

In the journalism profession, it is always necessary to check material for accuracy. With this in mind, Florida Gulf Coast University has prepared this stylebook, which should serve as the first reference on style for the University.

Subsequent references on style questions should then be made to the newest *Associated Press Stylebook and Briefing on Media Law*, current dictionaries or other time-tested reference materials.

Style is constantly evolving and FGCU hopes to move with those changes. If you notice style that has changed, please let us know so that our document can remain current. The ultimate decision should be clarity for the sake of the reader.

## **Community Relations and Marketing**

First Edition: June 2006

### **A**

#### **abbreviations, acronyms**

Leave out the periods between letters. (FGCU, not F.G.C.U.) Use acronyms only if they are widely known or are spelled out on the first reference. Do not follow the full reference with the acronym in parentheses. However, the acronym may follow the full reference if the acronym is set off with commas. Use the acronym on the second and later references. Exceptions: See United States and degrees.

#### **accept, except**

*Accept* means to receive. *Except* means to exclude.

#### **accreditation**

Florida Gulf Coast University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, or SACS, to award associate, baccalaureate, and master's degrees. FGCU received initial accreditation by SACS in 1999. To remain an accredited institution, FGCU like its peers, must periodically undergo a process of reaffirmation.

#### **ACT**

Acceptable on second reference for *American Collegiate Testing*.

#### **addresses**

Abbreviate *avenue*, *boulevard* and *street* only in numbered addresses. Spell out and capitalize when part of a formal street name without a number. Lowercase and spell out when used alone or with more than one street name. Spell out *First* though *Ninth*; use figures with two letters for *10<sup>th</sup>* and above. Abbreviate compass points used to indicate directional ends of a street or quadrants of a city but do not

abbreviate if the number is omitted. FGCU's general address is 10501 FGCU Blvd.S., Ft. Myers, FL 33965-6565.

### **Adventure Training Concepts**

A program of the Lutgert College of Business, under the auspices of The Center for Leadership and Innovation.

### **affect, effect**

As verbs, *affect* means to influence and *effect* means to put into place, as in to effect change. As nouns, *affect* is a technical psychological term and *effect* is a result. In general, affect is the verb you need, effect is the noun you need.

### **ages**

Always use figures. Ages expressed before a noun are hyphenated. (A 19-year-old student, but the student is 19 years old.)

### **All-America, All-American**

*All-America* is the adjective form and *All-American* is a noun. Use *All-America* when referring to a team. Use *All-American* when referring specifically to an individual.

### **alma mater**

### **Alumni Association**

FGCU alumni organization

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

Use *alumnus* (*alumni* for plural) when referring to a man who has graduated. Use *alumna* (*alumnae* for plural) for a similar singular reference to a woman. Use *alumni* to refer to a group of men and women. Use former student for a non-graduate.

### **a.m., p.m.**

Always lowercase, with periods. Do not use 12; instead refer to as *noon* and *midnight*.

### **ampersand**

Use only when part of a proper name, like AT&T.

### **an**

Use before *FGCU*, or words that begin with a vowel, a vowel sound or an unpronounced *h*.

### **ANGEL**

Web-based course management and collaboration portal utilized by FGCU for online courses.

**annual**

*First* should not be used with *annual*; an event has to have happened before to be annual. Annual should not be capitalized in a description of yearly events, unless it is part of the official name. (This is the seventh annual Opus Music Festival.)

**B****Baldy's**

Pub-style snack bar in the Student Union.

**boards**

Lowercase board of directors, board of trustees, and other boards except when part of a proper name. Always lowercase board in a second reference.

**Board of Governors**

Use *Board of Governors of the State University System of Florida* on first reference. On subsequent references, use "Board of Governors" or "BOG" without periods.

**Board of Regents**

Use *Florida Board of Regents*, with Regents as a second reference.

**Board of Trustees**

Use *Florida Gulf Coast University Board of Trustees* on first reference. On subsequent references, use "Board of Trustees" or "BOT" without periods.

**boy**

Acceptable on all references to a male younger than 18. Students at FGCU are men.

**buildings**

When referring to buildings as a whole, use the list in Appendix A. When referring to a room in a building, use the room number first and the proper name second, omitting the word hall. (The workshop is in 102 Whitaker.)

