The CAES Office of Communications and Technology Services uses the Associated Press Stylebook as a guide for printed materials and online copy such as news releases, brochures and other publications written for external audiences. If unsure, always consult the most recent AP Stylebook.

For cases unique to academia or to the University of Georgia, consult the Office of Public Affairs Editorial Style Guide: styleguide.uga.edu

These guidelines are intended to help achieve consistency, but style can always change with usage or context. These rules are not set in concrete. They may be adapted—or even ignored—when necessary for clarity, accuracy and precision.

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ABBREVIATIONS AND ACRONYMS

- Always spell out the abbreviation or acronym the first time it appears. Use abbreviations and acronyms on second reference.

- Do not give the abbreviation or acronym immediately after the first reference. Wait until the second time it is used.

- Do not insert an abbreviation or acronym in parentheses following the full name; if such clarification is necessary, do not use it at all.

- Generally, use a period after abbreviations, but omit periods in acronyms, unless the acronym would spell an unintended word. However, use periods in most two-letter acronyms: a.m.; p.m.; U.S.; A.D.; B.C.

- Use these abbreviations rather than spelling out the word: IQ, TV, UFO, vs.

- academic degrees — Use periods between each letter with no spaces when abbreviating academic degrees. Examples: B.S.A., B.S.E.S., M.A.L.

- association — Do not abbreviate and always capitalize when used as part of a proper name.

- e.g., etc., i.e. — Try to avoid. Always set off with a comma if used in the middle of a sentence. Example: Basketballs, baseball bats, soccer jerseys, etc., are needed for the high school gym.

- No., number — Use No. as the abbreviation for number in conjunction with a figure to designate position or rank. Examples: After many years, theirs became the No. 1 team in America.

- UGA, CAES — The full name of the university (University of Georgia) and college (College of Agricultural and Environmental Sciences) should be used in the first reference. Subsequent references may use the university or the college or use the acronyms UGA or CAES with no periods. Do not use the before CAES or UGA.

- U.S. — Always abbreviate United States as U.S.

- with numerals — Use the abbreviations A.D., B.C., a.m., p.m. and No. Abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec., when used with the date.

- measurements — Spell out inches, feet, yards, etc., unless it is being used in a table. Abbreviations for measurements don’t use a period unless the abbreviation forms a word. Abbreviations for units are identical in the singular and the plural, so do not add an s. Examples: in. (inch); bu (bushel); cal (calorie); doz (dozen); F (Fahrenheit); fig. (figure); ft (foot, feet); sq ft (square foot); gal. (gallon); hr (hour); lb (pound); min (minute); oz (ounce); tbs (tablespoon); tsp (teaspoon); yd (yard); yr (year).

- in addresses — St., Ave. and Blvd. are abbreviated when used with a numbered address. Always spell out route and highway.

- states — Abbreviate names of states when used after the names of cities and towns, but spell out when standing alone. Never abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah or the name of the nation’s capital (Washington, D.C.). Use AP style abbreviation, not USPS style.

- titles before names — Abbreviate titles followed by a full name, but don’t abbreviate titles following names. When before a name, do abbreviate: Dr., Gov., Lt. Gov., Mr., Mrs., Ms., Rep., the Rev., Sen. Don’t abbreviate: president, secretary, treasurer, principal, superintendent, director, attorney, manager, auditor, justice. Examples: Prof. Lyle E. Harris; Tim Pilgrim, associate professor of horticulture.

- after names — Always abbreviate and capitalize Jr. or Sr. when a name precedes it. Do not separate from the name with a comma. Example: John Smith Jr. was at the gala.

- companies — Abbreviate Co., Inc., Ltd. and Corp. when part of a title even if the company spells it out. Do not set off with commas unless the company does. Example: Time Warner Inc. announced ...

ACADEMICS

- Use hyphens in campus-wide or university-wide.

- Use an apostrophe in bachelor’s degree and master’s degree, but there is no possessive in bachelor of arts, master of science or associate degree. Note that these are lower case.

- You may have a doctoral degree, or a doctorate, but not a doctorate degree.

- B.A., M.A., LL.D., Ph.D., etc., should only be used after a full name. When used after a name, set off with by commas. Example: Maria Navarro, Ph.D., received the teaching award.

- For internal, alumni and recruiting publications, identify CAES graduates by name, degree – major (if known), year. Example: James Brown, BSA – Ag Economics, ’71.
• **academic degrees** — Capitalize degree acronyms and separate with periods and no spaces. Do not capitalize the name, discipline, major or minor. The degrees our college offers are:
  - B.S.A. - bachelor of science in agriculture
  - B.S.A.B. - bachelor of science in applied biotechnology
  - B.S.E.S. - bachelor of science in environmental sciences
  - M.A.B. - master of agribusiness
  - M.A.L. - master of agricultural leadership
  - M.A.D.S. - master of animal and dairy science
  - M.C.S.S. - master of crop and soil sciences
  - M.F.T. - master of food technology
  - M.P.P.P.M. - master of plant protection and pest management
  - M.S. - master of science
  - Ph.D. - doctor of philosophy

• **adviser** — spell with -er, not -or. Do not confuse with spelling of advisory.

• **alumni association** — Lowercase when used as a generic term. Capitalize only when part of a complete formal name.

• **alumnus, alumni, alumna, alumnae, alum** — An alumnus (alumni in the plural) is the generic term for an individual who graduated from a school. An alumna (alumnae in the plural) is a specific reference to a female graduate. Use alumni when referring to a group of both men and women graduates. Use alum informally for men or women.

• **botanical garden** — The official name is the State Botanical Garden of Georgia. State Botanical Garden may be used on first reference. Use botanical garden (lowercase) on second reference. Note that there is no s in garden.

