



Western

COMMUNICATIONS & PUBLIC AFFAIRS

# STYLE GUIDE

September 2016 Update



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Western University's Communications and Public Affairs Style Guide is designed to offer consistency to publications and materials. While developed specifically for Communications and Public Affairs work, the guide is made available to all members of the Western community for use as a helpful reference, if desired. Style rules for formal material such as letters, invitations, certificates and the like can differ from these guidelines.

If not listed in this guide, Western follows Canadian Press (CP) on matters of style and the Oxford Canadian Dictionary of Current English on matters of spelling. Deviations and variations on these specific to Western can be found in the following guide.

We consider this a living document, one that can be updated as warranted. Please forward any questions, comments, additions and/or concerns to Jason Winders, Director, Editorial Services, [newseditor@uwo.ca](mailto:newseditor@uwo.ca).

Western consulted dozens of professional and university style guides in its research. Portions of guides issued by Ryerson University, York University and the Associated Press, which addressed general and widespread issues most eloquently, were used.

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## Abbreviations/acronyms

Spell out the first reference with abbreviation in parentheses, then abbreviate afterward.

Organizers hope the event can be held in the University Community Centre (UCC). If booked, or otherwise busy, the event will move from the UCC to University College.

## Aboriginal

Capitalize in all instances.

The terms Aboriginals and Natives are not used as proper nouns. Use Aboriginal Peoples.

The term Aboriginal People(s) refers to the first inhabitants of Canada when describing in a general manner the Inuit, First Nations (Indians) and Métis people, without regard to their separate origins and identities. This term came into popular usage in Canadian contexts after 1982, when Section 35 of the *Canadian Constitution* defined the term as such.

Aboriginal is also a common term for the Indigenous Peoples of Australia. When used in Canada, however, it is generally understood to refer to Aboriginal Peoples in a Canadian context. This term is not commonly used in the United States.

Aboriginal and First Peoples are interchangeable terms.

## Aboriginal Peoples

The term Aboriginal People(s) refers to the first inhabitants of Canada when describing in a general manner the Inuit, First Nations (Indians) and Métis people, without regard to their separate origins and identities.

## Active vs. passive voice

Active voice shows the subject doing the action. "Jane loves Western." Jane is the subject who is doing the action, which in this case, is loving Western.

Passive voice makes the object the subject. This sentence would read, "Western is loved by Jane." The subject of the sentence becomes Western, but it isn't doing anything. Rather, Western is only the object of Jane's love.

Passive voice is not incorrect; it's just usually not the best way to phrase your thoughts. Sometimes passive voice can be awkward, vague and wordy. Utilizing active voice can tighten writing.

## Affiliated Colleges

Use full name for first reference (second reference). After crediting as Western students, be

sure to credit students as from these institutions in stories as you would from specific faculties.

Brescia University College (Brescia)  
Huron University College (Huron)  
King's University College (King's)

## Affiliations

In most cases, refer to department in the first reference and then faculty in a later reference.

Film Studies professor John Smith, a 20th century cinema expert in the Faculty of Arts & Humanities, will lead the discussion following the film.

## Alumni

Alumna (s.), alumnae (pl.) for women who graduated from the university;

Alumnus (s.) and alumni (pl.) for men who graduated from the university;

Alumni for a group of men and women who graduated from the university;

Never use alum.

In alumni-centred publications, alumni are referred to by full name, degree and graduation year on first reference and by last name only in subsequent references. Those who attended, but did not graduate, are referred to as "who attended Western" and not as alumni.

Jane Smith, BA'85, MBA'00, is taking risks in her latest role as chair and CEO. In July 2009, Smith made the transition from president of the organization ...

John Smith, who attended Western before being called in service of his country, will be honoured by the university next week.

## Angela Armitt Award for Excellence in Teaching by Part-Time Faculty

## Bachelor of Arts

See Degrees entry.

## Bachelor's Degree

See Degrees entry.

## Building codes

Codes used only in conjunction with room numbers. For official building names (first and second reference), see Building Names entry.

