

Editorial Guide to

WHY CREATE AN EDITORIAL STYLE GUIDE FOR USF?

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WHEN TO USE THIS GUIDE (AND WHEN NOT)

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academic majors

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academic papers

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academic titles

t? n t? t? nt? t? n Ex.
Professor Jane Smith
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n n n t? t? n Ex. *John Doe, chair of the Department of Chemistry. The chair of the Department of Chemistry.*
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t? n Ex. *The honor was awarded to oceanographer Jane Smith*
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accreditation

C

campus

- *campus* is a city or town.
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campus is a city or town.

- *campus* is a city or town.

campuswide

campuswide is a city or town.

capitalization

capitalization is a city or town.

University of South Florida, New York University, Muma

College of Business

Princeton and Yale universities.

The colleges of nursing and engineering.

I earned my bachelor's degree at the University of South Florida.

The university has a strong liberal arts program.

The College of Marine Science offers a rigorous curriculum.

The college has an outstanding faculty.

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The president spoke.

Jane Doe, director of the Division of Patents and Licensing, is here.

Director of Patents and Licensing Jane Doe has arrived.

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She registered for Biology 101.

Her History of Civilization class is cancelled.

My chemistry class is fascinating.

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housing e de, ce a.

L

Living Learning Communities

Living Learning Communities are small, self-governing communities of students, faculty, and staff that live and learn together. They provide a supportive environment for academic and personal growth.

N

nondegree n n, , deg ee- ee , g.

numerals n n t n t n n n

numerals are used to represent numbers. They are essential for mathematical operations and data analysis.

Use, give f, :

History 6, Philosophy 209.

210 Main St t n t t n n n 5 Sixth Ave.; 3012 50th St.; No. 10 Downing St. t t n n t n 1600 Pennsylvania Ave. t t n Pennsylvania Avenue.

a 6-year-old girl; an 8-year-old law; the 7-year-old house. n t n n t t n n A 5-year-old boy, t the boy is 5 years old. The boy, 5, has a sister, 10. The race is for 3-year-olds. The woman is in her 30s. 30-something, t Thirty-something t t n

t % n n t n t n Average hourly pay rose 3.1% from a year ago; her mortgage rate is 4.75%; about 60% of Americans agreed; he won 56.2% of the vote. t t n % t t The cost of living rose 0.6%. n 12% to 15%, 12%-15% n between 12% and 15% t

O

o campus, on campus

t n t n n

He lives on campus.

She lives in an o -campus apartment.

organizational titles

Rhea Law is the president of the University of South Florida.

t t n n n

- *Anthony Rolle is the dean of the College of Education.*
- *Paul Kirchman is the Sarasota-Manatee campus dean of the College of Arts & Sciences.*

P

p.m., a.m

study abroad n t̃ n t̃ t̃

USF offers many study abroad programs.
Next summer I will study abroad.
She is going to study abroad for a semester.
USF's study abroad program is extensive.

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syllabus, syllabi

