:

Ohio University

Office of Summer Sessions

Cutler Hall 101

Athens OH 45701-2979

EXAMPLES:

The pieces were produced in Lancaster, Ohio, and shipped to California.

When abbreviating "United States," use periods.

EXAMPLES:

U.S.

U.S.A.

13. Numbers

13.1 Numerals

The common rule is to spell out numbers under 10 and use figures for the numbers 10 and over (including ordinal numbers such as 22nd), except when a number begins a sentence—then spell it out. Whenever possible, however, standardize to figures when the text includes several numbers. The following examples illustrate typical uses:

EXAMPLES:

Overall student enrollment stands at 26 percent, up 2 percent over the past year, and 4 percent over the year before.

The orientation lasted 12 hours, 8 minutes, and 45 seconds.

Seven students and 12 faculty members attended the workshop in Dayton.

Students who schedule fewer than 11 credit hours (12 for financial aid recipients) will be considered part-time students.

13.2 Grade-point average

Grade-point averages are normally expressed to one decimal place.

EXAMPLES:

3.7 g.p.a.

4.0 g.p.a.

13.3 Time of day

Express time on the hour without zeroes, e.g., 8 a.m. Times other than on the hour are expressed normally.

EXAMPLES:

9 a.m.

7:45 a.m.

2:30 p.m.

13.4 Sums of money

When used in text, delete “.00”; in tables, use “.00.”

Write dollar amounts in figures, unless they begin a sentence, then spell out in full.

EXAMPLES:

There will be a \$25 application fee.

Seventy-five dollars will be charged for admission.

13.5 Numbers in lists

When including numbers in textual lists, enclose the number in parentheses.

EXAMPLE:

Admission is based on: (1) high school performance, (2) aptitude test scores, (3) recommendation of high school, and (4) special talent, ability, or achievement.

14. Word Usage

Use the following words and spelling in promotional copy submitted to University Communications and Marketing:

advisor, not adviser

coursework, not course work

e-mail, not email

Internet, not internet

online, not on-line

theater, not theatre

regional campus, not branch campus

upperclass, not upper-class

Web site, not website

15. Nondiscriminatory Language

Ohio University supports the policy of avoiding language that contains discriminatory connotations. Replace the following terms with suggested alternatives when possible:

chairman—chair, chairperson, department chair

ombudsman—ombuds

best man for the job—best candidate

man-made—synthetic, manufactured

foreman—supervisor

businessmen—business personnel

manpower—personnel

mankind—humankind

craftsman—artisan

husband/wife—partner, spouse

To avoid the “student-he/she” dilemma, we suggest you directly address the student (“you”) whenever possible, and, when not possible, that you use plural references (students/they).

16. Affirmative Action Statement

The following affirmative action statement is included in all University publications for public distribution as required by the Office of Affirmative Action:

Ohio University is an affirmative action institution.

17. Official Degree Titles

NOTE:

When citing the full title of a degree, the area of study is capitalized only when it is used as part of the official degree title.

College of Arts and Sciences

B.A. (or A.B.) Bachelor of Arts

B.S. Bachelor of Science

M.A. Master of Arts

M.P.A. Master of Public Administration

M.S. Master of Science

M.S.S. Master of Social Science

Ph.D. Doctor of Philosophy

College of Business

B.B.A. Bachelor of Business Administration

M.B.A. Master of Business Administration

Scripps College of Communication

B.S.C. Bachelor of Science in Communication

B.S.J. Bachelor of Science in Journalism

B.S.V.C. Bachelor of Science in Visual Communication

M.A. Master of Arts

M.S. Master of Science

Ph.D. Doctor of Philosophy

College of Education

B.S.Ed. Bachelor of Science in Education
M.A. Master of Arts
M.Ed. Master of Education
Ph.D. Doctor of Philosophy

College of Engineering and Technology

B.S.A.S. Bachelor of Science in Airway Science
B.S.Ch.E. Bachelor of Science in Chemical Engineering
B.S.C.E. Bachelor of Science in Civil Engineering
B.S.E.E. Bachelor of Science in Electrical Engineering
B.S.I.S.E. Bachelor of Science in Industrial and Systems Engineering
B.S.I.T. Bachelor of Science in Industrial Technology
B.S.M.E. Bachelor of Science in Mechanical Engineering
M.S. Master of Science
Ph.D. Doctor of Philosophy

College of Fine Arts

B.F.A. Bachelor of Fine Arts
B.Mus. Bachelor of Music
M.A. Master of Arts
M.F.A. Master of Fine Arts
M.M. Master of Music
Ph.D. Doctor of Philosophy

College of Health and Human Services

B.S.E.H. Bachelor of Science in Environmental Health
B.S.H. Bachelor of Science in Health
B.S.H.C.S. Bachelor of Science in Human and Consumer Sciences
B.S.H.S.S. Bachelor of Science in Hearing and Speech Sciences
B.S.I.H. Bachelor of Science in Industrial Hygiene
B.S.N. Bachelor of Science in Nursing
B.S.P.E. Bachelor of Science in Physical Education
B.S.P.T. Bachelor of Science in Physical Therapy
B.S.R.S. Bachelor of Science in Recreational Studies
B.S.Sp.S. Bachelor of Science in Sports Sciences
M.A.H.S.S. Master of Arts in Hearing and Speech Sciences
M.H.A. Master of Health Administration
M.S.A. Master of Sports Administration
M.S.N. Master of Science in Nursing
M.S.H.C.S. Master of Science in Human and Consumer Sciences
M.S.P.E. Master of Science in Physical Education
M.S.P.EXAMPLE: Master of Science in Physiology of Exercise
Ph.D. Doctor of Philosophy

Honors Tutorial College

A.B. Bachelor of Arts
B.S. Bachelor of Science
B.B.A. Bachelor of Business Administration
B.F.A. Bachelor of Fine Arts
B.S.C. Bachelor of Science in Communication
B.S.J. Bachelor of Science in Journalism

University College

A.A. Associate in Arts
A.A.B. Associate in Applied Business
A.A.S. Associate in Applied Science
A.I.S. Associate in Individualized Studies
A.S. Associate in Science
B.C.J. Bachelor of Criminal Justice
B.S.S. Bachelor of Specialized Studies

College of Osteopathic Medicine

D.O. Doctor of Osteopathy

Center for International Studies

M.A. Master of Arts