

## Western Michigan University Homer Stryker M.D. School of Medicine Style Guide

This is the official style guide for Western Michigan University Homer Stryker M.D. School of Medicine. The information that follows conforms to Associated Press (AP) style and Webster's New World College Dictionary.

This style manual will be maintained and updated as needed, with consultation from the director of communications, the associate dean for planning and performance excellence, and the Dean.

A

### **abbreviations and acronyms**

When using an acronym or abbreviation, spell out the full name on first reference, followed by the acronym or abbreviation in parentheses: Centers for Disease Control (CDC) or body mass index (BMI). The abbreviation is then acceptable on second and subsequent references. It is not necessary to note the acronym in parentheses if there is only one reference within the piece unless the entity is better known by its acronym than its full name.

If using an abbreviation in a headline, spell out the full text in the first few paragraphs. To make abbreviations plural, add an "s" without apostrophe (CEOs, HMOs).

### **academic and administrative titles**

Capitalize a formal title when it precedes a name (Dean John Smith; Professor of Surgery Jane Smith). Lowercase a formal title after a name (Sara Smith, MD, dean of the College of Medicine; John Smith, a professor in the Department of Medicine). One exception: capitalize a named professorship both before and after a name (Distinguished University Professor of Surgery Jane Smith; James Smith, Distinguished University Professor of Medicine).

Clinical titles should be listed in this order (David Overton, MD, associate dean of Graduate Medical Education and professor of the Department of Emergency Medicine).

When only the title is used, capitalize each word. Example: Associate Dean for Faculty Affairs.

### **academic degrees and credentials**

Do not use periods when abbreviating academic degrees. Note that this is a departure from AP Style. Put commas between the name and credentials, as well as between credentials (Kelly Smith, MD, PhD). Credentials should be listed in the following order: Highest academic degree earned, licensure, certification (John Smith, DNS, RN, FNP-BC). Do not put "Dr." before a name unless quoting someone.

ME is an acceptable shortened form of Master of Engineering.

Use an apostrophe in bachelor's degree, a master's, etc., but there is no possessive in Bachelor of Science or Master of Science, an associate degree (no possessive) and doctorate (not doctor's). Capitalize the formal name of a degree (Master of Science), but lowercase the discipline (Master of Science in nursing) and the informal name (master's degree in nursing).

Write out the names of degrees when they are used apart from a person's name and include the discipline each degree is in, when possible: *Janet Jones earned a master's degree in religious studies from the University of Michigan and a doctorate in Islamic studies from the University of Wisconsin-*

*Madison, NOT Janet Jones earned an MA in religious studies from the University of Michigan and a PhD in Islamic studies from the University of Wisconsin- Madison.*

Lowercase the names of academic degrees: bachelor's degree, master's degree, etc., unless you write: *Janet Jones earned a Bachelor of Science in religious studies from the University of Michigan.*

In general, when academic degree abbreviations are used as in the following examples, do not include periods (for all other degrees, refer to the schools):

BA — bachelor of arts

BFA — bachelor of fine arts

BS — bachelor of science

BSBA — bachelor of science of business administration

EMBA — executive master of business administration

JD — juris doctoris (doctor of law)

LLM — legum magister (master of laws)

MA — master of arts; although a master's is usually sufficient

MBA — master of business administration

MD — medical doctor

MS — master of science; although a master's is usually sufficient

MSW — master of social work

PhD — doctor of philosophy; use doctorate

Avoid using academic degree abbreviations to refer to students: Master of business administration students staffed the job fair, NOT MBAs staffed the job fair.

When listing a series of degrees earned by one subject, list them in ascending order from lowest degree earned to highest. See **doctorate**.

### **academic departments**

Use lowercase except for words that are proper nouns or adjectives: the department of history, the history department, the department of English, the English department, or when department is part of the official and formal name: Western Michigan University Homer Stryker M.D. School of Medicine Department of Orthopaedics. Approved WMed department, program, and clinic names are located [here](#).

### **academic titles**

See the entries under: **academic degrees; chair; dean; department names; head; in, of, for;** and **professor**.

For faculty members with more than one academic appointment, the primary appointment, or the appointment most pertinent to the story is listed first. The other appointment or appointments should be listed in a logical place later in the story.

### **acronyms**

In general, do not use periods for nonacademic-degree acronyms: CEO; CFO.

Proper names of entities are spelled out in full on first reference. If the entity will be mentioned again later in the same story, run its acronym in parentheses with the first reference: Susan Smith is a chief developer of new magnetic resonance imaging (MRI) technology. The National Science Board (NSB) will hold a meeting in November. New York University and Emory University are members of the University Athletic Association (UAA).

Use acronyms only for entities that frequently shorten their names on second reference. Do not create acronyms solely to save a few words.

For certain entities and terms that are particularly familiar to the medical school community, there is no need for a parenthetical reference before using an acronym on subsequent references. These entities and terms include, but are not limited to (listed here as they should appear in first reference, and then in subsequent references): grade-point average; GPA; National Institutes of Health; NIH.

In general, follow AP style regarding what acronyms should and should not be used on first reference.

### **ADA**

Americans with Disabilities Act. Spell out in first reference. Also, put people before condition by using “people with disabilities” rather than “the disabled,” “people with mental retardation” rather than “the mentally retarded,” etc.