• **campus** — do not capitalize.
  CAES is located on three campuses:
  - University of Georgia Athens campus. 2nd reference: Athens campus, main campus.
  - University of Georgia Griffin campus. 2nd reference: Griffin campus, UGA–Griffin.
  - University of Georgia Tifton campus. 2nd reference: Tifton campus. UGA–Tifton.

• **classwork/coursework** — Spell as one word.

• **College of Agricultural and Environmental Sciences** — Identify the college as the College of Agricultural and Environmental Sciences before using the acronym CAES (no periods). Do not refer to as the College of Ag.

• **core curriculum** — Lowercase all references to the generic term for liberal arts requirements.

• **credit hour** — Two words and lowercase.

• **cum laude, magna cum laude, summa cum laude** — Do not capitalize or italicize.

• **dean** — Lowercase this title when standing alone or when following the name. Capitalize only when used before the name. Examples: The dean said he had some ideas. Dean Angle could not attend.

• **dean’s list** — Lowercase. However, Presidential Scholar is capitalized.

• **departments and units** — Capitalize the complete formal names of CAES departments and units, but lowercase informal or incomplete references.
  The departments in our college are:
  - Department of Agricultural and Applied Economics
  - Department of Agricultural Leadership, Education and Communication
  - Department of Animal and Dairy Science
  - Department of Crop and Soil Sciences
  - Department of Entomology
  - Department of Food Science and Technology
  - Department of Horticulture
  - Department of Plant Pathology
  - Department of Poultry Science
  The support units of our college are:
  - CAES Business Office
  - CAES Human Resources
  - Office of Academic Affairs
  - Office of Advancement and External Affairs
  - Office of Communications and Technology Services
  - Office of Diversity Relations
  - Office of Environmental Sciences
  - Office of Global Programs

• **Distinguished Research Professor** — This is a formal title that should be capitalized even if it does not come before a name. It is awarded by the UGA Research Foundation. Example: She is a Distinguished Research Professor of chemistry. Unless the person requests to go by this title, it is acceptable to simply use professor. Also see Josiah Meigs Distinguished Teaching Professorship in the UGA Editorial Style Guide.

• **drop-add** — During this period students typically have one more day to add courses to their schedule than to drop them.

• emeritus — This title is not synonymous with retired; it is an honor bestowed on a small number of retired faculty and should be included in the title. The word may precede or follow professor. Feminine: emerita. Plural for both: emeriti.

• faculty — Teachers in an educational unit are known as faculty; therefore the term is plural. In references to unit members as a whole (the faculty) the term is singular. If confusing, include the word members.

• fellowship — Use uppercase for a named fellowship and Fellow, but lowercase for generic use. Examples: She received a fellowship from the institution. He was awarded the Founders Fellowship.

• grades — Capitalize letters used for grades; do not enclose in quotation marks. Do not use apostrophes to form the plural. Examples: She made an A in microbiology. This semester he made all Cs.

• grade point average — Spell out on first reference. Federal law prohibits the listing of a student’s grade point average in a story, except with the written permission of the student (not the student’s parents). On second reference use GPA (no periods).

• graduate, graduate from — An institution graduates students, but a student graduates from an institution. Do not use, “He graduated UGA.” Instead say, “He graduated from UGA.”

• Honors Program — Uppercase, including Honors classes and Honors students.

• professor — The word should be used only when referring to faculty who are full professors. In references to other faculty members, use the correct designations such as associate professor, assistant professor, adjunct professor, instructor, etc. Only capitalize titles of named professorships.

• scholarship — Lowercase except for named awards.

• semesters, sessions and terms — Always lowercase. May term is preferred over Maymester. Examples: The fall semester begins on Monday. She will take classes during short session II this summer. He is studying abroad during the summer semester.

• student groups — Capitalize the formal names of officially organized groups of students and student classes, but lowercase student classifications. Examples: the Biology Club, Class of 1932, freshman.

• undergraduate majors/minors/certificates — Do not capitalize the names of these.

The majors our college offers are:
- agribusiness - B.S.A. (A,G,T)*
- agricultural and applied economics - B.S.A. (A)
- agricultural communication - B.S.A. (A)
- agricultural education - B.S.A. (A,T)
- agriscience and environmental systems - B.S.A. (A,T)
- animal health - B.S.A. (A)
- animal science - B.S.A. (A)
- applied biotechnology - B.S.A.B. (A)
- avian biology - B.S.A. (A)
- biological science - B.S.A. (A,G,T)
- dairy science - B.S.A. (A)
- entomology - B.S.E.S. (A)
- environmental chemistry - B.S.E.S. (A)
- environmental economics and management - B.S.E.S. (A)
- environmental resource science - B.S.E.S. (G)
- food industry marketing and administration - B.S.A. (A,G)
- food science - B.S.A. (A)
- honors interdisciplinary studies - B.S.A. (A)
- horticulture - B.S.A. (A)
- poultry science - B.S.A. (A)
- turfgrass management - B.S.A. (A)
- water and soil resources - B.S.E.S. (A)

The minors our college offers are:
- agribusiness and management
- agricultural and applied economics
- animal science
- applied biotechnology
- crop science
- dairy science
- entomology
- environmental economics and management
- environmental law
- environmental soil science
- food and fiber marketing
- food science
- horticulture
- plant pathology
- poultry science
- resource economics
- turfgrass management

The certificate programs our college offers are:
- agribusiness law
- agrosecurity
- integrated pest management
- international agriculture
- leadership and service
- local food systems
- organic agriculture
- water resources

• University of Georgia — Identify the university as the University of Georgia initially before using the acronym UGA (no periods).
ADDRESSES

- For numbered addresses, always use figures.
- Abbreviate Ave., Blvd., St. and directional cues only when used with a numbered address. Spell out other words such as alley, drive, route, highway and road even when used with numbers.
- Never abbreviate Fort or Mount.
- If the street name or directional cue is used without a numbered address, it should be capitalized and spelled out.
- If a street name is a number, spell out First through Ninth and use figures for 10th and higher.