**C****Caloosahatchee River****Calusa Indians, Caloosa Indians****Cape Coral Center, FGCU**

1020 Cultural Park Blvd. S., Cape Coral, FL 33990

## **capitalization**

You should capitalize:

- official names of departments. (Department of History)
- ethnic groups. (African American, Asian American, Caucasian, Irish, Hispanic)
- actual course titles. (Psychology of Mass Communications)
- official names of boards. (Florida Board of Governors)

You should not capitalize:

- titles before or after a name. (Joe Shepard, vice president for Administrative Services)
- general department or committee names. (the physics department, the curriculum committee)
- semesters. (fall semester, spring semester)
- directions when referring to compass points. (Go west on Davis Boulevard.)
- board names when not a proper name. (board of directors)
- references to class subjects. (I flunked my psychology test.)
- majors, specializations, or concentrations of study. (She is majoring in sociology with a concentration in women's studies.)
- second references if not using the proper name. (the center, the college, the department, the institution, the committee, the board)
- references to general education requirements. (He finished his general education courses.)
- general or generic program names. (honors program, tutoring program)

## **catalog**

Not catalogue.

### **Center for Academic Achievement**

Includes Supplemental Instruction, Tutoring, the Academic Retention Program, and the Eagle's Wing Mentoring Program.

### **Center for Autism and Related Disabilities**

A partnership of the College of Education.

### **Center for Civic Engagement**

Houses the EaglesConnect service learning program, Circle of Friends Community Tutoring Partnerships and American Democracy Project.

### **Center for Environmental and Sustainability Education**

A partnership of the College of Arts and Sciences.

### **Center for Leadership and Innovation, The**

A partnership of the Lutzert College of Business, The CLI includes the Small Business Development Center, Certified Financial Planner Certification Education Program, Sponsored Projects and Programs, Center for Technology Education, HIPAA Education Programs, Florida Procurement Technical Assistance Center, Conflict Resolution Institute, Southwest Florida Library Network, The Institute for Entrepreneurship, Institute for Technological Innovation, Institute for Advances in Human Resources, Institute for Advances in Marketing, Institute for Chinese Studies and DaRT Management Development Certificate Program.

**Center for Positive Aging**

*See Southwest Florida Interdisciplinary Center for Positive Aging*

**Center for Public and Social Policy**

A partnership of the College of Professional Studies.

**Charlotte Center, FGCU**

26300 Airport Rd., Punta Gorda, FL 33950

**chickee hut**

An open-air style traditional dwelling of Native Indians designed for Florida's warm, humid weather. It is made from cabbage palm fronds and a thick cypress log frame. "Chickee" means "house" in the Seminole and Miccosukee languages.

**Coastal Watershed Institute**

A partnership of the College of Arts and Sciences.

**college**

FGCU has five academic colleges. Capitalize references to colleges.

- College of Arts and Sciences
- Lutzert College of Business
- College of Education
- College of Health Professions
- College of Professional Studies

**College Reach Out Program (CROP)**

CROP is funded by a grant from the Florida Department of Education through the Office of Post-secondary Education Coordination and Florida Gulf Coast University. CROP was established by the Florida Legislature in 1983 in order to identify, motivate and prepare disadvantaged middle and high school students to complete post-secondary education.

**Collegium of Integrated Learning**

The Collegium of Integrated Learning, under the College of Arts and Sciences, consists of 12 credit hours of core courses designed to create a community of inquiry.

**comma**

Use commas to separate items in a series. (The proposal included many important points, including the cost of the project, the main pros and cons, and the merits of the project.)

**committees and task forces**

Capitalize only complete committee names. Lowercase on second reference and when using general terms. (the committee, curriculum committee)

**compounds**

Join up common compounds such as lifestyle, lifelike, headache, statewide, mastermind. Hyphenate self-, half-, and all- adjective compounds. (self-conscious, half-baked, all-inclusive)

**course titles**

Capitalize actual course names, but don't capitalize references to subjects. (I signed up for English Composition 1101. I flunked my psychology class.)

**course work**

Two words

**courtesy titles**

Refer to both men and women by first and last name. Do not use the courtesy titles *Mr.*, *Miss*, *Ms.*, *Mrs.* or *Dr.* except in direct quotations. Use the person's last name on second reference.

**D****dates**

Place a comma between the day and the year. (Dec. 1, 1992, not Dec. 1 1992) Do not place a comma between a month and year when no date is given. (December 1992, not December, 1992) Use only figures to identify a date. Do not add suffixes to numerals. (Sept. 23, not Sept. 23rd) List dates in month/day/year format. (May 23, 1992, not 23 May, 1992) Abbreviate certain months if the day is included: Jan., Feb., Aug., Sept., Oct., Nov., Dec. Spell out March, April, May, June, July. Do not abbreviate any months when used alone or with a year but no date.