### **addresses**

Abbreviate only Ave., Blvd. and St., and only abbreviate them when used with a numbered address. Use a comma after the city; use postal abbreviations for the state; and use one space before the ZIP code. Make sure to add the four-digit department code after the zip code:

Contributions may be made to the Office of Development, Western Michigan University Homer Stryker M.D. School of Medicine, 1000 Oakland Drive, Kalamazoo, MI 49008-8015.

### **adviser; advisor**

Adviser is preferred over advisor (academic adviser), but advisory (advisory council).

### **ages**

Always use figures (a 5-year-old boy; Sara Jones was 50; a man in his 20s; a 2-hour-old infant; intended for 12-year-olds) except when starting a sentence. Use hyphens to denote age ranges (children ages 13-17).

### **alumnus, alumni, alumna, alumnae**

“Alumnus” refers to a male graduate (plural: “alumni”). “Alumna” is a female graduate (plural: “alumnae”). Use “alumni” to refer to a group of mixed gender. The preferred term is generally “former students.”

### **a.m.**

Lowercase. Insert one space between numeral and a.m. Use midnight instead of 12 a.m. Avoid repetition: The meeting will be held from 9 to 11 a.m. Artistic license regarding whether to include the periods may be taken in materials like invitations for reasons of space or design decisions. Do not use “AM and PM”.

### **ampersand**

As a general rule avoid “&” unless part of an official name (H&R Block, M&Ms)

### **anniversary**

Since the meaning includes year, use ordinal numbers for recurrences of a date: first anniversary, not one-year anniversary.

### **annual**

Use only to describe an event that has been held every year for at least two years. Do not use the word annual to describe a first-time event, explain it is planned to be held annually.

### **anti-**

A modifier preceding a noun. The health care industry standard is not to use a hyphen (anticancer agents).

### **apostrophes**

Use to indicate possession (the doctor's stethoscope, the nurse's stethoscope), or omitted letters or figures (don't, '50).

Use with degree names (bachelor's degree, master's degree). Exception: associate degree has no apostrophe.

In alumni graduation years and other instances to indicate missing text, make sure apostrophes face toward the missing characters ('50s, grab 'n go, 'til). Do not use to indicate plurals in numerals or acronyms (1990s, HMOs, RNs).

Use only an apostrophe with singular proper names ending in "s" (Achilles' heel, Agnes' book, Tennessee Williams' plays).

Use an apostrophe and an "s" with singular common nouns ending in "s" (the hostess's invitation, the witness's answer).

To indicate ownership, use a possessive form after only the last word if ownership is joint: John and Jane's apartment (indicating that they share the apartment). Use a possessive form after both words if the objects are individually owned: John's and Jane's books (indicating that some books in question belong to John, others to Jane).

Always use 's if the word does not end in the letter "s," even for words that end with an "s" sound. The following exceptions to the general rule for words not ending in s apply to words that end in an s sound and are followed by a word that begins with s: for appearance' sake, for conscience' sake. Use "'s" otherwise (the appearance's cost, my conscience's voice).

Do not add an apostrophe to a word ending in s when it is used primarily in a descriptive sense (citizens band radio, a Cincinnati Reds infielder, a teachers college, a writers guide). An 's is required, however, when a term involves a plural word that does not end in s: (a children's hospital, a people's republic).

Follow the rules above in composing the possessive form of words that occur in quasi-possessive phrases (a day's pay, two weeks' vacation, three days' work, your money's worth). Frequently, however, a hyphenated form is clearer (a two-week vacation, a three-day job).

### **area codes**

Use area codes, with periods between: 269.337.4400.

### **attributions**

The preferred attribution is says. The name comes before says, unless a modifier comes after the name: "I came to the university in 1995," Jones says. "This discovery will spark many new

opportunities,” says Smith, who led the yearlong study. If a long quote is divided into two or more paragraphs, continues or adds may be used in the additional paragraphs.

When referring to the reporting of a past event, use said. For example, “The establishment of the John C. Danforth Center on Religion & Politics reflects the legacy of Jack Danforth and his belief in the importance of a civil discourse that treats differences with respect,” Wrighton said in making the announcement December 16, 2009, at the National Press Club in Washington, D.C.

### **autoimmune**

### **awards**

Retain capitalization on the official names of awards in both their singular and plural uses.

Examples:

Four Distinguished Faculty Awards will be presented at this year’s Founders Day event. OR: Four people will receive a Distinguished Faculty Award at this year’s Founders Day event. John Smith has won five Adviser of the Year Awards. OR: Smith has won the Adviser of the Year Award five times. However, if an award is not used by its official name in second references, capitalization is dropped (except for proper nouns): The Susan S. Smith Award will be presented to Bob Becker, MD; Becker said he is very proud to receive the Smith award.

**See -winning.**

B

### **biannual, biennial**

Biannual, a synonym for semiannual, means twice a year; biennial means every two years.

### **bimonthly, biweekly**

Bimonthly means every other month; biweekly, every other week. Semimonthly means twice a month; semiweekly, twice a week.

### **bi-**

The rules in prefixes apply, but in general, no hyphen: bifocal, bimonthly, bilateral, bipartisan, bilingual.