See section on “Cities and States.”

AGES

- Always use figures unless the number starts the sentence (exception: years).
- If the age is used as an adjective or as a substitute for a noun, then it should be hyphenated. Examples: A 21-year-old student. The contest is for 18-year-olds.
- Don’t use apostrophes when describing an age range. Example: He is in his 20s.

BOOKS AND COMPOSITIONS

- Use quotation marks around the titles of books, songs, television shows, poems, lectures, speeches and works of art.
- Do not underline, italicize or use quotations around the names of magazines, newspapers, the Bible or books that are catalogs of reference materials.
- Capitalize the principal words, including prepositions and conjunctions of four or more letters.
- Capitalize an article or words fewer than four letters if it is the first or last word in a title.
- Lowercase magazine unless it is part of the publications formal title.

CAPITALIZATION

- Do not capitalize the t in the University of Georgia except at the beginning of a sentence.
- Lowercase the words university and college when they stand alone and refer to the University of Georgia or the College of Agricultural and Environmental Sciences unless it is a consistent, obvious reference.
- Capitalize abbreviations of college degrees. Example: B.S.A. Do not capitalize academic degrees when spelled out.
- Capitalize common nouns and their distinguishing modifiers in names of associations, societies, companies, streets, etc. Examples: Clarke Central High School, Lake Lanier, Westin Hotel, First Methodist Church, Budget Committee.
- Capitalize the full, formal names of centers and institutes but lowercase the second reference. Examples: the Institute of Ecology, the institute.
- Capitalize the formal names of campus organizations and ongoing programs. Examples: Interfraternity Council, University Council.
- Capitalize and put in quotation marks the full, formal titles of workshops, conferences, seminars, speeches, art exhibitions and similar events. Examples: A workshop titled “The Use of the Library” will be held next week.
- Capitalize the formal names of congressional committees, specific courts, government agencies, etc. Examples: Senate, House, Legislature, City Council, Supreme Court, Department of Energy.
- Capitalize the names of political parties and the word party if it is customarily used as part of the organization’s name, nouns denoting members of a political faith (Democrat, Republican, Nazi, Communist) or adjectives denoting a specific political allegiance (Democrat, Fascist, Red). Do not capitalize such words when they denote a system of government rather than a political party. Examples: Republican Party; nazism; Communist leader; democratic system.
- Capitalize names of races and nationalities, but put descriptive adjectives in lower case. Examples: Negro, Oriental, Caucasian, white, colored. Only identify race when it is ESSENTIAL to the story.
- Capitalize holidays and special or historic events. Examples: Fourth of July, National Milk Week, New Year’s Eve, Christmas, 15th Annual Fine Arts Festival.
- award — Capitalize when following the award name. Lowercase the term when standing alone. Award names are always capitalized and do not need to be followed by award.
• campus — Capitalize North Campus, East Campus, South Campus and West Campus when referring to the specific part of the Athens campus. However, do not capitalize when preceded by Tifton or Griffin.

• center — Capitalize only when it is part of a fully expressed formal name.

• Capitol, capital — Capitalize the word meaning the building, not the city.

• city — Capitalize only when part of a formal name.

• consumer price index — Capitalize references to the U.S. Consumer Price Index, issued monthly by the Bureau of Labor Statistics. The preferred subsequent reference is the index, but CPI is acceptable.

• county — Capitalize when part of a formal name; lowercase in incomplete references and in references to more than one county. Examples: She lives in DeKalb County. The institution serves both Fulton and DeKalb counties.

• downtown — Lowercase appositives and generic references. Capitalize in references to that part of a city or town more or less formally known as Downtown. Examples: He works in downtown Atlanta. Are you going Downtown tonight?

• earth — Capitalize only when using it in association with the names of other astronomical bodies that are capitalized. Examples: The planets are Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus. The sun warms the earth.

• Georgia coast — Note lowercasing of coast.

• Greater — Capitalize when used to denote a community and those surrounding territories that are virtual parts of that community. Example: Decatur is part of Greater Atlanta.

• gross national product — Lowercase this measure of a region’s economic activity. Abbreviate as GNP (no periods) on second reference.

• Gulf Coast — Capitalize references to the region, lowercase coast in references to the shoreline of the Gulf of Mexico.

• National Guard — Capitalize when referring to a particular state’s or nation’s national guard (even if merely implied); lowercase generic references. Examples: In Georgia, he belonged to the National Guard. His cousin belonged to the Tennessee National Guard. The governor is going to call out the National Guard. Each state has a national guard.

• Southscapes — Only the first s is capitalized.

• Sun Belt — Capitalize and spell as two words when referring to the region. When referring to the Sunbelt Ag Expo, use their spelling.

• buildings — Only capitalize formal names of campus buildings. Includes the capitalization of Building or Center. Example: Hoke Smith Building, Conner Hall, food science building, chemistry building.

• directions — Capitalize specific regions, but not the points of the compass. A region combined with a country’s name is not capitalized. Do not capitalize north Georgia or south Georgia. Examples: The Pacific Northwest. Drive north to Athens. eastern U.S. East Coast. the South.

• diseases — Lowercase the names of diseases, but capitalize proper nouns that are part of a name. Examples: arthritis, cancer, Parkinson’s disease.

• food names — Most food names are lowercase. Examples: apples, cheese, peanut butter. Capitalize brand names, trademarks and proper nouns. Exception: french fries.

