

# *Editorial Style Guide*



# Berkeley

UNIVERSITY OF CALIFORNIA

*Prepared by University Relations*

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# Introduction

*These guidelines are intended to promote clarity and consistency in University publications and correspondence. The Chicago Manual of Style (14th edition), Words into Type, Merriam-Webster's Collegiate Dictionary (10th edition), and the Associated Press Stylebook are recommended as authorities for issues not covered here. For additional guidance, feel free to contact Marketing and Communications at 510.643.8658 or Public Affairs at 510.643.6163.*

# Academic Terms and Usage

## Alumni and Emeriti

alumnus (*singular masculine*)

alumni (*plural masculine — use for collective body of men and women*)

alumna (*singular feminine*)

alumnae (*plural feminine — use when referring to women only*)

alum/alums (*for informal usage only*)

emeritus (*singular noun*)

emeriti (*plural noun*)

professor emeritus (*singular masculine adjective*): Professor Emeritus of English John-Smith

professor emerita (*singular feminine adjective*): Professor Emerita of Mathematics Mary Jones

professors emeriti (*plural adjective*): The department's faculty includes six professors emeriti.

chancellor emeritus: A new center will be named in honor of Chancellor Emeritus John Smith. The chancellor emeritus was honored.

## Awards and Honors

the Nobel Prize in physics/Nobel laureate/Nobel Prize winner

the Pulitzer Prize for fiction

the Guggenheim Fellowship/the fellowship/the Guggenheim fellow/the fellow

the Berkeley Fellow/the fellow; Alumnus (or Alumna) of the Year

Alumni Leadership Scholarship/Alumni Scholar/the scholar

the John Jones Chair in Russian Literature/the Jones Chair/the endowed chair/the chair

Vladimir Nabokov, the Jones Professor of Russian Literature/the chairholder

the Mary Smith Distinguished Professorship in Anthropology/

the Smith Distinguished Professorship/the distinguished professorship/

the professorship

John Doe, the Smith Distinguished Professor of Anthropology/  
the professorship holder  
MacArthur Fellowship (not MacArthur genius award or genius  
grant)/MacArthur Fellow

## Class Years

*Undergraduate degree:* Jane M. Doe '62; John N. Doe of the Class of  
1955 or the Class of '55

*Graduate degree:* John N. Doe M.B.A. '60; John Smith Ph.D. '39

*More than one Cal degree:* John N. Doe '55, M.B.A. '60

*To indicate major or college:* John Smith, EECS '38

*Name with suffix:* John Doe Jr. '60

*Cal grad with a non-Cal M.D.:* Phillip M. Levin '60, M.D.

*Pairs:* John '56 and Jane '58 Harrison; John Harrison '56 and his  
wife, Jane '58; The Honorable John Smith '53 and Mrs. Smith;  
Bob and Ann '02 Mu

Classes of the '80s, '90s, and '00s will hold a reunion.

*When writing about an alumnus who graduated prior to 1930 write out the  
full year to avoid confusion as to the century in which the degree was  
awarded.*

*Incorrect:* Distinguished alumni include former Supreme  
Court Chief Justice Earl Warren J.D. '14

*Correct:* Distinguished alumni include former Supreme Court  
Chief Justice Earl Warren, who earned his J.D. in 1914.

*When an alumnus's name and class year stand alone (such as in a list or as a  
quote attribution) and  
the year in question is prior to 1930 write the full name followed by*

*degree and degree year.*

*Example:* "If it is a mistake of the head and not the heart don't  
worry about it, that's the way we learn." — Earl Warren B.A.  
1912, J.D. 1914.

*Note: Capitalize Class when referring to a specific class.*

Class of 2008

## Courses

*In a sequence of courses with a single title and course description, the  
complete number of the sequence must be repeated: Chemistry 12A-  
12B-12C, not Chemistry 12A-B-C or Chemistry 12ABC.*

*Cap course titles but do not italicize or enclose in quotes.*

## Degrees and Affiliations

*When academic degrees are referred to in general terms such as doctorate,  
doctoral, bachelor's, or master's, they are not capped: He earned  
a bachelor's degree in English. Initialisms for degrees should be as  
follows; no letterspaces within:*

A.B.	Ed.D.	M.C.P.	M.L.I.S.
B.A.	J.D.	M.D.	M.P.H.
B.S.	J.S.D.	M.Eng.	M.P.P.
C.Mult.	LL.M. M.A.	M.F.	M.S.
C.Sing.	M.A.T.	M.F.A.	M.S.W.
D.Eng.	M.Arch.	M.J.	O.D.
Dr.P.H.	M.B.A.	M.L.A.	Ph.D.

