Preface

This is the official style guide for Washington University in St. Louis Office of Public Affairs.

When writing and editing for Public Affairs, the hierarchy of style to conform to is:

1. Public Affairs style;
2. Associated Press style;
3. Webster’s New World College Dictionary.

Guidelines in this stylebook do not necessarily apply to “University Events” listings in the Record — i.e., the calendar section — or to the classnotes sections in Washington University in St. Louis Magazine and Outlook.

Final determination on style matters rests with the editors, with consultation from the executive editors, the assistant vice chancellor and executive director of University Marketing & Design, the associate vice chancellor and executive director of University News Service, and the vice chancellor for Public Affairs.

“No rule is so general, which admits not some exception.” — Robert Burton
Public Affairs style

2nd Century Award
2nd Century Award is preferred usage in titles. Second Century Award is preferred in body copy.

academic degrees
In general, list all degrees higher than a master’s degree immediately after first reference in body text. Do not list master’s degrees or lower after a person’s name, unless the person is an alumna/alumnus of the university; a person’s lower degrees may be mentioned later in the text with any biographical information. This holds true for law degrees, even though the master of laws degree (LLM) is earned after the doctor of laws degree (JD).

Avoid using Dr., which is traditionally not used. Use MD, PhD, or the appropriate doctoral abbreviation after the individual’s name. If a subject has both an MD and a PhD, list MD before PhD.

Academic degrees after an individual’s name should not run in headlines, subheadlines/decks, cutlines, muglines, or pullquote attributions. An exception would be the cutline of a stand-alone photo or when a subject in the photo is not mentioned in the accompanying story.

People earn a degree, they do not receive his degree or receive her degree — unless it is an honorary degree.

Write out the names of degrees when they are used apart from a person’s name and include the discipline each degree is in, when possible: Janet Jones earned a master’s degree in religious studies from the University of Michigan and a doctorate in Islamic studies from the University of Wisconsin-Madison, NOT Janet Jones earned an MA in religious studies from the University of Michigan and a PhD in Islamic studies from the University of Wisconsin-Madison.

Lowercase the names of academic degrees: bachelor’s degree, master’s degree, etc., unless you write: Jones earned a Bachelor of Science in religious studies from the University of Michigan.

In general, when academic degree abbreviations are used as in the following examples, do not include periods (for all other degrees, refer to the schools):
- AB — bachelor of arts (Washington University style)
- BFA — bachelor of fine arts
- BS — bachelor of science
- BSBA — bachelor of science of business administration
- EMBA — executive master of business administration
- JD — juris doctoris (doctor of law)
- LLM — legum magister (master of laws)
- MA — master of arts; although a master’s is usually sufficient
- MBA — master of business administration
MD — medical doctor
MS — master of science; although a master’s is usually sufficient
MSW — master of social work
PhD — doctor of philosophy; use doctoral

Avoid using academic degree abbreviations to refer to students: Master of business administration students staffed the job fair, NOT MBAs staffed the job fair.

When listing a series of degrees earned by one subject, list them in ascending order from lowest degree earned to highest.

See doctoral.

academic departments
See Appendix I.

academic titles
See the entries under: academic degrees; adviser; Arts & Sciences; chair; chancellor; dean; department names; head; in, of, for; named professorships; names; professor; school; and studies.

For faculty members with more than one academic appointment, the primary appointment or the appointment most pertinent to the story is listed first. The other appointment or appointments should be listed in a logical place later in the story.

acronyms
In general, do not use periods for nonacademic-degree acronyms: CEO; CFO.

Proper names of entities are spelled out in full on first reference. If the entity will be mentioned again later in the same story, run its acronym in parentheses with the first reference: Susan Smith is a chief developer of new magnetic resonance imaging (MRI) technology. The National Science Board (NSB) will hold a meeting in November. Washington University and Emory University are members of the University Athletic Association (UAA).

Use acronyms only for entities that frequently shorten their names on second reference. Do not create acronyms solely to save a few words.

For certain entities and terms that are particularly familiar to the university community, there is no need for a parenthetical reference before using an acronym on subsequent references. These entities and terms include, but are not limited to (listed here as they should appear in first reference, and then in subsequent references):

grade-point average; GPA
National Institutes of Health; NIH
Performing Arts Department in Arts & Sciences; PAD
In general, follow AP style regarding what acronyms should and should not be used on first reference.