• plant names — Lowercase the names of plants, but capitalize proper nouns or adjectives that occur in a name. Examples: pine tree, fir, Vidalia onion. If the botanical name is used, capitalize the first word (genus name, which is usually italicized).

• historical periods and events — Capitalize widely recognized names for events, epochs and periods. Examples: the Middle Ages, the Bronze Age, Jurassic Period, the Civil War, the Edwardian Age, the Great Depression. Note: lowercase century.

• seasons — Lowercase summer, fall, winter, spring.

• social and economic groups — Do not capitalize groups such as lower class, middle class, working class, ghetto dwellers, white-collar workers.

• letters — Capitalize letters that serve as grades, names or that indicate shapes. Examples: T-shirt, l-beam, X-ray, T-square, vitamin D, U-beam.

• colon/semicolon — Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

• dashes — Do not capitalize a complete sentence that is enclosed within dashes when part of another sentence. Example: Ben was not as educated as Todd — he’s the brother who went to Yale — but was better educated than his younger sibling, Pete.
In complex sentences that use numbered statements that are complete sentences, capitalize the word following the number. Example: Rules of grammar include these: (1) There must be subject and verb agreement; (2) Dangling participles should be avoided; (3) Avoid the passive voice; (4) Use no double negatives; and (5) Avoid cliches like the plague.

Do not capitalize the first word in a complete sentence enclosed in parentheses if it appears within another sentence. If this is the case, there is no period on the inside of the parenthetical. If the parenthetical is its own complete sentence, the period should be on the inside, not the outside of the parenthesis. Examples: Her father was difficult to please (he had high expectations) and never approved. Her sister loved to gossip. (She was from Charleston society.)

Lowercase in headers, titles and display copy, regardless of length, unless the preposition is the first word of the copy.

Capitalize the first word in a complete sentence in quotation marks.

When the name of a state stands alone in a sentence, spell it out. When the name of a city and state are used together, the name of the state should be abbreviated (except for Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah).

State abbreviations should be set off by a comma. Example: Athens, Ga., is best known for its music.

Use these abbreviations for states:

AP style does not require the name of a state to accompany the names of 30 cities including: Atlanta, Baltimore, Cincinnati, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Miami, New Orleans, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Diego, San Francisco, Seattle, Washington.

Always capitalize months. Spell out the month unless it is used with a date. When used with a date, only abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Examples: Feb. 5; March 30; Sept. 10, 2000; in September 2000.

Capitalize days of the week, but do not abbreviate unless they are in a table.

For dates/years use figures. Don’t use st, nd, rd or th.

Commas are not necessary if only a year and month are given, but commas should be used to set off a year if the date, month and year are given.

Use the letter s (with no apostrophe) after the figures when expressing decades or centuries. However, use an apostrophe before figures expressing a decade if numerals are left out. Examples: The 1800s. The ’90s.

Refrain from using the word yesterday. Instead, use the day of the week. If an event occurs more than seven days before or after the current date, use the month and a figure.

Lowercase and use periods in text and invitations. Note: There is a space between the figure and a.m. or p.m.

Avoid such redundancies as, “We met in the morning at 10 a.m."

Only use noon and midnight. Never 12 p.m. or 12 a.m. because it is confusing.

An annual event is one that has been held in at least two successive years. Do not use the phrase first annual.

Capitalize the term if used with a year. Spell out fiscal year on the first use; on the second reference, it is fine to use only the years. The fiscal year may be further broken down into quarters, which should be spelled out: first, second, third, fourth. Avoid Q1, Q2, Q3, Q4.

When expressing fiscal years, both calendar years may be indicated or just the latter calendar year. A specific fiscal year may be expressed in several different ways as long as it’s consistent. Examples: Fiscal Year 2012, Fiscal Year 2011-12, Fiscal Year 2011/12, Fiscal Year ’11-12, Fiscal Year ’11/12, FY ’11, FY 2012, FY 2011-12, FY 2011/12, FY ’11-12, FY ’11/12.

Note: For publications like the Ag Forecast book, make sure the correct year is being used.
EXTENSION AND RESEARCH

• The University of Georgia Cooperative Extension. **Capitalize** Extension when used as an adjective or standing alone and referring to Cooperative Extension. **Lowercase** if referring to the overall practice of extension.

Second reference: UGA Cooperative Extension is acceptable if UGA is identified as University of Georgia previously. UGA Extension, Cooperative Extension or Extension are acceptable if University of Georgia Cooperative Extension or UGA Cooperative Extension is identified previously. **Do not use** Extension Service or Extension Program.

• County office, agent, etc. — The University of Georgia Cooperative Extension XYZ County ...

Note that whatever follows is not capitalized. **University of Georgia** may be replaced with UGA if previously referenced.

Second reference: Smith County Extension office, Smith County volunteer, Extension office, 4-H volunteer.

• programs — The University of Georgia Cooperative Extension abc program ... OR The University of Georgia Extension XYZ County abc program ... OR the University of Georgia Extension abc program in XYZ County ...

Do not capitalize generic program names, but capitalize proper names like Master Gardener. **University of Georgia** may be replaced with UGA if previously referenced.

• 4-H — Avoid beginning a sentence with 4-H. Members may be referred to sparingly as 4-H’ers. Use members or youths instead. **Capitalize** 4-H Club names such as Jones County 4-H Shooting Club.

There are five 4-H centers:
- Fortson 4-H Center in Hampton
- Jekyll 4-H Center on Jekyll Island
- Rock Eagle 4-H Center in Eatonton
- Burton 4-H Center on Tybee Island
- Wahsega 4-H Center in Dahlonega

• agricultural experiment stations — The University of Georgia XYZ Experiment Station.

UGA XYZ Experiment Station is acceptable if University of Georgia is identified previously.