**days of the week**

Capitalize but do not abbreviate. Do not use a date for yesterday or tomorrow.

**decades**

Use 1960s, not 1960's or the '60s.

**decision making**

Without the hyphen, it's a noun. (I am in the process of decision making.) With the hyphen it's an adjective. (I am in the decision-making process.)

### **degrees**

If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology*. Use such abbreviations as *B.A.*, *M.A.*, and *Ph.D.* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use after the last name and set off by commas: *John Jones, Ph.D., spoke*. Use an apostrophe in *bachelor's degree*, *master's degree* when not used as part of the formal name of a degree. Do not use "degree" with the words *baccalaureate* or *doctorate*, or after the formal name or initials of a degree. Do not precede a name with a courtesy title such as *Dr.* FGCU awards:

A.A.	Associate of Arts
B.A.	Bachelor of Arts
B.S.	Bachelor of Science
B.S.C.E.	Bachelor of Science in Civil Engineering
B.S.Env.E.	Bachelor of Science in Environmental Engineering
B.S.N.	Bachelor of Science in Nursing
B.S.W.	Bachelor of Social Work
M.A.	Master of Arts
M.B.A.	Master of Business Administration
M.Ed.	Master of Education
M.P.A.	Master of Public Administration
M.S.	Master of Science
M.S.N.	Master of Science in Nursing
M.S.W.	Master of Social Work

### **departments**

Capitalize the formal name of a department. On second references, use *the department*, *the school* or *the division*. See also Appendix B.

### **directions**

When giving directions lowercase the points of the compass. (Go west on Davis Boulevard.)

### **disabilities**

Use *disability*, not *handicap*. Use *disabled*, not *handicapped*. Use *person with a disability*, not *disabled person*, *the disabled*, *suffers from*, *afflicted with*, *victim of*. Write *uses a wheelchair*, not *confined to a wheelchair*, *wheelchair-bound*.

### **dormitory**

Use *residence halls* when referring to FGCU's student housing. Avoid the word *dormitory*. Residence halls near the lake are collectively called *North Lake Village*.

## **E**

### **Eagle Café**

Buffet-style eating located in Howard Hall.

### **Eagle EXPO**

Open house for prospective undergraduate students.

### *Eagle News*

The official student newspaper of FGCU. Italicize and avoid capitalizing the word “the” before the name. Do not put in quotes.

### *Eagle’s Eye*

The official FGCU student yearbook. Italicize and avoid capitalizing the word “the” before the name. Do not put in quotes.

### **Eagles**

When used as a reference to the team, add only an apostrophe: *The Eagles’ home games, the Lady Eagles’ schedule*. Use singular form when referring to a person: *Eagle forward, Lady Eagle pitcher*.

### **Edison-Ford Winter Estates**

### **effect, affect**

As verbs, *affect* means to influence and *effect* means to put into place, as in to effect change. As nouns, *affect* is a technical psychological term and *effect* is a result. In general, affect is the verb you need, effect is the noun you need.

### **Egan Astronomical Observatory**

A partnership of the College of Arts and Sciences.

### **ensure, insure**

Ensure is to guarantee, insure is to buy an insurance policy. (We ensure that you will have a good time at Fun-O-Rama, but we won’t insure your life.)

### **e-mail**

Use it with the hyphen. On business cards, uppercase as E-mail, but in text write as e-mail. Set address in lowercase because addresses are not case sensitive and lowercase letters are easier to read. In text, underline or italicize these addresses.

### **etc.**

Do not use *and etc.*

### **Everglades National Park**

**except, accept**

*Accept* means to receive. *Except* means to exclude.

**F****Family Resource Center**

A partnership of the College of Education.

**farther, further**

*Farther* refers to physical distance. *Further* refers to an extension of time or degree.

**fax**

Abbreviation for facsimile. Written as fax in text, but Fax on business cards.

**fewer, less**

Use fewer for individual items. *Ex. Fewer than 400 people attended.* Use less for bulk or quantity. *Ex. The album cost less than \$7.*

**First Year Convocation**

Ceremony where faculty, staff, new students and their families officially convene to open the academic year.

**First Year Experience**

A multi-faceted program to help freshmen adjust successfully to the university community.

**flier, flyer**

*Flier* is the preferred usage. *Flyer* is a variant of flier and is also used in aviation terminology.

**FGCU Collegiate High School**

Early admission program.

