

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

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This is the official style guide for the Western Michigan University Homer Stryker M.D. School of Medicine Office of Communications. 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.

academic degrees

In general, list all degrees higher than a master's degree immediately after first reference in body text. Do not list master's degrees or lower after a person's name, unless the person is an alumna/alumnus of the medical school; a person's lower degrees may be mentioned later in the text with any biographical information. This holds true for law degrees, even though the master of laws degree (LLM) is earned after the doctor of laws degree (JD).

Avoid using Dr., which is traditionally not used. Use **MD**, **PhD**, or the appropriate doctoral abbreviation after the individual's name. If a subject has both an **MD** and a **PhD**, list **MD** before **PhD**.

Academic degrees after an individual's name should not run in headlines, subheadlines/decks, cutlines, muglines, or pullquote attributions. An exception would be the cutline of a stand-alone photo or when a subject in the photo is not mentioned in the accompanying story.

People **earn** a degree, they do not **receive his** degree or **receive her** degree unless it is an honorary degree.

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 **MBA's 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

See **Appendix II**.

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

Rarely is it part of an official title; but if **Advisor** comes before a person's name as part of the person's official title, recast the sentence if possible and change **Advisor to adviser: John Smith, academic adviser and financial aid coordinator; NOT Academic Advisor and Financial Aid Coordinator John Smith.**

If recasting is not possible, retain the **Advisor** spelling.

alumni

The feminine singular is **alumna**. The feminine plural is **alumnae**. The masculine singular is **alumnus**. The masculine plural and term to use when graduates include both genders is **alumni**. Do not use the awkward **alumni/ae**.

apostrophe

Use an apostrophe to denote possession if the word **of** can be used in the longer format. Do not use an apostrophe if the word **for** or **by** can be substituted, as in **a guide for writers**.

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.**

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.

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.

bioterrorism

black

Do not use to mean African American unless it is in a direct quote or an entity’s official name. **African American** is preferred.

See **African American**.

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**.

campus

WMed has two campus locations. The medical school located in downtown Kalamazoo should always be referred to as the W.E. Upjohn Campus. Our second location is the Oakland Drive Campus.

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 university, 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.

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

Two words.

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)

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 outline 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**.

dash

Add a regular space before and after the em-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.

See the entries under **time**, **date**, **location**; **times**; and **years**.

dean

Capitalize only directly before the name. Examples: **Dean Hal Jenson**, but **Hal Jenson, dean of 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.

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**.

See **academic degrees** and **names**.

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.

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 Bronson Upjohn Building. Police arrived at the 2nd floor of the Linda Richards Building.

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.

fraternity

See Greek letters.

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

freshman

Freshman for undergraduate students can be used as can **first-year** for undergraduate and graduate students. If **freshman** is used, its adjectival form is **freshman**, not **freshmen**: **freshman courses**; **freshman year**.

fundraising (n. and adj.); fundraiser (n.)

One word in all cases.

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.

See **acronyms**.

Greek letters

The actual Greek letters should be used whenever possible in scientific or medical copy, when appropriate. For fraternities and sororities, spell out and capitalize Greek letters; but lowercase **fraternity** or **sorority**: **Beta Theta Pi fraternity**; **Kappa Alpha Theta sorority**. Avoid constructions that use fraternity or sorority Greek letters to identify a person or people. Write **a member of Phi Delta Theta fraternity** or **members of Phi Delta Theta fraternity**; NOT: **a Phi Delta Theta** or **Phi Delta Thetas**.

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.

he

Do not use when the person in question could be either male or female. Instead, use nonsexist language:

-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."

he/she, he or she

Use as a generic term to mean he or she only when there is no other solution. If used, sometimes reverse the order to **she/he** or **she or he**.

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.)

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

information, For more

In general, follow this form: **For more information, visit <url-here.com>, e-mail Joe Smith at 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**.

journal names

Italicize.

See **titles**.

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.

lists (bulleted)

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

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 or the Office of the Dean. See the WMed Visual Identity Guide for standards.

magazine names

Italicize.

See **titles**.

media

This plural of **medium** takes a plural verb.

middle initials

See **names**.

mission statement**MRI****muglines**

See cutlines.

multicenter

No hyphen.

multidisciplinary

No hyphen.

National Institutes of Health

NIH acceptable on first and subsequent references.

See **acronyms**.

Native American

Preferred term for **American Indian** or **Indian**.

newspaper names

Italicize.

See **titles**.

nonacademic

nonconference

non-degree

non-operative

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.

of

See the entry under in, of, for.

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

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**.

periodicals

Italicize.

See **titles**.

postdoctoral

postoperative

pre-law, pre-med, pre-professional

preoperative

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.

quotation marks

Headlines, subheadlines and stand-alone photo lead-ins use single quotation marks. All other copy — including cutlines and pullquotes — uses normal (double) quotation marks. Use brackets around any word or words changed in or added to a direct quote.

See **titles**.

résumé

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

ROTC

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

scholarly journal names

Italicize.

See **titles**.

semester

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

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.

spaces

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

species names

Capitalize; italicize.

See **genus, species names**.

states

Follow AP style. Use postal abbreviations only in addresses.

See **addresses**.

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

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.**

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

For ranges of time, use a hyphen: **10 a.m.-1 p.m.; 3-5 p.m.** However, if there are dates with both the times, use either **through** or **until**: **The Dance Marathon will run from 8 p.m. April 26 until 8 p.m. April 27.**

See **dates**.

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.