### **bioterrorism**

One word, lowercase

### **Bluetooth**

Uppercase, one word

### **Board of Trustees; Board of Directors**

When referring to Western Michigan University, use Western Michigan University’s Board of Trustees on first reference; lowercase the board on second reference. If referring to WMed’s board, it should be Western Michigan University Homer Stryker M.D. School of Medicine’s Board of Directors.

### **book-signing break**

Lowercase *break* and its modifier, unless the modifier is a proper noun: spring break, winter break; but: Thanksgiving break. Hyphenate as a compound modifier: a spring-break trip.

### **breastfeed, breastfeeding**

One word, no hyphen. Note that this is a departure from AP Style.

## C

### **canceled, canceling**

### **capitalization**

Do capitalize official, full, and proper names (such as a specific department, committee, program, celebration or legislative body) or trademarks and proprietary names of drugs.

Do not capitalize unofficial, informal, shortened, or generic names (the center or the institute). Likewise, do not capitalize names of names of subjects or disciplines (cellular medicine) or seasons, semesters or academic periods. ([Spring Break](#) is an exception.)

When listing more than one division, department or college, the collective noun should be lowercase: the colleges of dentistry and pharmacy.

### **caregiver**

One word, no hyphen

### **campus-wide**

Hyphenation with the suffix -wide is an exception to AP style, used in these instances to avoid an awkward construction.

### **capitalization**

In general, capitalize titles of academic courses, lectures, and symposia; however, lowercase articles, conjunctions and prepositions that are three or fewer letters, unless they appear at the beginning of the title.

### **CEO**

No periods.

See **acronyms**.

### **chair**

Chair is preferred. Do not use chairman or chairwoman unless referring to named professorships that use those words. For those outside the medical school, use their official title, either chair or chairman/chairwoman.

For the medical school, chair is used for leaders of clinical departments. Capitalize chair when directly preceding name, but lowercase in other usages.

### **check up, checkup**

Two words (verb); one word (noun): Schedule a regular checkup to check up

**child care** (n); **child-care** (adj.)

### **citations, scientific**

Lastname XX, Lastname XX. Title goes here. Name of Journal, Month Year; Vol(#):PP-PP. Example: Lourido S, Shuman J, Zhang C, Shokat KM, Hui R, Sibley LD. Calcium-dependent protein kinase 1 is an essential regulator of exocytosis in Toxoplasma. Nature, May 20, 2010; 11(5):421-423.

### **cities**

Follow AP style. Cities and counties within Michigan should be identified with Mi.: Robert Smith, a senior from Kalamazoo, Mi., is majoring in economics in Arts & Sciences.

### **class**

The preferred term is course.

### **Class of**

Uppercase Class and use the full year in all Class of constructions: He is a member of the Class of 1948. Retain capitalization if Class is pluralized: The Classes of 1952, 1972 and 1992 will be honorary guests at this year's ceremony. If a direct quote does not use the full year, the form is: "We welcome the Class of '76," she says.

### **class work**

**colloquium** (singular); **colloquia** (plural)

### **comma**

Do not use before Jr. or Sr.

**comma**, in a series

See AP style for instructions. Briefly, use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: The flag is red, white and blue.

BUT: I had orange juice, toast, and ham and eggs for breakfast. The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

### **Commencement**

Capitalize when referring to Western Michigan University Homer Stryker M.D. School of Medicine's Commencement; lowercase as an adjective.

### **compared to vs. compared with**

Compared to asserts comparing similarities between two or more things; compared with asserts comparing differences.

### **compose, comprise, constitute**

The whole comprises the parts; comprise means to contain, embrace, include. When the sentence starts with the larger item, use comprise: The United States comprises 50 states. Never use is comprised of. When the sentence starts with the smaller or individual items, use compose, constitute, or make up: Fifty states constitute the United States.

### **composition titles**

See titles.

**consortium** (singular); **consortia** (plural)

### **coronavirus, COVID-19**

Coronaviruses are a family of viruses that infect humans and animals. Use "COVID-19" (short for "coronavirus disease 2019") to describe the disease caused by the coronavirus SARS-CoV-2.

**credit hours**

Use numerals (4 credit hours)

**cum laude, magna cum laude, summa cum laude**

Do not italicize.

**curriculum** (singular); **curricula** (plural)

**cutlines**

Written in the present tense. As early as possible, the cutline should describe the action in the photo. Do not include titles unless the photo is a stand-alone or the subject is not mentioned in the accompanying story.

Directions are indicated in parentheses and after people's names: (left); (right); (second from right); (from left); etc. Direction indicators should be kept to a minimum, but who's who must be clear to the reader. The direction comes after the degree but before its final offsetting comma: Bob Smith, PhD (right), the Todd Brown Professor of mathematics in Arts & Sciences, demonstrates a new technique.

In photo collages (with no accompanying story), which photo is being referred to is indicated outside parentheses: Above, Dean Hal B. Jenson greets students John Smith (left) and Bobby Taylor at the Dean's Gala Thursday at Henderson Castle. At right, (from left) Doug Smith, PhD, dean of the School of Law and the Joseph B.H. Jones University Professor; Greg Harter, MD, professor and associate dean for academic affairs in the medical school; and Nancy Jones, PhD, professor of chemistry in Biomedical Sciences, enjoy a laugh.