**FGCU Quarterly Report**

A 30-minute television program featuring FGCU's growth and development news in a magazine format. Airs on WFCU-TV PBS/3. Put in quotations.

**Florida Gulf Coast University**

Use full name on first reference in text; on second reference use FGCU.

**Florida Gulf Coast University Foundation Inc.**

Supports the educational mission of FGCU by encouraging, receiving and administering gifts for the advancement of FGCU.

**Florida Inclusion Network**

A partnership of the College of Education.

**Florida Institute of Government, John Scott Dailey**

Offers professional development seminars and workshops.

**Florida Migrant Interstate Program**

A partnership of the College of Education.

**Fort Myers, Fort Lauderdale**

Write out *Fort* when not used in a complete address.

**G****gender questions**

Avoid using *he/she*, *s/he*, and other combinations to represent both sexes. It is better to rewrite the sentence to avoid mentioning a specific gender or to use *he* or *she*. When referring to humanity as a whole, avoid the use of *man* or *mankind*. Instead, use *human beings*, *humanity*, *women and men*, *people*, or *individuals*. Also, replace *manmade* with *artificial*, *handmade*, *machine-made*, *manufactured*, *constructed*, or *produced*, as appropriate. Avoid terms that assume that the male is the standard. For example, use *author* for both male and female writers. Eliminate the use of *co-ed*. Use *chairwoman* or *chairman* when the gender is known.

**girl**

Acceptable on all references to a female younger than 18. Students at FGCU are women.

**grade point average or GPA**

Written without hyphens or periods. Unlike most acronyms, GPA is acceptable on first reference.

**Gulf Coast**

Capitalize when referring to the region of the United States lying along the Gulf of Mexico.

**H****height**

In sports, use figures with a hyphen to separate feet from inches. Do not use either the word *feet* or its symbol to signify feet or the word *inches* or its symbol to show inches. *Ex. He is 6-5. The 6-7 center scored 19 points.*

**held**

Meetings and other events cannot be held. A person would need large hands to hold a meeting. *Ex. The board had its meeting. The meeting was Tuesday night.*

**his, her**

Use one or the other but not both at the same time.

**homepage**

Use as one word.

**I****ID**

Acceptable on all references to an FGCU student identification card.

**Internet**

A decentralized, worldwide network of computers than can communicate with each other. Always capitalize. Avoid *the Net*.

**italics**

Italicize names of books, newspapers, journals, films, full-length plays, symphonies, operas, ships, and airplanes. Use quotation marks for titles of articles, poems, songs, one-act plays, TV programs, and sculptures.

**it's, its**

The word *it's* is a contraction for "it is" or "it has." (It's hot in here.) The word *its* is a possessive. (The bird turned its head.) Use *its* with collective nouns (athletic teams, the University, colleges) and anything non-human.

**Institute for Advances in Human Resources**

A program of the Lutgert College of Business, under the auspices of The Center for Leadership and Innovation.

**Institute for Chinese Studies**

A partnership of the Lutgert College of Business that falls under the auspices of The Center for Leadership and Innovation.

**Institute for Western Everglades Study and Public Outreach**

A partnership of the College of Arts and Sciences.

**Institute for Youth and Justice Studies**

A partnership of the College of Professional Studies.

## **JK**

### **kids**

Use *children* in reference to people. Use *kids* only for goats or in direct quotations.

### **Kleist Health Education Center**

A partnership of the College of Health Professions.

## **L**

### **lady**

Do not use as a synonym for woman.

### **Learning Academy, The**

A residential learning community at FGCU that provides a supportive learning foundation for first year students.

### **legislative titles**

Use *Rep.*, *Reps.*, *Sen.* and *Sens.* before names. Spell out and capitalize before the name in direct quotes. Spell out and lowercase in all other uses. Don't confuse a state representative with a U.S. representative. Add *U.S.* or state before a title only if necessary to avoid confusion.

### **Lucas Institute for Real Estate Development and Finance**

A partnership of the Lutgert College of Business that falls under the auspices of The Center for Leadership and Innovation.

## **M**

### **majors**

Lowercase majors, disciplines, programs, specializations, or concentrations of study. (She studies physics. She is studying sociology with a concentration in women's studies.)

### **man**

Applicable for a male 18 or older.

### **midnight**

Do not put a 12 in front of it.

### **midterm**

**millions, billions**

The correct format in text is \$12 million, not twelve million dollars or \$12,000,000.