**ADA**
Americans with Disabilities Act. Spell out in first reference. Also, put people before condition by using “people with disabilities” rather than “the disabled,” “people with mental retardation” rather than “the mentally retarded,” etc.

**addresses**
Per U.S. Postal Service specifications for address blocks, don’t spell out Campus Box; use CB XXXX instead. If CB is on a line of its own, put it above street address. If CB is on same line as street address, put it after street address (see below). In street address, abbreviate only Ave., Blvd. and St., and only abbreviate them when used with a numbered address. Use a comma after the city; use postal abbreviations for the state; and use one space before the ZIP code:

**Option One:**
Washington University
Office of Public Affairs
CB 1070
One Brookings Dr.
St. Louis, MO 63130-4899

**Option Two:**
Washington University School of Medicine
Office of Medical Public Affairs
4444 Forest Park Ave., CB 8508
St. Louis, MO 63108

Post office scanners read bottom up and left to right. Scanner should read street address BEFORE CB.

**ADIS codes**
Do not use ADIS (Alumni and Development Information System) codes to identify the schools from which alumni graduated, except in the Washington University in St. Louis Magazine ClassMates section and in the Washington University Annual Report. Instead, work into the text the person’s degree, school, and year: Steve Grant, who earned a master of business administration degree from the Olin School of Business in 1968, received a Distinguished Alumni Award in 1995.
If space does not allow such identification, use the degree abbreviation and year: Steve Fossett, MBA ’68, received a Distinguished Alumni Award in 1995.

admissions, undergraduate
The official title is Office of Undergraduate Admissions. The admissions office is acceptable on second reference.

adviser; advisor
Rarely is it part of an official title; but if Advisor comes before a person’s name as part of the person’s official title, recast the sentence if possible and change Advisor to adviser: Maria Smith, academic adviser and financial aid coordinator in University College in Arts & Sciences; NOT Academic Advisor and Financial Aid Coordinator in University College in Arts & Sciences Maria Smith.

If recasting is not possible, retain the Advisor spelling.
NOTE: Advisor is correct for resident advisors in the Office of Residential Life.

African American
Do not hyphenate as a noun; hyphenate only as an adjective, such as the African-American coach. One exception is the African and African American Studies program (see below).

African and African-American Studies program

ALLIANCE FOR WASHINGTON UNIVERSITY
This fundraising campaign ran from May 2, 1983, through December 31, 1987. When referring to this campaign, use caps and small caps when typeset; use all caps when typewritten. The prefacing the in “the ALLIANCE FOR WASHINGTON UNIVERSITY” is not part of the formal title and so is not capitalized.

alumni
The feminine singular is alumna. The feminine plural is alumnae. The masculine singular is alumnus. The masculine plural and term to use when graduates include both genders is alumni. Do not use the awkward alumni/ae.
Alumni & Development Programs, Office of Exception Medical Alumni and Development.

Annual Fund
Use caps.

apostrophe
Use an apostrophe to denote possession if the word of can be used in the longer format. Do not use an apostrophe if the word for or by can be substituted, as in a guide for writers.

Architecture, College of
Use the full name, College of Architecture in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use College of Architecture, architecture college, or Architecture. When referring to both the undergraduate and graduate units, use College of Architecture and the Graduate School of Architecture & Urban Design.
See school.

Architecture & Urban Design, Graduate School of
Use the full name, Graduate School of Architecture & Urban Design in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use Graduate School of Architecture or architecture graduate school. When referring to both the undergraduate and graduate units, use College of Architecture and the Graduate School of Architecture & Urban Design.
See school.

area codes
Use area codes — in parentheses.

Art, College of
Use the full name, College of Art in the Sam Fox School of Design & Visual Arts, on first reference. On subsequent references, use College of Art, art college, or Art. When referring to both the undergraduate and graduate units, use College of Art and the Graduate School of Art.
See school.
Art, Graduate School of
Use the full name, Graduate School of Art in the Sam Fox School of Design &
Visual Arts, on first reference. On subsequent references, use Graduate School of
Art or art graduate school. When referring to both the undergraduate and graduate
units, use College of Art and the Graduate School of Art.
See school.

