## University Writing Style Sheet 2014–2015

Based on the CSU, Chico Publications Guide: [www.csuchico.edu/pub/](http://www.csuchico.edu/pub/)

### AB
- advisor
- African American
- All-American
- alumna/ae (female graduate/plural)
- alumnus/i (male graduate/plural)
- American Indian
- Asian American
- BA (not BA degree)
- baccalaureate
- bachelor’s degree
- decision making (n.)
- decision-making (adj.)
- double major(ing)

### CD
- campuswide (adj.)
- California State University, Chico on 1st reference; CSU, Chico (Chico State in informal usage) on 2nd reference; the University [the] Chico Experience
- Chico State Wildcat Store coursework
- cross-cultural (adj.)
- first-year (adj.)
- Founders Week
- freshmen (as adj.—freshman orientation; first-year preferred)
- full-time (adj.)
- fundraising (n., adj.)

### EF
- e.g. (for example)
- email
- emerita (female)
- emeritus (male)
- Esken Hall
- first-year (adj.)
- Founders Week
- freshmen (as adj.—freshman orientation; first-year preferred)
- full-time (adj.)
- fundraising (n., adj.)

### GH
- GE Pathway
- Glenn Hall
- grade point average (GPA)
- groundbreaking
- Harlen Adams Theatre
- health care
- high-quality (adj.)
- history (but Department of History)

### IJK
- i.e. (that is)
- Internet
- it’s (contraction for it is)
- its (possessive pronoun)
- intercollegiate
- interdisciplinary
- Konkow Hall

### LM
- Latin American (adj.)
- lifestyle (adj.)
- long-term (adj.)
- master’s degree
- Mechoopda Hall
- Meriam Library
- Mexican American
- multicultural

### NO
- Native American
- nonresident
- non-Western (adj.)
- Northern California
- off-campus (adj.)
- online

### PQ
- part-time (adj.)
- phone-a-thon
- postbaccalaureate
- prenursing
- pre-professional (adj.)
- preregistration
- President Zingg
- (but the president)

### RS
- re-admission
- re-cover (to cover again)
- re-entry (adj.)
- re-evaluate
- short-term (adj.)
- spring/spring 2012
- state-of-the-art (adj.)
- student-athlete
- student-centered

### TU
- the California State University (on 1st reference)
- theatre
- transferred
- undeclared (adj.)
- underrepresented (adj.)
- university-wide (adj.)
- [the] University (n.)
- university (adj.)
- upper-division (adj.)
- Up ‘til Dawn

### VWXYZ
- vice chair
- web page
- web manager
- website
- well-prepared (adj.)
- well prepared (adv.)
- work study
- X-ray

### Capitalization
- 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)

### Abbreviations
- AS (Associated Students)
- BA, BS
- MA, MBA, MFA, MS
- EdD, PhD
- HIST 101
- GPA
- RNs (plural)
- U.S. (adj.; spell out n.)
- Colleges: AGR, BSS, BUS, CME, ECC, HFA, NS

### Numbers
- Spell out 1–9 in text; use figures for 10 and above
- 1,710/10,500/14 million
- $10 million
- 5 percent
- 11 AM–2 PM (small caps or lowercase with periods)
- noon (not 12 noon/12 p.m.)
- Friday, Feb. 11, 2011
- February 2011
- the sixties/1960s/class of 2009
- 18-year-old (adj.)/3 years old
- 3D

### Punctuation
- **Commas**
  - Use the serial comma:
    - grades of A, B, and C
  - Set off appositives:
    - Jose Reyes, chair of the economics department,
- **Colons**
  - Main clause should precede colon:
    - Bring the following: paper, pen, books, and interest.

Questions? Contact Anna Harris, university publications editor, at 898-5882.
Colleges

AGR  College of Agriculture
BSS  College of Behavioral and Social Sciences
CME  College of Communication and Education
COB  College of Business
ECC  College of Engineering, Computer Science, and Construction Management
HFA  College of Humanities and Fine Arts
NS   College of Natural Sciences

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.

2SMST 25 Main Street
3SMST 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
BMU Auditorium (BMU 100)
BOWL Bidwell Bowl
BUTE Butte Hall
CLSA Colusa Hall
ESKEN Esken Residence Hall
FARM University Farm (Agricultural Teaching and Research Center)
GLNN Glenn Hall
GRNH Greenhouse
GSM Gateway Science Museum
HOLT Vesta Holt Hall
INFO University Information Center

Room Numbers
Modoc 120; or Modoc Hall, room 120

Theatres

Harlen Adams (PAC 144)
Ruth Rowland Taylor Recital Hall (PAC 134)
Larry Wismer (PAC 135)
Little Theatre (AYRS 106)

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 José State University
Sonoma State University