**months**

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Spell out months when used alone or with a year alone. *Ex. February 1989 was the coldest month of the year.* Do not separate the month and year with commas. When a phrase mentions a month, day and year, set off the year with a comma. *Ex. February 3, 1989 was the coldest day of the year.*

**musical works**

In classical music the works are referred to with a capitalized *Major* and a lowercased *minor*. (Aria in G Major, Sonata in G minor.)

**N****National Writing Project at FGCU**

A partnership of the College of Education.

**Naples Center, FGCU**

1010 Fifth Ave. S., Naples, FL 34102

**net**

Do not use *the Net* or *the 'net*. Internet, with a capital I, is preferred above others.

**No.**

Use as the abbreviation for number with a figure to indicate rank or position.

**non**

It is not hyphenated except when a double “n” is created, as in *non-native*.

**nonprofit**

One word and is not hyphenated.

**noon**

Do not put a 12 in front of it.

**numbers**

Write out numbers one through nine, use figures for numbers 10 and above.

Write out first through ninth, use figures starting with 10th.

Use numerals for dollar amounts (\$5, not five dollars)

Use commas in numbers larger than 999. (1,234, not 1234)

Use numerals for credit hours. (3 credit hours, not three credit hours)

When the number is at the beginning of the sentence, either rewrite the sentence or just spell out the number.

## O

### offices

Capitalize office when it is part of an official name. Ex. Office of Enrollment Services. On second references use a general office name.

On second references use *the department*, or a general office name.

### OK, OK'd, Oking, Oks

Do not use okay, okayed, okaying, okays.

### over, more than

*Over* should be used with statements of location. (She drove over the hill.) *More than* should be used with quantities. (More than 50 people, more than \$50 million)

## P

### percent

In text use percent instead of %. Write it as one word. Use % in tables or charts.

### PERFORMANCE E-newsletter of Professional Accomplishments

Monthly electronic newsletter showcasing faculty and staff achievements.

Located at <http://itech.fgcu.edu/newsletter/PerformanceArchives.asp>.

### phone numbers

Write phone numbers with the area code in parentheses, as in (239) 590-9999.

### p.m., a.m.

Always lowercase, with periods. Do not use 12; instead refer to as *noon* and *midnight*.

### pound

Spell out. Do not use the abbreviation *lb*.

### president

Capitalize before a name.

### prior to

*Before* is less stilted for most uses.

### Public Schools Enrichment Partnership

A partnership of the College of Education.

## Q

### **Quality Enhancement Plan**

FGCU's plan to develop in students an ecological perspective and foster community involvement through experiential learning, scholarly dialogue, and interdisciplinary engagement.

### **quotation marks**

Punctuation marks that go outside the quotation marks: colon and semicolon. (*He wrote a list of "things to do": run errands, do laundry*) Punctuation marks that go inside the quotation marks: comma, period. Exclamation points and question marks go outside unless they are part of the quoted material. (What was your reaction when he said, "You're fired"?) For quotes within quotes, alternate between double quotation marks ( " ") and single marks ( ' ' ) Ex. "That reminds me of a scene in 'Batman,' " she said. Note the space between single and double quotation marks.

## R

### **ratios**

Use figures and a hyphen. Ex. A 2-to-1 majority.

### **Renaissance Academy, FGCU**

Offers continuing education courses.

### **Regional Economic Research Institute**

A program of the Lutgert College of Business, under the auspices of The Center for Leadership and Innovation.

### **residence hall**

Use instead of dormitory or dorm.

### **résumé**

### **Rev.**

When this description is used before an individual's name, precede it with the word "the" because unlike the case with *Mr.*, the abbreviation *Rev.* does not stand for a noun.

### **room numbers**

Use the room number first and the proper name second, omitting the word hall. (The workshop is in 102 Whitaker.)

## **S**

### **SAC**

Staff Advisory Council

### **Scholars Club**

A partnership of the College of Education and a program of the Public Schools Enrichment Partnership

### **school**

FGCU has three academic schools. Capitalize references to schools.

- School of Health and Rehabilitation, under the College of Health Professions
- School of Nursing, under the College of Health Professions
- U.A. Whitaker School of Engineering, under the Lutgert College of Business

### **seasons**

Lowercase *winter, spring, summer, fall* and derivatives such as *summertime* unless part of a formal name. *Ex. Spring Break*

### **self-**

Always hyphenate self-worth, self-image, and similar terms.

### **semesters**

Always lowercased. (spring semester, 1996 fall semester)

### **semicolons**

Use semicolons when the items in a series contain commas. (She's earned degrees from the College of Agriculture; the College of Architecture, Planning and Design; and the College of Business Administration.)