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.](#) For state universities, there is usually no need to include the city if the main or primary state university is being referred to: [University of Texas](#) for the main university in that state’s system, in Austin; but [University of Texas at Dallas](#) for that particular university.

university-wide

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

URL

The overarching principle is that a reader should be able to take a URL published or displayed, type it into a browser, and get to the intended web page. All URLs should be tested before they are published.

Use [http://](#) or [https://](#) to assist in accessing websites on mobile devices.

Use [www](#) and the final slash (/) in an address if necessary. If a person can get to the intended page without typing in [www](#) or the final slash, do not use them:

[med.wmich.edu](#); NOT [www.med.wmich.edu](#). [.htm](#) and [.html](#) usually are not necessary; check the address and include [.htm](#) or [.html](#) if necessary to access the page.

Domain names are not case-sensitive and always should be lowercased.

Letters after the domain name are case-sensitive and may need to be uppercased. Use lowercase whenever possible.

See **Web, the**.

Web, the

Acceptable on first reference for the World Wide Web. BUT: [webmaster](#); [web page](#); [website](#). (Also when including a Web address for more information, introduce it with the verb [visit](#).)

See **URL**.

webcam

webcast

webmaster

web page

website

-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.**

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**.

See **dates**.

Appendix I: Keyboard Commands in Microsoft Word

Dashes/spaces/hyphens/ellipsis

Em dash (—) = Shift-Option-hyphen

En dash (–) = Option-hyphen

Discretionary hyphen = Command-hyphen

Ellipsis = Option-semicolon

Quotes/apostrophes

Open quote (“) = Option-[

Close quote (”) = Shift-Option-[

Open single quote/apostrophe (‘) = Option-]

Close single quote/apostrophe(’) = Shift-Option-]

Accent marks and special characters

Acute accent (é) = Option-e, then the letter to have the accent mark

Grave accent (è) = Option-`, then the letter to have the accent mark

Circumflex (ê) = Option-i, then the letter to have the accent mark

Tilde (ñ) = Option-n, then the letter to have the accent mark

Diaeresis (naïve) or umlaut (Lützelér) = Option-u, then the letter to get accent mark

Cedilla (ç) = Option-c

Special German character (ß) = Option-s

Symbols

Bullet = Option-8

Copyright symbol (©) = Option-g

Trademark symbol (™) = Option-2

Registered symbol (®) = Option-r

Section (§) = Option-6

Paragraph (¶) = Option-7

Dagger (†) = Option-t

Double dagger (‡) = Shift-Option-7

Type treatment

All caps = Command-Shift-a

Small caps = Command-Shift-k

Change case = Shift-F3

Bold = Command-b

Italic = Command-i

Underline = Command-u

Subscript = Command-equal sign, then the number

Superscript = Command-Shift-equal sign, then the number

Paragraph structure

Centered = Command-e

Flush left = Command-l

Flush right = Command-r

Justified = Command-j

Hanging indent = Command-t

Mathematical functions and symbols

Degree ($^{\circ}$) = Shift-Option-8

Plus/minus (\pm) = Shift-Option-equal sign

Approximately equals (\approx) = Option-x

Division (\div) = Option-/

Less than or equal to (\leq) = Option-comma

Greater than or equal to (\geq) = Option-period

U.S. cent ($\text{\$}$) = Option-4

British pound (\pounds) = Option-3

Japanese yen (\yen) = Option-y

Document commands

Select all = Command-a

Line break = Shift-Return

Find = Command-f

Go to = Command-g

Copy = Command-c or F3

Cut = Command-x or F2

Paste = Command-v or F4

Print = Command-p

Appendix II - WMed Department Names

Academic Departments

Department of Anesthesiology
Department of Biomedical Sciences
 Division of Epidemiology and Biostatistics
Department of Emergency Medicine
 Division of EMS and Disaster Medicine
Department of Family and Community Medicine
Department of Medicine
 Division of Infectious Diseases
Department of Medical Education
Department of Obstetrics and Gynecology
Department of Orthopaedic Surgery
Department of Pathology
Department of Pediatric and Adolescent Medicine
 Division of Developmental-Behavioral Pediatrics
Department of Psychiatry
Department of Radiology
Department of Surgery

Academic Programs

Program in Biomedical Informatics
Program in Biomedical Engineering (Bridge to MD)
Program in Medical Engineering
Program in Medical Ethics, Humanities, and Law

Residency/Fellowship Program Names

Emergency Medical Services Fellowship
Emergency Medicine
Family Medicine - Battle Creek
Family Medicine - Kalamazoo
General Surgery
Internal Medicine
Medicine-Pediatrics
Orthopaedic Surgery
Pediatrics
Psychiatry
Sports Medicine Fellowship
Traditional Internship

Clinic Names

Family Medicine
Infectious Diseases
Internal Medicine
Internal Medicine Subspecialties
Medicine-Pediatrics
Orthopaedics
Pediatrics
Pediatric Subspecialties
Psychiatry
Surgery

Administrative Unit Names

Accounting
Clinical Business Services
Clinical Research Operations
Center for Clinical Research
Center for Immunobiology
Center for Neuropathology
Facilities
Health Informatics and Information Management
Histology Laboratory
Human Research Protection Program
Human Resources
Information Technology
Innovation Center
Laboratory Services
Library
Office of Administration and Finance
Office of Admissions and Student Life
Office of Clinical Affairs
Office of Communications
Office of Continuing Education
Office of the Dean
Office of Development
Office of Educational Affairs
Office of Faculty Affairs
Office of Financial Aid
Office of Health Equity and Community Affairs
Office of the Medical Examiner
Office of Research
Office of Resident Affairs
Patient Billing
Radiology Services
Simulation Center
Sponsored Programs and Awards
Toxicology
Vivarium