

University Writing Style Sheet 2020–21

Based on the CSU, Chico Style Guide: www.csuchico.edu/ucomm

<p>AB</p> <p>advisor African American Black (prop. adj.) All-American alumna/ae (female graduate/plural) alumnus/i (male graduate/plural) alum (informal) American Indian Asian American</p> <p>BA (not BA degree) baccalaureate bachelor's degree</p>	<p>CD</p> <p>campuswide (adj.) [the] California State University, Chico on 1st reference; CSU, Chico (Chico State in informal usage) on 2nd reference; the University [the] Chico Experience The Chico State Wildcat Store coursework cross-cultural (adj.)</p> <p>decision making (n.) decision-making (adj.) double major(ing)</p>	<p>EF</p> <p>e.g. (for example) email emerita (female) emeritus (male)</p> <p>first-generation student first-year (adj.) Founders Week freshman (as adj.— freshman orientation; first-year preferred) full-time (adj.) fundraising (n./adj.)</p>	<p>GH</p> <p>GE Pathway grade point average (GPA) groundbreaking</p> <p>health care high-quality (adj.) history (but Department of History)</p>
<p>IJK</p> <p>i.e. (that is) it's (contraction for it is) its (possessive pronoun) intercollegiate interdisciplinary internet (lowercase)</p>	<p>LM</p> <p>Latin American (adj.) Latinx (adj.) LGBTQ+ (preferred acronym) lifestyle (adj.) long-term (adj.) lower-division (adj.)</p> <p>master's degree Mexican American multicultural</p>	<p>NO</p> <p>non-land-grant nonresident non-Western (adj.) northeastern California Northern California North State</p> <p>off-campus (adj.) on-campus (adj.) online</p>	<p>PQ</p> <p>postbaccalaureate prenursing pre-professional (adj.) preregistration prerequisites President Gayle Hutchinson President Hutchinson (but the president)</p>
<p>RS</p> <p>re-admission re-cover (to cover again) re-entry (adj.) re-evaluate</p> <p>short-term (adj.) spring/spring 2012 state-of-the-art (adj.) student-athlete student-centered</p>	<p>TU</p> <p>theatre transferred</p> <p>undeclared (adj.) underrepresented (adj.) university-wide (adj.) [the] University (n./adj.) upper-division (adj.)</p>	<p>VWXYZ</p> <p>vice chair</p> <p>web page web manager website well-prepared (adj.) well prepared (adv.) work study</p> <p>X-ray</p>	<p>Capitalization</p> <p>Cap academic titles only when they precede the name: Dean Sara Smith; Sara Smith, dean of XYZ</p> <p>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;</p>
<p>Abbreviations</p> <p>AS (Associated Students) BA, BS MA, MBA, MFA, MS EdD, PhD HIST 101 RNs (plural) US (adj.; spell out n.) Colleges: AGR, BSS, BUS, CME, ECC, HFA, NS</p>	<p>Numbers</p> <p>Spell out 1–9 in text; use figures for 10 and above</p> <p>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, December 11, 2011 (abbrv. month for space) the sixties/1960s/class of 2009 18-year-old (adj.)/3 years old 3D</p>	<p>Punctuation</p> <p>Commas Use the serial comma: grades of A, B, and C</p> <p>Set off appositives: Jose Reyes, chair of the economics department,</p> <p>Colons Main clause should precede colon: Bring the following: paper, pen, books, and interest.</p>	<p>Use no colon after dependent clause: Bring – paper – pen – books</p> <p>Spaces Use single spaces between sentences.</p> <p>Do not use spaces before and after hyphens and dashes.</p>

Questions? Contact Ashley Gebb, university publications editor, at 898-4435.

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.

25MST 25 Main Street
35MST 35 Main Street
AEWC Albert E. Warrens Reception Center
AGYM [Arthur] Acker Gymnasium
AJH Aymer J. Hamilton Building
ARTS Arts and Humanites 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
KNDL [Glenn] Kendall Hall
KONK Konkow [Residence] Hall
LANG [Herbert F.] Langdon Hall 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
RCVG Receiving
RCE Regional & Continuing Education
ROTH Roth Planetarium
SAPP [Ella Caroline] Sapp Hall (alumni)
Science Building (formerly Science Replacement Building)
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
STAD Stadium and Track
SUTR Sutter Hall
THMA Tehama Hall
TRNT Trinity Hall
UHFS University Housing and Food Service
UVIL University Village
WHIT Whitney [Residence] Hall
WREC Wildcat Recreation Center
YOLO Yolo Hall
YUBA Yuba Hall
Room Numbers: Modoc 120; or Modoc Hall, room 120

Theatres and Galleries

Harlen Adams Theatre (PAC 144)
[Ruth] Rowland-Taylor Recital Hall (PAC 134)
Larry Wismer Theatre (PAC 135)
Little Theatre (AYRS 106)
[Paul and Yasuko] Zingg Recital Hall (ARTS 150)
[Jacki Headley] Unversity Art Gallery (ARTS 121)
[Janet] Turner Print Museum (ARTS 123)
Master's of Fine Arts [MFA] Gallery (ARTS 122)

CSU Campuses

Official campus names used 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