*Note: Haas style is to exclude periods in "MBA" and other degrees.*

*Licenses and associations do not take periods: CPA, LCSW, AAAS, IEEE, ASLA.*

*Note: According to Chicago, the trend is away from using the periods in these abbreviations. Whichever style you choose to follow, be consistent within the document.*

## **Departments and Disciplines**

*Cap disciplines only when referring to specific courses or departments:*

I'm studying biostatistics, although my favorite course is Archaeology 100 in the Department of Anthropology.

*In a first reference, use Department of Archaeology, but you may use archaeology department or archaeology in subsequent references.*

*Majors and minors are lowercase (but proper names as subjects are always capped):* She majored in linguistics and minored in Asian studies.

## **People and Titles**

*Cap the following titles only when immediately preceding personal names:*

governor, president, provost, vice chancellor, dean, chair, director, coordinator, professor: The governor agrees with President X, but Professor Y claims that most professors do not.

*Exception: Cap chancellor in all references to the current chancellor, and president in all references to UC's president. Do not cap chancellor in references to former chancellors.*

The Chancellor awarded \$1 million in discretionary funds to

student services.

As a former chancellor, Z was also on the committee.

*Cap full titles before names (Vice Chancellor John Doe); however, try to place long titles after names as lowercased appositives:* Jane Doe, professor of chemistry; John Doe, vice chancellor for university relations.

We honored Chancellor Emeritus Z.

*Use an em-dash in display text or lists:*

John Doe

Vice Chancellor — University Relations

*Occupational titles preceding a name are not capped:* Several people contributed to the report, including attorney James Smith and library director Jane Smith.

*In formal usage, titles following a personal name may be capped:* We are delighted to present this award to John Doe, Professor of Economics.

*Do not use Dr. in academic titles, unless the professor prefers to use it in an honor roll or similar listing.*

Professor of the Graduate School John Smith of mechanical engineering

*In general, avoid using the abbreviation Prof.*

## Treatment of Campus Entities

*The capitalization guidelines below cover most campus uses.*

*University is capped whenever it refers to Berkeley but lowercase when used generically.*

*Cap the following words only when they are part of a title: campus, college, school, department, institute, center, program, office, committee. Subsequent references are always lowercase. Maintain consistency in your titles; do not refer to the Office of Financial Aid in one paragraph and the Financial Aid Office in another.*

*Cap full names of buildings, laboratories, libraries, and museums, but not subsequent references to them: the Berkeley Art Museum/the museum.*

*When referring to multiple buildings, Chicago now says it is correct to capitalize “hall” if it is part of each building’s name:  
Wheeler and Dwinelle Halls*

*Similarly, cap full names of fundraising campaigns or initiatives but not subsequent references.  
The Campaign for Berkeley/the campaign*

*Sometimes it is preferable to capitalize a shortened version of an entity’s proper name if the abbreviation is a generic descriptor:  
the Lawrence Hall of Science/the Hall*

*More examples:*

Botanical Garden/the garden  
Cal Athletics  
Cal Performances

California Alumni Association/CAA/the alumni association/  
the association  
Center for (*not of*) Latin American Studies  
C. V. Starr East Asian Library, Chang-Lin Tien Center for East  
Asian Studies  
CITRIS Headquarters (Center of Information Technology  
Research in the Interest of Society)  
College of Chemistry/the college  
College of Engineering/the college  
College of Environmental Design/the college/CED  
College of Letters & Science/the college/L&S  
Arts and Humanities Division  
Berkeley Center for New Media  
Biological Sciences Division  
Undergraduate Division  
College of Natural Resources/the college/CNR  
Genetics and Plant Biology Building  
Richard and Rhoda Goldman School of Public Policy/the  
Goldman School/the school  
Graduate School of Education/the school  
Graduate School of Journalism/the school  
Greek Theatre (*not Theater*)  
Walter A. Haas School of Business/Haas School of Business/  
Haas School/the business school/the school  
Walter A. Haas, Jr. Pavilion/Haas Pavilion/the pavilion  
(*Note: comma before Jr. was requested by the donor*)  
Hearst Memorial Mining Building  
Phoebe Apperson Hearst Museum of Anthropology/the