There are three major stations:
- College Experiment Station in Athens
- Georgia Experiment Station in Griffin
- Coastal Plain Experiment Station in Tifton

• centers and institutes — The official names are capitalized. Preferably proceeded by *The University of Georgia*.

CAES has six official UGA centers:
- Center for Agribusiness and Economic Development in Athens
- Center for Food Safety in Griffin
- Center for Invasive Species and Ecosystem Health in Tifton
- Center for Soybean Improvement in Athens
- Food Product Innovation and Commercialization Center in Griffin (also known as FoodPic)
- Georgia Center for Urban Agriculture in Griffin

CAES has one official UGA institute:
- Institute of Plant Breeding, Genetics and Genomics in Athens

• districts — County offices are broken up regionally into four districts:
  - Northeast District
  - Northwest District
  - Southeast District
  - Southwest District

• research and education centers — The University of Georgia XYZ Research and Education Center.

The generic term is lowercase but the individual centers are capitalized. UGA XYZ Research and Education Center is acceptable if University of Georgia is identified previously.

There are eight research and education centers:
- Attapulgus Research and Education Center in Attapulgus
- Central Research and Education Center in Eatonton
- J. Phil Campbell Research and Education Center in Watkinsville
- Mountain Research and Education Center in Blairsville
- Northwest Research and Education Center in Calhoun
- Southeast Research and Education Center in Midville
- Southwest Research and Education Center in Plains
- Vidalia Onion and Vegetable Research Center in Toombs County

• Other: — Other CAES related facilities include:
  - Agricultural and Environmental Services Laboratories in Athens
  - Food Process Research and Development Laboratory in Athens
- Honey Bee Lab in Watkinsville
- Laboratory for Environmental Analysis in Athens
- National Environmentally Sound Production Agriculture Laboratory in Tifton (also known as NESPAL)
- C.M. Stripling Irrigation Research Park in Mitchell County
- Georgia Envirotron in Griffin
- University of Georgia Rhizotron in Athens
- Georgia Structural Pest Control Training Facility in Griffin
- Center of Atmospheric Biogeosciences in Griffin
- Meat Science and Technology Center in Athens
- Poultry Research Center in Athens (Not to be confused with the vet school’s Poultry Diagnostic and Research Center)
- Rural Development Center in Tifton
- Tifton Campus Conference Center in Tifton
- Blueberry Research and Demonstration Farm in Alma
- Double Bridges Farm in Oglethorpe and Clarke counties
- Durham Horticulture Farm in Watkinsville (also known as the Horticulture Research Farm)
- Coastal Georgia Botanical Garden at the Historic Bamboo Farm in Savannah
- Research and Education Garden in Griffin
- Trial Gardens in Athens
- UGArdem Demonstration Garden in Athens

**FORMATTING**

- **captions** — Use periods only if the caption is a complete sentence. When referring to individuals use either format: From left, xxxxxxx, yyyyyy, zzzzz or Left to right: xxxxxxx, yyyyyy, zzzzz.

- **headings** — Should be set in a down style. Capitalize only the initial word and proper nouns. If part of the title is hyphenated, do not capitalize the word following the hyphen. Example: Value-added products. Only use all caps with brief text in design materials. Examples of down style: Atlanta’s mayor heads to Europe again.

- **lists** — Bullets should be used to introduce individual sections of a list. There should be a space between the bullet and the first letter.
  - **Single sentence format**: Bullets are used to set off individual elements of a long, complex sentence.
    - No punctuation is used after each listing. The first word after the bullet is lowercase unless it is a proper noun.
  - **Multiple-sentence format**: Each bullet is a complete sentence.
    - End each listing with a period. Capitalize the first word of each listing.

- **phone numbers** — Use hyphens. To list extension numbers, use a comma to separate the main number from the extension: 706-542-1234, ext. 5.

- **scientific names** — The Latin names for genus, species and subspecies are italicized. The genus name is given first and is capitalized; species and subspecies names are lowercase even though they may be proper nouns used as adjectives. After the first use, the genus name may be abbreviated to a single capital letter followed by a period. Examples: Rosa carohniana, Styrax californica, P. deltoids.

  English derivatives of scientific names are lowercase and not italicized. Plant varieties are typically capitalized and in quotes.

  Note: Common names (unless they are trademarked/patented) are lowercase, excluding proper nouns and adjectives.

- **URLs** — Do not include http:// or www. when including a CAES Web address unless it would be confusing to the reader.

**NAMES**

- Always use a person’s first and last name the first time they are mentioned in a story. Only use last names on second reference.

- Don’t use a comma between a person’s name and Jr., Sr., III Example: John Jones Jr.; John Smith Sr.

- 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.

- Abbreviate titles followed by a name (Dr., Gov., Lt. Gov., Rep., the Rev. and Sen.). Never abbreviate president, secretary, treasurer, superintendent, director or manager.

- Do not use academic and job titles in conjunction. Dean Dr. Jane Doe is incorrect.

- Use Dr. before a name only when the person in question has an M.D. or D.V.M. degree; it is assumed that UGA faculty possess Ph.D.s in their field.

- Don’t capitalize former, ex- or -elect when used with titles. Examples: former President Bill Clinton, President-elect Nader, ex-Sen. Slade Gorton.
• **Capitalize** formal titles when they appear before a person’s name, but lowercase titles if they are informal. Appear without a person’s name, follow a person’s name or are set off before a name by commas. Examples: President Bush; Sen. Saxby Chambliss; Johnny Isakson, a senator from Georgia.

• Do not capitalize titles in generic usage. Example: The deans met with the president.

• Titles containing **more than four words** should be placed after the name.