Direct quotes in cutlines and muglines receive normal (double) quotation marks. See **academic degrees and credentials**.

D

**dash**

Add a regular space before and after the en-dash. The keyboard command (option shift + hyphen) is recommended for making a dash.

**data**

A plural noun, this word normally takes plural verbs and pronouns. If it is being used in the context of a body of data that is regarded as a single unit, however, it takes singular verbs and pronouns: The data is sound (single unit); BUT: The data have been carefully collected (individual items).

**dates**

Use only the month and day number (use days of the week, too, for events occurring within the upcoming seven days from the date of publication); follow AP style for months. Do not use on before a date — even after a proper noun — unless confusion would result from its omission.

For a range of dates, use a hyphen; the hyphen means “through.” Use the month only once if the range of days falls all within the same month, unless the event occurs within the upcoming seven days from the date of publication. If a range of dates is given and the publication date is the first or last day of the range, use the month and day number.

Some illustrations of the above:



The award was presented Aug. 31. Brighton presented the award to Waterston Dec. 7. The Bears play Fontbonne University at 6 p.m. today at the Field House. If publishing Sept. 5-11: The Performing Arts Department in Arts & Sciences will perform Oedipus Rex Thurs., Sept. 12 through Sat., Sept. 14 at Edison Theatre. Nominations will be accepted from July 5-Aug. 10. He served as dean from June 15, 1976-May 18, 2001.

### **dean**

Capitalize only directly before the name. Examples: Dean John Smith, but Paula M. Termuhlen, MD, The Hal B Jenson MD Dean, Western Michigan University Homer Stryker M.D. School of Medicine. See also **academic titles**.

### **department names**

The official title of the majority of medical school departments takes a Department of construction. Uppercase full formal name of the department: the Department of Pediatric and

Adolescent Medicine or the Department of Medicine. Lowercase department in other constructions: the pathology department or the radiology department. Lowercase the departments when appearing before more than one department: the departments of Medicine, Orthopaedics, and Surgery.

When describing what department a faculty member is in, frequently it is easier not to include the department's official title: Janet Jones, PhD, professor of political science in Arts & Sciences; NOT Janet Jones, PhD, professor in the Department of Political Science in Arts & Sciences. Otherwise, the official title should be used, if possible, on first reference. See the WMed Visual Identity Guide for a complete list of approved department names.

### **Department of Veterans Affairs (VA)**

It's no longer Veterans Administration

### **disinterested, uninterested**

Disinterested means unbiased; uninterested means having no interest.

### **DNA**

Acceptable in all references. doctorate (n.); doctoral (adj.)

### **Dr.**

Avoid use, except in quotations or in formal names of professorships and chair titles. Instead, John Smith, MD or Jane Smith, PhD. See **academic degrees** and **names**.

### **E**

#### **earned**

Use earned a when writing about someone's degree. Correct: He earned a doctorate.

### **Earth**

Capitalize when used as the proper name of the planet. Lowercase in other uses.

### **ellipsis ( ... )**

Add a regular space before and after the ellipsis. The keyboard command (option + semicolon) is recommended for making an ellipsis because it adds a thin space between the periods.

## **email**

### **email addresses**

Use only lowercase letters in email addresses. Do not italicize.

**emerita** (feminine singular), **emeritae** (feminine plural); **emeritus** (masculine singular), **emeriti** (masculine plural) When referring to a group that contains emerita and emeritus individuals, emeriti is used.

## **F**

### **faculty**

Takes a singular verb: The faculty is meeting here. The faculty is arguing. The faculty at WMU Homer Stryker M.D. School of Medicine has reached a decision. But when members is used with faculty, the verb is plural: The faculty members are arguing.

### **faculty titles**

In general, university faculty members are of various departments in various schools: James Grant, MD, the John M. Smith M.D. Professor of Pediatrics in the WMU Homer Stryker M.D. School of Medicine; Joseph Smith, PhD, associate professor of English in Arts & Sciences; Nancy Jones, PhD, associate professor at the Brown School.

### **fellow, fellowship**

The complete name, or the first reference name, of a fellowship program is capitalized, unless it's plural. She matched into the Sports Medicine Fellowship Program.

The recipients of J. Smith fellowships stood and thanked the faculty with a round of applause. The word fellow is capitalized if part of the formal name of the fellowship. She is an J. Smith Fellow. J. Smith Fellow Susie A. Baker made introductory remarks.

Do not cap fellow by itself.

### **fewer, less**

Use fewer for countables and less for collective quantities. She now eats fewer meals and less candy.

The sense of collective quantity prevails in sums of money, periods of time, and measures of distance and weight: less than \$200 a week, less than six months, less than three miles, less than 200 pounds.

### **fieldwork**

One word.

### **financial assistance**

Preferred to financial aid.

### **flex-spending plan**

### **floor**

Lowercase floor. Spell out one through nine; use figures for 10 and above: The dean's office is on the third floor of the W.E. Upjohn M.D. Campus. Police arrived at the 2nd floor of the Linda Richards Building.

### **follow up, follow-up**

Two words as verb: The doctor will follow up with the patient next week. Hyphenated as noun or adjective: The study included a six-month follow-up.

### **for**

See the entry under in, of, for.

### **foreign students**

Do not use. Use international students.

