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**Style Guide, A-Z**

**Updated June 2025**

**introduction**

As representatives of Utah Valley University (UVU), we have the responsibility to be unified in our messaging and represent the university well. Use this guide to look up common terms from A to Z and learn how they should be written in the UVU style. This style guide has been approved by University Marketing and Communications executives.

Our guidelines are generally consistent with AP Style. For terms or rules not mentioned in this style guide, please refer to AP Style.

***Note:*** *Italics are used in the entries below to show examples; however, these italics are not meant to be used necessarily in actual writing.*

**academic degrees**

When writing about degrees generally, lowercase and use the possessive (except *associate* and *doctorate*).

 *bachelor’s degree, bachelor’s, master’s degree, master’s*

 *associate degree, associate, doctoral degree, doctorate*

When writing the full degree name, capitalize and don’t use the possessive. Avoid using the word *degree* after the full name.

 *Associate in Science, Bachelor of Science, Master of Science*

Visit [*uvu.edu/catalog/current/departments/degrees-programs.html*](http://uvu.edu/catalog/current/departments/degrees-programs.html) for a full list of approved degrees.

For specific examples, see *associate, Associate in Arts, Associate in Science*; *bachelor’s, Bachelor of Science, Bachelor of Arts*; *certificate, Certificate of Proficiency*; *doctorate, doctoral degree*; *Juris Doctor degree*; *majors, minors*; *master’s degrees at UVU*; and *Ph.D., Ph.D.s*.

**academic titles**

Capitalize formal titles listed before a name; lowercase titles used after a person’s name or as a substitute for a person’s name (e.g., *dean*, *department chair*, *vice president*). Avoid including an academic degree after a name, and never abbreviate titles. Place longer titles after names for ease and clarity.

*[Full Name], dean of the School of Education, attended the groundbreaking*.

*IAB Board Member [Full Name] and UVU President Astrid S. Tuminez wrote the op-ed.*

**addresses**

Abbreviate *Ave*., *Blvd.*, and *St.* only when used with a numbered address. Don’t abbreviate *Parkway* or *Drive* (e.g., *1450 University Ave., Campus Drive, University Parkway*). Spell out and capitalize *First* through *Ninth* when used as street names; use figures with two letters (don’t use superscript) for *10th* and above (e.g., *21 Fifth Ave., 14 21st St.).* Don’t abbreviate when the number is omitted (e.g., *Fifth Avenue, 43rd Street*).

Abbreviate compass points in a numbered address (but not the compass point when it’s the name of the street):

*She lives at 372 E. 1150 North, Springville, Utah.*

*The bank is located at 75 N. University Ave.*

When writing a mailing address, include the zip code and U.S. Postal Service state abbreviation.

See also *campus address*.

**admissions**

Generally, include the final *s* (e.g., *open-admissions university*, *the Admissions Office*). There are exceptions, including *deferred admission*, so use proper judgment (e.g., *admission to UVU*).

**advisor**

Use this spelling to refer to all advisors (not *adviser*).

**advisory board**

Capitalize the full name of boards, committees, and councils especially when preceded by *UVU* or an institutional proper noun such as *University*, *Wolverine*, etc. Lowercase when writing about the board, committee, or council generally.

      *He will be meeting with the UVU Board of Trustees.*

*You will need trustee approval.*

**alma mater**

Two words. Don’t capitalize.

**alum, alumnus, alumni, alumna, alumnae**

Use *alum* as the singular, gender-neutral term for someone who has graduated from UVU. Use *alumnus* (*alumni* in the plural) when writing about a man who graduated. Use *alumna* to describe a woman who graduated (*alumnae* in the plural). Use *alumni* when writing about a group of graduates, not *alums*.

The UVU *alumni* definition includes any student that earned a diploma, certificate, associate degree, bachelor’s degree, or master’s degree from Utah Valley University (basically, anyone that has a status of a graduate).

When referring to alumni in communications, include the graduation year of the alum’s most advanced degree.

 *Crystal Sedano ’17 shares about her role as CEO of Utah Bank.*

If the alum has a master’s degree, include the program’s acronym before the alum’s year of graduation.

 *Adam Wilson MBA ’02 is interviewed about his forthcoming book.*

If the alum has both an undergraduate degree and a graduate degree, list both years of graduation as well as the acronym for the master’s program.

 *Stephanie Thomas ’92 MSW ’95 joins students on campus to discuss their career journeys.*

Omit the *alum’s* graduation year and program acronym on second reference.

**Alumni Association**

Always capitalize the *Alumni Association* when the two words appear together to describe the UVU organization.

**Alumni Board**

Always capitalize *Alumni Board* when writing about UVU’s Alumni Board.

**am**

Not *A.M.* or *a.m.* Include a space between the time and the designated time period (e.g., *10 am).* Can be styled as *AM* in design if it makes sense stylistically*.*

**and, ampersand (&)**

Do not use an *ampersand* (*&*) in place of *and*. Use an *ampersand* in a logo treatment and visual graphics or when part of a formal name or title.

**Art and Visual Communications**

Include the final *s* on *communications* for the formal name of both the department and the degree, which is different from the academic subject *communication*.

**associate, Associate in Arts, Associate in Science**

Not *associate’s* or *associates*. Lowercase when writing about the degree on its own generally (e.g., *associate*). When writing the full degree name, capitalize and don’t use the possessive (e.g., *Associate in Applied Science*).

      *He is working toward an associate in applied science.*

*The Associate in Applied Science degree in information systems is a two-year program.*

**athletics**

Capitalize only on formal reference as an institutional proper noun, such as *UVU* or *Wolverine*.

*UVU Athletics information can be found on their website (gouvu.com).*

*Participating in athletics is a good way to meet new people.*

**athletic teams**

Lowercase the names of UVU *athletic teams*.

 *The UVU women’s volleyball team saw big wins in the Western Athletic Conference.*

See also *Wolverine*.

**aviation sciences**

See *School of Aviation Sciences*.

**BachataFest**

Use one word, with the *F* capitalized.

**bachelor’s, Bachelor of Science, Bachelor of Arts**

When using the degree on its own generally, lowercase and use the possessive (e.g., *bachelor’s*). When writing the full degree name, capitalize and don’t use the possessive (e.g., *Bachelor of Music*). In general, use the term *bachelor’s degree* instead of *baccalaureate*.

      *She is working toward a bachelor’s in music.*

*[Full Name] graduated with a Bachelor of Arts in music with an emphasis in performance.*

**Black**

Capitalize in all instances as an adjective in a racial, ethnic, or cultural sense. Use as an adjective, not as a noun. *African American* and *Black* aren’t necessarily interchangeable.

**board of directors**

Don’t capitalize generally. Capitalize only as part of a formal name.

*The board of directors voted against it.*

*She is a member of the Alumni Association Board of Directors.*

**Board of Trustees**

Capitalize when writing about the UVU Board of Trustees. On first reference, list as *UVU Board of Trustees* (spell out *Utah Valley University* if it’s the first reference to UVU). On subsequent references, *Board of Trustees* and *trustees* are acceptable. When preceding a name, *Trustee* is the preferred over *Board Member* (e.g., *Trustee [Full Name]*).

*She is a member of the Board of Trustees.*

*The trustees all agree that we should decline comment.*

**boards**

See *advisory board*.

**bookstore**

See *UVU Store.*

**buildings**

The terms *library*, *business building*, and *science building* should be lowercase if used generically. See the list below of formal names of UVU buildings and official abbreviations (not comprehensive; additional building names may be found at www.uvu.edu/maps):

*Browning Administration Building, BA*

*Business Resource Center, BR*

*Canyon Park Building, CL*

*Career Development Center, DC*

*Clarke Building, CB*

*Computer Science Building, CS*

*Courtyard or Quad*

*Environmental Technology Building, EN*

*Extended Education Building, EE*

*Facilities Complex, FC*

*Faculty Annex, FA*

*Fugal Gateway Building, FG*

*Fulton Library, FL*

*Geneva Fields, GF*

*Gunther Technology Building, GT (not Gunther Trades Building)*

*Health Professions Building, HP*

*Keller Building, KB*

*Liberal Arts Building, LA*

*Lockhart Arena, RL*

*Losee Center, LC*

*McKay Education Building, ME*

*Mountainland Applied Technology College, MATC*

*National Guard Building, NG*

*Nellesen Building (Melisa Nellesen Center for Autism), NB*

*The Noorda Center for the Performing Arts, NC*

*NUVI Basketball Center, BC*

*Parking Garage (not Parking Structure)*

*Pedestrian Bridge*

*Physical Education Building, PE*

*Provo Airport Campus*

*Pope Science Building, PS*

*Quad or Courtyard*

*ROTC Building, RC*

*Science Building, SB*

*Smith Building, Acronym TBD*

*Sorensen Student Center, SC*

*Sparks Automotive Building, SA*

*Student Life and Wellness Center, SL (not SLWC; Not Building; use and, not &, except in logo treatment)*

*UCCU Ballpark, BB*

*UCCU Center (rather than referenced as UCCU Events Center)*

*UCCU Center west court, east court*

*Utah Valley Institute of Religion (on the Orem Campus, not owned by UVU)*

*Wee Care Center, WE: Barbara Barrington Jones Family Foundation (Wee Care Center acceptable in all uses)*

*Woodbury Building, WB*

*Vivint Business Resource Center, BRC (Business Resource Center acceptable on subsequent references)*

*Wolverine Service Center, WS*

*Wolverine Training Dome, WTD*

*Young Living Alumni Center, AL*

**campus address**

The campus address should always appear as the following:

*800 W. University Parkway, Orem, UT 84058*

With a UVU address, always list the mail stop under the office name, followed by the university address. When possible, write the UVU address as it would be written on an envelope to avoid confusion for the audience:

*UVU Alumni Association*

*MS 111*

*800 W. University Parkway*

*Orem, UT 84058-6703*

**Campus Connection**

Capitalize the campus location in the Sorensen Student Center.

**campuses**

See *Lehi Campus*; *Orem Campus*; *Payson Campus*; *Provo Airport Campus*; *Vineyard Campus*; *Wasatch Campus;* and *West Campus*.

**Capitol Reef Field Station**

*Capitol Reef Field Station* is preferred on first reference. On subsequent references, you can use *field station*.

**Cashier’s Office**

For clarity, use *Cashier’s Office* over *Bursar’s Office*.

**centers**

Capitalize the formal name of centers. The general naming structure is *Center for*, not *Center of.* Don’t capitalize *center* on subsequent references when used alone to describe a specific center or centers.

See entries on *Center for the Advancement of Leadership, the*; *Center for Constitutional Studies, the*; *Center for Global and Intercultural Engagement, the*; *Center for National Security Studies, the*; *Center for Social Impact, the*; *Center for the Study of Ethics, the*; *Ethics Center*; *First-Year Advising Center, the;* *Melisa Nellesen Center for Autism, the*; *Noorda Center for the Performing Arts, The*; *Reflection Center*; *Sorensen Student Center, the; Student Life and Wellness Center, the; UCCU Center; Wee Care Center, the*; and *Young Living Alumni Center*.

**Center for the Advancement of Leadership, the**

Capitalize the formal name of the center. Don’t capitalize *center* on subsequent references when used alone. You can use *CAL* on second reference after designating in parentheses on first reference.

**Center for Constitutional Studies, the**

Capitalize the full formal name. Don’t capitalize *center* on subsequent references when used alone. You can use *CCS* on second reference after designating in parentheses on first reference.

**Center for Global and Intercultural Engagement, the**

Capitalize the full formal name. Don’t capitalize *center* on subsequent references when used alone. You can use *CGIE* on second reference after designating in parentheses on first reference.

**Center for National Security Studies, the**

Capitalize the full formal name. Don’t capitalize *center* on subsequent references when used alone. You can use *CNSS* on second reference after designating in parentheses on first reference.

**Center for Social Impact, the**

Capitalize the full formal name. Don’t capitalize *center* on subsequent references when used alone. You can use *CSI* on second reference after designating in parentheses on first reference.

**Center for the Study of Ethics, the**

Capitalize the full formal name. Don’t capitalize *center* on subsequent references when used alone. You can use *CSE* on second reference after designating in parentheses on first reference.

**Center Stage**

Always capitalize when writing about the campus location in the Sorensen Student Center. Use *Center,* not *Centre.*

**CEO**

Acceptable abbreviation in all instances for *chief executive officer* in business. No need to define.

**certificate, Certificate of Proficiency**

When writing about the certificate on its own generally, lowercase (e.g., *certificate*). When writing the full certificate name, capitalize (e.g., *Certificate of Proficiency*).

      *He earned a certificate in autism studies.*

*She received a Certificate of Proficiency in autism studies.*

**chair**

Within UVU, use *chair*, not *chairman*, *chairwoman*, *chairperson*, etc. Outside of UVU, use that organization’s internal preference, if known; otherwise, use *chair*. Don’t capitalize unless used directly before a name.

*[Full Name] is chair of the UVU Board of Trustees.*

*Board of Trustees Chair Rick Nielsen will speak at commencement.*

**chief of staff**

Lowercase title unless it immediately precedes the name.

*[Full Name] is the chief of staff for President Tuminez.*

**Clarke Building, Andrea and James**

Not the *Andrea and James Clarke Classroom Building*. Use the full name *Andrea and James Clarke Building* on first reference and capitalize the formal name of the building. Acceptable to use *Clarke Building* on subsequent references.

**class**

Capitalize *class* only when using a class year (e.g., *Class of 2020*).

**colleges and schools**

Always capitalize school and college names. Use an ampersand only if an ampersand is included in the logo of the department. This rule also applies to academic institutes and centers.

See *College of Health and Public Service, the*; *College of Humanities and Social Sciences, the*; *College of Science, the*; *School of Education, the*; *School of the Arts, the*; *Smith College of Engineering and Technology, the*; and *Woodbury School of Business, the*.

**College of Health and Public Service, the**

Capitalize the formal name of the college and spell out *and*. For visual graphics and logos, it’s acceptable to use an *&* instead of *and*. You can use *CHPS* on second reference after designating in parentheses on first reference.

**College of Humanities and Social Sciences, the**

Capitalize the formal name of the college and spell out *and*. For visual graphics and logos, it’s acceptable to use an *&* instead of *and*. You can use *CHSS* on second reference after designating in parentheses on first reference.

**College of Science, the**

Capitalize the formal name of the college. You can use *CoS* on second reference after designating in parentheses on first reference.

**college names**

Always capitalize school and college names. In general, spell out *and*. For visual graphics and logos, it’s acceptable to use an *&* instead of *and*. This also applies to academic institutes and centers.

**commas**

In general, use the Oxford comma for increased clarity. Always include a comma after an introductory phrase.

*Vision 2030 is firmly rooted in our institutional values of exceptional care, exceptional accountability, and exceptional results.*

*If you would like to learn more, visit uvu.edu.*

**commencement**

Capitalize *commencement* only when part of an official title, such as *the 76th Commencement Exercises.*

**committee**

See *advisory board*.

**communication**

When writing about the academic subject or department, use *communication* not *communications* (exceptions include *University Marketing and Communications* and *the Department of Art and Visual Communications*).

*The Department of Communication has award-winning faculty.*

*He is majoring in communication.*

See also *Art and Visual Communications* and *University Marketing and Communications*.

**convocation**

Capitalize *convocation* only when part of an official title, such as *Freshman Convocation* or *College of Science Convocation.*

See also *Freshman Convocation.*

**council**

See *advisory board*.

**course names**

If you’re writing the official name of a course or academic department, make that clear in the sentence and capitalize it. If you’re referring to a field of study, in general, lowercase it (unless a language).

*I am excited to take CS 4380, Advanced High-Performance Computer Architecture.*

*My undergraduate studies included software engineering.*

**course work**

Two words.

**Courtyard**

Capitalize when writing about the UVU location south of the Sorensen Student Center. The area outside the Student Life and Wellness Center should on first reference be called the *Student Life and Wellness Center Courtyard* or *Student Life and Wellness Center Quad*. You can use *quad* on second reference. Don’t capitalize *courtyard* or *quad* on second reference.

**credit for prior learning**

The plural is *credits for prior learning*. The term is not capitalized. You can use *CPL* on second reference after designating in parentheses on first reference.

**cross country**

Not *cross-country*.

**cum laude**

List only when relevant. Don’t capitalize.

*cum laude                 GPA 3.60*

*magna cum laude            GPA 3.80*

*summa cum laude           GPA 3.90*

*[Full Name ’Class Year] earned a Bachelor of Science in behavioral science, magna cum laude.*

**curriculum**

The plural is *curricula*. It’s never capitalized.

**cybersecurity**

One word in all instances.

**dates**

When a month is used with a specific date, abbreviate all months except March-July (i.e., *Jan.*, *Feb.,* *Aug.*, *Sept.*, *Oct.*, *Nov.*, and *Dec.*). Spell out the name of every month when used alone or with a year alone. When a phrase lists only a month and a year, or a semester and a year, don’t separate the year with commas.

*The groundbreaking is set for Thursday, Jan. 10, at 2 pm.*

*The Student Life and Wellness Center opened on April 3.*

*January 2014 was a cold month.*

Don’t use an apostrophe when writing about a decade as a whole (i.e., *the 1980s*). Use an apostrophe to abbreviate a decade, not a single opening quotation mark (i.e., *the ’80s*).

**Deaf**

Lowercase when writing about a hearing-loss condition or a person who prefers lowercase. Capitalize for those who identify as members of the Deaf community or when they capitalize *Deaf* when describing themselves. *Deaf* should be used as an adjective, not as a noun. This is a departure from AP Style. See the Disability Style Guide from the [National Center on Disability and Journalism.](https://ncdj.org/wp-content/uploads/2012/08/NCDJStyleGuide2015.pdf)

**dean**

Don’t capitalize unless the title is immediately before a name.

*[Full Name] is dean of the College of Science.*

*According to Dean [Last Name], informed instruction is essential.*

Use full names (including first and middle initial, when available) only in formal instances. Use the full name on first reference. On subsequent references, use the title and the last name (e.g., *Dean [Last Name]*).

**dean’s list**

Don’t capitalize.

**deferred admission**

Not *deferred admissions*. Don’t capitalize. *Deferred admission* and *leave of absence* have different requirements and prerequisites.

**degrees**

See *academic degrees*, *academic titles*, and *integrated studies degree*.

**Den, The**

*The Den* is UVU’s official student fan organization, supporting all NCAA Division I sports sponsored by the university.

*All students are invited to attend a tailgate hosted by The Den at the UCCU Center west court.*

**departments**

When using the formal name of a department, capitalize the full name of departments on all references. Don’t capitalize non-complete references. Don’t capitalize when the reference is casual.

*He is chair of the Department of English and Literature.*

*She is chair of the earth science department.*

When listing titles, don’t capitalize departments in general, unless the title immediately precedes the name.

*The vice president of academic affairs is [Full Name].*

*Vice President of Academic Affairs [Full Name] met with the students today.*

***Note:***The official name of the aviation sciences department is the *School of Aviation Sciences*, not Department.

See also *offices*, *college names*, *school names*, and *titles and roles*.

**digital transformation, Dx**

Use the phrase *digital transformation* on first reference. You can use *Dx* with a capital D and lowercase x on second reference after designating with parentheses on first reference. Capitalize *digital transformation* when describing *the Division of Digital Transformation*.

**divisions**

A division represents the collaborative efforts of schools, colleges, and departments at UVU. Capitalize the full name of divisions on all references. Don’t capitalize non-complete references. Don’t capitalize when the reference is casual.

*UVU’s Student Life and Well-Being division provides intellectual, physical, emotional, social, and civic experiences.*

*The Division of People and Culture was created in May of 2021 and brought together the Equity and Title IX and People and Culture departments.*

*The division collaborates monthly to ensure goals are aligned.*

Capitalize UVU divisions in titles when relevant.

*She is the vice president of Student Affairs.*

See also *titles* and *departments*.

**Division I**

Always use the Roman numeral *I*, not the figure *1*. Spell out *Division I* on first reference. You can use *D-I* (always hyphenated) on second reference. Hyphenate *Division-I* when used as an adjective (e.g., *Division-I sports*).

See also *NCAA*.

**doctor**

You may use *Dr.* on the first reference as a formal title before the name of anyone who has earned a doctoral degree in the medical field. Do not use *Dr.* before the names of those who hold other types of doctoral degrees. When necessary, those with non-medical doctoral degrees can be listed with *Ph.D.* after their name on the first reference.

An exception can be made for Dr. Astrid S. Tuminez, or when it makes more sense stylistically.

***Note:*** *Doctorate* is a noun. *Doctoral* is an adjective used to modify a noun.

*She has a doctorate in psychology.*

*He earned a doctoral degree in public administration.*

See *doctorate, doctoral degree; Ph.D., Ph.D.s*.

**doctorate, doctoral degree**

When writing the full degree name or the degree on its own generally, lowercase and don’t use the possessive. Use *doctoral* as an adjective and *doctorate* as a noun.

*President Tuminez earned a doctorate from the Massachusetts Institute of Technology in political science.*

      *She has a doctoral degree in political science.*

See *Ph.D., Ph.D.s*.

**dōTERRA UVU Training Dome**

The official name is the *dōTERRA UVU Training Dome*. You can use *Training Dome* on second reference.

**dual-mission model**

Always add a hyphen between *dual* and *mission*.

*UVU’s dual-mission model combines the accessibility of a community college with the rigor of a four-year teaching institution.*

**e.g. and i.e.**

Use *e.g.* when you mean *for example.* Use *i.e.* when you mean *that is*. Put a comma after *e.g.* and *i.e.* Don’t use *etc.* after a list following *e.g.* or *i.e.*

*If you are experiencing symptoms of COVID-19 (i.e., loss of sense of taste or smell, headache, cough, shortness of breath, fever), schedule a symptomatic COVID-19 test.*

*This year, we are looking forward to some exciting productions at The Noorda (e.g., La Bohème, The Peking Acrobats, and Persuasion).*

**email**

Always in lowercase, unless the reference appears at the beginning of a sentence. Don’t hyphenate.

**email address**

Don’t italicize or capitalize an email address. First preference is to work the address into body copy using parentheses. If the address can’t be worked into the copy parenthetically, try to word the sentence so the address doesn’t fall at the end of a sentence, which would require a period to follow it. If such placement does occur, end the sentence with a period as is grammatically correct. The same rules apply to website addresses.

*For more information, contact [Full Name] (firstname.lastname @uvu.edu or ###.###.####).*

*His email address is firstname.lastname@uvu.edu.*

See also *web address (URL)*.

**email subject lines**

Use title-case capitalization. Don’t capitalize prepositions, except those that are four letters or longer. Don’t punctuate subject lines.

      *Join Us for This Semester’s Presidential Lecture Series*

**emphases**

Don’t capitalize degree emphases. List emphases in parentheses or write out the name of the degree including emphases.

See also *integrated studies degree*.

**engaged learning**

Don’t capitalize, and don’t put in quotation marks. Do not hyphenate when used as a compound modifier.

*We define UVU as a university that loves engaged learning.*

*Students have many engaged learning experiences during their time at UVU.*

**Ethics Center**

See *Center for the Study of Ethics, the*.

**Excellence and Innovation Initiative, the, e2i**

Use *the Excellence and Innovation Initiative*, not *the Innovation and Excellence Initiative*. For visual graphics and logos, it’s acceptable to use an *&* instead of *and*. You can use *e2i* on second reference after designating in parentheses on first reference.

**EverGREEN**

Capitalize the first letter and use all capital letters for GREEN and other words used in stages of the *EverGREEN* campaign. The word can be all-caps in a title or header if it makes sense stylistically.

*EverGREEN, the campaign for UVU, will move through five stages over the coming years, titled EverGREEN, EverGROWING, EverGIVING, EverGUIDING, and EverGRATEFUL.*

**faculty**

Note that *faculty* is plural and should use a plural verb.

*The English faculty have developed an intensive curriculum.*

**faculty and staff**

UVU faculty and staff must be referred to as *colleagues* when beginning emails (e.g., *Dear Colleagues*,).

**Faculty Senate**

Capitalize when referring to UVU’s official faculty advisory body.

See also *Senate*.

**fall break**

Capitalize when writing about the annual holiday designated in the university academic calendar. Don’t capitalize when writing generally.

      *We will not hold classes during 2021 Fall Break.*

*He is looking forward to the fall break.*

**finals**

Lowercase finals to refer to the end-of-semester tests.

*They are studying for finals before they head home for winter break.*

**first-generation**

Don’t capitalize. When used as an adjective, hyphenate the term. Don’t hyphenate when not used as an adjective. Using this term means that neither a student’s parent or guardian has a bachelor’s degree from a U.S. institution. Do not use the abbreviated phrase *first-gen*. *First-generation* is hyphenated in the full name of *the First-Generation Student Success Center*.

      *[Full Name] is a first-generation student at UVU.*

      *As a student, she is first generation.*

**first gentleman**

*First gentleman* isn’t a formal title and shouldn’t be capitalized. It’s rarely used.

*UVU first gentleman Jeffrey S. Tolk hosted the luncheon on Saturday.*

**First-Year Advising Center, the**

Capitalize the formal name of the center and hyphenate *First-Year*. Don’t capitalize *center* on subsequent references when used alone to refer to the First-Year Advising Center. You can use *FAC* on second reference after designating in parentheses on first reference. Do not use *FYAC*. Not to be confused with *First-Year Experience and Family Programs*.

**First-Year Experience and Student Retention, the Office of**

Capitalize the formal name of the office and hyphenate *First-Year*. Don’t capitalize *office* on subsequent references when used alone to refer to *the Office of First-Year Experience and Student Retention.*

**forms**

Capitalize the complete titles of all forms, but don’t capitalize *form* alone on subsequent references.

*Pick up the Tuition Waiver Form in my office to hold your scholarship during your leave of absence.*

**Foundation, the UVU**

Capitalize when writing about *the UVU Foundation*, but not as *foundation* alone.

*The project was funded by the UVU Foundation. The foundation funded the project.*

**four-year**

When describing UVU bachelor’s degree programs, hyphenate four-year when it precedes the program. Also hyphenate *two-year programs*.

**freshman, first-year student**

Don’t capitalize. For the plural form, use *freshmen*. UVU uses the terms *freshman* and *freshmen* in many of its existing communication materials, but the gender-inclusive terms *first-year student* or *first-year students* are preferable.

**Freshman Convocation**

Capitalize in all instances.

**Fugal Gateway Building, Brandon D.**

Use the full name *Brandon D. Fugal Gateway Building* on first reference and capitalize the formal name of the building. Acceptable to use *Fugal Gateway Building* on subsequent references.

**Fulton Library, the Ira A. and Mary Lou**

Capitalize the formal name of the library. The full name, *Ira A. and Mary Lou Fulton Library*, is preferred on first reference. You can use *Fulton Library* on subsequent references. Lowercase when writing about the library in general terms.

See also *Library, library*.

**Gibson Family Foundation Study Suite**

Located on the first floor of the *Fulton Library*, this suite offers resources for student-parents and their children.

**governor**

When writing about a state’s governor, capitalize and abbreviate as *Gov.* or *Govs.* when used as a formal title before one or more last names. Apply the same rule to a lieutenant governor: capitalize and abbreviate as *Lt. Gov.* Lowercase and spell out in all other uses.

*Gov. [Full Name] visited UVU Friday.*

*The lieutenant governor said he was pleased with the new building.*

**GPA**

It’s appropriate to abbreviate *grade point average* as *GPA* in every instance. No periods.

**grades**

Capitalize letter grades. Use an apostrophe and *s* to pluralize (e.g., *A’s, straight B’s, straight-A student).*

**Grand Ballroom**

Not *Grande.* Capitalize when writing about the campus facility in *the Sorensen Student Center*.

**groundbreaking**

Write as one word when describing a ceremony or ideas and things never before seen. Don’t capitalize as an event title.

*The groundbreaking ceremony for the new building was in January.*

*The president had a groundbreaking idea.*

**Hall of Flags**

Capitalize when writing about the campus location in *the Sorensen Student Center*.

**healthcare**

One word, not two. Deviates from AP Stylebook’s rule to be consistent with UVU’s programs including the *Associate in Applied Science in healthcare services*.

**higher education, Higher Education, higher ed**

In general, references to higher education shouldn’t be capitalized unless part of a formal title. Use general title rules when writing about past and present commissioners of higher education and committees. *Higher education* is preferred over *higher ed*.

See *titles and roles*.

**high school concurrent enrollment definition**

Any student that earned concurrent enrollment college credit from UVU while still enrolled in high school (or similar program) but didn’t attend UVU after high school.

**Homecoming Week**

Capitalize only when the two words appear together. Don’t capitalize *homecoming* when it stands alone.

**honors**

Not *honor’s* or *Honor’s*. The *Honors Program* should always be capitalized. When used alone and in general terms, *honors* should be lowercase.

**House**

Capitalize all specific references to governmental legislative bodies (e.g., *the U.S. House of Representatives*, *the Utah House of Representatives*). Capitalize shortened references that omit the words *of Representatives* (e.g., *the Utah House*, *the State House, the House*).

See also *Senate* and *legislative titles*.

**include, engage, achieve**

Don’t capitalize when referring to UVU’s action commitments (*include, engage, and achieve*). When relevant, it’s appropriate to use italics or bold font for emphasis.

See also *institutional core values*.

**Innovation Academy, the**

Includes the programs called *the Excellence and Innovation Initiative (e2i)* and *Excelerate*.

See *Excellence and Innovation Initiative, the, e2i*

**institution**

Lowercase when describing UVU generally.

See also *university, the*.

**institutional core values**

Don’t capitalize when referring to UVU’s core values (*exceptional care*, *exceptional accountability*, and *exceptional results*). When relevant, it’s appropriate to use italics or bold font for emphasis. Never underline for emphasis.

**integrated studies degree**

The integrated studies degree combines two different disciplines (emphases) into a single degree. List emphases in parentheses or write out the name of the degree including emphases. Don’t capitalize the emphases.

*[Full Name] graduated with a Bachelor of Arts in integrated studies (history and philosophy).*

*[Full Name] earned a bachelor’s degree in integrated studies with emphases in history and psychology.*

**International Advisory Board**

Use *International Advisory Board* on first reference. You can use *IAB* on second reference after designating in parentheses on first reference.

**Interreligious Engagement Initiative**

*Interreligious* should be written as one word and *Engagement* and *Initiative* should be capitalized when used together; *initiative* should be lowercase when used alone.

**intramurals**

Intramurals should be spelled with a final *s*. (*Note:* *intra* rather than *inter*.)

**italics**

Use italics for journal titles (*note:* use quotation marks for article titles) and arts events (*note:* use quotation marks to refer to smaller events within the larger event).

When relevant, it’s appropriate to use italics (or bold font) for emphasis. Never underline for emphasis.

**junior**

Don’t capitalize. When writing about more than one junior student, use *juniors*.

**Juris Doctor degree**

Capitalize *Juris Doctor* when writing the full name of the degree. When describing the degree in more general terms, use *doctorate in law*. Only use the abbreviation *JD* when necessary or if it’s the degree holder’s preference. Set off the degree with commas after a person’s full name.

**Keller Building, Scott C.**

Use the full name on first reference and capitalize the formal name of the building. Acceptable to use *Keller Building* on subsequent references.

**Labor and Honor Room**

Capitalize the full name of the room (including the word *room*) located in the Clarke Building.

**Lakeview Room**

Capitalize the name of the room (including the word *room*) located in the Fulton Library.

**LEAD program**

Don’t spell out *Learn, Engage, Acquire, Discover* on first reference, but work those words into the first sentence or as near to the beginning as possible.

*The LEAD program focuses on four key areas of personal development: Learn, Engage, Acquire, and Discover.*

**leave of absence**

Don’t capitalize. *Deferred admission* and *leave of absence* have different requirements and prerequisites.

**legislative titles**

Capitalize titles for formal, organizational offices within a legislative body when they are used before a name (e.g., *Speaker of the House [Full Name]*, *House Speaker [Full Name]*). Don’t capitalize titles that follow a name.

See also *Senate* and *House*.

**legislature**

When talking about the governing body of Utah, use *the* *Utah State Legislature* on first reference. On subsequent references, you can use *the Utah* *Legislature*, *the legislature,* or *the state legislature* as long as the meaning is clear.

**Lehi Campus**

Capitalize *Lehi Campus* when referring to the university’s campus extension at Thanksgiving Point in Lehi, Utah.

See also *Orem Campus*.

**Library, library**

Capitalize the formal name of the library. The full name, *Ira A. and Mary Lou Fulton Library*, is preferred on first reference. You can use *Fulton Library* on subsequent references. Lowercase when writing about the library generally.

*The committee will meet in the UVU Fulton Library.*

*Students study in the library during finals.*

See also *Fulton Library, the Ira A. and Mary Lou.*

**livestream, livestreaming**

One word in all cases.

 *UVU’s commencement ceremony will be livestreamed for those who cannot attend in person.*

**Lockhart Arena, Rebecca**

Use the full name *Rebecca Lockhart Arena* on first reference and capitalize the formal name of the building. Acceptable to use *Lockhart Arena* on subsequent references.

**main campus**

Use *Orem Campus*.

**majors, minors**

Don’t capitalize majors or minors but capitalize the formal names of degrees. For a complete list of majors, visit the [*UVU Course Catalog page*](https://www.uvu.edu/catalog/current/departments/degrees-programs.html).

*She is majoring in behavioral science.*

*He earned a Bachelor of Science in business management.*

See also *academic degrees*.

**master’s degrees at UVU**

When using the degree on its own generally, lowercase and use the possessive (e.g., *master’s*). When referring to the full degree name, capitalize and don’t use the possessive (e.g., *Master of Business Administration*).

*He is working toward a master’s in business administration.*

*The Master of Business Administration program offers emphases in finance, marketing, management, and technology management.*

**Melisa Nellesen Center for Autism, the**

Capitalize the formal name of the center. Don’t capitalize *center* on subsequent references when used alone to refer to *the Melisa Nellesen Center for Autism*. Acceptable to use *Autism Center* or *Nellesen Center* on second reference.

**Military-Affiliated Student Hub (MASH)**

Capitalize the formal name of the program. The program’s acronym, *MASH*, should not have periods or asterisks between each letter. Don’t capitalize *hub* on subsequent references when used alone to refer to *the* *Military-Affiliated Student Hub*.

**months**

When a month is used with a specific date, abbreviate all months except March–July (i.e., *Jan.*, *Feb.* *Aug.*, *Sept.*, *Oct.*, *Nov.*, and *Dec.*). Spell out the name of every month when used alone or with a year alone. When a phrase lists only a month and a year, don’t separate the year with commas.

*The groundbreaking is set for Thursday, Jan. 10, at 2 pm.*

*The Student Life and Wellness Center opened on April 3.*

*January 2014 was a cold month.*

See also *dates*.