• **employees** — The following are acceptable titles for UGA employees. University of Georgia may be replaced with UGA if referenced beforehand. Replace XYZ with the county and ABC with the title such as horticulturalist, specialist, etc.
  - Jane Public, a(n) abc with the University of Georgia College of Agricultural and Environmental Sciences ...
  - Jane Public, a(n) abc with the University of Georgia Cooperative Extension ...
  - Jane Public, a(n) abc with the University of Georgia Cooperative Extension XYZ County ...
  - Jane Public, a University of Georgia Cooperative Extension abc ...
  - Jane Public, a University of Georgia Extension abc in XYZ County ...

• **volunteers** — The following are acceptable titles for volunteers. The term volunteer is typically not capitalized. University of Georgia may be replaced with UGA if referenced beforehand. Replace XYZ with the county and ABC with the program name such as Master Gardener or 4-H.
  - John Doe, a(n) ABC volunteer with University of Georgia College of Agricultural and Environmental Sciences ...
  - John Doe, a(n) ABC volunteer with University of Georgia Cooperative Extension ...
  - John Doe, a University of Georgia Cooperative Extension ABC volunteer ...
  - John Doe, a University of Georgia Cooperative Extension ABC volunteer with XYZ County ...
  - John Doe, a University of Georgia Cooperative Extension ABC volunteer in XYZ County ...

**NUMERALS**

• Use **figures** for all numbers above nine; **spell out** all numbers under 10.

Exceptions: Always use **figures** for ages, sums of money, time of day, percentages, house numerals, years, days of month, temperatures, proportions, votes, scores, speeds and dimensions.

• Never **begin a sentence** with a figure, except for sentences that begin with a year. Avoid starting a sentence with 4-H. Examples: Two hundred kids attended. 1776 was an important year.

• **Fractions** standing alone are spelled out with a hyphen. Example: one-fourth of the students.

• Use figures for **precise amounts larger than one** (convert fractions to decimals if possible).

• Use a period and numerals to indicate **decimal amounts**. For amounts less than one, use the numeral 0 before the decimal point and singular measurements. Keep numbers two decimal places long. Example: 0.23456 should be rounded to 0.23.

• Always use figures with **times**. Do not capitalize a.m. and p.m. or use spaces in the abbreviations. Examples: 9:35 a.m., 9 a.m., 11 a.m. to 1 p.m., 3 to 5 p.m., noon, midnight.

• Insert commas in numbers with **four or more figures**, except in dates, street addresses or room numbers. Examples: $5,900. 1,576 students. 1990-2001.

• For **ordinal numbers**, spell out first through ninth and use figures for 10th and above when describing order in time or location. Examples: second base, 10th in a row.

• Use **roman numerals** to describe wars and to show sequences for people. Do not set off with a comma. Examples: World War II, Pope John Paul II.

• Spell out **million and billion** instead of using zeroes. Use figures, but don’t carry beyond two decimals. Examples: $39 million, 22.5 billion.

• **dimensions** — Use figures. Do not abbreviate units or use ‘ (for feet) and “ (for inches). Hyphenate adjective forms before nouns. Examples: She is 5-foot-10. He wrote with a 3-inch pencil. The driveway is 30 feet long.

• **cents** — Use figures. Lowercase and spell out cents for amounts less than a dollar. Examples: He’s not worth 10 cents. His change came to $1.23.
• century — Do not capitalize. Spell out numbers less than 10. Hyphenate compound modifiers. Examples: Constantius I was a third-century emperor of Rome. Her 20th-century wardrobe is out of style. He was born in the 21st century.

• dollars — Use figures and the $ sign. Always lowercase dollar. Use a singular verb with specific dollar amounts. Do not hyphenate figures and words. Examples: He spent $5 on a ticket. The company has a $20 million advertising budget.

• ratios — Use figures and hyphens. The word to should be omitted when the numbers precede the word ratio. Examples: The ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio. A majority of 2-to-1 was established.

• ranges — In money, time and dates, use units to avoid ambiguity. Examples: The budget will increase from $2 million to $5 million (not from $2 to $5 million). The class will be from 6 a.m. to 8 p.m. on Monday.

  When using the word from in expressing ranges, also be certain to use to or through. Examples: The semester runs from August 1 through December 1. The class meets from 9 a.m. to 10 a.m. Never: from September 4-December 24, from 8-10 a.m., from Monday-Friday, from January 6-8.

• tabulations — In order to conserve space, rules for tables can be more flexible. However, be sure all tabulations in the document are consistent. See section on “Abbreviations” and the AP Stylebook for specific entries.

• temperatures — Use figures except for zero. Spell out minus in references to temperatures below zero. Spell out degrees and the scale being used. For multiple temperatures, the scale does not need to be repeated after first reference. Examples: It was 97 degrees Fahrenheit in Atlanta yesterday. Utah’s low was minus 10 degrees Fahrenheit.

• years — Use figures, even when starting a sentence. Express inclusive years either as 1955 to 1975 or 1955-75. However, never write from 1955-75; it is from 1955 to 1975. Use an s without an apostrophe to indicate spans of decades or centuries. Examples: 1800s, ‘90s.

  Do not set off a year with commas when used with a month alone, but set off with commas when used with a month and a specific date. Examples: Her graduation will be in December 2015. Her first class will start on August 1, 2011, beginning at 10 a.m.

  See sections on “Addresses,” “Ages” and “Dates and Times”

PUNCTUATION

• Use a single space after a period.

• Put a period outside the closing parenthesis unless the material inside is a complete sentence.

• Parenthesis are used to set off words inserted into quoted material by someone other than the person quoted if correction is needed.

• Use an ellipsis to indicate the deletion of one or more words in condensing quotes. Treat an ellipsis as a three-letter word, constructed with three periods and two spaces ( ... ). For obscure punctuation rules, see AP Stylebook.

• Use a semicolon before the final and when clarifying a series. Example: 1 cup of flour; 1 tablespoon of oil; and a pinch of salt.