Hearst Museum/the museum (*not* Lowie Museum)  
Institute of East Asian Studies  
Institute of (*not* for) International Studies  
Intercollegiate Athletics and Recreational Sports/the  
athletics department/Cal Athletics  
International and Area Studies/IAS  
International House/I-House  
Jean Gray Hargrove Music Library/Hargrove Music Library  
Koshland Hall  
Lawrence Hall of Science/LHS/the Hall (*note cap*)  
Library (*for the main library*)/the library (*when referring to a  
branch library*)  
Life Sciences Addition/LSA  
Li Ka Shing Center for Biomedical and Health Sciences  
McCone Hall (*not* Earth Sciences Building)  
Morrison Library (*not* the Morrison Reading Room or  
Morrison Room)  
Physical Sciences Division  
School of Optometry/Berkeley Optometry/the school  
School of Public Health/the school  
School of Social Welfare/the school  
Social Sciences Division  
Stanley Biosciences and Bioengineering Facility/Stanley Hall  
Student-Athlete High Performance Center  
Sutardja Dai Hall/CITRIS Headquarters  
Tan Kah Kee Hall/Tan Hall/the chemical engineering and  
chemistry building

Tang Center (*the building*)/University Health Services/UHS  
(*the unit*)  
Theater (*not* Theatre), Dance & Performance Study  
The Bancroft Library/The Bancroft  
Doreen B. Townsend Center for the Humanities/the  
Townsend Center/the center  
UC Berkeley Extension/Berkeley Extension/Extension  
*not* University Extension or UC Extension  
UC Berkeley School of Information/iSchool  
UC Berkeley School of Law, Berkeley Law, the school  
University of California, Berkeley Art Museum and Pacific  
Film Archive/the Berkeley Art Museum/the Pacific Film  
Archive/the museum/the archive also BAM/PFA  
Helen Wills Neuroscience Institute  
Valley Life Sciences Building (*not* Life Sciences Building)/  
VLSB (*not* LSB)  
*For correct spelling of buildings, departments, institutes, etc. not listed  
here, go to berkeley.edu.*

# Administrative Style and Usage

## Address Formats

### E-Mail

*In text, electronic addresses are lowercase: john\_doe@berkeley.edu*

*Do not omit the period when an e-mail address falls at the end of a sentence.*

### Internet

*It is no longer necessary to use http://. Some web addresses still require www, but many do not. If www is used when it is not needed, the address will not work. The best practice is to check any web address that will appear in a publication to ensure that it is correct and works. Do not omit the period when a web address falls at the end of a sentence.*

### Mail

*Return addresses on all campus mail pieces must be formatted as follows:*

<i>Institution name</i>	<i>University of</i>
<i>California, Berkeley</i>	
<i>(Optional name and title)</i>	<i>Gift Planning</i>
<i>(Optional subunit name)</i>	<i>University</i>
<i>Relations</i>	
<i>Delivery address # XXXX (mail code)</i>	<i>2080 Addison St.</i>
<i>#4200</i>	
<i>City, state, zip+4</i>	<i>Berkeley, CA</i>
<i>94720-4200</i>	

*The bottom three lines of the return address must always be: department name, delivery address, and city/state/zip, in that order. If additional information must be included in the return address, it can be inserted between the institution name and the department name. There should be a space between the # and the mail code.*

*For more information about mailing requirements, contact UC Berkeley Services at 643.MAIL or visit [mailservices.berkeley.edu](http://mailservices.berkeley.edu).*

## Copyright and Trademark Information

*All printed and electronic materials produced at the University are copyrighted by the UC Regents. While it is not required by copyright law to receive copyright protection, a copyright notice is always a good thing to include.*

*Copyright 2009 UC Regents*

*Copyright 2009 the Regents of the University of California*

*© 2009 UC Regents*

*© 2009 the Regents of the University of California*

*The University seal with Berkeley on it and other campus symbols such as the script Cal and some images of Oski are trademarked.*

*For details on copyright and trademarks, contact the Office of Marketing & Business Outreach, [ombo.berkeley.edu](mailto:ombo.berkeley.edu), 642.6344.*

