



UNC CHARLOTTE

Editorial Style Guide

*A Handbook for Staff, Faculty
and Contractors*

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UNC Charlotte Style Guide

The “UNC Charlotte Style Guide” is a quick reference tool that creates a consistent and appropriate editorial style for various internal and external audiences. To bring consistency to printed and electronic (Web) publications requires rules. UNC Charlotte’s style guide conforms to best practices of today’s academic, public relations and news authorities. It follows conventions outlined in the Associated Press Stylebook and the Merriam-Webster’s Collegiate Dictionary.

We realize certain materials produced by faculty and staff members are for academic purposes; therefore, this guide does not apply to monographs, scholarly research, journal articles, faculty-written books or articles, dissertations or the like. The style guide is for other primary communication pieces, such as brochures, catalogues, fliers, marquee images, newsletters, posters, press releases and websites.

Abbreviations

Use the following abbreviations when used before a full name outside direct quotations: Dr., Gov., Lt. Gov., Mr., Mrs., Rep., the Rev., Sen. and certain military titles, such as Gen., Lt. Gen., Col., etc. Spell out all except Dr., Mr., and Mrs. when they are used before a name in direct quotations.

Use the abbreviations Jr., Sr. and Esq. when used after a full name.

Use the abbreviations Co., Corp., Inc. and Ltd. in the formal names of businesses.

Use the abbreviations a.m., p.m., A.D., B.C. when used with specific numbers: 6 p.m., 600 B.C., A.D. 96

Use the abbreviations Ave., Blvd. and St., such as 1600 Pennsylvania Ave, 9201 University City Blvd.

Use the abbreviation St. (St. Louis) in the names of cities, saints and other place names but spell out Fort (Fort Lauderdale, Fort Bragg).

See also the guidelines under the separate entry on states and academic degrees.

Academic Degrees

If mention of degrees is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation and use a phrase such as: John Jones, who has a doctorate in psychology. Use abbreviations B.A., Ed.D., J.D., M.A. , M.A.T., M.S., LL.D., Ph.D. when the need to identify many individuals by degree on first reference would make the preferred form cumbersome.

Use apostrophes in bachelor's degree, master's degree, etc.

Capitalize the formal use of the title: Bachelor of Science in Philosophy, Master of Arts, etc.

Use abbreviations for academic degrees only after full names; set them off with commas: John Jones, Ph.D., will give a lecture. However, the preferred method would be to identify the individual in a phrase: John Jones, associate professor of biology, will give a lecture.

Do not use courtesy titles (Dr. John Jones) to indicate academic degrees.

Academic disciplines

Capitalize only when it is a proper name. (See departments). Jill Jones is an English major; A professor of geography and earth sciences delivered the lecture.

Acronyms

Acceptable on second and subsequent references if given in parentheses after first use: The UNC Charlotte Student Government Association (SGA) held its first meeting today. The next SGA meeting will take place in two weeks.

Certain acronyms are acceptable without first spelling out if the initials are widely recognized - CEO, SAT, NCAA, AIDS, HMO, NASA, FBI, CIA.

Do not parenthesize after a first spelled-out use if the organization will not be mentioned subsequently.

Addresses

Use abbreviations only in numbered addresses: She works at 2700 N. Tryon St.

Otherwise, spell out directional modifiers and road designations: He lives on North Tryon Street.

Admissions, Office of

Note the "s" at the end of admissions.

Adviser, advisor

Two correct spellings exist for this word: adviser and advisor. While adviser is the preferred AP style spelling, advisor appears to be the preferred version for everyday use and among the members of the academic advising profession.

Alumna/Alumnus/Alumni

When referring to an individual female and male who has attended/graduated from UNC Charlotte, use alumna and alumnus, respectively. Jill Jones ('78), an alumna of UNC Charlotte,

works at Bank of America. Alumnus John Jones ('85) is president of the company. On first reference use the person's full name and year of graduation. Note: alumna/us is not the same as a graduate. An individual who takes classes at UNC Charlotte is an alumna/us, but the person may not have completed a degree.

Alumnae is the plural of alumna; alumni is the plural of alumnus. Use alumni when referring to a group of men and women.

The UNC Charlotte Alumni Association is the official name of the organization that supports former students/graduates. The Alumni Association offices are located in Harris Alumni Center at Johnson Glen. To save space, Harris Alumni Center is acceptable.

Apostrophes

Do not use to form plurals (1950s, not 1950's) except in the cases of single letters (straight A's).