• ampersand (&) — This symbol is acceptable only in the names of companies and firms in which it is an actual part of the formal name. It is not an acceptable substitute for and in textual materials, headlines, cutlines, display type or listings. Avoid!

• apostrophe — Use the following guidelines:

  - contractions and omitted letters: Avoid the excessive use of contractions; those listed in the dictionary are acceptable in informal contexts. Use an apostrophe for omitted letters. Examples: I’ve, it’s, ‘tis, ne’er do well.

  - omitted figures: Apostrophe replaces the number being omitted. Examples of proper placement: The class of ’76. The ’90s.

  - plurals of a single letter: Don’t use an apostrophe with a single capitalized letter, but do use one with a lowercase letter. Examples: She earned two B’s and three C’s last quarter. But: Mind your p’s and q’s.

  - plurals of multiple figures, letters and words: No apostrophe is needed before an s indicating a plural. Examples: I don’t want to hear any ifs, aands or buts. He earned his degree in the early 1980s. The VIPs arrived early. Incorrect: I was born in the 90’s.

• commas — Use the following guidelines:

  - in a series: Do not use the Oxford comma (a comma before the concluding conjunction in a series). Use a comma only if an integral element of the series requires a conjunction. Example: I had milk, chips, and peanut butter and jelly sandwiches for lunch.
- **adjectives**: Use a comma to separate adjectives of equal weight (if the adjectives can be separated by and or or) modifying a noun. Example: She was a beautiful, intelligent, well-educated young lady. Never use a comma to separate a final adjective from its noun. Incorrect: He was a reliable, honest, hardworking, man.

- **appositives**: Use commas to set off words and phrases that are appositives. Examples: His wife, Claire, was late for dinner.

- **conjunctive adverbs**: Use commas after adverbs such as however, nevertheless, for example, consequently and on the other hand. When joining an independent clause, they are preceded by a semicolon. Examples: His new suit looked great; however, his shoes were wrong for the outfit. I like your idea; moreover, I think we can market it.

- **coordinating conjunctions**: Use a comma before for, and, nor, but and so when separating contrasting ideas, even if the conjunction is not between independent clauses. Examples: I liked the book, but not all that much. Her work was under budget, but not on time.

- **introductory clauses**: Use a comma to separate an introductory clause or phrase from the main clause. Example: When the fire alarm went off, no one left. Do not use a comma if it is a short introductory phrase or a prepositional phrase with less than four words, unless its omission would slow comprehension. Example: For six nights the flood waters threatened the future of New Orleans.

- **dash** — There are two types of dashes in addition to the hyphen. Use the following guidelines:
  - **em dash** ( — ) Use for parenthetical remarks, abrupt changes in thoughts and datelines. In a news story, there should be one space on each side of the dash. However, letter spacing is the responsibility of the designer, and they may choose to eliminate the space as long as it is done consistently. UGA Columns does not use spaces around dashes.
  - **en dash** ( – ) Use for continuing or inclusive numbers or words, such as ranges, but not when the word from is also used. Example: 1972–1978 or from 1972 to 1978. The en dash may also be used in place of at for joining names and locations. Example: University of Georgia–Tifton.

- **hyphens** — Use suspense hyphenation. Example: He received a 10- to 20-year prison sentence. The 5- and 6-year-olds attend morning classes. Other guidelines:
  - **Adjectives**: Use hyphens with no space between words to join compound adjectives. Example: 6-foot shark, family-owned business, purple-faced tycoon.
  - Hyphenate the following when used as a compound modifier: land-grant, metro-Atlanta, sign-up, kick-off, child-care, daycare, civil-rights, day-to-day, first-place and first-come, first-served.
  - Do not hyphenate chemical terms used as adjectives. Spell as two or more words. Examples: sodium cyanide salts, hydrogen peroxide bleach, boric acid crystals.
  - **Adverbs**: Don’t use the hyphen with adverbs ending in -ly. Examples: newly elected president, badly damaged car, recently named winner.
  - **Prefixes**: Hyphens are not used with prefixes (such as non, re, un, pre) unless:
    - The prefix ends with a vowel and the base begins with the same vowel. For example: re-enter instead of reenter.
    - The base is a proper noun, which should be capitalized. Example: un-American, anti-French. Exception: transatlantic.
  - Omitting a hyphen would double or triple a consonant. For example: should be shell-like instead of shelllike.
  - You need to distinguish the meaning of different words that are spelled the same way. For example: re-cover vs. recover.

- **possessives** — Use the following guidelines:
  - For singular nouns with no s, add an apostrophe+s. Example: dog’s.
  - For singular nouns ending in an s, add an apostrophe+s. Example: hall pass’s.
  - For singular proper nouns ending in s, add just an apostrophe. Example: CAES’, Athens’.
  - For plural nouns with no s, add an apostrophe+s. Example: alumni’s.
  - For plural nouns ending in s, add just an apostrophe. Example: girls’.

- **quotation marks** — Commas and periods go within quotation marks, but semicolons are placed outside of quotations marks. Examples: “I did nothing wrong,” Toby said. She said, “Let’s go.”
A word or phrase being introduced that may not be familiar with readers may be placed within quotation marks on first reference. However, do not put subsequent references in quotation marks.

SPELLING
- all right; alright is incorrect.
- barbecue; not barbeque, Bar-B-Q or BBQ.
- canceled; not cancelled.
- Spell fundraising as one word in all cases.
- farmers market; no apostrophe.
- foodborne (adj.)
- kick-off (adj.), kickoff (n.), kick off (v.)
- lifelong (adj.)
- preventive, not preventative.
- runoff (adj., n.), run off (v.)
- Sign-up (n.), sign up (v.),
- toward not towards.