3M Centre - 3M

Advanced Facility For Avian Research - AFAR

Alexander Charles Spencer Engineering Building - SEB

Althouse Faculty of Education Building - FEB

Alumni Hall - AH

Alumni House Residence - AHR

Alumni Western Centre (BMO) - AWC

Arthur and Sonia Labatt Health Sciences Building - HSB

Ausable Hall Residence - AUHR

Bayfield Hall Residence - BAHF

Beaver Hall Residence - BHR

Biological and Geological Greenhouses - BGG

Biological and Geological Sciences Building - BGSB

Biotron - BIO

Boundary Layer Wind Tunnel - BLWT

Chemistry Building - CHB

Claudette Mackay-Lassonde Pavilion - CMLP

The Collider - COL

Collip Building - CB

Cronyn Observatory - CO

Delaware Hall Residence - DHR

Dental Sciences Building - DSB

Dr. Don Rix Clinical Skills Building - CSB

Elborn College - EC

Elgin Hall Residence - ELHR

Elginfield Observatory - EO

Environmental Science Western Field Station - ESW

Essex Hall Residence - EHR

Fraunhofer Project Centre for Composites Research - FPC

Gibbons Lodge - GL

Graphic Services Building - GSB

The Arts & Humanities Building - AHB

Health Sciences Addition - HSA

Institute For Chemicals & Fuels from Alternative Resources - ICFAR

Insurance Research Lab For Better Homes - IRL

International and Graduate Affairs Building - IGAB

Ivey Spencer Leadership Centre – ISLC

John Labatt Visual Arts Centre - VAC

Josephine Spencer Niblett Law Building - LB

Kresge Building - KB

Lambton Hall Residence - LAHR

Lawson Hall - LWH

Light Detection and Ranging Research Facility - LIDAR

London Hall Residence - LOHR

Material Sciences Addition - MSA

McIntosh Gallery - MG

Medical Sciences Building - MSB

Medway Hall Residence - MHR

Middlesex College - MC

Molecular Biology Laboratory - MBL

Museum of Ontario Archaeology - MOA

Music Building - MB

Natural Sciences Centre - NSC

North Campus Building - NCB

Ontario Hall Residence - OHR

Perth Hall Residence - PHR

Photoperiod Laboratory - PPL

Physics and Astronomy Building - PAB

Platts Lane Estates - PLE

Power Plant - PP

Richard Ivey Building - IVEY

Robarts Research Institute - RRI

Saugeen Maitland Hall Residence - SMHR

Siebens-Drake Research Institute - SDRI

Social Sciences Centre - SSC

Somerville House - SH

Spencer Hall - SPH

Staging Building - STAB

Stevenson Hall - STVH

Support Services Building - SSB  
 Sydenham Hall Residence - SYHR  
 Talbot College - TC  
 Taylor Library - TL  
 TD Stadium - TDS  
 Thames Hall - TH  
 Thompson Engineering Building - TEB  
 Thompson Recreation and Athletic Centre - TRAC  
 University College - UC  
 University Community Centre - UCC  
 Weldon Library - WL  
 West Valley Building - WVB  
 Western Centre for Public Health & Family  
 Medicine - PHFM  
 Western Child Care Centre - WCCC  
 Western Continuing Studies - WCS  
 Western Science Centre (Laurene O.Paterson) - WSC  
 Western Student Recreation Centre - WSRC  
 Western Student Services Building - WSSB  
 Western Tennis Club - WTC  
 Westminster Hall - WH  
 Wind Engineering, Energy & Environment - WINDEEEE

### **Building codes (additional related structures)**

North Electrical Sub-Station - NESS  
 East Electrical Sub-Station - EESS  
 West Electrical Sub-Station - WESS  
 South Electrical Sub-Station - SESS  
 Mogensen Building - MOG  
 Windermere Manor Conference Centre - WMCC  
 Windermere Manor Hotel - WMH  
 Convergence Centre- CC  
 Stiller Centre - SC  
 National Research Council Integrated Materials  
 Technology Institute - IMTI  
 Books Plus- BP

### **Building names (First and second reference)**

Capitalize the proper name of buildings, including the word 'building,' if it is an integral part of the proper name. The following is a list of oft-referred buildings on the Western campus. Building name for first reference (second reference).

3M Centre (3M Centre)  
 Advanced Facility for Avian Research (AFAR)  
 Alumni Hall (Alumni Hall)  
 Arthur & Sonia Labatt Health Sciences Building (Health Sciences Building)  
 The Arts & Humanities Building (old Ivey building, temporary home to faculty during University College renovations) (Arts Building)  
 Biological & Geological Sciences Building (B&G Building)  
 Biotron Experimental Climate Change Research Centre (Biotron)  
 Boundary Layer Wind Tunnel (BLWTL)  
 Chemistry Building (Chemistry Building)  
 Claudette MacKay-Lassonde Pavilion (Green Building)  
 Collip Building (Collip Building)  
 Cronyn Observatory (Cronyn)  
 D.B. Weldon Library (Weldon Library)  
 Dental Sciences Building (Dental Sciences Building)  
 Dr. Don Rix Clinical Skills Learning Building (Clinical Skills Building)  
 Elborn College (Elborn)  
 Elginfield Observatory (Elginfield)  
 Gibbons Lodge Residence (Gibbons Lodge)  
 Harold W. Siebens Centre (Siebens Centre)  
 Health Sciences Addition (Health Sciences Addition)  
 International & Graduate Affairs Building  
 Ivey Business School Toronto Campus, ING Direct Leadership Centre (ING Centre)  
 J. Gordon Thompson Recreation and Athletics Centre (Thompson Centre)  
 John George Althouse Faculty of Education Building (Althouse)