Possessives of singular nouns, even those ending in s, are formed by adding 's: Susan's desk, Chris's office.

Possessives of plural nouns not ending in s are formed by adding 's: women's studies.

Possessives of plural nouns ending in s are formed by adding an apostrophe only: the horses' mouths.

In the case of plural nouns modifying other nouns, such as the parents' newsletter, the use of the apostrophe is preferred.

Use apostrophes for omitted letters ('tis the season, He is a ne'er-do-well) and figures (The class of '62

Bias-free language

Where possible, use first-year students instead of freshmen.

The term "international students" is preferred over foreign students.

The use of "juniors and seniors" is preferred over upperclass students.

Board of Trustees

Capitalize when referring to UNC Charlotte's. The UNC Charlotte Board of Trustees will meet tomorrow.

Building names, room numbers

Capitalize the formal names of buildings (Reese Building, Cato Hall, Barnhardt Student Activity Center, Atkins Library, Student Union). Lowercase in general reference (They went to the library to study).

Capitalize room when referring to a specific location within an academic or administrative building. The room location always follows the building. (The lecture will be in the College of Education, Room 159. Cone University Center Lucas Room is the location for the seminar.)

Campus

Do not capitalize.

Campuswide

Do not hyphenate. Except for university-wide, most “wide” compounds are not hyphenated.

Capitalization

Capitalize all proper nouns and proper names.

As a rule, official names are capitalized (Department of Chemistry, Office of Admissions) and unofficial names are not (chemistry, admissions).

Capitalize geographical areas and localities (the Eastern Shore, New York City), government bodies (the U.S. Congress, the Baltimore City Council), historical periods (the Depression, the Enlightenment), names referring to a specific deity (God, Allah), sacred books (the Bible, the Koran), religions (Christianity, Judaism), holidays (Memorial Day, Halloween) and registered trademarks (Xerox, General Electric).

Lowercase job titles (president, professor) when they are not used before a proper name; unofficial names of departments or offices (the admissions office); nouns used with numbers to designate chapters, pages, etc. (chapter 1, page 125); derivative adjectives (french fries); simple directions (the east coast of Maryland).

At the beginning of a sentence, do not capitalize the word "the" before a formal name: He attends the Johns Hopkins University School of Medicine. (The University of North Carolina at Charlotte is an exception to the AP style guidelines.)

See also headlines and titles.

Captions for photos

Use a caption if there's a person, place or situation that the reader is likely to want to identify.

Use (left), (from left), or the like if there might be confusion about identities.

Do not use a middle initial if the full name with initial is already in the story.

Do not use periods in captions that are not full sentences.

Chairman, chairwoman

Capitalize as a formal title before a name; do not capitalize as a casual position. Do not use chairperson, chair or co-chair unless it is the organization's formal title for an office.

Cities

Capitalize city if it is part of proper name, an integral part of an official nickname or a regularly used nickname: Baltimore City, New York City, the Windy City, City of Hope.

Lowercase elsewhere: a North Carolina city, the city government, the city of Charlotte.

Foreign cities commonly associated with a country do not need a country identification (e.g., London, Bangkok, Tokyo, Toronto). See states for additional guidance.

Class of

Capitalize class as part of the proper name (Class of 1946, Class of '99)

Collective nouns

Nouns that denote a unit take singular verbs and pronouns (class, committee, crowd, family, group, herd, jury, orchestra, team)

Team or group names that are plural take plural verbs (The Charlotte 49ers are in first place).

Some words that are plural in form become collective nouns and take singular verbs when the group or quantity is regarded as a unit (A thousand bushels is a good yield. [unit]), (A thousand bushels were created. [individual items]), (The data is sound. [a unit]), (The data have been carefully collected. [individual items]) See faculty.

Colleges/Graduate School

Capitalize when using the formal name of the college:

Belk College of Business (Belk College acceptable on second reference)

College of Arts + Architecture (CoAA)

College of Computing and Informatics (CCI)

College of Education (COE)

College of Health and Human Services (CHHS)

College of Liberal Arts & Sciences (CLAS)

William States Lee College of Engineering (Lee College of Engineering, Lee College acceptable on second reference)

Graduate School

Note: the use of ampersands and symbols in formal college names is an exception to AP style.

Lowercase in general reference.

(The dean of the College of Education congratulated faculty members during the college's annual awards ceremony. The UNC Charlotte Belk College of Business is sponsoring the event.)