Arts & Sciences
Arts & Sciences comprises:
• College of Arts & Sciences
• Graduate School of Arts & Sciences
• University College in Arts & Sciences
When making first reference in body text and cutlines to any of the departments,
programs, centers, or units in Arts & Sciences, in Arts & Sciences is to be included:
The lecture is sponsored by the Department of Psychology in Arts & Sciences.
Always use an ampersand — never and.
When possible, use both in Arts & Sciences, all in Arts & Sciences, or
similar language to eliminate the need to write in Arts & Sciences multiple times:
The lecture is sponsored by the departments of Psychology, Biology and
Anthropology, all in Arts & Sciences.
See school.

Athletic Complex
Contests are played at the Athletic Complex.
See Field House, the.

athletics director
Not athletic director. The official title of John M. Schael, head of the Department of
Athletics at Washington University, is director of athletics.

attributions
The preferred attribution is says. The name comes before says, unless a modifier
comes after the name: “I came to the university in 1995,” Jones says. “This
discovery will spark many new opportunities,” says Smith, who led the yearlong
study.
If a long quote is divided into two or more paragraphs, continues or adds
may be used in the additional paragraphs.
When referring to the reporting of a past event, use said. For example, “The
establishment of the John C. Danforth Center on Religion & Politics reflects the legacy of Jack Danforth and his belief in the importance of a civil discourse that treats differences with respect,” Wrighton said in making the announcement December 16, 2009, at the National Press Club in Washington, D.C.

awards
Retain capitalization on the official names of awards in both their singular and plural uses. Examples:

Four Distinguished Faculty Awards will be presented at this year’s Founders Day event. OR: Four people will receive a Distinguished Faculty Award at this year’s Founders Day event.

Wayne Harter has won five Adviser of the Year Awards. OR: Harter has won the Adviser of the Year Award five times.

However, if an award is not used by its official name in second references, capitalization is dropped (except for proper nouns): The Robert S. Brookings Award will be presented to Bernard Becker, MD; Becker said he is very proud to receive the Brookings award.

See -winning.

Barnes-Jewish Hospital
Use Barnes-Jewish Hospital on first reference and Barnes-Jewish for subsequent references.

Barnes-Jewish West County Hospital
On second reference, use Barnes-Jewish West County.

biannual, biennial
Biannual, a synonym for semiannual, means twice a year; biennial means every two years.

BioMed 21

biomonthly, biweekly
Bimonthly means every other month; biweekly, every other week. Semimonthly means twice a month; semiweekly, twice a week.
bioterrorism

BJC HealthCare

BJC Institute of Health at Washington University School of Medicine
On second reference, use the institute. The BJC Institute of Health at Washington University School of Medicine houses the following research centers:
• The BRIGHT Institute (Bridging Research with Imaging, Genomics and High-Throughput Technologies)
• HPAN (Hope Center Program on Protein Aggregation and Neurodegeneration)
• CIMED (Center for the Investigation of Membrane Excitability Diseases)
• cWIDR (Center for Women’s Infectious Disease Research) (lowercase “c” on acronym)
• DCDC (Diabetic Cardiovascular Disease Center)
• WRSR (Women’s Reproductive Sciences Research)

black
Do not use to mean African American unless it is in a direct quote or an entity’s official name. African American is preferred.

See African American.

Board of Trustees
When referring to Washington University in St. Louis, use Washington University’s Board of Trustees on first reference; lowercase the board on second reference.

Capitalize Trustee, Emeritus Trustee and Emerita Trustee as a title before a university trustee’s name. Lowercase chair, vice chair, trustee, emeritus trustee and emerita trustee in other uses: University Trustee Stephen F. Brauer attended the meeting. Stephen F. Brauer, chair of the Board of Trustees, attended the meeting. He is a university trustee.

Use and lowercase emeriti trustees for the masculine plural; this also is the form when referring to retired trustees of both genders. Use and lowercase emeritae trustees for the feminine plural.

References to other boards and trustees are always lowercased: Ford trustee Jane Smith attended the meeting. She is on the board of trustees at Ford. She is on the board.

book-signing
bookstores
On the Danforth Campus, the Campus Store is located in Mallinckrodt Center. The Washington University in St. Louis School of Medicine Bookstore is located on the Medical Campus.

break
Lowercase break and its modifier, unless the modifier is a proper noun: spring break, winter break; but: Thanksgiving break. Hyphenate as a compound modifier: a spring-break trip.

Brookings Quadrangle
Use Brookings Quadrangle on first reference; the Quad is acceptable on second reference.