John Labatt Visual Arts Centre (Visual Arts Building)

Josephine Spencer Niblett Law Building (Law Building)

Kresge Building (Kresge Building)

Laurene O. Paterson Building, Western Science Centre (Western Science Centre)

Material Sciences Addition (Material Sciences Addition)

McIntosh Gallery (McIntosh)

Medical Sciences Building (Medical Sciences Building)

Middlesex College (Middlesex College)

Music Building (Music Building)

Natural Sciences Centre (Natural Sciences Centre)

North Campus Building (North Campus Building)

Physics & Astronomy Building (Physics & Astronomy Building)

Richard Ivey Building (Ivey) – refers to the new Ivey building

Robarts Research Institute at Western University (Robarts)

Somerville House (Somerville House)

Spencer Engineering Building (Spencer Engineering Building)

Spencer Hall (Spencer Hall)

Stevenson Hall (Stevenson Hall)

Lawson Hall (Lawson Hall)

Social Science Centre (Social Science Centre)

Support Services Building (SSB)

Talbot College (Talbot College)

TD Waterhouse Stadium (TD Waterhouse)

Thames Hall (Thames Hall)

University College (UC)

University Community Centre (UCC)

Western Centre for Public Health and Family Medicine (Family Medicine)

Western Student Recreation Centre (recreation centre)

Western Student Services Building (Western Student Services Building)

Westminster Hall (Westminster Hall)

## Bulleted lists

The introductory sentence is usually an independent clause and ends with a colon. Each bulleted item should begin with an uppercase letter and end with a semicolon until the last entry, which should end in a period.

## Calgary

Use the hashtag #YYC on Twitter, LinkedIn and Instagram posts.

## Campus Community Police Service (CCPS)

### Centres / Institutes

The Africa Institute

Applied Electrostatics Research Centre (AERC)

Autism Centre of Excellence

Biotron Experimental Climate Change Research (Biotron)

Bone & Joint Institute

Boundary Layer Wind Tunnel Laboratory

The Brain and Mind Institute

The Canada U.S. Institute

Canada-United States Law Institute

Canadian Centre for Activity and Aging

Centre for Advanced Materials and Biomaterials Research (CAMBR)

Centre for American Studies

The Centre for Environment & Sustainability

Centre for Education, Research & Innovation (CERI)

Centre for Inclusive Education

Centre for Planetary Science and Exploration (CPSX)

Centre for Population, Aging and Health

Centre for Research & Education on Violence Against Women & Children

Centre for Research on Migration and Ethnic Relations

Centre for Research & Teaching of Canadian Native Languages

Centre for the Study of International Economic Relations

Centre for the Study of Theory & Criticism

Centre for Transitional Justice and Post-Conflict Reconstruction

Centre for Translational Cancer Research

Chemical Reactor Engineering Centre (CREC)

CIBC Centre for Human Capital & Productivity

Economic Policy Research Institute (EPRI)

Geotechnical Research Centre

Holocaust Literature Research Institute

Institute for Catastrophic Loss Reduction (ICLR)

Institute for Chemicals and Fuels from Alternative Resources (ICFAR)

Institute for Research in Ontario Archaeology

International Centre for Olympic Studies (ICOS)

National Centre for Audiology

National Tax Centre

Particle Technology Research Centre (PTRC)

WindEEE Research Institute (WindEEE)

Western Centre for Functional and Metabolic Mapping (CFMM)

### **Class of ...**

Capitalize and use full, not abbreviated, date.

The Class of 1979 gathered to honour their retiring professor.

On Twitter, use hashtags for classes.

#WesternU2017, #WesternU2013

On Facebook, consider contacting the Class of Facebook Page for the year(s) in question and asking them to distribute your message.

### **community engaged learning**

Preferred term over 'service learning' or 'volunteer service learning.'

A credit or non-credit activity, local or abroad, which involves community partners or organizations working directly with students on projects of interest to the community.

### **Convocation**

Capitalize in all references to Western's Convocation.

### **counsellor**

### **counselling**

### **Course titles**

Capitalize and italicize.

### **Courtesy titles**

Do not use courtesy titles such as Mr., Mrs., Miss and Ms. in newspapers, magazines and media releases. They should be avoided in all other uses unless deemed culturally necessary for specific documents.

» See Dr./PhD entry.

