

University Writing Style Sheet 2008-2009

Based on the CSU, Chico Publications Guide: www.csuchico.edu/pub/PubGuide

<p>AB</p> <p>advisor African American All-American alumna/ae (female graduate/plural) alumnus/i (male graduate/plural) American Indian Asian American AS Bookstore</p> <p>BA (not <i>BA degree</i>) baccalaureate bachelor's degree</p>	<p>CD</p> <p>campuswide (adj.) Chair Smith (but <i>the chair</i>) checklist California State University, Chico on 1st reference; CSU, Chico (<i>Chico State</i> in informal usage) on 2nd reference; the University co-curriculum co-sponsor cross-cultural decision making (n.) decision-making (adj.) doctorate</p>	<p>EF</p> <p>e.g. (for example) e-mail emerita (female) emeritus (male) Esken Hall</p> <p>fax (not FAX) first-year (adj.) Founders Week freshman (as adj. – <i>freshman orientation</i>) freshmen (n. plural) full-time (adj.) fund-raising</p>	<p>GH</p> <p>Glenn Hall grade point average (GPA) grievance</p> <p>harassment Harlen Adams Theatre high-quality (adj.) history (but <i>Department of History</i>)</p>
<p>IJK</p> <p>i.e. (that is) Internet it's (contraction for <i>it is</i>) its (possessive pronoun) intercollegiate interdisciplinary</p> <p>Konkow Hall</p>	<p>LM</p> <p>Latin American (adj.) lifestyle (adj.) long-term (adj.) lower-division (adj.)</p> <p>master's degree Mechoopda Hall Meriam Library Mexican American multicultural</p>	<p>NO</p> <p>Native American nonresident non-Western (adj.) northeastern California Northern California North State</p> <p>off-campus (adj.) on-campus (adj.) online</p>	<p>PQ</p> <p>part-time (adj.) phone-a-thon postbaccalaureate pre-professional (adj.) preregistration prerequisites President Zingg (but <i>the president</i>)</p>
<p>RS</p> <p>re-admission re-cover (to cover again) re-entry (adj.) re-evaluate reinstatement</p> <p>self-instructional short-term (adj.) spring/spring 2005 state-of-the-art (adj.) student-athlete student-centered</p>	<p>TU</p> <p>The California State University theatre travel-study (adj.) two-thirds</p> <p>undeclared (adj.) underrepresented (adj.) university-wide (adj.) [the] University (exception) upper-division (adj.)</p>	<p>VWXYZ</p> <p>vice chair</p> <p>Web manager Web site well-prepared (adj.) well prepared (adv.) work study World Wide Web</p> <p>X-ray</p>	<p>Capitalization</p> <ul style="list-style-type: none"> • Cap academic titles only when they precede the name: Dean Sara Smith; Sara Smith, dean of XYZ • Cap colleges/departments only when part of official title: the Department of History; the history department; the College of Natural Sciences; the college's graduates; the University (exception)
<p>Abbreviations</p> <p>AS (Associated Students) BA, BS MA, MBA, MFA, MS EdD, PhD BIOL 001 e.g., GPA i.e., RNs (plural) U.S. (adj.; spell out noun) Colleges: AGR, BSS, BUS, CME, ECC, HFA, NS</p>	<p>Numbers</p> <ul style="list-style-type: none"> • Spell out 1–9 in text; use figures for 10–above • 1,710/10,500/14 million • \$10 million • 5 percent • 11 AM–2 PM (SMALL CAPS or lower case with periods) • noon (not <i>12 noon/12 p.m.</i>) • Friday, June 10, 2007 • October 2007 • the sixties/ 1960s / class of 2007 • 18-year-old (adj.) • 18 years old 	<p>Punctuation</p> <p>Commas</p> <ul style="list-style-type: none"> • Use the serial comma: <i>grades of A, B, and C</i> • Set off appositives: <i>Jose Reyes, chair of the economics department,</i> • Use comma to connect two main clauses: <i>The long semester is finally over, and now I can go home.</i> 	<p>Colons</p> <ul style="list-style-type: none"> • Main clause should precede colon. <i>Bring the following: paper, pen, books, and interest.</i> • <i>Bring the following:</i> <i>-paper</i> <i>-pen</i> <i>-books</i> • Use no colon after dependent clause: <i>Return the forms to Admissions</i>

Questions? Contact Casey Huff, university publications editor, at 898-4139 or chuff@csuchico.edu

University Writing Style Sheet – 2

Colleges

AGR College of Agriculture

BSS College of Behavioral and Social Sciences

BUS College of Business

CME College of Communication and Education

ECC College of Engineering, Computer Science, and Construction Management

HFA College of Humanities and Fine Arts

NS College of Natural Sciences

GIIS Graduate, International, and Interdisciplinary Studies

Building Names

For those buildings named for people, common use does not include the full name, except for the Albert E. Warrens Reception Center and Aymer J. Hamilton Building.

25MST 25 Main Street

35MST 35 Main Street

AEWC Albert E. Warrens Reception Center

AGYM Arthur Acker Gymnasium

AJH Aymer J. Hamilton Building

AYRS John C. Ayres Hall

BMU Hugh M. Bell Memorial Union

BOWL Bidwell Bowl

BUTE Butte Hall

CCE Center for Continuing Education

(Building Names cont.)

CLSA Colusa Hall

DEEN The Deen House

ESKEN Esken Residence Hall

FARM University Farm (Agricultural Teaching and Research Center)

GLNN Glenn Hall

GRNH Greenhouse

HOLT Vesta Holt Hall

INFO University Information Center

KNDL Glenn Kendall Hall

KONK Konkow Residence Hall

LANG Herbert F. Langdon Engineering Center

LASS Lassen Residence Hall

LAXS C. Robert Laxson Auditorium

MECH Mechoopda Residence Hall

MLIB Meriam Library

MODC Modoc Hall

NETL Nettleton Stadium

OCNL John F. O'Connell Center

PAC Performing Arts Center

PHSC Physical Science Building

PLMS Plumas Hall

POOL Swimming Pool Complex

(Building Names cont.)

RCVG Receiving

REC Recreation & Learning Center

ROTH Roth Building

SAPP Ella Caroline Sapp Hall (alumni)

SELV John I. Selvester Café-by-the-Creek

SGYM Jane W. Shurmer Gymnasium

SH Sierra Hall and Annex

SHAS Shasta Residence Hall

SHC Student Health Center

SSC Student Services Center

SSKU Siskiyou Hall

STAD Stadium and Track

TALR Alva P. Taylor Hall

THMA Tehama Hall

TRNT Trinity Hall

UC University Center

UHFS University Housing and Food Service

UVIL University Village

WHIT Whitney Residence Hall

YOLO Yolo Hall

YUBA Yuba Hall

Theatres

Harlen Adams (PAC)
Ruth Rowland Taylor (PAC)
Larry Wismer (PAC)
Little Theatre (AYRS)

CSU Campuses

Use the official campus names on first reference.

California Maritime Academy

California Polytechnic State University, San Luis Obispo

California State Polytechnic University, Pomona

California State University, Bakersfield

California State University, Channel Islands

California State University, Chico

California State University, Dominguez Hills

California State University, Fresno

California State University, Fullerton

California State University, East Bay

California State University, Long Beach

California State University, Los Angeles

California State University, Monterey Bay

California State University, Northridge

California State University, Sacramento

California State University, San Bernardino

California State University, San Marcos

California State University, Stanislaus

Humboldt State University

San Diego State University

San Francisco State University

San Jose State University

Sonoma State University