Colon

The most frequent use is at the end of a sentence to introduce lists, tabulated material or texts. For short lists, do not use a colon (e.g., Classes offered this semester include yoga, fencing and aerobics).

Capitalize the first word after the colon only if it is a proper name or the start of a complete sentence: He promised this: He would not go quietly.

Unless they are part of a quotation, leave colons outside quotation marks.

Comma

Use a comma to separate elements in a series, but do not put a comma before the conjunction in a simple series. The flag is red, white and blue. He would nominate Tom, Dick or Harry.

Put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction. John Jones had toast, orange juice, and ham and eggs for breakfast.

Use a comma to introduce direct quotations: He said, "I will see you in class." Do not use a comma at the start of an indirect or partial quotation. He said the victory put him "firmly on the road to a first-ballot nomination."

In general, if you set something apart with a comma, you must follow it with a comma: The bus to Washington, D.C., will leave at noon, Friday, Nov. 15, from the Student Union.

Commencement

Do not capitalize.

Conferences, lecture series, symposia, etc.

Capitalize formal names (the National Conference on Wrongful Convictions and the Death Penalty).

Convocation

Normally not capitalized, but do so in reference to the University's formal event – University Convocation was held Aug. 15. The chancellor delivered remarks at the annual University Convocation.

Course titles

Capitalize and put in quotation marks.

Courtesy titles

After a first reference, subsequent references generally use only a person's last name, except in obituaries. Mr., Mrs., Ms., Dr., Rev., Dean, and Professor should not be used in second references except in quoted material.

Dashes

Use a single hyphen to denote a range (pages 40-48, July 1-2) and to join compound adjectives, such as full-time job.

Em dashes (–) may be used for material that amplifies, explains or digresses. Commas often may be used for the same purpose. (PC keyboard shortcut is CTRL + NUM LOCK + Keypad Hyphen).

Use spaces around em dashes: She saw – or thought she saw – a knight in shining armor.

Hyphens should be used in sports scores.

Dates, days

Capitalize and spell out the days of the week. Capitalize and spell out the month if used alone or with only the year (January 2011, February). Abbreviate months with specific dates (Jan. 1, Feb. 4, Oct. 9). Never abbreviate the months of March, April, May, June and July (except for tabular material).

When a phrase lists only a month and a year, do not separate with a comma. If the month, date and year appear, use a comma before and after the year. (Return financial aid applications by the March 30, 2011, deadline.)

For tabular material, it is acceptable to use three-letter forms without periods (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec)

Use a single hyphen to show a range of dates; do not repeat the first two numbers of the year if the second year is part of the same century as the first: 1985-86; 2007-08; 1889-1902.

Use the year with the month only if it is not the current year.

Use st, nd, rd, or th only if dates are adjectives: The event will take place July 15; The July 15th show has been cancelled.

Times come before days and dates: at 4 p.m., Friday; at 9 a.m., Monday, June 7.

Use numerals for decades: the 1960s; the '60s.

Degrees

See academic degrees.

Departments and programs

Full formal names of UNC Charlotte departments, administrative units and academic programs are capitalized: the Department of Biology, Department of Communication Studies, the Office of International Programs; the Women's and Gender Studies Program.

Lowercase the department/majors they offer unless they are proper names: She is double-majoring in psychology and English. Jones, a communications studies professor, is the author of a new book.

Directions and regions

Lowercase when referring to compass points (She traveled east for the lecture; The storm is moving northwest). Capitalize when they designate regions (Tornadoes devastated parts of the Midwest; Settlers from the East migrated West).

Disabilities

Avoid use of negative terms, like victim, afflicted and stricken. People with disabilities, not the disabled or disabled people. Do not use normal to mean the opposite of having a disability. Lowercase terms that describe groups or individuals by physical characteristic or disability.

Concert attendees who have a hearing impairment can request headphones.

Divisions

Capitalize when using the formal names of the divisions (Division of Academic Affairs, Division of Business Affairs, Division of Student Affairs, Division of University Advancement).

Lowercase in general reference. (The Division of Business Affairs includes a number of financial units. Materials management is a unit within business affairs.)

Ellipses

Used to indicate the deletion of one or more words in condensing quotes, texts or documents. Treat as a three-letter word, constructed (space/three dots/space).

The reviewer wrote, “Jack Jones is unbelievable ... a true talent.”