### **foreign words, foreign phrases**

Do not italicize or place in quotation marks commonly known foreign words or foreign phrases. For foreign words or phrases not universally understood, place them in quotations marks.

### **fractions**

Spell out and hyphenate amounts less than one; two-thirds, five-eighths, etc. Use figures for amounts larger than one to avoid cumbersome constructions: She held the temporary position for 4 1/2 months before being named to the permanent job; NOT: She held the temporary position for four-and-a-half months before being named to the permanent job.

**freelance** (v. and adj.); freelancer (n.)

### **front line, frontline**

Two words (noun), one word (adjective): He was on the front lines of the cancer fight as a frontline health official.

Note that this is a departure from AP Style.

### **full-time, full time**

Hyphenated (adjective): He has a full-time job.

Two words (adverb): He works full time.

**fundraising** (n. and adj.); fundraiser (n.) One word in all cases.

## **G**

### **gene**

Capitalize the names of genes; italicize. See **protein**.

### **genus, species names**

On first reference, capitalize and spell out the genus name; on second reference, use the first letter and a period; italicize: *Salmonella typhimurium*; *S. typhimurium*.

### **grade-point average, GPA**

GPA is acceptable on second reference without a parenthetical (GPA) after the first reference.

## **God**

Follow AP style: Capitalize God in references to the deity of all monotheistic religions.

Lowercase personal pronouns: he, him, thee, thou.

### **groundbreaking**

One word, no hyphen.

## **H**

## **hand-washing handheld, hand-held**

One word as noun: He pulled out his handheld. Hyphenated as adjective: He was working on his hand-held device.

## **he/she/they**

Use nonsexist language when possible to be inclusive.

-by changing to plurals ...

From: "As he gains experience, he will be trusted with increasingly complex research projects." To: "As students gain experience, they will be trusted with increasingly complex research projects."

-or by changing to the second person ...

From: "During a semester, he can carry a maximum of 18 hours." To: "During a semester, you can carry a maximum of 18 hours."

-or by eliminating pronouns ...

From: "Communication is privileged between a lawyer and his client, a physician and his patient, and a clergyman and his penitent." To: "Communication is privileged between lawyer and client, physician and patient, and member of the clergy and penitent."

-or by using the genderless one, individual, person ...

From: "A teaching assistant is enthusiastic. He appreciates the importance of work experience." To: "A teaching assistant is enthusiastic, a person who appreciates the importance of work experience."

-or by substituting the for a possessive pronoun ...

From: "A graduate student is likely to worry about his preliminary examination." To: "A graduate student is likely to worry about the preliminary examination."

## **headlines**

With newspapers, the first word is capitalized; others are lowercased unless style or grammar calls for capitalization. The first word after a colon is capitalized if what follows expresses a complete thought. With magazines, since headlines are display type, all words other than articles, conjunctions, and prepositions of three letters or fewer are capitalized. Use single quotation marks in headlines and subheadlines/decks.

**health care** (n.); **health-care** (adj.)

## **Health Insurance Portability and Accountability Act (HIPAA)**

## **Hispanic**

Always capitalize.

## **historic, historical**

An important event that stands out in history is a historic event; any occurrence in the past is a historical event.

## **home page**

## **I**

## **information, For more**

In general, follow this form: For more information, visit [med.wmich.edu](http://med.wmich.edu), e-mail Joe Smith at [joe.smith@med.wmich.edu](mailto:joe.smith@med.wmich.edu) or call xxx-xxx-xxxx. This sentence usually comes at the end of a story.

**Internet**

See e-mail; URL; and Web, the.

**italics**

Do not italicize foreign words or phrases.

See **gene**; **cum laude**, **magna cum laude**, **summa cum laude**; and **titles**.

**J****journal names**

Italicize.

See **titles**.

**JPEG, JPG**

Uppercase acronyms

**Jr.**

Do not precede with a comma. (John Jones Jr.)

**L.****land-grant****last vs. past**

Use past to avoid confusion in time sequences. Using last might lead the reader to wonder: The last of what? Correct: For the past four years, he served as chair.

**laureate**

See Nobel laureate; Poet Laureate.

**legislation**

Refer to bills as House Bill 1 or Senate Bill 1, then as H.B. 1 or S.B. 1 (periods but no spaces between the letters, then a space between the letters and the number) on subsequent references.

**legislature**

Capitalize in all references as part of legislative body (the Texas Legislature). Do not capitalize when used as a generic term.

**life span****life-threatening, life threatening**

This word is hyphenated as an adjective, as in a life-threatening illness. It is not hyphenated when used as a noun: The illness may be life threatening.

**lists** (bulleted)

Avoid punctuation unless needed to avoid confusion. Always use periods, semicolons, etc. when individual items in the list contain sentences.

**log in, log on, log off vs. login, logon, logoff**

Two words, no hyphen when a verb: She sat down to log in to her computer. One word, no hyphen when used as a noun or adjective: She typed in her login name. His logon was still active.

**logotype**

Use of the Western Michigan University Homer Stryker M.D. School of Medicine logotype is basic to our goal of projecting a clear, consistent and easily remembered image that reflects the character of WMed.

WMed has trademarked the entire logotype so it cannot be modified without approval from the Office of Communications. See the WMed Visual Identity Guide for standards.