### **skunk ape**

A large, smelly humanoid creature covered in reddish-brown fur said to live in the Everglades.

### **Small Business Development Center**

A partnership of the Lutgert College of Business in affiliation with the U.S. Small Business Administration that falls under the auspices of The Center for Leadership and Innovation.

### **Southwest Florida**

Use when referring to this region. Preferred over *Southwestern Florida*.

**Southwest Florida Interdisciplinary Center for Positive Aging**

A partnership of the College of Health Professions.

**Southwest Florida Professional Development Partnership**

A partnership of the College of Education.

**SPAN**

Use Safe Passage At Night on first reference.

**Spring Break**

**State University System of Florida**

Use *State University System of Florida* on first reference. On subsequent references, use “SUS” with no periods. See Appendix D.

**states**

When they stand alone, spell out the names of all 50 U.S. states in textual material. In conjunction with the name of a city, abbreviate according to the list below, except for Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah, which are spelled out. Use the two-letter postal abbreviation in nontext addresses.

Ala. (AL)	Ill. (IL)	Miss. (MS)	N.C. (NC)	Vt. (VT)
Ariz. (AZ)	Ind. (IN)	Mo. (MO)	N.D. (ND)	Va. (VA)
Ark. (AR)	Kan. (KS)	Mont. (MT)	Okla. (OK)	Wash. (WA)
Calif. (CA)	Ky. (KY)	Neb. (NE)	Ore. (OR)	W.Va. (WV)
Colo. (CO)	La. (LA)	Nev. (NV)	Pa. (PA)	Wis. (WI)
Conn. (CT)	Md. (MD)	N.H. (NH)	R.I. (RI)	Wyo. (WY)
Del. (DE)	Mass. (MA)	N.J. (NJ)	S.C. (SC)	
Fla. (FL)	Mich. (MI)	N.M. (NM)	S.D. (SD)	
Ga. (GA)	Minn. (MN)	N.Y. (NY)	Tenn. (TN)	

**street**

See *addresses*. Campus and nearby roads include: FGCU Boulevard South, FGCU Lake Parkway West, Ben Hill Griffin Parkway, Interstate 75, Alico Road (Exit 128), Corkscrew Road (Exit 128), and U.S. 41.

**student-athlete**

**Student Government Association**

SGA on second reference.

**T**

**Teacher Certification Workshop**

A partnership of the College of Education.

## **Teacher Immersion Program Academy**

A partnership of the College of Education.

### **That, which**

Use *that* and *which* in referring to inanimate objects and animals without a name. *That* and *which* are not interchangeable. *That* is more specific and requires no commas before and after its clause. A dependent clause starting with *which* often requires commas. (*This is the house that Jack built. Jack's circular house, which he built, is the only one of its kind.*)

### **the**

In text, lowercase *the* before an organization name or publication title. (I read the *Naples Daily News*.)

### **The Eagle**

The former official student newspaper of FGCU published between 1997 and 2003. The current official student newspaper is called the *Eagle News*.

### **The Perch**

Food court located in the Student Union.

### **theater, theatre**

Use theater, except when theatre is part of a proper name.

### **their, there, they're**

*Their* is plural possessive pronoun. *There* is an adverb indicating direction. *They're* is a contraction for *they are*.

### **time, day, date, place**

Preferred usage is time, day, date, place in that order in any and all uses.

### **times**

8 a.m., not 8:00 a.m.

Don't use o'clock. (10 o'clock)

Lowercase and use periods for a.m. and p.m.

Use midnight or noon lowercased, not 12 midnight, 12 noon, or 12:00 a.m.

Avoid 10 p.m. tonight. It is redundant.

### **titled, entitled**

They are not interchangeable. (Eric Lax's book is titled *Woody Allen: A Biography*. Employees are entitled to certain benefits.)

### **titles**

Capitalize and spell out formal titles such as chairman, dean and director when they precede a name. Lowercase elsewhere.

**COMPOSITION TITLES:** *Books, movies, plays, songs and television programs* – Capitalize the first word and other principal words, including prepositions and conjunctions of four and more letters. Capitalize an article, such as *the, a, an,* or words of fewer than four letters if it is the first or last word in a title. Put quotation marks around the names of such works except the Bible and books that are primarily catalogs of reference material. Do not italicize or boldface them. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, handbooks and similar publications. Place *song titles* in quotation marks. Put *album* names in italics.

**COURTESY TITLES:** Avoid using courtesy titles such as *Mr., Mrs., Ms., Miss* and *Dr.* except in direct quotations. Use the person's last name on second reference.