Email

Email is acceptable in all references for electronic mail. Lowercase the entire address except at the beginning of a sentence. Continue to hyphenate other “e” terms (e-business, e-commerce, e-procurement).

Emerita/Emeritus

Added to formal titles to denote individuals who have retired. When used, place emeritus after the title: professor emeritus, dean emeritus, chancellor emeritus.

Use emeritus for a man, emerita for a woman.

Use emeriti for the plural.

Endowed professorships

Capitalize before or after the name: the Carol Grotnes Belk Endowed Chair in Nursing.

Ethnicity, nationality, race

The terms “black” and “white” should be lowercase. With the exception of Native American and French Canadian, hyphenate terms describing dual ethnic heritages (African-American, German-American). Whenever possible, use a specific designation (Puerto Rican, Cuban) rather than Hispanic or Latino/a. Some Native American groups prefer Indian American; use a specific tribal designation (Cherokee, Navajo) when possible.

Faculty

Use as a plural noun to refer collectively to the teachers within an educational institution or department: The history faculty will participate in the conference; the committee consisted of faculty, staff and students.

To avoid confusion, use faculty members or members of the faculty.

Fellowships and other awards

The formal name is capitalized (Fulbright Fellowship), but informal references (Fulbright grant) are not.

Foreign words

Many foreign words and phrases have been accepted universally within the English language, such as bon voyage, ciao, et cetera, versus. Other foreign words and abbreviations, especially legal and medical terminology, are not understood universally. In such cases, place the word/phrase in quotation marks and provide an explanation: “non compos mentis” is a Latin term meaning ‘not of sound mind.’

Fractions

Write out and hyphenate: two-thirds, three-fifths.

Freshman, freshmen

If possible, use first-year student instead.

Do not use freshmen as an adjective.

Fundraising, fundraiser

Gender-neutral language

As a rule, use nonsexist language: business executive, not business man; police officer, not policeman; female student, not coed student; humankind, not mankind

Avoid writing “he” when referring to an unspecified individual. Rewrite the sentence in plural or avoid the use of pronouns altogether. If using a singular pronoun, write “he or she” not “he/she.”

Grade, grader

Hyphenate in combining forms: a fourth-grade student, a 12th-grade pupil, first-grader, 10th-grader

Grade point average

Depending on the publication and context, it may be acceptable to abbreviate GPA in first reference.

Do not put in quotation marks. Use an apostrophe for plurals: A's, B's: He received straight A's.

Headlines

The use of downstyle or upper- and lowercase headlines is generally determined by the formality of the publication and the design, but once a style is chosen, it should be followed consistently within a publication. In downstyle headlines, the first word and proper nouns are capitalized. In upper- and lowercase headlines, every word is capitalized except articles (a, an, the), coordinate conjunctions (and, or, for, nor), prepositions and to in infinitives.

Health care

Two words as a noun or adjective.

Hispanic

Denotes a person from – or whose ancestors were from – a Spanish-speaking land or culture. Latina or Latino are sometimes preferred, but Hispanic is acceptable. Defer to the preference of the subject, and use a more specific identification when possible, such as Cuban, Puerto Rican or Mexican-American.

Homecoming

Capitalize the formal name in reference to UNC Charlotte's Homecoming.

Home page

Two words - the main or front page of a particular website.

Hyphenation

In general, do not hyphenate words beginning with the prefixes co, non, pre, post, or re unless there is a possibility of confusion (co-op, post-master's) or the root word begins with a capital letter (post-Renaissance, Post-Baccalaureate Premedical Program).

Hyphenate words beginning with the prefix self.

When a compound modifier - two or more words used to express a single concept - precedes a noun, use hyphens to link all of the words in the compound except the adverb very and all adverbs that end in -ly: a study-abroad program, on-campus housing, a devil-may-care attitude, a very difficult class, an exceptionally good performance.

Many combinations are not hyphenated when they occur after a noun: He plans to study abroad; She lives on campus. He works part time.

However, when a modifier that would be hyphenated before a noun occurs after a form of the verb to be, the hyphen usually must be retained: The professor is very well-known.

Some combinations are so familiar that they need no hyphenation in any case (a liberal arts college). Use the dictionary as your guide: If it lists a compound term without hyphens as its own separate term, do not hyphenate it.

Do not hyphenate compounds with vice: vice chair, vice president.

Hyphenate artist-in-residence, writer-in-residence, etc. before a name, do not hyphenate after: Writer-in-residence Seamus Heaney will read; Seamus Heaney is the fall 2002 writer in residence.

When more than one prefix is joined to a base word, hyphenate any prefixes that stand alone (micro- and macroeconomics).

Initials

Use periods and no space when an individual uses initials instead of a first name (H.L. Mencken, J.P. Morgan).

In scientific citations, it is acceptable to use only a single initial and a last name. Do not use a single initial, last name (J. Jones) in normal publication text.

Use middle initials according to a person's preference or where they help identify a specific individual.

International students

Preferred over foreign students.

Internet (lowercase is acceptable, revised April 2016). He surfed the internet for research.

Jr., Sr., III in names

Do not set off with commas: Sammy Davis Jr.; Hank Williams Sr.; Clarence Williams III.

Latina, Latino

Preferred over Hispanic, but either is acceptable. Defer to the preference of the subject.

Lecture titles

Put quotation marks around the formal title.

Line breaks

Avoid breaking a proper name, breaking a hyphenated word except at the hyphen, ending a column at a hyphen and allowing more than two consecutive lines to end in a hyphen. In headlines, do not end the first sentence with a preposition.

Lists

Use a numbered list only when the number or ranking of items is significant. If there is no reason for numbering items, use a bulleted list.

A list should be introduced by a grammatically correct sentence, followed by a colon. List items should be syntactically alike: all noun forms, all phrases, all full sentences, etc. If list items are complete sentences, they should begin with a capital letter and have closing punctuation. If list items are not complete sentences, no punctuation is necessary.

Login (noun)/Log in (verb)

Names

No comma before Jr., Sr., or III. No space between initials (H.L. Mencken).

Numbers

Spell out one through nine; use numerals for 10 and above. He has seven assignments due; she is working on 12 experiments.

Spell out first through ninth; thereafter, 10th, 11th, etc.

Use numerals with percent (1 percent), dollar sign (\$3), temperature (6 degrees), scores (7-3), page (page 2), room (room 9), line (line 9) and chapter (chapter 6).

Numbers beginning a sentence are always spelled out. Fifty-five miles per hour is the speed limit.

For figures greater than 999,999, use million or billion: 2.3 million, 4 billion. There are probably a million ways to deal with the \$2.9 trillion deficit.

Use a comma in a figure greater than 1,000 unless it's a date.

For inclusive numbers, the second number should be represented by only its final two digits if its beginning digit(s) are the same as the first numbers: pages 343-47.

Use figures where ordinals indicate a sequence assigned in forming names, usually with geographic, military or political designations (4th Ward, 7th Fleet)

Offices

Capitalize the formal names of all offices (e.g. Office of Communications, Housing and Residence Life Office, etc.).

Online

Do not hyphenate.

Parentheses

If necessary to use parentheses to insert background or reference material, follow these punctuation guidelines:

Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment).

(An independent parenthetical sentence takes a period before the closing parenthesis.)

When a phrase is placed in parentheses (this one is an example) might qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

Percentages

Use numerals with the word percent (5 percent, 98.6 percent)

Periods

Always go inside quotation marks.

Pronouns

Use who rather than that when referring to people or groups of people.

Quotation marks

Commas and periods always are set inside quotation marks. Colons and semicolons are set outside of quotation marks. Commas should not be used in combination with exclamation or question marks.

Second references

Second and subsequent references to a person generally use only the last name, except in obituaries. Mr., Mrs., Ms., Dr., Rev., Dean and Professor should not be used in second references except in quoted material.

Seasons/Semesters

Lowercase in all instances: She has been accepted for the fall 2002 semester. Commencement marks the official end of the spring semester. He plans to attend summer sessions.

Semicolons

Use to separate items in a series when one or more of the items contain a comma.

State names

The names of states should be spelled out when used in the body of a story, whether standing alone or used in conjunction with a city, town, village or military base (Revised by AP 2016).

In tabular material or if space is a consideration, the two-letter postal abbreviation is acceptable. Be consistent in the use.

Use commas before and after state abbreviations when they appear with cities: John Jones, a native of Flint, Michigan, received a bachelor's degree in chemistry.

Symbols

In text, spell out the words percent, degrees (temperature), feet, inches and cents. In tables, it is acceptable to use symbols.

Amounts greater than 99 cents should be in numerals with a dollar sign (\$4, \$7.40).

Telephone numbers

Use a hyphen between area code and phone number.

If an extension is part of a phone number, denote it as follows: 704-555-1234, ext. 123. Do not substitute an extension number for the complete campus number in any off-campus publications.

