

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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A

AAU n t n n nt n nt n n

academic majors

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academic papers

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academic titles

t? n t? t? n t? 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

Abstract of University of South Florida

The University of South Florida, a high-impact research university dedicated to student success and committed to community engagement, generates an annual economic impact of more than \$6 billion. With campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF serves approximately 50,000 students who represent nearly 150 different countries. For four consecutive years, U.S. News & World Report has ranked USF as one of the nation's top 50 public universities, including USF's highest ranking ever in 2023 (No. 42). In 2023, USF became the first public university in Florida in nearly 40 years to be invited to join the Association of American Universities, a prestigious group of the leading universities in the United States and Canada. Through hundreds of millions of dollars in research activity each year and as one of top universities in the world for securing new patents, USF is a leader in solving global problems and improving lives. USF is a member of the American Athletic Conference. Learn more at www.usf.edu.

building names building building

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The Empire State and Chrysler buildings are in New York City.
My class is in Cooper Hall.
The tour group walked past the David C. Anchin Center.
I walked to the library.
They had coffee in the USF Bookstore.
I'm working in an engineering lab.

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Bulls, USF Bulls

C

campus

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

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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commencement
 composition titles
 curricula, curriculum, curricular
 curriculum vita, curricula vitae

commencement

commencement n commencement

composition titles

composition titles n composition titles
 composition titles n composition titles
 composition titles n composition titles
 composition titles n composition titles
 composition titles n composition titles

curricula, curriculum, curricular

curricula, curriculum, curricular n
 curricula, curriculum, curricular n
 Curricular the mathematics curriculum Curricula
 Department's curricular philosophy n the Chemistry

curriculum vita, curricula vitae Curriculum vita n curricula vitae

D

degrees academic degree .

doctor, doctorate academic degree .

dormitory/dorm residence, ce a .

dual degree dual degree n dual degree

E

emeritus, emerita emeritus n emerita n n

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 on campus. They provide a supportive environment for students to explore their interests, develop leadership skills, and build a sense of community. Examples include the Living Learning Community at the University of Michigan, the Living Learning Community at the University of California, and the Living Learning Community at the University of Texas at Austin.

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 typically written in Arabic numerals (0-9) or Roman numerals (I-X). Examples include the number 100, which is written as 100 in Arabic numerals and C in Roman numerals.

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

teach n
teach n

n

professor n
n n n n n n n n n
n n n n n n n n n n n n n
associate professor n **assistant professor** n

R

rankings n n n n n n n n n n n n
n n n n *Times Higher Education ranks USF No. 4 in the U.S. for its efforts to eliminate poverty.*

residence halls n n n n n n n n n n n n n
n n n n n n n n n n n n
Jane Thomas lives in Endeavor Hall.

S

SAT n

scholar n
USF Presidential Scholars Award
National Hispanic Scholars

scholarship n
Joe applied for the USF Honors College Scholarship
Mary received a scholarship.

seasons n
spring, summer, fall, winter n
n
Winter Olympics.

semesters n
She will teach during the fall semester.

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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t̃ n n t̃

t̃ r̃ n t̃

t̃ n t̃

r̃ n t̃ n n t̃

t̃ n n t̃

t̃ t̃ n t̃

n t̃ r̃ t̃

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syllabus, syllabi