### **Cutlines/captions for photos**

Cutlines/captions are treated as an independent element, with all names and references requiring first-use rules. Do not assume a reader will read both the story and the cutline.

### **DAN Management and Organizational Studies program**

### **Datelines**

City outside London, Ont., where story takes place is written in all caps. Inside Canada, use city and province when necessary for clarity. In United States, follow AP guidelines on cities who standalone; all other cities require state. Outside Canada/United States, follow AP guidelines on cities who standalone; all other cities require country.

HONG KONG – Forty-two undergraduates and post-graduates, representing six faculties and affiliated colleges, celebrated the culmination of their time at Western as the university held its ninth annual Hong Kong convocation ceremony May 26 in the Grand Ballroom of the Conrad Hong Kong.

MATTOON, III. – Four Western alumni have found a new home in the Heartland.

## Dates

Write all information in Time, Day/Date, Location order.

The meeting has been moved to 9:30 a.m.  
Tuesday, Nov. 11 in University College 2130.

Abbreviate names of months more than five letters when followed by a date. (Jan. 1, Feb. 1, March 1, April 1, May 1, June 1, July 1, Aug.1, Sept. 1, Oct. 1, Nov. 1 and Dec. 1.)

Do not use suffixes -st, -nd, -rd, -th.

Use year only when referring to one other than the current year.

The group first met on April 5, 2009. They have accomplished little since that date. At a Sept. 13 meeting, they hope to get back on track.

## Days of the week

Spell out. Never abbreviate days of the week.

## Dean

» See Titles entry.

## Degrees

It is acceptable to spell out the degree or to abbreviate it, depending on the context. When spelling out a degree, use upper case.

There are many baccalaureate degrees.

He earned a Bachelor's Degree. She is working toward a Master's Degree.

She has a Bachelor of Arts in English. He has a Master of Arts degree.

When abbreviating a degree, omit periods and punctuation marks.

BA, MA, PhD and LLB

Within a graduate profile, shorten as much as possible, degree and year of graduation without a space between the two.

Jane Smith, MA'10, is now pursuing doctoral work at Harvard University.

Western offers the following degrees under the following names. Both long and abbreviated versions are offered here. (Updated May 2016.)

### Undergraduate Degrees

- Bachelor of Arts - BA
- Bachelor of Arts (Human Ecology) - BA(HEc)
- Bachelor of Education - BEd

- Bachelor of Engineering Science - BESC
- Bachelor of Fine Arts - BFA
- Bachelor of Health Sciences - BHSc
- Bachelor of Management and Organizational Studies - BMOS
- Bachelor of Medical Sciences - BMSc
- Bachelor of Music - BMus
- Bachelor of Musical Arts - BMusA
- Bachelor of Science - BSc
- Bachelor of Science (Foods and Nutrition) - BSc (FN)
- Bachelor of Science (Human Ecology) - BSc(HEc)
- Bachelor of Science in Nursing - BScN
- Bachelor of Social Work - BSW
- Bachelor of Theology - BTh
- Juris Doctor - JD

### Graduate Degrees

- Master of Arts - MA
- Master of Business Administration - MBA
- Master of Clinical Science - MCISc
- Master of Clinical Dentistry - MCID
- Master of Divinity - MDiv
- Master of Education - MEd
- Master of Engineering - MEng
- Master of Engineering Science - MESC
- Master of Environment & Sustainability - MES
- Master of Fine Arts - MFA
- Master of Health Information Sciences (MHIS)
- Master of Laws - LLM
- Master of Library and Information Science - MLIS
- Master of Media in Journalism and Communications (MMJC)
- Master of Music - MMus
- Master of Physical Therapy - MPT
- Master of Public Administration - MPA
- Master of Science - MSc
- Master of Science in Food and Nutrition - MScFN
- Master of Science in Nursing - MScN
- Master of Science in Occupational Therapy - MScOT
- Master of Social Work - MSW
- Master of Theological Studies - MTS
- Doctor of Dental Surgery - DDS
- Doctor of Medicine - MD
- Doctor of Philosophy - PhD

## Department of Management and Organizational Studies

### Departments

Capitalize when referring to departments as standalone words.

e.g. Film Studies, Biology, Philosophy.

### Distinguished University Professorships (DUP)

### Dr./PhD

For newspaper, magazines and media releases, continue Western's long-established practice of following Canadian Press journalistic standard of using Dr. only in cases of a medical practitioner and/or dentist, and then only in the first reference. Subsequent references are last name only. If necessary for clarity or to establish academic credentials, use PhD following the first reference.

Dr. John Smith performed the first-of-its-kind operation. Smith said it was his crowning achievement.

Western University professor Jane Smith, PhD, now works in Guam as a consultant.

For all other purposes (proposals, speeches, etc.), Dr. can be used in terms of academic credential at the writer's discretion.

### Edward G. Pleva Awards for Excellence in Teaching

#### email

Not e-mail or Email.

#### emerita/ emeritus/ emeriti

Use professor emerita for female; professor emeritus for male; and professors emeriti for a group of like or mixed genders.

#### enrol, enrolment, enrolled, enrolling

#### Eskimo

Do not use. The term Inuit replaces the term Eskimo in all cases.

### Extension

Abbreviate as Ext. in all cases except for email signature, which is simply e.

### Facebook posts

Keep engagement and conversation in mind and try to alternate between promotion and conversation. Links and photos are optional but can help your posts reach more people and achieve higher engagement.

Facebook posts are best kept to 209 characters or less.

### Faculties

Use full name for first reference (second reference).

Faculty of Arts & Humanities (Arts & Humanities)

Don Wright Faculty of Music (Music)

Faculty of Education (Education)

Faculty of Engineering (Engineering)

School of Graduate and Postdoctoral Studies (SGPS)

Faculty of Health Sciences (Health Sciences)

Faculty of Information & Media Studies (FIMS)

Faculty of Law (Law)

Ivey Business School (Ivey)

Schulich School of Medicine & Dentistry (Schulich / Schulich Medicine & Dentistry)

Note: It is acceptable to use 'Schulich Medicine' or 'Schulich Dentistry' as short-forms verbally or in text, but it is not appropriate to identify a separate 'Schulich School of Medicine' or 'Schulich School of Dentistry.'

Faculty of Science (Science)

Faculty of Social Science (Social Science)

### Faculty

When referring to faculty in a general sense, use lowercase.

The Faculty of Science is one of many faculties at Western.

The words "faculty" and "school" should be lowercase when referring to a specific faculty or school when the name is not written out in full.

The Faculty of Engineering offers optional internships. The faculty accepts applications in September.

Capitalize when referring to faculties as standalone words.

Western offers several strong faculties including Science, Law and Engineering.

## First Nation(s)

Capitalize in all instances.

First Nation is a term used to describe Aboriginal peoples of Canada who are ethnically neither Métis nor Inuit. This term came into common usage in the 1970s and 1980s and generally replaced the term Indian, although unlike Indian, the term First Nation does not have a legal definition.

While First Nations refers to the ethnicity of First Nations peoples, the singular First Nation can refer to a band, a reserve-based community or a larger tribal grouping and the status Indians who live in them.

## First Peoples

Capitalize in all instances.

First Peoples is an all-encompassing term that includes Inuit, First Nations (Indians) and Métis.

Aboriginal and First Peoples are interchangeable terms.

## First-year

Holds true for second-year, third-year, etc.

## Full-time

## Global and Intercultural Engagement Honor

Global and Intercultural Engagement Honor recognizes students' engagement in international education and intercultural activities during their time at Western. Once achieved, the honour appears on the student's official transcript upon graduation as a complement to their degree.

## Hashtags

Use hashtags (#WesternU, #Idnont) on Twitter, LinkedIn and Instagram posts.

Western's official hashtag is #WesternU. Use it to reach the Western Twitter community as Communications and Public Affairs monitors this hashtag and will retweet internal postings from it.

Do not use @WesternU. This is reserved for customer service for the public to ask us direct questions.

## Health care

Health care (n.) health-care (adj.)

## Hellmuth Prize for Achievement in Research

## Honorary degrees

### Honour/honor

Use honour in all cases with the exception of 'honorary degrees' and 'BA Honors' as well as the names of specific degree programs (e.g. honors specialization in Biochemistry).

## Hospitals

London Health Sciences Centre (LHSC)

University Hospital (University Hospital)

South Street Hospital (South Street)

Victoria Hospital (Victoria)

St. Joseph's Health Care London (St. Joseph's)

Parkwood Hospital (Parkwood)

Regional Mental Health Care London (RMHC-London)

Regional Mental Health Care St. Thomas (RMHC-St. Thomas)

South Street Hospital (South Street). Closed January 2013.

## Hyphen

Use a hyphen when you join two words to form a compound modifier.

First-year course; part-time studies; government-mandated budget cuts.

As a rule, a hyphen should not be used to join a prefix to a root/base except to avoid doubling a vowel, tripling a consonant, duplicating a prefix or when the context is confusing or causes ambiguity.

Exceptions are noted in this guide under the word. Be sure to check to see if listed. If not, default to above rule.

Use a hyphen with the prefix 're' where the word would otherwise be confusing.

re-coiled the rope (as opposed to recoiled in horror)

re-covered a chair (as opposed to recovered from an illness).