**FACULTY, STAFF AND ADMINISTRATIVE TITLES:** Consult the most recent faculty/staff directory. Put titles of three or more words after the individual's name.

**MAGAZINE NAMES:** Capitalize and do not place in quotes nor italicize. Lowercase magazine unless it is part of the publication's formal title.

**MOVIE TITLES:** Place in quotation marks.

**NEWSPAPER NAMES:** Do not capitalize "the" preceding the name unless it is the beginning of the sentence or part of the newspaper's name.

**toll-free, toll free**

Hyphenate the adjective, separate the adverb. (Call our toll-free number. Call toll free.)

**T-shirt**

Not *t-shirt* or *tee-shirt*.

**TV**

Acceptable as an adjective but do not use as a noun unless in a direct quotation.

**U**

**UCF at FGCU Ed.D.**

A partnership between the University of Central Florida and Florida Gulf Coast University. The degree is awarded by UCF and all coursework is offered at FGCU.

## **University**

Capitalize on second and subsequent references when referring to Florida Gulf Coast University and standing alone.

## **University Lecture Series**

## **United States**

Use as an adjective on all references for United States. Spell out United States when used as a noun. Use periods with the abbreviations: *U.S. Constitution*.

## **URL**

Acceptable abbreviation for *Uniform Resource Locator*. In a sentence, set URL addresses in italics so that they stand apart, except in a directory listing like a business card. When a long URL won't fit on a single line, either recast the sentence so the URL can be listed flush-left on the next line, or break before a period or after a slash or colon so it's obvious that the address continues. Don't insert a hyphen.

## **V**

### **vice**

Do not hyphenate. Capitalize before a name.

### ***Vision***

The quarterly FGCU newspaper for faculty, staff, alumni and friends. Do not add an *s* to the end of the *Vision*.

## **W**

### **Web**

Shortened name for the World Wide Web, the global system of linking documents, images, sounds and other files across the *Internet*. The Web is acceptable and capitalized. Also, Web site and Web page, but webcast and webmaster are not.

### **WGCU, WMKO**

Public media licensed by, and provided as a member-supported service of, FGCU.  
RADIO: National Public Radio stations, use together as *WGCU-FM 90.1* and *WMKO-FM 91.7*.  
TELEVISION: Public Broadcasting System *WGCU-TV PBS/3*.

### **which, that**

See *that*.

## **Whitaker Center for Science, Mathematics and Technology Education**

A partnership of the College of Arts and Sciences, and the College of Education.

### **who, whom**

Use who and whom for references to people and animals with pet names. Who is a nominative pronoun. Use it as a subject: *I asked who saw him*. Whom is an objective pronoun. Use it as the object of a verb or object of a preposition: *I asked whom he saw*.

### **wide**

Do not use a hyphen to separate as a suffix. (campuswide, not campus-wide)

### **woman**

Applicable for a female 18 or older.

### **World Wide Web**

Three words with caps. On second reference: Web is preferred over WWW. If you use WWW, capitalize it.

### **Writing Center, The**

Located in 237 Reed Hall. Assists student writers through free, accessible, learning-based writing consultations.

## **Y**

### **years**

1962 to 1974 or 1992-1993.  
1920s, not 1920's

### **youth**

Applicable to boys and girls from ages 13 to 17. Use man or woman for an individual 18 or older.

## **Z**

### **ZIP codes**

Use the additional four numbers when they are available. They are used by campus mail and USPS to sort mail faster and more accurately. FGCU's ZIP code is 33965-6565.

## **Appendix A – Campus Buildings**

### **Academic:**

- Academic Building III
- Academic Building V
- Alico Arena
- Arts Complex
- Egan Astronomical Observatory
- FGCU Cape Coral Center
- FGCU Charlotte Center
- FGCU Marine Research and Education Laboratory at Rookery Bay
- FGCU Naples Center
- Griffin Hall
- Library
- Library Expansion
- Lutgert Hall (planned)
- Reed Hall
- Sugden Hall for Resort and Hospitality Management (planned)
- Whitaker Hall

### **Administrative**

- Campus Support Complex
- Howard Hall
- McTarnaghan Hall
- Student Health Services

### **Recreational:**

- Arts Complex art gallery
- Arts Complex black box theater
- FGCU Softball Complex
- FGCU Tennis Complex
- intramural field
- Lee County/FGCU Aquatics Center
- Student Services Plaza
- Student Union
- Swanson Stadium