TECHNOLOGICAL TERMS
Here are the correct spelling and capitalization rules for some common technological terms:
- app (second reference for mobile applications)
- BlackBerry, BlackBerrys
- blog
- cellphone
- check in (v.), check-in (n. and adj.)
- download
- eBay Inc. (Capitalize the e when the word begins a sentence).
- e-book, e-reader
- email
- Facebook
- Google, Googling, Googled
- handle, #hashtag
- IM (second reference for instant messaging).
- Internet, the Net
- iPad, iPhone, iPod (capitalize the i when beginning a sentence).
- keywords
- LinkedIn
- Login, logon, logoff (use as two separate words in verb form).
- online
- smart phone
- social media
- Twitter, tweet, tweeted, retweet
- unfollow, unfriend
- World Wide Web, website, Web page, the Web.
- Webmaster
- widget
- YouTube

WORD CHOICE
- affect, effect — Affect is a verb that means to influence. Effect may be used as either a verb or a noun. As a verb, it means to produce. As a noun, it means result. Examples: Her project will affect her grade for the class. The new boss will effect many ideas in the office. The effect was powerful.
- among, between — Among is used when speaking of more than two persons or things. Between is used when speaking of only two.
- amount, number — Amount is used for bulk measurements. Number is used to count separate things. Example: The amount of weight lost depends on the number of hours spent at the gym.
- annual, biannual, semiannual, biennial — An annual event happens once every year. A biannual or semiannual event happens twice a year. A biennial event happens every two years.
- approximately — If about will do, use it instead.
- compare to, compare with — Use compare to when expressing likeness between things usually considered different. Use compare with when comparing between things usually considered similar. Example: Bob compared his new car to a jet. Compared with Mary’s car, it was a rocket ship.
- compose, comprise — The rule is that the whole comprises (embraces/includes) the parts; so comprised of is incorrect usage. Examples: The University of Georgia comprises several colleges. Several colleges compose the University of Georgia. The university is composed of its colleges.
- different from, different than — Something is different from, not different than, something else.
- disabled, disability, handicapped — Handicap isn’t a synonym for disability. A handicap is a hindrance, a disability is an illness or physical incapacity. Thus, an individual with a disability is not handicapped. Preferred usage: Students with special needs.
- discreet, discrete — Discreet means prudent, careful, preserving confidences. Example: He was not discreet in his opinions. The word discrete means separate and distinct. Example: The company is made up of six discrete units.

- disc, disk — Use disk only in references to computer technology, such as computer disk, disk drive, hard disk, diskette.
• due to, because of — The use of the phrase due to is acceptable in place of caused by only when it is following a linking verb; otherwise use because of. Examples: His eye strain was due to long hours in the library. She stopped reading because of eye strain.

• everyone (pro.), every one — Everyone means every person or everybody. Every one means each person or thing of those named. Examples: Everyone arrived on time. The teacher reminded every one of the students personally about the test.

• fewer, less — Fewer refers to individual items; less is used for bulk, amount or quantity. Less is also used with plurals that are understood as a unit, such as distances, periods of time and amounts of money. Examples: There were fewer than 50 boys in the class. The cake would bake for less than an hour.

• further, farther — Use farther in references to physical distances. Use further in references to advancement in a nonphysical dimension, such as distances in degree or time. Use further to express more or to a greater extent. Further also expresses in addition and additional. Examples: His home was farther from his job than he’d really thought. He’ll give moving closer further consideration now that gas prices have risen.

Exception: Tifton’s recruitment slogan is, “Stay close. Go farther.”

• he or she, he/she, his or her, his/her — Use or instead of the slash.

• include(s), including — Only use include(s) or including to introduce a series or list when the items that follow are only a part of the total.

• only — When only precedes the verb, this implies that the listener or reader is meant to understand that the subject (it, she, we, they, etc.) did nothing else other than the actions stated in the sentences. Example: Susan only drank a glass of tea. (This means that she didn’t do anything else but drink.) When only follows the verb, this means the subject cannot have something more than the one or ones mentioned after only. Example: Susan drank only a glass of tea. (Which means that she didn’t drink another glass.)

• over, more than — Use over only when relating to spatial relationships. Example: The plane flew over the city. Use more than for numerals and amounts. Example: Admission went up more than $20 a seat.

• presently, currently — Use currently when meaning to say now, at the present time and presently meaning soon, within a short time.

• Use said — not reported, exclaimed, replied, etc.

• that, which — That is the preferred pronoun to introduce restrictive clauses that refer to an inanimate object; which is the only acceptable pronoun to introduce nonrestrictive clauses that refer to an inanimate object. In these cases use a comma before which but not before that. Examples: He washed the jeans that got dirty. Those jeans, which he bought at the thriftshop, will be washed in the morning. Use who and whom in references to people and animals with names.

• who, whom — Use who for the subject of the sentence and whom for the object of a verb or preposition. If in doubt, substitute a personal pronoun to see which works. If he, she or they fits, use who. If him, her or them seems right, use whom. Examples: Who is that student? It’s the student who failed the class. Whom do you wish to see? The student for whom the teacher made many exceptions has failed anyway.

• writing concisely — Remember, less is more.

  - Direct vs. Wordy: use one word instead.
    - Use now or today instead of at this point in time.
    - Use many instead of a large number of.
    - Use soon instead of in the near future.
    - Use about instead of in connection with.
    - Use twice instead of on two separate occasions.
    - Use someday instead of at some point in time.

  - Redundancies: Do not use these together.
    - Close proximity
    - Combine together
    - Completely surround
    - Equal halves
    - Few in number
    - Free gift
    - Invited guest
    - Past history
    - Personal opinion
    - Refer back
THE UNIVERSITY OF GEORGIA IS COMMITTED TO PRINCIPLES OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION.