



Western

COMMUNICATIONS & PUBLIC AFFAIRS

# STYLE GUIDE

October 2017 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

Do not use. Use Indigenous or Indigenous Peoples.

## Aboriginal Peoples

Do not use. Use Indigenous Peoples or Indigenous.

## 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. 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; and

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.

Alumx (s. and pl.) is an acceptable gender-neutral option when requested in limited cases when alternative wording is overly awkward or clumsy. Clarity is a top priority; gender-neutral use of alumx is unfamiliar to many readers. Clarify in text, if necessary.

The 34-year-old alumx – the preferred singular, gender-neutral moniker for alumni – recently applied for a non-binary birth certificate in Ontario.

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

## Bachelor of Arts

See Degrees entry.

## Bachelor's Degree

See Degrees entry.

## Beryl Ivey Garden

## 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

Arthur and Sonia Labatt Health Sciences Building - HSB	Lawson Hall - LWH
Ausable Hall Residence - AUHR	Light Detection and Ranging Research Facility - LIDAR
Bayfield Hall Residence - BAHR	London Hall Residence - LOHR
Beaver Hall Residence - BHR	Material Sciences Addition - MSA
Biological and Geological Greenhouses - BGG	McIntosh Gallery - MG
Biological and Geological Sciences Building - BGSB	Medical Sciences Building - MSB
Biotron - BIO	Medway Hall Residence - MHR
BMO Bank of Montreal Building - BMO	Middlesex College - MC
Boundary Layer Wind Tunnel - BLWT	Molecular Biology Laboratory - MBL
Chemistry Building - CHB	Museum of Ontario Archaeology - MOA
Claudette Mackay-Lassonde Pavilion - CMLP	Music Building - MB
The Collider - COL	Natural Sciences Centre - NSC
Collip Building - CB	North Campus Building - NCB
Cronyn Observatory - CO	Ontario Hall Residence - OHR
Delaware Hall Residence - DHR	Perth Hall Residence - PHR
Dental Sciences Building - DSB	Photoperiod Laboratory - PPL
Dr. Don Rix Clinical Skills Building - CSB	Physics and Astronomy Building - PAB
Elborn College - EC	Platts Lane Estates - PLE
Elgin Hall Residence - ELHR	Power Plant - PP
Elginfield Observatory - EO	Richard Ivey Building - IVEY
Environmental Science Western Field Station - ESW	Robarts Research Institute - RRI
Essex Hall Residence - EHR	Saugeen Maitland Hall Residence - SMHR
FIMS & Nursing Building - FNB	Siebens-Drake Research Institute - SDRI
Fraunhofer Project Centre for Composites Research - FPC	Social Sciences Centre - SSC
Gibbons Lodge - GL	Somerville House - SH
Graphic Services Building - GSB	Spencer Hall - SPH
The Arts & Humanities Building - AHB	Staging Building - STAB
Health Sciences Addition - HSA	Stevenson Hall - STVH
Institute For Chemicals & Fuels from Alternative Resources - ICFAR	Support Services Building - SSB
Insurance Research Lab For Better Homes - IRL	Sydenham Hall Residence - SYHR
International and Graduate Affairs Building - IGAB	Talbot College - TC
Ivey Spencer Leadership Centre – ISLC	Taylor Library - TL
John Labatt Visual Arts Centre - VAC	TD Stadium - TDS
Josephine Spencer Niblett Law Building - LB	Thames Hall - TH
Kresge Building - KB	Thompson Engineering Building - TEB
Lambton Hall Residence - LAHR	Thompson Recreation and Athletic Centre - TRAC
	ThreeC+

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 Interdisciplinary Research Building - WIRB  
 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 - WINDEEE

### **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**

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)  
 FIMS & Nursing Building  
 Please note, some confusion can occur  
 because the FIMS & Nursing Building houses  
 the Arthur Labatt Family School of Nursing.  
 Gibbons Lodge Residence (Gibbons Lodge)  
 Harold W. Siebens Centre (Siebens Centre)  
 Health Sciences Addition (Health Sciences  
 Addition)  
 International & Graduate Affairs Building (IGAB)  
 Ivey Business School Toronto Campus, Tangerine  
 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)

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 Interdisciplinary Research Building

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.

### Canadian Intercollegiate Athletic Union (CIAU)

1961-1978. National governing body of university sport in Canada. Became Canadian Interuniversity Athletic Union (CIAU) in 1978.

### Canadian Interuniversity Athletic Union (CIAU)

1978-2001. National governing body of university sport in Canada. Became Canadian Interuniversity Sport (CIS) in 2001.

### Canadian Interuniversity Sport (CIS)

2001-2016. National governing body of university sport in Canada. Became U Sports in 2016.

### 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)

## **Child and Youth Development Clinic (CYDC)**

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

Capitalize and use full, not abbreviated, date.  
 The Class of 1979 gathered to honour their retiring professor.  
 On Twitter, use hashtags and year for classes.

#WesternU2017, #WesternU2013

On Facebook, consider contacting the Class of Facebook Group 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.

## **currency**

Canadian currency is assumed in most cases. When clarity is required, however, CAD is the code established by the International Organization for Standardization to represent the Canadian dollar; it is composed of the country symbol CA (Canada) and the currency symbol D (dollar).

Even though the code already contains the symbol D for dollar, use a dollar sign for reader clarity.

The code is placed before the dollar figure.

CAD \$30 million

Commonly used codes, include CAD (Canada), CNY (China yuan renminbi), EUR (Euro), GBP (British pounds) and USD (U.S. dollars).

## **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 Department of Management and Organizational Studies**

## 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 stand alone; all other cities require state. Outside Canada/United States, follow AP guidelines on cities who stand alone; 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, Ill. – 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 August 2017.)

### 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

- Doctor of Musical Arts - DMA
- Education - Professional - MPEd
- Education - Professional - EdD
- Executive Master of Business Administration - EMBA
- Graduate Diploma - GDip
- Master of Arts - MA
- Master of Business Administration - MBA
- Master of Clinical Science - MCISc
- Master of Clinical Dentistry - MCID
- Master of Data Analytics - MDA
- Master of Divinity - MDiv
- Master of Education - MEd
- Master of Engineering - MEng
- Master of Engineering Science - MESC
- Master of Environment & Sustainability - MES

- Master of Financial Economics - MFE
- Master of Fine Arts - MFA
- Master of Health Information Science - MHIS
- Master of Laws - LLM
- Master of Library and Information Science - MLIS
- Master of Management of Applied Science - MMASc
- Master of Media in Journalism and Communication (MMJC)
- Master of Music - MMus
- Master of Nursing - MN
- Master of Physical Therapy - MPT
- Master of Public Administration - MPA
- Master of Public Health - MPH
- Master of Science - MSc
- Master of Science in Foods and Nutrition - MScFN
- Master of Studies in Law - MSL
- Master of Science in Nursing - MScN
- Master of Science in Occupational Therapy - MSc(OT)
- Master of Social Work - MSW
- Doctor of Dental Surgery - DDS
- Doctor of Medicine - MD
- Doctor of Philosophy - PhD

## 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.

### 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.

### 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.'

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

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 Indigenous 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 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 and Métis.

## first-year

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

## Frosh

Do not use.

## full-time

## gender

The term ‘gender’ is not synonymous with ‘sex.’ Gender refers to a person’s social identity while sex refers to biological characteristics.

Not all people fall under one of two categories for sex or gender, according to leading medical organizations.

Avoid references to “both sexes/genders,” “either sex/gender” or “opposite sexes/gender” as a way to encompass all people.

## gender-neutral pronouns

In stories about people who identify as neither male nor female or ask not to be referred to as he/she/him/her, they/them/their is acceptable as a singular and-or gender-neutral pronoun.

Clarity is a top priority; gender-neutral use of a singular they is unfamiliar to many readers.

If they/them/their use is essential, explain in the text that the person prefers a gender-neutral pronoun. Be sure that the phrasing does not imply more than one person.

Under the gender category, Joshua M. Ferguson’s government identification indicates ‘M’ for ‘male’ – a designation incongruent with the writer and filmmaker’s identity. Ferguson, BA’09 (Film Studies), identifies as non-binary trans and uses the pronouns ‘they,’ ‘them’ and ‘their’ to reflect gender identity. The 34-year-old alumx – the preferred singular, gender-neutral moniker for alumni – recently applied for a non-binary birth certificate in Ontario. If the application is successful, Ferguson’s document will be the first such birth certificate issued by the province.

Following AP and CP Style, we do not use other gender-neutral pronouns such as xe or ze.

## 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

Children's Hospital

London Health Sciences Centre (LHSC)

University Hospital (University Hospital)

Victoria Hospital (Victoria)

St. Joseph's Parkwood Institute (Parkwood)

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

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

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.

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

## Indigenous

Capitalize in all instances.

Indigenous is a term used to encompass a variety of the original peoples of Canada.

## Indigenous Peoples

Capitalize in all instances.

The term Indigenous Peoples is an all-encompassing term that includes the First Peoples of Canada.

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.

## Information Technology Services (ITS)

Changed to Western Technology Services (WTS) in 2017.

## 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

## Ivey Tangerine Leadership Centre

Formerly the ING Direct Leadership Centre.

## 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 #ldnont 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.

## Master's Degree

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 Indigenous 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.

## Middlesex College Clock Tower

The five-story clock/bell tower atop Middlesex College.

## Middlesex County Memorial Tower

The 126-foot-high Middlesex County Memorial Tower sits atop University College, built in 1923, one of the first buildings to be constructed at Western. The tower houses a water tank which is no longer in use. The tower of University College was erected in 1924 in memory of the soldiers from Middlesex County who died in the First World War.

## 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).

## Native

Avoid use when possible.

Capitalize in all instances.

The term does not denote a specific ethnicity (such as First Nation, Métis, or Inuit). In Canada, the

term Indigenous is generally preferred to Native. In the United States, the term Native American is in common usage to describe the original people of North America.

Some may feel Native has a negative connotation and is outdated. This term can also be problematic in certain contexts, as some non-Indigenous 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

### Ontario University Athletics (OUA)

1997-present. Ontario governing body of university sport with merger of Ontario Universities Athletics Association (OUAA) and Ontario Women's Intercollegiate Athletics Association (OWIAA).

### Ontario Universities Athletics Association (OUAA)

Ended in 1997. Became Ontario University Athletics (OUA).

### Ontario Women's Intercollegiate Athletics Association (OWIAA)

Ended in 1997. Became Ontario University Athletics (OUA).

## part-time

Not part time.

## Paul Davenport Theatre

## per cent

Two words. 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

In marketing piece, you may use the symbol % as it's much easier to read and recognize when comparing a number of statistics in one sentence, paragraph or in a bullet list.

## 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)

## Propel Entrepreneurship

## province abbreviations

The names of provinces, territories and districts may be abbreviated when they follow the name of a city, town, village or geographical feature.

Wawa, Ont.  
Mount Robson, B.C.

It is not necessary to use the provincial abbreviation after the names of well-known cities such as Vancouver, Winnipeg, Toronto, Ottawa and Fredericton. However, since the same name is often shared by several places in Canada and other parts of the English-speaking world (e.g. Perth, Windsor, Hamilton), add the appropriate abbreviation in cases where doubt could arise.

The following abbreviations are used officially for the names of provinces and territories in Canada. The right-hand column lists the two-character symbols recommended by Canada Post for use

with mailing addresses. For all other purposes, use the traditional provincial abbreviations:

Province	Traditional	Canada Post
Alberta	Alta.	AB
British Columbia	B.C.	BC
Manitoba	Man.	MB
New Brunswick	N.B.	NB
Newfoundland and Labrador	N.L.	NL
Northwest Territories	N.W.T.	NT
Nova Scotia	N.S.	NS
Nunavut	Nun.	NU
Ontario	Ont.	ON
Prince Edward Island	P.E.I.	PE
Quebec	Que.	QC
Saskatchewan	Sask.	SK
Yukon Territory	Y.T.	YT

**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.

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**

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 ...

In all other materials, reference Robarts is tied to the Schulich School of Medicine & Dentistry. On first reference, use the full name Robarts Research Institute, Schulich School of Medicine & Dentistry, Western University. In subsequent references, use Robarts.

**said/says**

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

**schools**

See Faculties entry.

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

**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.

**startup**

## Student Experience

### 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.

### they/them/their

See gender-neutral pronouns entry.

## The Western Experience

Capitalize the 'T' in 'the.'

### 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. The Six is an acceptable second reference in stories about Drake.

### 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.

### U Sports

2016-present. National governing body of university sport in Canada.

### 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 Drive Bridge

## University Librarian

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

## von Kuster Hall

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

## web addresses

When writing web addresses, do not include <http://www>. Underline when possible.

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

## website

## Wellness Education Centre

## Western Accelerator

## Western Award of Excellence

## Western Entrepreneurship

Never abbreviate as WE.

## Western Humanitarian Award

## Western International

## Western Technology Services (WTS)

Formerly Information Technology Services (ITS). Changed in 2017.

## 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