Never hyphenate -ly modifiers.

Internationally known researcher

## Indian

Use term for people and/or institutions from the country of India.

The term Indian refers to the legal identity of a First Nations person who is registered under the *Indian Act*. The term Indian should be used only when referring to a First Nations person with status under the *Indian Act*, and even then, only within its legal context. Aside from this specific legal context, the term Indian in Canada is considered outdated and may be considered offensive.

In the United States, however, the term American Indian and Native Indian are both in current and common usage.

## Indigenous

Capitalize in all instances.

Indigenous is a term used to encompass a variety of Aboriginal groups. It is most frequently used in an international, transnational or global context. This term came into wide usage during the 1970s when Aboriginal groups organized transnationally and pushed for greater presence in the United Nations (UN). In the UN, Indigenous is used to refer broadly to peoples of long settlement and connection to specific lands who have been adversely affected by incursions by industrial economies, displacement, and settlement of their traditional territories by others.

## Indigenous Peoples

Capitalize in all instances.

The term Indigenous Peoples is an all-encompassing term that includes the Aboriginal or First Peoples of Canada, and other countries. For example, the term Indigenous Peoples is inclusive of Inuit in Canada, Maori in New Zealand, Aborigines in Australia, and so on.

The term Indigenous Peoples is generally used in an international context. The title of the *United Nations Declaration of the Rights of Indigenous Peoples* is a prime example of the global inclusiveness of the term Indigenous Peoples.

## Innu

Capitalize in all instances.

Innu are a First Nations group located in northeastern Quebec and central Labrador.

## Inuit

Capitalize in all instances.

Inuit is the contemporary term for Eskimo. Refers to specific groups of people generally living in the far north who are not considered the legal identity of Indians under Canadian law.

## Insurance Research Lab for Better Homes

Do not use 'Three Little Pigs,' a shorthand nickname for the facility during its proposal and construction phase.

## intercultural learning

Preferred term over 'cross-cultural learning.'

Learning at home or abroad that involves exposure to, and increased understanding of, cultures other than the student's own.

## International Learning

Learning activities at home or abroad that focus on other countries or cultures, or any educational activity (credit or non-credit) that occurs abroad. At Western, International Learning encompasses exchange programs, study abroad, summer study abroad, Alternative Spring Break (ASB), international internships, research abroad, international community engaged learning, faculty-led international learning experiences, field schools and courses with a global or intercultural focus.

## internationalization

The active pursuit of activities that support the incorporation of an international perspective into all aspects of teaching and learning.

## Internet

## Italics

Italicize the titles of books, journals, periodicals, newspapers, pamphlets, proceedings, collections, theses, dissertations, plays, movies, television shows, operas, oratorios, paintings, drawings, sculptures and other works of art.

## Ivey Business School, Hong Kong Campus

## Ivey Business School, Mumbai Campus **Master's Degree**

See Degrees entry.

### J.W.

Western Mustangs mascot.

## Lawson Health Research Institute (Lawson)

### Libraries

Full library name for first reference (second reference).

Archives and Research Collections Centre (ARCC)

C.B. 'Bud' Johnston Library (Business Library)

Education Library (Education Library)

John & Dotsa Bitove Family Law Library (Law Library)

Music Library (Music Library)

Allyn and Betty Taylor Library (Taylor)

Map and Data Centre (Map and Data)

The D.B. Weldon Library (Weldon)

### London

Avoid using Ont. unless needed for clarity. But keep your audience in mind. For example, a story involving several international cities or a press release targeting an international audience might require the use of 'London, Ont.'

Western alumni traveled to London this past weekend to celebrate Homecoming.

The research study has taken Western scientists around the globe from Paris to Berlin to Moscow and back to London, Ont.

Use the hashtag #Idnont on Twitter, LinkedIn and Instagram posts.

### Main Campus

Main Campus refers to the London campus of Western University, excluding Affiliated University Colleges.

## Marilyn Robinson Award for Excellence in Teaching

### Master of Arts

See Degrees entry.

### Measurement

Canadian Press suggests using metric for most measurements, although it stresses clarity as key to the decision. Much of that clarity is at the writer's discretion taking audience into consideration.

In most cases, when an imperial figure must be used, it should be accompanied by its metric equivalent. If exact measurements are not required, round figure to the nearest whole number.

Do not change quotations to reflect style, simply refer to metric in parenthesis.

"The float was nearly 100-feet (30-metres) tall," said John Smith. "No wonder it couldn't clear that underpass."

Among the exceptions are more conventional references – personal height and weight, two-by-fours, quarter-inch screws, etc.