That/Which

Use "that" for restrictive (essential) clauses, which for nonrestrictive.

Students should select courses that are part of their degree program.

Fall semester, which marks the start of the traditional academic year, can be hectic.

The

AP Style is to avoid unnecessary capitalization. Capitalize at the start of titles of publications or works of art if it is part of the formal title: The Washington Post, The Canterbury Tales.

Theatre, theater

Use theatre in referring to the College of Art + Architecture Department of Theatre. However, it is the Anne Belk Theater in the Robinson Hall for the Performing Arts.

Times

Use figures except for noon and midnight. Do not use :00 with a time; otherwise, separate hours from minutes with a colon: 10 a.m.; 2:30 p.m.

Lowercase a.m. and p.m.

Noon and midnight, not 12 p.m., 12 noon., 12 a.m. or 12 midnight.

Do not use a dash in place of “to” in a range of times introduced by from: from 5 to 7 p.m., not from 5-7 p.m.

Do not use o’clock except in quoted material or contexts such as formal invitations.

Titles (dissertations, theses)

Capitalize and place in quotation marks.

Titles (legal citations)

Use v. for “versus”: Brown v. Board of Education.

Titles (organizations)

Names of associations, organizations, conferences, meetings, etc., follow the same guidelines as for compositions, except that the article “the” preceding a name is lowercased even when it is part of the formal title and the organization capitalizes it. Use the group’s punctuation and abbreviations for its name.

Use Co. when a business uses the word as part of its formal name. Inc., Corp., and Ltd. are usually not needed but when used after the name of a corporate entity should be abbreviated without being set off by a comma.

Such words as club, team and conference are lowercased when used alone.

Titles (people)

Capitalize and spell out formal titles when they precede a full name (Professor Jennifer Jones); use lowercase elsewhere (Jennifer Jones, professor of history, will give a lecture).

Use lowercase for modifiers such as history, even when they precede a name: The lecture featured history Professor Jennifer Jones.

Always capitalize endowed professorships whether before or after the name: Jennifer Jones, the Robert and Jane Meyerhoff Visiting Assistant Professor, will give a lecture.

Titles (artworks, books, computer games, lectures/speeches, movies, operas, plays, poems, song/album, TV programs)

Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize an article (a, an, the) or words of fewer than four letters if it is the first or last word in the title.

Put quotation marks around the names of all such works except the Bible and books that are primarily reference material (catalogs, almanacs, dictionaries, directories, encyclopedias, gazetteers, handbooks and similar publications). Do not use quotation marks around software titles (WordPerfect, Excel).

University of North Carolina at Charlotte, university

The University of North Carolina at Charlotte is the official name of the institution and is the preferred designation for first reference in all official external publications. UNC Charlotte should be used for subsequent references. Never use UNCC except for referring to websites or email addresses. Capitalize University when referring to UNC Charlotte. (UNC Charlotte was founded in 1946, and since its inception, the University has been a pioneering institution.)

Units of measure

Use a combination of numerals and words to express units of measure.

An Apple MacBook weighs less than 3 pounds.

Drink 8 ounces of water six times a day.

The 8-by-10-foot Oriental tapestry is beautiful.

Upperclass students

If possible, use juniors and seniors instead.

Vice chancellor (and other such titles)

No hyphen.

Websites, the Web

Lowercase web in reference to the World Wide Web. (revised by AP in April 2016)

Lowercase website and use as one word. Also webcam, webcast, webmaster.

Writing out World Wide Web is not necessary; web is sufficient.

Website address

Website addresses also are known as Uniform Resource Locators (URLs). Follow the spelling and capitalization of the website owner.

http:// is not needed at the start of a web address unless the address doesn't start with www or there might be some confusion about whether it is a web address.

Brackets (< >) are not needed around a web address.

Avoid ending a sentence with a web address; readers may think the period ending the sentence is part of the address. In running text it may be helpful to set off the web address in parentheses or put it in midsentence.

Avoid breaking a line in the middle of a website or email address. If an address cannot fit on one line, break the line at a punctuation mark (a dot or slash) within the address, without an inserted hyphen.

For text published on the UNC Charlotte homepage, use embedded links to refer browsers to other websites. See also the electronic guidelines on the public relations website.

Work-study

Lowercase general references to student work-study programs, but capitalize official references to Federal Work-Study (the program for undergraduates) and Federal Graduate Work-Study (the program for graduate students).