**Multicultural Engagement Program, the**

Capitalize the full formal name. Don’t capitalize *program* on subsequent references when used alone to refer to *the Multicultural Engagement Program*.

**The Museum of Art at Lakemount**

The formal name of UVU’s art museum is *The Museum of Art at Lakemount*, which should be used on first reference. Do not use *The* *Museum of Art at Lakemount Manor*. You can use *The Museum of Art* on subsequent references. Note that *The* is capitalized in a similar way as in *The Noorda Center for Performing Arts*.

**musical artists/groups**

Depending on the performing group’s name, it might be necessary to clarify with phrases such as *the* *musical group*, *the* *performing group*, *the artist*, or *the band.* Don’t use italics or offset with quotation marks in long-form writing.

**myUVU**

Note the lowercase *my*. When possible, avoid starting a sentence with *myUVU* (if not possible, capitalize the *m*).

*Visit myUVU for more details. MyUVU includes important registration details.*

**Native American Excellence Program**

Don’t capitalize *program* on subsequent references when used alone to refer to the *Native American Excellence Program*.

**NCAA**

Acceptable in every instance for the National Collegiate Athletic Association.

See also *Division I*.

**newspaper names**

Never put in quotation marks. Use italics on a case-by-case basis. Include and capitalize *The* only if it’s part of a newspaper’s official name.

*The New York Times*

*The Salt Lake Tribune*

*Daily Herald*

*Deseret News*

*UVU Review*

**nicknames**

A nickname should be used only when it’s the way the person prefers to be known. Use quotation marks when inserting a nickname into the identification of an individual. In informal cases, you can refer to the individual by his or her preferred nickname on first reference, without the quotation marks.

*[First Name “Nickname” Last Name]*

*[Nickname Last Name] will be at the ambassador’s lecture on Friday.*

**nontraditional student**

Don’t hyphenate *nontraditional*.

**Noorda Center for the Performing Arts, The**

On first reference, use *The Noorda Center for the Performing Arts*. On second reference, use *The Noorda*, not*The Noorda Center* or *the Noorda*. Always include the article *The* (capitalized). You can sometimes lowercase *The*, like in sentences that use an adjective (e.g., *With the new Noorda Center for the Performing Arts, UVU is ready to take the stage*). Acceptable to use *NCPA* on second reference after designating in parentheses on first reference since outside entities occasionally use the acronym. The internal preference is *The Noorda* on subsequent references.

Capitalize the names of the theatre spaces (*note:* *theatre*, not *theater*) when using the full names (note the capitalized article *The*): *The Concert Hall*, *The Scott and Karen Smith Theatre*, *The Barbara Barrington Jones Family Foundation Dance Theatre*, *The Nu Skin Recital Hall*, *The Melanie Laycock Bastian Theatre*, *The O.C. Tanner Atrium*, and *The Blair Box Office*. The first reference to the venue should include the donor’s full name, while subsequent references can include a shortened name.

**offices**

Capitalize the formal name of a UVU office (e.g., *the Office of Academic Affairs*). Don’t capitalize on informal references.

See also *centers* and *departments*.

**One Stop**

Capitalize the campus location or resource and write as two words.

**open-admissions institution**

Hyphenate the term *open-admissions* when used before a noun, and always include the final *s* on *open admissions*.

See also *admissions*.

**Orem Campus**

Capitalize when referring directly to the main UVU campus located at 800 W. University Parkway in Orem. Don’t capitalize *main campus* in general reference.

*The UCCU Center is located on the Orem Campus.*

See also *Lehi Campus*; *Orem Campus*; *Payson Campus*; *Provo Airport Campus*; *Vineyard Campus*; *Wasatch Campus;* and *West Campus*.

**Orem Institute of Religion**

The Church of Jesus Christ of Latter-day Saints has an institute building at UVU adjacent to the Orem Campus; the building is wholly owned by the church and not endorsed by UVU. When referring to the building alone, use *Orem Institute of Religion of The Church of Jesus Christ of Latter-day Saints* on first reference. On subsequent references, *the institute building* is permitted.

**PACE**

Spell out as *Professional Association of Campus Employees* on first reference. On subsequent references, use the acronym *PACE* after designating in parentheses on first reference.

**parking lots**

Capitalize the formal names of parking lots, if they have one:

*Park in the Lakeside Lot or lot M23.*

**Payson Campus**

Capitalize *Payson Campus* when referring to the university’s campus extension in Payson, Utah.

**PBA**

This term stands for *Planning, Budgeting, and Assessment*, but it’s acceptable to refer to the internal budgeting process as *PBA* in all instances. No need to define.

**Pell Grant**

Both words are capitalized when writing about the governmental financial aid.

**People and Culture, the Office of**

Formerly called *the Office of Human Resources.*

**Ph.D., Ph.D.s**

Only use the abbreviation when necessary or the degree holder’s preference. *Doctorate* is usually preferred for the university in the general sense of a terminal degree. When using *Ph.D.*, include periods. Set off the degree with commas after a person’s full name.

*[Full Name], Ph.D., is an assistant professor at UVU.*

See *doctorate, doctoral degree*.

**phone numbers**

When listing a phone number in paragraph form, use this format: *(###) ###-####*. When listing a phone number as contact information on a website or a flyers, use this format: *###.###.####*.

When listing a number that is identified by letters, such as (*801) 863-INFO*, include the numbers *(4636)* in parentheses following the letters: (*801) 863-INFO (4636).*

**pm**

Not *P.M.* or *p.m.* Use a space between the time and the designated time period (e.g., *2 pm).* Can be styled as *PM* in design if it makes sense stylistically*.*

**Police Department, UVU**

*UVU Police* is a plural term. *UVU Police Department* is singular.

*UVU Police are investigating the allegation.*

*The UVU Police Department is investigating the allegation.*

**prerequisite**

Don’t hyphenate.

**President Astrid S. Tuminez**

On first reference, use the university president’s full name (i.e., *President Astrid S. Tuminez*). On second reference, use title and last name (i.e., *President Tuminez*). Subsequent written references should use last name only (i.e., *Tuminez*). *Dr. Tuminez* can be used in the case of introductions and bios, but as a general rule, use *President*.

Don’t capitalize *president* unless the title comes immediately before the name.

      *Astrid S. Tuminez, president of UVU, will speak at the event.*

See *titles and roles*.

**President’s Council**

Capitalize and use full name on first reference. On second reference, you can use *the* *council*.

See also *vice presidents*.

**President’s Scholarship Ball**

The annual event is officially referred to as *the President’s Scholarship Ball* on first reference. You can refer to it as *the Scholarship Ball, Scholarship Ball,* or *the ball* on subsequent references.

**Presidential Lecture Series**

Capitalize when describing the biannual event. Do not capitalize *spring* or *fall* when referring to the two lectures. Individuals who speak at the *Presidential Lecture Series* are the *fall Presidential Lecture Series speaker* or the *spring Presidential Lecture Series speaker*.

 *Darryl Jones will join us this November as the fall 2023 Presidential Lecture Series speaker.*

**professor**

Don’t capitalize *professor* unless the title immediately precedes the name.

**programs**

Capitalize the formal name of a UVU program when accompanied by the university’s name. Don’t capitalize the name of a department when the reference is indirect. (*Note: Honors Program* is capitalized with or without the university name.)

*The students were excited to be admitted to the UVU Nursing Program.*

*The integrated studies program offers a great way to get started in your career.*

See also *centers*, *departments*, *honors*, and *offices*.

**Provo Airport Campus**

Refer to the university’s airport campus in Provo, Utah, as *the* *Provo Airport Campus*.

**provost, deputy provost**

As with other titles, capitalize only when used immediately before one or more names and lowercase when not used before a name.

See also *titles and roles*.

**Quad**

Capitalize when referring to the UVU location south of *the Sorensen Student Center*. The area outside *the Student Life and Wellness Center* should on first reference be referred to as the *Student Life and Wellness Center Courtyard* or *Student Life and Wellness Center Quad*. You can use *quad* on second reference. Don’t capitalize *courtyard* or *quad* on second reference.

**Ragan Theater**

Note the spelling of *Ragan* not *Reagan*, and *Theater*, not *Theatre* (which is different from *Noorda Theatre*).

See also *theater, theatre*.

**reapply, readmit**

Don’t hyphenate.

**re-create, recreate**

Use the hyphen when talking about creating something again; no hyphen when talking about recreational activities.

**Reflection Center**

Capitalize the location in *the Student Life and Wellness Center*. Don’t capitalize *center* when used alone.

**regents**

The term *regent* was retired in 2020. Use *board member* instead when talking about a person serving on the Utah Board of Higher Education (UBHE, the governing body).

**residential engagement coordinator**

In general, don’t capitalize. Not *resident engagement coordinator*.

**ribbon-cutting**

Always hyphenate whether used as a noun or adjective. Don’t capitalize as an event title.

*The governor attended the ribbon-cutting for the science building today.*

*The Pope Science Building ribbon-cutting is April 20.*

**room numbers**

When spelling out a building name, follow it with a comma and *room* (lowercase unless part of the official name) then the room number, followed by another comma if the sentence continues.

*Visit the Pope Science Building, room 303, at 11am for the lecture.*

When using building abbreviations, don’t include the word *room*, but include a space before the room number (e.g., *BA 110*). When a room number includes a letter, use lowercase letters and don’t include a space between the numbers and letter (e.g., *room 120a*).

**Roots of Knowledge**

The *Roots of Knowledge* is a stained-glass mural located in the *Bingham Gallery* on the first floor of the *Fulton Library*.

**ROTC**

Always use the abbreviation; no need to define as the *Reserve Officers’ Training Corps*.

**S2S**

Spell out on first reference as *Student-to-Student Giving Campaign*. You can use *S2S* on subsequent references after designating in parentheses on first reference.

**scholarship**

Capitalize the full formal name of a scholarship, including the word *Scholarship*. Don’t capitalize on indirect or general references.

**School Community University Partnership**

Use *School Community University Partnership* on first reference; *SCUP* on subsequent references after designating in parentheses on first reference. Not *School*, *College, & University Partnership*.

**school names**

Always capitalize school and college names. In general, spell out *and*. In visual graphics and logos, you can use an *&* instead of *and*. This also applies to academic institutes and centers.

**School of Aviation Sciences**

The official name of the aviation sciences department is *the School of Aviation Sciences*, not *Department,* and with the *s*.

**School of Education, the**

Capitalize the formal name of the school. You can use *SoE* on second reference after designating in parentheses on first reference.

**School of the Arts, the**

Capitalize the formal name of the school. You can use *SoA* on second reference after designating in parentheses on first reference.

**seasons**

Don’t capitalize seasons, even when used as a semester name (e.g., *fall*, *fall semester*). Don’t use *of* when listing a season and a year (e.g., *fall 2021*).

See also *semesters*.

**Senate**

Capitalize all specific references to governmental legislative bodies (e.g., *the U.S. Senate, the Senate, the State Senate, the Utah Senate*). Use lowercase references to nongovernmental bodies.

See also *House* and *legislative titles*.

**senior**

Don’t capitalize. When referring to more than one senior student, use *seniors*.

**semesters**

Don’t capitalize semester seasons (e.g., *spring semester*, *spring 2021*). When a phrase lists only a semester and a year, don’t separate the year with commas. Don’t use *of* when listing a semester and a year (e.g., *spring semester 2021*).

**Silicon Slopes**

Capitalize in all instances.

**SkillsUSA**

One word with no space.

**SMARTLab**

On first reference, use *Sales and Marketing Applied Research Test Lab*. Use *SMARTLab* on subsequent references after designating in parentheses on first reference.

**Smith Building, Scott M.**

Not the *Scott M. Smith College of Engineering and Technology Building* or the *Scott M. Smith Engineering Building*. Use the full name *Scott M. Smith Building* on first reference and capitalize the formal name of the building. Acceptable to use *Smith Building* on subsequent references.

**Smith College of Engineering and Technology, the**

Capitalize the formal name of the college and spell out *and*. For visual graphics and logos, it’s acceptable to use an *&* instead of *and*. You can use *CET* on second reference after designating in parentheses on first reference. Do not use *SCET*.

Note that the college’s building is called the *Scott M. Smith Building*, not the *Scott M. Smith Engineering and Technology Building*.

**sophomore**

Don’t capitalize. When referring to more than one sophomore student, use *sophomores*.

**Sorensen Student Center, the**

Acceptable to use *SSC* on second reference after designating in parentheses on first reference.

**spring break**

Capitalize when referring to the annual holiday designated in the university academic calendar. Don’t capitalize when using it generally.

      *We will not hold classes during the 2021 Spring Break.*

*He is looking forward to spring break.*

**state**

Lowercase when referring to the state of Utah or other states generally. Capitalize when referring to activities at the State Capitol building and official legislative matters.

      *He is excited to call the state of Utah home.*

      *She met with officials at the State of Utah in Salt Lake City.*

*The State of Utah issued new directives.*

**State of the University address**

Capitalize all references to the president’s annual address to UVU employees, while keeping *address* lowercase.

**STEM**

You can use *STEM* on first reference, but define what it means shortly thereafter (i.e., *science, technology, engineering, and mathematics*).

*The university has placed increased importance on STEM programs, increasing course availability in science, technology, engineering, and mathematics.*

**student**

When referring to a UVU student, always include the student’s major if one has been declared on first reference. When possible, include the student’s hometown.

**Student Alumni Board**

Always capitalized. Acceptable to use *SAB* on subsequent references after designating in parentheses on first reference.

**student-athlete**

Hyphenate the term in all instances when referring to students who play sports on university-sanctioned athletic teams.

**student government**

See *UVUSA*.

**Student Life and Wellness Center, the**

Capitalize the formal name of the center and spell out *and*. Don’t capitalize *center* on subsequent references when used alone to refer to *the Student Life and Wellness Center*. In visual graphics and logos, you can use an *&* instead of *and*. Acceptable to use *SLWC* on second reference after designating in parentheses on first reference.

**Student Success Center, the**

Capitalize the formal name of the center. Do not capitalize *center* on subsequent references when used alone to refer to *the Student Success Center*.

**Talk With Tuminez**

Capitalize *with* when referring to President Tuminez’s campus-wide town hall meetings.

**teams**

In general, lowercase the word *team* in all cases. The word or words preceding the word *team* may be capitalized depending on usage.

 *The Strategic Engagement team is committed to advancing the UVU donor engagement.*

**Testing Services**

Capitalize in all references.

**Theater, theatre**

Use *theatre* unless the proper name is *theater* (e.g., *Ragan Theater*).

**timeframe**

Use *timeframe*, not *time frame.* This is a departure from AP Style.

**times**

When referring to times on the hour, drop the colon and the *0s*,and don’t use *o’clock.*

*Our event begins at 2 pm,* not *Our event begins at 2:00 pm* or *Our event begins at 2 o’clock in the afternoon.*

**titles and roles**

Capitalize formal titles only when they are used immediately before one or more names.

*President Astrid S. Tuminez* or *Vice Presidents [Full Name] and [Full Name].*

Lowercase and spell out titles when they don’t precede an individual’s name. Capitalize UVU divisions in titles when relevant. Use *president of* and *vice president of*, not *for.*

*He is the senior vice president of Academic Affairs.*

**titles and subheads**

Use title-case capitalization for titles and headlines. Don’t capitalize prepositions except those that are four letters or longer. Note that *from* and *with* are capitalized in titles and headlines.

*UVU Center for Social Impact to Host New ‘Breakdown’ Student Competition During Spring Break*

Use sentence-case capitalization for subheads. Always capitalize proper nouns.

*Guiding growth: The UVU Master Plan*

**toward**

Use *toward*, not *towards*.

**track and field**

Not *track & field*.

**TRIO Student Support Services**

Acceptable to refer to as *TRIO* in all instances. You can abbreviate as *TRIO SSS* after designating in parentheses and spelling out *Student Support Services* on first reference.

**Trustee**

Capitalize when using the full name, *UVU Board of Trustees*. Lowercase when speaking about a member of the board unless trustee is being used as a title before a name.

*I had a conversation with a trustee.*

*It was nice to chat with Trustee [Last Name].*

See also *Board of Trustees*.

**UCCU Center**

Should be referred to as the *UCCU Center* on all references. Don’t refer to it as the *UCCU Events Cente*r or *Utah Community Credit Union Center*.

See also *buildings*.

**university, the**

Lowercase when referring to *Utah Valley University* in general terms, except in legal documents and media statements when extra clarity is needed.

      *The university will hold the event at 4 pm.*

See also *institution*.

**University Executive Council**

You can use *UEC* on second reference after designating in parentheses on first reference.

**University Marketing and Communications**

Capitalize the formal name of the department and spell out *and*. Include the final *s* on *Communications.* For visual graphics and logos, you can use an *&* instead of *and*. You can use *MarCom* on second reference after designating in parentheses on first reference.

**Utah cities**

All Utah cities should include a state reference for clarity. Other exceptions may apply due to audience and purpose. (*Note:* *Heber City,* not *Heber*.)

*Although she is from Spanish Fork, Utah, she now has an apartment in Orem.*

**Utah System of Higher Education, the**

Capitalize. Use *USHE* on second reference after designating in parentheses on first reference. USHE is governed by the *Utah Board of Higher Education* (*UBHE*), which replaced the State Board of Regents as the governing body.

See also *higher education, Higher Education, higher ed*.

**Utah Valley Express (UVX)**

Spell out on first reference. Use *UVX* or *rapid transit system* on second reference.

**Utah Valley University**

Spell out *Utah Valley University* on first reference and use *UVU*, *Utah Valley,* *the university*, or *the institution* on subsequent references.

**Utah Valley, the Valley**

*Utah Valley* should be capitalized when referring to the geographical location.

**Utahn(s)**

Not *Utahan(s)*.

**UVID**

Write as one word. Not *UVU ID* or *UVUID*.

**UVUSA**

Use *UVUSA* on first reference, but use the words *student association* or define the term as *UVU Student Association* soon after. On subsequent references, you can use *student association, student body officers,* or the student leaders’ cabinet titles.

See *student government.*

**UVU Store**

*UVU Store* is the official name for UVU’s campus store on the Orem Campus. Do not use *UVU Campus Store*.

**Wasatch Campus**

Capitalize when referring directly to the UVU campus in Heber City, Utah.

**West Campus**

On first reference, use *West Campus* when referring to the university’s campus extension on Geneva Road in Orem. On subsequent references, you can use *UVU West.* For both terms, capitalize in all instances.

**vice presidents**

Use *vice president of* not *for* in titles.

**Vineyard Campus**

For master planning purposes, refer to UVU’s more than 225 acres on the former Geneva Steel site as the *Vineyard Campus.* Geneva Fields is part of the *Vineyard Campus*.

**web address (URL)**

First preference is to hyperlink the URL in the body copy to avoid a lengthy link (so it’s clear you’re driving traffic to the site). If the full URL must be worked into the copy, try to word the sentence so the address isn’t at the end of a sentence, which would require a period to follow it. If such placement does occur, end the sentence with a period as is grammatically correct. If a full web address is required, don’t include *https://www.*

See also *email address*.

**website**

*Website* should always be written as one word. Don’t capitalize unless it begins a sentence.

*For more information, visit the English department website (uvu.edu/English).*

**Wee Care Center, the**

Use *Wee Care Center* and capitalizein all references. If using child care as supplemental information, *child care* would be two words.

See also *buildings*.

**Western Athletic Conference**

Spell out on first reference; use the abbreviation *WAC* on subsequent references after designating in parentheses on first reference.

**who**

Do not use *who* and *that* interchangeably. *Who* refers to people, while *that* can refer to animals, inanimate objects, and groups of people. *Who* is generally preferred when referring to people.

*UVU is committed to providing a welcoming environment for all students who want to learn and better their lives.*

**Willy the Wolverine**

Not *Willie the Wolverine*. Spell out the university mascot’s full name with a lowercase *the* on first reference. *Willy* may be used on second reference.

**Wolverine**

Always capitalize *Wolverine* when referring to the school’s mascot. UVU athletic teams may be referred to as *Wolverine teams* or *the Wolverines*. UVU students and alumni may also be referred to as *Wolverines*.

**Wolverine Club**

Always capitalize.

**Wolverine Fund**

Always capitalize on first reference. You can use *the fund* on second reference.

**Wolverine Racing Team**

Not *Wolverine Race Team*.

**Woodbury School of Business, the**

Capitalize the formal name of the school housed in the Scott C. Keller Building. You can use *WSB* on second reference after designating in parentheses on first reference. Not to be confused with the *Woodbury Building* (*WB*).

**Young Living Alumni Center**

On first reference, use the *UVU Young Living Alumni Center.* On subsequent references, use the *alumni center*.

**#s**

In general, spell out one through nine and use digits for 10 and above. Use digits for all numbers when they precede a unit of measure or refer to ages. Also use digits in tables, statistics, and sequences.

*Studies suggest that one in 10 students has gone a full day without food.*

*She is UVU’s youngest graduate at 9 years old.*