Smith, who was a 7-foot, 350-pound linebacker for the 1948 Mustangs football team, never fully embraced the change of coaches and transferred the next season.

Speed and distance are expressed in kilometres/hour and kilometres.

Do not mix imperial and metric measurements when possible.

### Mental health

Do not describe an individual as 'mentally ill' unless pertinent to a story and diagnosis is properly sourced.

When used, identify the source for the diagnosis. Wherever possible, rely on people with mental illness to talk about their own diagnoses.

Mental illness is a general condition. Specific disorders are types of mental illness and should be used whenever possible:

He was diagnosed with schizophrenia, according to court documents. She was diagnosed with anorexia, according to her parents. He was treated for depression.

Do not use derogatory terms, such as insane, crazy/crazed, nuts or deranged, unless they are part of a quotation essential to the story.

Avoid descriptions that connote pity, such as afflicted with, suffers from or victim of. Rather, he has obsessive-compulsive disorder.

Avoid using mental health terms to describe non-health issues. Don't say that an awards show, for example, was schizophrenic.

## Métis

Capitalize in all instances.

The term refers to a collective of cultures and ethnic identities that resulted from unions between Aboriginal and European people in Canada. This term has general and specific uses, and the differences between them are often contentious. It is sometimes used as a general term to refer to people of mixed ancestry, whereas in a legal context, Métis refers to descendants of specific historic communities.

## Months

Spell out when referring to the month generally. Abbreviate names of months more than five letters when followed by a date. (Jan. 1, Feb. 1, March 1, April 1, May 1, June 1, July 1, Aug.1, Sept. 1, Oct. 1, Nov. 1 and Dec. 1.)

Let's get together in September.

Let's meet on Sept. 5.

Let's meet in May, perhaps somewhere around May 5.

## Mustangs

Use in reference to athletes and athletic teams, but not for general student population. Can use Mustang when referring to a single athlete, but try to avoid.

## Names

Always give the first name or initial of person the first time they appear in a story. Follow with use of last name only, unless needed for clarity (for instance, quoting multiple members of a family with the same last name).

Avoid using first names as much as possible, as it can make the writing too informal or infantilize the subject.

## Native

Avoid use when possible.

Capitalize in all instances.

The term does not denote a specific Aboriginal ethnicity (such as First Nation, Métis, or Inuit). In Canada, the term Aboriginal or Indigenous is generally preferred to Native. In the United States, the term Native American is in common usage to describe Aboriginal peoples.

Some may feel Native has a negative connotation and is outdated. This term can also be problematic in certain contexts, as some non-Aboriginal Peoples born in a settler state may argue that they, too, are Native.

## Numbers

As a rule, spell out numbers between zero and nine, use numerals for 10 and higher or lower than zero.

Always spell out a number that begins a sentence. That is, unless it is a year. If the number is large or would be cumbersome to spell out, reword the sentence so the number doesn't begin it. The goal is readability.

Always use numerals for the following: Ages; days of the month; degrees of temperature; dimensions; house numerals; percentages; proportions; scores; serial numbers; speeds; sums of money; time of day; votes; and years.

## online

## Part-time

Not part time.

## Peoples

The plural peoples recognizes more than one distinct group comprises the Aboriginal population of Canada. For example, Aboriginal People (singular) might mean each Aboriginal individual, whereas Aboriginal Peoples (plural) indicates a number of separate Aboriginal populations.

## Per cent

Two words. Never use %. Always use figures and decimals, avoid spelling out numbers and fractions unless necessary for clarity.

1 per cent, 2.5 per cent, 0.6 per cent, 30 per cent, a third of a per cent

## Postdoctoral

## Postgraduate

## Postsecondary

## Practice (noun or adjective)/practise (verb)

## Professor

Never capitalize unless part of an official name or chair.

Western University professor John Smith may understand the book better than anyone on Earth. Even though Smith couldn't make it through the work his first time around.

For newspapers, magazine and media releases,

do not distinguish between assistant professors, associate professors and full professors unless it is relevant to the story.

For all other purposes (proposals, speeches, etc.), use titles at the writer's discretion.

Never abbreviate as prof.

### **Professor emerita (female)**

### **Professor emeritus (male)**

### **Professors emeriti (group)**

## **Quotes**

Double quotations marks should be used only in cases of direct quotations no matter the length.

Single quotation marks should be used in cases of colloquial and emphasis.

## **Race**

Capitalize the proper names of nationalities, peoples, races and tribes.

Aboriginal Peoples, Arab, Caucasian, French-Canadian, Inuit, Jew, Latin, Negro, Asian, Cree.

Note that black and white do not name races and are lowercase.

The term black is acceptable in all references in Canada and the United States. In the United States, African-American is also used; in Canada African-Canadian is used by some people but not by others.