M

**Match Day**

Held the third Friday of March, Match Day is a term used widely to represent the day when the National Resident Matching Program releases results to applicants seeking residency and fellowship training positions in the United States.

**managed care, managed-care**

Two words as a noun: Many employers choose managed care. Hyphenated as a compound modifier: A managed-care option. Note: Differs from day care, health care and intensive care.

**managed-care organization (MCO)**

An insurance company or other organization that markets managed-care plans.

**manikin**

Correct spelling for medical figure (not mannequin).

**matriculate**

Means to enroll, not to graduate. Use this term sparingly in external communications since many readers outside academia may not be familiar with the term.

**media**

This plural of medium takes a plural verb.

**multicenter**

No hyphen.

**multidisciplinary**

No hyphen.

N

**names (people)**

Always use a person's first and last name the first time they are mentioned. Use only last names on second reference.

When someone uses two initials as a name, there should be no space between them, but do use periods (C.J. Cregg).

Do not use courtesy titles such as Mr., Mrs., Miss or Ms., unless they are part of a direct quotation or are needed to differentiate between people who have the same last name.

Do not use "Dr." in front of a name unless quoting someone. "Dr. Sheppard is an excellent candidate for this award," said Meredith Grey, MD.

**names (scientific)**

In scientific or biological names, capitalize the first or generic Latin name for the class of plant or animal and lowercase the species that follows (*Staphylococcus aureus*).

In second references, use the abbreviated form: *S. aureus*. (In this case, *staph* is also an acceptable abbreviation.) Note this is a departure from AP Style.

### **National Institutes of Health**

NIH acceptable on first and subsequent references. See **acronyms**.

### **Native American**

Preferred term for American Indian or Indian.

### **needlestick**

One word

### **neonatal intensive care unit (NICU)**

### **nonacademic nonconference non-degree non-operative non-formula**

Hyphenate when used as an adjective

### **noninvasive**

One word, no hyphen

### **nonresident**

One word, no hyphen

## **O**

### **obituaries**

The general order of an obituary lead is as follows: name, title, cause of death, day of the week, date, year, place. Typically, age is listed in second sentence.

### **obsessive-compulsive disorder (OCD)**

Do not use OCD as an adjective for someone who obsesses over certain things but has not been formally diagnosed.

### **off campus, off-campus**

Two words when it follows the noun it modifies: The event was held off campus. Hyphenated when it precedes the noun it modifies: The group decided to hold an off-campus event.

### **office**

Capitalize the word office if it is used as part of an entity's official name; lowercase otherwise: Office of Development; development office.

See **department**. **online**

### **offline**

### **OK, OK'd, OK'ing, OKs**

### **on-call, on call**

Hyphenated as adjective; two words as adverb: The on-call nurse is not on call today

### **online**

One word, no hyphen

**on-site**

Hyphenate as noun or adjective

**orthopaedic/orthopedic**

Spelling varies depending on the audience and usage. Generally speaking: Use orthopedic(s) for patient audiences or general external audiences; use orthopaedic surgery for academic or physician audiences. Also, please note the following: When referencing the academic program at WMU Homer Stryker M.D. School of Medicine, the correct name is Department of Orthopaedic Surgery.

**outpatient**

One word, no hyphen

P

**p.m.**

Lowercase. Insert one space between numeral and “p.m.” Use “noon” instead of 12 p.m. Avoid repetition of “p.m.” The meeting will be held from 2 to 4 p.m. Artistic license regarding whether to include the periods may be taken in materials like invitations for reasons of space or design.

**page numbers**

Spell out and capitalize “Page” when used with a page number: See related story Page 3. Always use numerals.

**parentheses**

Avoid parentheses when possible, and instead rewrite text or use dashes or commas to set off the information. If parentheses are required, place the period inside the parentheses when the parenthetical is a complete, independent sentence; if it is not, the period goes outside the parentheses.

**part time, part-time**

Two words as adverb, hyphenated as adjective: She works part time at her part-time job.

**percentages**

Spell out “percent” as one word; avoid the use of the % symbol except in charts or in web or marketing usages where space is at a premium: NIH research funding grew by more than 13 percent last year. “Percent” takes a singular verb when standing alone or when a singular word follows an “of” construction: The professor said 60 percent was a failing grade.

It takes a plural verb when a plural word follows an “of” construction: He said 50 percent of the members were there.

All numbers, even those less than 10, are numerals when used with the word percent: The increase was more than 5 percent.

Use the word “percent” with every citation of a percentage: 40 percent to 50 percent, not 40-50 percent.

For amounts less than 1 percent, precede the decimal with a zero: The cost of living rose 0.6 percent.



## **PhD**

No periods

## **physician vs. doctor**

Use “physician” in most cases, as “doctor” is the more general term and can refer to anyone with an advanced degree. Marketing copy and headlines may use “doctor.”

## **postdoctoral**

Study beyond the MD or PhD degree. One word, no hyphen. Except when quoting someone, use the more formal “postdoctoral fellow” rather than “postdoc.”