### **Fax and Telephone Numbers**

*For fax and phone numbers, suggested formats are as follows: 510.642.1212 or (510)642-1212 or 510/642-1212. Whichever format you choose, handle both fax and phone numbers consistently throughout your document.*

### **Fundraising Campaigns**

*The full name of a campaign should be used in first references (The Campaign for Berkeley). Note: The “T” in “The” is*

*capitalized when using the campaign’s full name. When used alone, campaign is lowercase.*

*Sample usage in text: The University has launched The Campaign for Berkeley. The campuswide campaign goal is \$3 billion.*

*For campuswide school, college, and unit campaign naming architecture, go to the “Choose a Giving Opportunity” link at [campaign.berkeley.edu](http://campaign.berkeley.edu).*

*For guidance in developing campaign names, please contact the Editorial Director, Marketing and Communications, University Relations at 643.8658.*

# Athletic Terms and Abbreviations

*The official name for the athletic teams is the California Golden Bears, but it is commonly shortened to the Bears for subsequent references.*

*Go Bears! does not take a comma.*

*The campus mascot is Oski.*

*For complete information about Athletics, including a list of teams, names of facilities, and more, go to [calbears.com](http://calbears.com).*

Following are some frequently used terms:

Cal Athletics (referring to UC Berkeley intercollegiate athletics program)

Pacific-10 Conference, Pac-10 Conference, Pac-10

NCAA Division I

NCAA Division I-A (*when referring to football*)

Top 10 or Top 25 (*no hyphens*)

All-Pac-10 *and* All-American, *but* all-state and all-conference first team (*no hyphen between first and team*)

NCAA or Pac-10 championship (*Do not cap championship unless referring to the exact title, e.g., NCAA Men's Basketball Championship.*)

NCAA or Pac-10 championship/championships (*Use the plural*

*when more than one title is awarded — in swimming, tennis, and track, both team and individual titles are awarded. Use the singular championship when one title is awarded, as in basketball and volleyball.)*

NCAA Tournament

No. 1

# General Style Preferences

## Abbreviations and Acronyms

*Write out the full names of offices and institutions before using initialisms, adding initialisms in parentheses if you intend to use them alone in subsequent references:* The Lawrence Hall of Science (LHS) is a national leader in mathematics and science literacy. Educational materials created at LHS are used by thousands of schoolchildren.

*In general, omit periods from initialisms:* DOE, NCAA, NEA, NIMH, SAT scores, UNESCO *but* U.S., U.N. Use U.S. as an adjective and United States as a noun.

*All words should be spelled out:* laboratory, mathematics, television, telephone, street, avenue, building, Tuesday, September, California. Chief executive officer *can be abbreviated as* CEO. Postal designations for states (CA, MD, IL) *are acceptable in formats such as class notes; in journalistic formats, AP style (Calif.) is acceptable.*

*Do not use & for and (unless it is part of a corporate or unit name or in tabular material) or % for percent except in tabular material. Spell out pages (pages 36–37, not pp. 36–37).*

## Capitalization

*Lowercase state when used as an adjective or common noun:* a state map, the state economy, the people of the state of California.

*Capitalize state when writing about the state government:* The State of California provides about one-third of Cal's annual budget.

*In titles and headings, cap all major words in hyphenated compounds unless they are preceded by a prefix or follow a musical key symbol:* Long-Range Development Plan, Pre-collegiate Academy, E-flat Concerto. *Of course, proper names are always capped:* Non-Christian Religions.

*Plurals of generic terms after proper names are capitalized:* San Francisco and Alameda Counties, University and Shattuck Avenues, Departments of Chemistry and Physics (but physics and chemistry departments).

*Campus style is to capitalize University when referring to Berkeley. Otherwise it is lowercase.*

## Dates and Times

*Academic or fiscal year:* 1994–95, 1999–2000, or 2000–01 with an en dash. Not 1994-1995, 1994/95, '98-'99, or 98-99. Also, not 1999-00, '99-'00, or 99-00.

*Semester and year:* fall semester 2000 or fall semester (no caps)

*Month and year:* September 2000 (no comma)  
*Month, day, year:* September 10, 2009,

*Decades:* Preferred styles: 1980s (no apostrophe), the nineties (not 90s or 90's). For informal usage and abbreviated text: '90s, '00s.