## **Residences (First and second reference)**

The following is a list of residences on the Western campus.

Alumni House

Delaware Hall

Elgin Hall

Essex Hall

London Hall

Medway-Sydenham Hall

Ontario Hall

Perth Hall

Saugeen-Maitland Hall

## **Richmond Gates (The Gates)**

## **Robarts Research Institute at Western University (Robarts)**

As a standalone, use Western's Robarts Research Institute or Western University's Robarts Research Institute in first reference, then Robarts in all subsequent references.

In referring to individual associations, use 'Western University researcher' or 'Western researcher' in a lede then use full location in second paragraph.

Western University researcher John Smith has discovered a new way. Smith and his team at Western University's Robarts Research Institute unlocked the secret ...

## **Said/Says**

For newspapers and media releases, use said in all cases.

## **Schools**

See Faculties entry.

## **Senate**

university Senate (Senate).

## **southwestern Ontario**

## **Spaces**

Use one space after punctuation – unless you're working on a typewriter, in which case, why are you still using a typewriter.

## **study abroad**

An umbrella term referring to any for-credit learning activity abroad including full-degree, exchange and Letter of Permission programs as well as experiential or community engaged learning abroad for credit.

## **Time**

Use figures except for noon and midnight. Use a colon to separate hours from minutes.

5 p.m.

10:30 a.m.

Write all information in Time, Day/Date, Location order.

The meeting has been moved to 9:30 a.m. Tuesday, Nov. 11 in University College 2130.

## Temperature

Use Celcius unless in a quotation or necessary for scientific explanation (e.g. Kelvin). In most cases, when an imperial figure must be used, it should be accompanied by its metric equivalent.

Western researchers braved 130-degree F (54 C) heat to get the necessary research.

## Three Little Pigs

Do not use. See Insurance Research Lab for Better Homes.

## Titles

In general, confine capitalization to formal titles no matter placement in sentence.

President John Smith and Vice-President (External) Jane Smith addressed the media.

John Smith, University President and Vice-Provost, and Jane Smith, Vice-President (External), addressed the media.

The Vice-President (External) will speak next week.

The President thought better of that second piece of pie.

A formal title is one “that denotes the scope of authority, professional activity or academic activity,” as the Associated Press describes it. Think about Provost & Vice-President (Academic), Vice-President (Resources & Operations), Vice-President (External).

In general, lower case informal titles no matter placement in sentence.

The team was sure to thank Western researcher Charles Darnay for his efforts on the project.

An informal title is one that serves primarily as occupational descriptions: astronaut Chris Hadifeld, movie star Rachel McAdams, professor David Bentley.

A final determination on whether a title is formal or informal depends on the practice of the organization conferring it.

Use last name as second reference and do not repeat title after first reference.

When including a descriptor in the title, especially for Western titles, parenthesis should be used.

Vice-President (External)

## Toronto

Never use Ont. Use the hashtags #Toronto or #YYZ on Twitter, LinkedIn and Instagram posts.

## travel, traveler, travelled, travelling

## tweet, tweets, tweeted

Verb for posting something to Twitter. Do not capitalize.

## Twitter

Keep engagement and conversation in mind and try to alternate between promotion and conversation. Links and photos are optional but can help your posts reach more people and achieve higher engagement.

Tweets are best kept to 117 characters or less.

## UC Hill

## University

For external audiences, use Western University in first reference, then Western on second reference. Never abbreviate as WU. For internal audience, use Western in all references.

Although The University of Western Ontario remains the university’s official name, do not use The University of Western Ontario (or UWO) in any reference.

Uppercase the word ‘University’ in all cases as a standalone noun when referring to Western University. Lowercase when referring to all other universities.

## University Librarian

The position no longer exists, and has been changed to Vice Provost and Chief Librarian. Chief Librarian is acceptable as first reference.

## Vancouver

Use the hashtags #Vancouver or #VanCity on Twitter, LinkedIn and Instagram posts.

## Watts Lab for Smart Grid and Innovation DG Control Studies (Watts Lab)

## Web addresses

When writing web addresses, do not include http://www.

Visit [uwo.ca](http://uwo.ca) for more details.

**website****Western Award of Excellence****Western Humanitarian Award****Western International****Western University****Windsor Campus**

Schulich School of Medicine & Dentistry - Windsor Campus (Windsor Campus)

**Year**

Use year only when referring to one other than the current year.

The group first met on April 5, 2009. They have accomplished little since that date. At a Sept. 13 meeting, they hope to get back on track.

When writing a range of years, write the first year in full followed by the last two digits of the second year.

He worked at Western from 2001-08.



Western