## **postgraduate**

Study after earning a first degree in an area; one word, no hyphen

## **post-mortem**

Means after death; hyphenated

## **postoperative**

After an operation; one word, no hyphen

## **post-traumatic stress disorder (PTSD)**

## **pre-law, pre-med, pre-professional preoperative**

## **preferred provider organization (PPO)**

No hyphen

## **prefixes**

As a general rule, do not use hyphens with well-known prefixes such as anti-, bi-, multi-, non-, post-, pre-, pro- and uni-, or if the base word starts with a consonant (antihistamine, multidisciplinary, nonprofit, predoctoral, postoperative, postgraduate).

If the prefix ends in a vowel and the word that follows begins with the same vowel, a hyphen is required (anti-inflammatory). Exceptions: cooperate, coordinate, preeclampsia, preeminent.

Also use a hyphen when the addition of a prefix results in two conjoined vowels or repeated letters that impede readability (bio-adhesive, pre-registration).

Use a hyphen if the base word is capitalized (non-English-speaking).

When using the prefix co-, include the hyphen when the word describes occupation or status, or when the hyphen is needed for readability (co-author, co-chair).

When using the prefix self-, always use a hyphen (self-care, self-evident).

## **premedical, premed premenstrual**

One word, no hyphen

## **prenatal**

One word, no hyphen

### **preoperative**

One word, no hyphen

### **professor**

Professor, associate professor and assistant professor are capitalized only when directly preceding a name. Lowercase when succeeding a name or when used without a name.

Professor emerita is the feminine singular; professors emeritae is the feminine plural.

Professor emeritus is the masculine singular; professors emeriti is the masculine plural and also is the form when referring to retired professors of both genders.

Avoid using professor as a generic term for a teacher. See **academic titles**.

### **programs**

Programs are not departments.

### **protein**

Capitalize the names of proteins, wherever indicated. See **gene**.

### **pull quotes**

Use double quotation marks.

## Q

### **quotation marks**

Closing quotation marks follow commas and periods ending the statement being quoted (“Tuberculosis is devastating,” he said.) In other words, commas and periods should be inside quotation marks in every use.

Dashes, colons, semicolons, question marks and exclamation points should be inside the quotation marks when they apply to the quoted matter only: “To be or not to be?” They go outside when they apply to the whole sentence: Do you know how to spell “Guillain-Barré syndrome”?

For a quote within a quote, bookend the internal quotation within single quotation marks ( ‘ ’ ): “I always pass on the left because, as my father used to say, ‘You shouldn’t get careless on a highway.’” Otherwise, use double quotation marks in the body of the text.

If a quote extends through more than one paragraph, place quotation marks at the beginning of each paragraph and closing quotation marks at the end of the last paragraph. Close quotes at the end of intervening paragraphs are not necessary.

When quoting someone who has already been identified (where no attribution after the quote is necessary), use “Smith said” not “said Smith.” If additional credentials or attribution are needed, then the order “said Smith, who is also the head of the department” is acceptable.

## R

### **résumé**

Use accents whenever possible so it is not confused with the verb resume.

### **room numbers**

Capitalize when used with a number: The seminar will take place in Medical Research and Education Building Room 351.

## **ROTC**

This acronym for Reserve Officers' Training Corps is acceptable in all references.

## **S**

### **scheduled drugs**

Schedule II, Schedule III drugs

### **scholarly journal names**

Italicize.

### **seasons**

Do not capitalize names of names of seasons, semesters or academic periods. ([Spring Break](#) is an exception.)

### **semester**

Lowercase references to academic periods: fall semester, spring semester.

### **semicolons**

Use in a sentence to separate two complete and related thoughts: Jane Smith went to New York; it was her first visit there. A semicolon is also used to clarify a series: The team was made up of Sam Jones, who has been with the hospital many years; and Dennis Johnson, who just transferred from New York last month.

Use to separate names in photo captions: John Jones, MD, PhD; Jane Johnson, MD, JD; Jane Doe, PA-C; John Doe, MSN.

### **sentence spacing**

Put only a single space after a period at the end of a sentence.

### **September 11**

Spell out the month in all references to the terrorist attacks of Sept. 11, 2001. For example, Life changed for many Americans on September 11. There is no need to write 2001 if the context makes it obvious that Sept. 11, 2001, is being referenced. If the context of the article calls for including 2001, abbreviate September: Sept. 11, 2001. Avoid 9-11 unless in a direct quote. Also: Use Ground Zero when referencing the World Trade Center site.

### **smartphone**

Lowercase, one word

### **social distancing, physical distancing**

Physical distancing (no quote marks, no hyphen) is preferred to describe measures that limit physical contact between people to prevent disease spread. WMed Health is taking physical distancing precautions. Students, faculty and staff have been physically distancing themselves.

### **spaces**

Use only one space between sentences. Use a single space on both sides of ellipses and dashes.

### **Spring Break**

Capitalize

**stages of cancer**

Stages progress from 1 through 4. Write with “stage” lowercased (stage 3 cancer).

**startup, start up**

One word as noun, used to describe a new business venture (startup): She worked for a startup. Two words as verb (start up): They left to start up a new company.

**state names**

Spell out state names in the body of a story, whether used alone or in conjunction with a city or town: The Golden Gate Bridge is in San Francisco, California.

Use two-letter postal codes (MI, OH, NY) only when a full address is being used as a mailing address.

In sentence usage, spell out the name of the city and state rather than abbreviate.

Do not capitalize the word “state.” The state of Michigan is shaped like a mitten.