*Seasons are not capped:* the spring of 2000, spring 2000.

Use a.m. and p.m. or A.M. and P.M., not AM, pm, PM, or other variations. Do not precede noon or midnight with 12.

To indicate duration of time, use *to* between the hours in text, but an en dash in calendar or tabular entries: The picnic will run from 10 a.m. to 3 p.m.; class times are 11 a.m.-noon, 4-5 p.m., and 9:30 a.m.-3 p.m. Do not use 10:00. Leave space after the number, but not on either side of the en dash. Do not mix formats.

*Incorrect:* The lecture is from 10-11 a.m.

*Correct:* The lecture is from 10 to 11 a.m.

## Gender

Do not use he, she, his, or her unless gender is essential to meaning. Do not use s/he or his/her; avoid the use of he or she, or his or her if possible. A plural construction often solves problems: Donors may pay by credit card if they so choose. Be careful not to mix singular and plural. (*Incorrect:* Every student has their preference. *Correct:* All students have their preferences.)

Use chair rather than chairman, chairwoman, or chairperson.

## Geographic Regions

In general, cap compass points when referring to a place and lowercase when referring to a direction: Settlers from the East went west in search of new lives. Lowercase compass points when describing a section of a nation, state, or city (eastern Texas) unless denoting widely known sections: Southern California, Northern California. Other accepted uses: the Bay Area, the West Coast, Western capitalism, Eastern religion.

## Hyphenation

Compound adjectives that precede the noun they modify are hyphenated unless they are easily recognized as a single concept: lower division or upper division class, computer science field, private sector contributions, real estate markets.

*Compounds that are hyphenated as adjectives* (off-campus housing, part-time employment, decision-making skills) *are not hyphenated as nouns* (her housing is off campus; she works less than full time; findings that assist in decision making).

*Compound adjectives with -ly are not hyphenated:* privately funded, highly regarded.

*Compound adjectives with numerals should be hyphenated:* the \$40-million campaign.

Fundraising, *not* fund-raising *nor* fund raising

*For additional guidance, see the Word List on page 15.*

## **Indefinite Articles**

*Words starting with a pronounced h, long u or eu take the article a, not an:* a hotel, a historic study, a euphonious word; *but* an honor, an heir.

## **Letter Spacing**

*Use two spaces after a period in correspondence. Use one space after a period in printed materials.*

*Use a space on either side of an em dash.*

## **Names**

### **Company**

*Spell out in full (including Company or Corporation) whenever possible, but drop Inc. or Ltd. After the first reference, a company*

*name can be shortened:* Hewlett-Packard Company becomes Hewlett-Packard.

### **Personal**

*Except in letter salutations, avoid use of courtesy titles (Mr., Mrs., or Ms.) except to distinguish persons with the same last name. First (and last) names may be used in informal situations. Subsequent references should be consistent: either last names (preferred) or first names.*

*Enclose nicknames in quotes:* John “Boomer” Smith.

*Do not divide personal names at the end of a line. Break after the middle initial(s) if it’s not possible to keep the whole name together.*

J. R. R. / Tolkien

*not* J. R. R. Tol- / kien

*The AP Stylebook and Chicago Manual of Style now recommend that commas be dropped from names with suffixes:* James Madison Jr., Walter A. Haas Sr., Arthur C. Oppenheimer II. (In some instances, exceptions are made to follow individual preference, e.g., Walter Haas, Jr. Pavilion.)

*Compound names should be hyphenated or not, according to the preference of the individual.*

*Compound names should be alphabetized under the last surname, or according to the individual’s established usage.*

### **Numbers**

*Spell out zero through nine in ordinary text, and spell out any number that begins a sentence: seven, 17, 700, 7,000. Exceptions include*

course numbers, grade-point averages, unit and monetary values, scores, percentages, compound numbers, and decimal fractions — all of which may be indicated with numerals.

Use commas with all numbers above 999: 1,000, \$13,500, 500,000.

For amounts of a million or more use figures when referring to monetary amounts, but follow the regular rule for other quantities: \$8 million but eight million people; \$16 million, 16 million people. (But: \$40-million campaign)

In a series, treat all numbers the same: Berkeley's faculty includes 4 Pulitzer-Prize winners, 136 members of the National Academy of Sciences, and 85 members of the National Academy of Engineering.