### **Residential Housing:**

- Commons
- Gresham-Kite Pilot Scholarship House
- North Lake Village

### **Others:**

- Broadcast Building
- Central Energy Plant
- Family Resource Center

Information Booth  
Kleist Health Education Center  
Margaret S. Sugden Welcome Center  
parking garage (under construction)  
Sugden Clock Tower  
WCI Green Building Demonstration and Learning Center (planned)

## **Appendix B – Academic Departments by College**

### College of Arts and Sciences

- Department of Biological Sciences
- Department of Communication and Philosophy
- Department of Language and Literature
- Department of Marine and Ecological Sciences
- Department of Physical Sciences and Math
- Department of Social and Behavioral Sciences
- Department of Visual and Performing Arts

### Lutgert College of Business

- Department of Computer Information Systems, Computer Science and Decision Sciences
- Department of Finance, Accounting and Economics
- Department of Management and Marketing

### School of Engineering

- Department of Bioengineering
- Department of Environmental and Civil Engineering

### College of Education

- Division of Undergraduate Programs
- Division of Graduate Programs

### College of Health Professions

- Division of Health Sciences
- Department of Occupational Therapy and Community Health
- Department of Physical Therapy and Human Performance
- School of Nursing

### College of Professional Studies

- Division of Justice Studies
- Division of Public Affairs
- Division of Social Work
- Division of Resort and Hospitality Management

## **Appendix C – Degree Programs**

### **College of Arts and Sciences**

Bachelor of Arts in Liberal Studies (B.A.):

Anthropology  
Art  
Biology  
Chemistry  
Communication  
English  
Environmental Studies  
History  
Marine Science  
Mathematics  
Music  
Psychology  
Social Sciences  
Spanish  
Theatre

Bachelor of Science (B.S.):

Biotechnology

Master of Arts (M.A.):

English

Master of Science (M.S.):

Environmental Science

### **Lutgert College of Business**

Bachelor of Science (B.S.):

Accounting  
Computer Information Systems  
Computer Science  
Finance  
Management  
Marketing

Master of Science (M.S.):

Accounting and Taxation  
Computer Information Systems

Master of Business Administration (M.B.A.)

Executive Master of Business Administration (EMBA)

### **School of Engineering**

Bachelor of Science (B.S.):  
Bioengineering

Bachelor of Science in Civil Engineering (B.S.C.E.)

Bachelor of Science in Environmental Engineering  
(B.S.Env.E.)

### **College of Education**

Bachelor of Arts (B.A.):  
Early Childhood Education  
Elementary Education  
Secondary Education  
Special Education

Master of Arts or Master of Education (M.A. or M.Ed.)  
Counseling  
Curriculum and Instruction  
Educational Leadership  
Elementary Education  
Special Education

Master of Education (M.Ed.)  
Reading

### **College of Health Professions**

Bachelor of Science (B.S.):  
Athletic Training  
Community Health  
Health Science  
Human Performance

Bachelor of Science in Nursing (B.S.N.):  
Nursing and RN-BSN Accelerated Pathway

Master of Science (M.S.):  
Geriatric Recreational Therapy  
Health Science  
Occupational Therapy  
Physical Therapy

Master of Science in Nursing (M.S.N.):  
Nursing and RN-MSN Pathway

Certificates

Geriatric Physical Therapy  
Gerontology  
Health Services Administration  
Occupational Therapy with Elders  
Primary Health Care Nurse Practitioner  
Therapeutic Recreation

**College of Professional Studies**

Bachelor of Arts (B.A.):  
Political Science

Bachelor of Science (B.S.):  
Criminal Forensic Studies  
Criminal Justice  
Human Services  
Legal Studies  
Resort and Hospitality Management

Bachelor of Social Work (B.S.W.)

Master of Public Administration (M.P.A.)

Master of Social Work (M.S.W.)

## **Appendix D – State University System of Florida**

- |   |              |
|---|--------------|
| 1. Florida Agricultural and Mechanical University | Tallahassee  |
| 2. Florida Atlantic University                    | Boca Raton   |
| 3. Florida Gulf Coast University                  | Fort Myers   |
| 4. Florida International University               | Miami        |
| 5. Florida State University                       | Tallahassee  |
| 6. New College of Florida                         | Sarasota     |
| 7. University of Central Florida                  | Orlando      |
| 8. University of Florida                          | Gainesville  |
| 9. University of North Florida                    | Jacksonville |
| 10. University of South Florida                   | Tampa        |
| 11. University of West Florida                    | Pensacola    |