Use a comma after names of states and nations used with city names: His journey will take him from Chicago, Illinois, to Detroit, Michigan, and back.

**student year designations**

Internally, it is acceptable to refer to third-year medical students as “M3,” first year pharmacy students as “P1,” etc., but externally, it is preferred to spell out: third-year medical student, first-year pharmacy student.

**symposium** (singular); **symposia** (plural)

T

**team**

Use singular verb and pronoun “it” when referring to the team as a collective unit: The research team published its findings in the journal.

**telehealth, telemedicine**

One word, no hyphen

**telephone numbers**

Always use at least seven digits and use area codes – 269.337.4400. For extensions, use ex. with no comma between the number and the extension: For more information, call 269.123.4567 ex. 123.

**temperature**

Don’t use the word “temperature” when “fever” is meant (as all people technically have a temperature). Use figures, except zero: He had a fever of 100 degrees.

**theater, theatre**

Use theatre only as applicable as part of an entity’s official name: Edison Theatre. In all other contexts, use theater.

**time, date, place**

The preferred order when listing event information.

**times**

Use figures for time of day except for noon and midnight.

Also designate with a.m. or p.m.—with periods—and do not use:00 (11 a.m.; 3:30 p.m.; 9 a.m. to 5 p.m.; 8 hours, 30 minutes, 20 seconds). See also a.m. and p.m.

Spell out numbers less than 10 standing alone and in modifiers (I'll be there in five minutes. He scored with two seconds left. He works an eight-hour day.)

Avoid such redundancies as 10 a.m. this morning. An acceptable abbreviation for all day, every day is 24/7.

**timeout**

One word (AP style)

**titles**

Italicize names of art exhibits, books, compact disc, computer game, long poems, magazines, movies, newspapers, operas, paintings, periodicals, plays, scholarly journals, sculptures, television shows.

Examples: *Time*, *The Wall Street Journal*, *The Death of a Salesman*, Rodin's *The Thinker*.

Use quotation marks with chapters, courses, dissertations, episodes, lectures, magazine articles, newspaper articles, poems, songs, speeches, and studies.

Examples: "Containing Japan" in *The Atlantic Monthly*, "Chuckles Bites the Dust" episode of *The Mary Tyler Moore Show*.

Capitalize names of specific vessels, such as HMS Frolic, Spirit of St. Louis, Voyager 2, as well as designations of class or make, names of planes or trains, and names of space programs: Broadway Limited, Boeing 707, Project Apollo, U-boat.

**titled**

Use titled, not entitled, when referring to the name of a lecture, book, etc.

**tournament**

Capitalize tournament only when it is used with the full, proper name of the event: NCAA Tournament; the tournament; NCAA tourney.

**transformational**

In the context of scientific research, refers to the application of math or computer models.

**transformative**

In the context of scientific research, refers to changes in a paradigm.

**trauma centers**

Uppercase the levels and use Roman numerals (The center is designated as Level I; she went to the Level II trauma center)

U

### **university**

On second or subsequent references, lowercase university when referring to Western Michigan University, as well as when referring to other universities.

For other universities, use their names as provided on their official websites.

The words College and University should be included in first reference to other schools but are usually dropped on second reference. On second reference, use widely used acronyms or syncopations of school names, if applicable: MIT; UCLA; Penn State; etc.

In first reference, do not use a parenthetical reference after such widely used university acronyms or syncopations; but for some universities, it may be necessary: Western Michigan University (WMU); University of Dayton (UD).

Do not use The before the name of a university: Johns Hopkins University, NOT: The Johns Hopkins University. Exceptions include schools who use “The” as part of the official name: The Rockefeller University; The Ohio State University.

There frequently is no need to provide the name of the city where a college or university is located. Use the city name if omission would result in confusion as to where a college or university is located: University of California, Berkeley (city included because there are numerous universities of California); but Yale University (no need to include its New Haven, Conn., location because there’s only one Yale University). City and state names should be used with lesser-known universities: Jones was a professor of history at Saint Michael’s College in Burlington, Vt.

### **university-wide**

Hyphenation with the suffix -wide is an exception to AP style, used in these instances to avoid an awkward construction.

W

**webcam, webcast, webmaster, web page**

**website**

**weight**

Use figures; see also [units of measurement](#) for further information and examples.

**well-being, work-study, work-up**

**-winning**

Hyphenate phrases that incorporate -winning: award-winning; Pulitzer Prizewinning; prize-winning. BUT: He is a Nobel Prize winner. When a word is used solely as a word rather than as the means of representing the concept normally associated with the word, place the word in italics. “Do you know what the meaning of *is is*?” asked Smith.

X

**X-ray**

Uppercase X; hyphenated

**Y****years**

In most cases, use the full four digits. Occasionally, only the last two digits is preferred. Do not use an apostrophe to indicate spans of decades or centuries (1980s, the 1900s).

**year-round years**

Do not include a year with a date if the date will occur or has occurred within a year of the publication date. Exception: the date of death in an obituary, which always includes the year.

For ranges of years, use a hyphen. The first two digits of the year are deleted in the second year of the range only if the range is within the same century: 1974-76; 1967-89; 2000-02; BUT: 1994-2010.

**YouTube****Z****ZIP code**

Capitalize ZIP (Zone Improvement Program); lowercase "code."