Spell out ordinals through ninth: first grade, 21st century, 25th anniversary.

Use numbers to represent ages, even those under 10.  
Since the age of 5, Tiger Woods has played golf.

## Plurals

If it can be done without confusion, single or multiple letters or numbers used as nouns form the plural by adding *s* alone (the three Rs, YMCAs, in twos and threes). Abbreviations having more than one period, such as M.D. and Ph.D., take *'s*: Berkeley awards more Ph.D.'s to women and minorities than Harvard.

Faculty is singular when referring to an academic body (Berkeley's faculty is one of the finest in the nation) but plural when referring to several individuals (The college's faculty are working with local schools). A single professor is a faculty member.

## Possessives

Plural nouns ending in *s* take only an apostrophe: the horses' food, the VIPs' entrance, states' rights. Singular nouns ending in *s* take *'s* to form the possessive: campus's, *The Times's*, James's, Haas's, except when two or more sibilants precede the apostrophe: Kansas', Moses'.

## Punctuation

Use a comma before the last item in a series to make meaning clear: I'd like to thank my parents, Ayn Rand, and God. In AP style, which is used for press releases, the serial comma is omitted. (I love apples, oranges and pears.) Omit commas and periods at the ends of display lines in ads, certificates, invitations, etc.

Use an *em* dash to set off phrases. I will go — no matter what — tomorrow night. Use spaces on either side of *em* dash.

Use an *en* dash between numbers in times. Your appointment is 10–11 a.m.

## Titles of Works

In general, follow *The Chicago Manual of Style*: Italicize titles of books, periodicals, poems, plays, films, works of art, and long musical compositions. Titles of dissertations and theses, exhibition titles, course names, lectures, manuscripts, articles, songs, and television and radio episodes are set in Roman type and enclosed in quotes.

In press releases, follow AP style and use quotes to enclose titles of books, plays, etc: The excerpt is from Professor Smith's latest book, "Toward a New Frontier."



# University References

## **The Regents of the University of California**

*The incorporated name is The Regents of the University of California. Abbreviate the Board of Regents of the University of California as the UC Regents, the Regents, the Board of Regents, or the board.*

## **UC Berkeley**

*In first references, use the official name of the campus: University of California, Berkeley.*

*In subsequent references, use UC Berkeley (especially if Berkeley alone could be confused with the city of Berkeley), Berkeley, Cal, or the University.*

*Do not use:*

*University of California at Berkeley (except where a comma causes confusion)*

*U.C. Berkeley, U.C.-Berkeley*

*UCB, U.C.B.*

*Cal Berkeley*

## **Berkeley or Cal?**

*In general, use Berkeley in academic contexts and Cal in alumni, athletics, or informal contexts.*

## **University Seal and Signature**

*Guidelines for use of the University seal and graphic treatment of the signature (i.e., University of California, Berkeley) can be found in the design style guide at [identity.berkeley.edu](http://identity.berkeley.edu). Electronic copies of the seal, type style and PMS color guidelines, and other useful resources can also be found at this web site.*

## **University of California, Berkeley Foundation**

*Abbreviate the University of California, Berkeley Foundation as the UC Berkeley Foundation, UCBF, the Foundation, the Board of Trustees, the board, or the trustees. The names of Foundation committees are capitalized on first mention, but lower case in subsequent references (The Finance Committee/the committee). Lowercase trustee when used generically.*

## **University of California**

*Abbreviate as UC; if confusion with UC Berkeley is likely, refer to the 10-campus UC system. University of California Office of the President may be abbreviated as UCOP. Do not use Systemwide as a title for UCOP; it is acceptable as an adjective (The committee reviewed systemwide personnel policies).*

*For other UC campuses, follow guidelines on previous page in first references. Abbreviate as UC Davis, UC Irvine, UCLA, UC Merced, UC Riverside, UC San Diego, UCSF, UC Santa Barbara, and UC Santa Cruz.*

# Appendices

## Word List

Consult Merriam-Webster's Dictionary, The Chicago Manual of Style, *the AP-Stylebook*, or *Words into Type* for words not shown here.

acknowledgment	coordinate
adviser <i>but</i> advisory	course work (but fieldwork)
African American ( <i>adj.</i> )	cross-cultural
archaeology	cross-fertilize
Asian American ( <i>adj.</i> )	cutback ( <i>n.</i> ), cut back ( <i>v.</i> )
bioengineering	cutting edge ( <i>n.</i> ), cutting-edge ( <i>adj.</i> )
campuswide	database
canceled	decision mak(er) (-ing) ( <i>n.</i> )
catalog (-ed) (-ing)	decisionmaking ( <i>adj.</i> )
chairholder <i>but</i> professorship holder	dialogue
check-in ( <i>n.</i> , <i>adj.</i> ),	e-mail
check in ( <i>v.</i> )	ex officio
checkout ( <i>n.</i> , <i>adj.</i> )	fax
check out ( <i>v.</i> )	fieldwork
clean-up ( <i>n.</i> )	filmmaking
coauthor	follow up ( <i>v.</i> )
cochair (or co-chair)	follow-up ( <i>n.</i> , <i>adj.</i> )
coworker	full-time ( <i>adj.</i> )
coeducation	fundrais(er) (-ing)
cooperate	grade-point average

groundbreaking  
high-tech(nology) (*adj.*)  
high technology (*n.*)  
home page  
interdisciplinary  
Internet  
interrelationship  
judgment  
K–12 (*en dash*)  
kickoff (*n.*), kick off (*v.*)  
long-range  
long-standing  
long-term  
longtime  
millennium  
modeling  
multicultural, multimedia,  
    multidisciplinary *but* multi-year  
nationwide  
nonprofit, nonresident, nonstudent

note-taking  
on-campus (*adj.*), on campus  
off-campus (*adj.*), off campus  
ongoing  
online (*adj.*)  
part-time (*adj.*)  
percent  
phonathon  
policy mak(er) (-ing) (*n.*)  
postdoctoral  
postgame, pregame  
preeminent,  
preprofessional, preregister, preschool  
problem solv(er) (-ing) (*n.*)  
P.S., P.P.S  
reent(er), (-ry), reexamine  
R.S.V.P.  
schoolchildren  
sociocultural, socioeconomic  
startup

statewide  
student athlete (*n.*)  
tenfold  
theater (*except* Greek Theatre)  
trailblazer, trailblazing  
travel(er) (-ing)  
underrepresented  
underway (*adj.*), under way (*adv.*)  
Universitywide  
workflow  
workstation  
work-study  
worldwide  
World Wide Web, the web  
web site, webmaster, webcast  
X-ray  
zip code  
\$40-million campaign

## Words Commonly Misused

**appraise, apprise:** Appraise: *set a value on*; apprise: *inform*.

**capital, capitol:** Capital: *the city that is the seat of government*;  
capitol: *the building in which the legislative body sits*. Also  
capital (adj.): *relating to or being assets that add to the long-term net worth of an organization (e.g., capital improvements)*.

**comprise, compose, constitute:** Comprise: *to contain or embrace* (The University comprises 14 schools and colleges); *do not use is comprised of*. Compose and constitute are used in the opposite manner, for the parts that make up the whole (The University is composed of 14 schools and colleges. Fourteen schools and colleges constitute the University).

**continual, continuous:** Continual means *over and over*;  
continuous means *without interruption* (We come to work continually every day. She spoke continuously for an hour.)

**dilemma:** A dilemma is a *choice between undesirable alternatives*. It is not a synonym for problem or quandary.

**disinterested, uninterested:** A disinterested person is *impartial*;  
an uninterested person is *indifferent*.

**enervate, energize:** Enervate: *weaken*; energize: *instill with vigor*.

**farther, further:** Farther refers to *physical distance* (We can go no farther on this road); further may be used in this sense but is most often used figuratively to refer to extent or degree (We will proceed no further with these fruitless deliberations).

**fewer, less:** Fewer is used of *numbers*; less, of *quantity* (Fewer men require less food).

**its, it's:** Its is a *possessive pronoun* (Every dog will have its day.)  
It's is a *contraction of it and is* (It's time to go home.)

**lend, loan:** The verb to lend means *to give for temporary use on condition that the same or its equivalent will be returned*; to give money for temporary use on condition of repayment with interest; or to give assistance. There's an interesting story behind the word loan as a verb. Check your dictionary! At any rate it is now acceptable as a verb, but it is used only in the literal sense, never figuratively. Correct: I will loan you the money, but I will not lend you a hand. I will lend you the money, and I will lend you a hand.

**lie, lay:** The verb to lie (indicating a state of reclining) does not take a direct object (I lie down.) Its past tense is lay (I lay down); its past perfect tense is have lain (I have lain down all day); and its present participle is lying (I am lying down; I was lying down.) The verb to lay is an action word and takes a direct object (I lay the book down); its past tense is laid (I laid the book down); past perfect is have laid (I have laid the book down); and its present participle is laying (I am laying the book down; I was laying the book down). The verb to lie (as in to speak an untruth) takes the forms lied, have lied, and lying.

**principal, principle:** Principal (*adj.*): *most important* (His principal demand); principal (*n.*): *a leading person or chief* (She is the school principal. He is a principal with Watkins & Watkins); principle (*n.*): *a basic belief or truth* (Stick to your principles).

**quality:** Quality is a noun, so it can't be used to modify anything. Form a compound adjective by adding high- or top- (Berkeley offers a high-quality education).

**that, which:** That heads a restrictive clause; which heads a descriptive clause. Note the difference in meaning between these two sentences: The Navy is mothballing all of its ships that are rusty (*the only ships being mothballed are the rusty ones*); The shirt that you lent me is in my bag. The shirt, which is red is in my bag.

## Proofreader's Marks

	delete or take out <del>out</del>	<b>rom</b>	set in <u>roman</u> type (roman)
	delete and close up	<b>lf</b>	set in <u>lightface</u> type (lightface)
	close up; no space	<b>bf</b>	set in <u>boldface</u> type ( <b>boldface</b> )
<b>#</b>	insert space ^	<b>wf</b>	<u>wrong font</u> , set in correct type
<b>+ / s / or</b>	insert letter punctuation, word ^ ^ ^	^	insert text ^
<b>sp</b>	spell out numeral: 1	⊙	insert period ^
<b>fig.</b>	set as numeral: one	↵	insert comma ^
<b>stet</b>	do <del>not</del> make correction indicated ... ^	⋮	insert semicolon ^
<b>  </b>	align	⋮	insert colon ^
<b>¶</b>	make new paragraph )	⋮	insert apostrophe or single quote ^
<b>no ¶</b>	no new paragraph	"/ ^ /	insert quotation marks ^
<b>tr</b>	transpose	<b>set?</b>	insert question mark ^
<b>tr</b>	<u>words transpose</u>	<b>( / )</b>	insert parentheses ^
<b>tr</b>	<u>lines transpose</u>	=	insert hyphen
<b>run on</b>	run on )	$\frac{1}{N}$	insert en dash
<b>run over</b>	break run over line	$\frac{1}{M}$	insert em dash
<b>lc</b>	SET in lowercase letters	⌋	move right
<b>cap</b>	set in <u>capital</u> letters	[	move left [
<b>sc</b>	set in <u>small caps</u>	⌋ [	center
<b>?</b>	query, verify: <u>Petrograd</u>	⌈	move up ⌈
<b>ital</b>	set in <u>italic</u> type ( <i>italic</i> )	⌋	move down ⌋
		<b>fl</b>	flush left
		<b>fr</b>	flush right

### **Questions or Comments?**

Please feel free to contact Marketing and Communications at 510.643.8658  
or Public Affairs at 510.643.6163.

### **Resources**

#### **UC Berkeley Identity Resources**

[identity.berkeley.edu](http://identity.berkeley.edu)

#### **For More Information**

*Chicago Manual of Style, 14th ed.*

*Associated Press Stylebook and Libel Manual*

*Words into Type*

*Merriam-Webster's Collegiate Dictionary, 10th ed.*

*The Careful Writer by Theodore Bernstein*

### **Self-Teaching Guides to Copyediting**

*Substance and Style: Instruction and Practice in Copyediting*

*(Revised) by Mary Stoughton*

*Copyediting: A Practical Guide by Karen Judd*

### **Classes**

*UC Berkeley Extension offers a copyediting workshops; for details, go to [unex.berkeley.edu](http://unex.berkeley.edu). Editcetera, an editing cooperative based in Berkeley, offers short courses in proofreading and copyediting. For details go to [editcetera.com/workshops](http://editcetera.com/workshops).*