Brown School at Washington University in St. Louis
Use the Brown School at Washington University in St. Louis on first reference. The Brown School or Brown is acceptable in all subsequent references and in cutlines. Never use GWB, Brown School of Social Work or School of Social Work. The Brown School enrolls graduate social work and public health students. See school.

building names
General guidelines:
Always use the proper designation of what a building is: Scott Smith lives in Gregg House; NOT Scott Smith lives in Gregg. The class meets every morning in Rebstock Hall; NOT The class meets every morning in Rebstock.
Do not use the first and last names of buildings named after individuals: Harbison House; NOT Earle H. Jr. and Suzanne S. Harbison House.
Plurals should lowercase the “halls,” “houses,” or “residence houses” in accordance with AP style. (In general, residential buildings are now “houses” or “residence houses,” except Olin Residence Hall on the Medical Campus.)
Do not combine and lowercase the building designations (hall, house, residence house, etc.) unless building designations are the same: Nemerov and Wheeler houses will undergo renovations this summer. Koenig and Lee residence houses hosted the dinner. The plaza is between Crow and Compton halls.
When considering using buildings’ names with locations, the issue is making the location clear to the reader. For example, Brown Hall Lounge is obviously in Brown Hall; there is no need to say Brown Lounge in Brown Hall. Similarly, Steinberg Auditorium is obviously in Steinberg Hall; there is no need to say Steinberg Auditorium in Steinberg Hall. However, for example, one should write Holmes Lounge in Ridgley Hall and Lopata Gallery in Lopata Hall, because there also is a Lopata House.

When using a room number with a building name, the building’s name is followed by a comma and then the room number. Do not use a zero before ground-level floors: Alumni House, Room 43; Rebstock Hall, Room 249.

See floor; level.

Business, John M. Olin School of
Olin Business School is acceptable on first reference, but the school’s official name is John M. Olin School of Business. The Olin School or the business school are acceptable on second reference. Do not use just John M. Olin Business School ever. Do not use Olin by itself, unless in direct quote (see Olin).

See school.

Campaign for Washington University: A Partnership for the 21st Century
Use the full title, in italics, upon first reference to this campaign, which ran from September 1998 through June 2004. In subsequent references as a noun, use Campaign for Washington University in italics or, if the shorter “Campaign” is being used in reference specifically to this fundraising effort, capitalize the “C” but do not use italics. If the word is being used as an adjective (“the campaign goal”) or as a general noun (“college and university campaigns”), the word should appear all in lowercase. But for the Record, use simply the Campaign for Washington University on first reference.

campus
Washington University has five campuses, including the Danforth Campus, Medical Campus, North Campus, South Campus, and West Campus. University properties also include 560 Music Center; Lewis Center in University City; and Tyson Research Center, southwest of St. Louis.

campus-wide
Hyphenation with the suffix -wide is an exception to AP style, used in these instances to avoid an awkward construction.
Career Center
The university-wide Career Center is located in Danforth University Center.

capitalization
In general, capitalize titles of academic courses, lectures, and symposia; however, lowercase articles, conjunctions and prepositions that are three or fewer letters, unless they appear at the beginning of the title.

Center for Advanced Medicine
On first reference, use the Center for Advanced Medicine at Washington University School of Medicine and Barnes-Jewish Hospital. On subsequent references, use the Center for Advanced Medicine. Avoid CAM.

Center for American Indian Studies, Kathryn M. Buder
Do not refer to this center as the American Indian Center as an organization with that name (the American Indian Center of Mid-America) already exists.

centers of research
See Appendix I.

CEO
No periods.
   See acronyms.

chair
Chair is preferred. According to Board of Trustees bylaw, do not use chairman or chairwoman unless referring to named professorships that use those words. For those outside the university, use their official title, either chair or chairman/chairwoman.
   For the School of Medicine, chair is used for leaders of clinical departments.
   Head is correct for leaders of nonclinical departments.
   Capitalize chair when directly preceding name, but lowercase in other usages.
   See head.
chancellor
Capitalize when directly preceding name, but lowercase in other usages. Examples: Here is Chancellor Mark Wrighton. Mark S. Wrighton is our chancellor. Meet our chancellor, Mark Wrighton. The chancellor’s preference for identification on first reference is Chancellor Mark S. Wrighton, NOT: Dr. Mark S. Wrighton or Mark S. Wrighton, PhD, which is contrary to PA style.

To recognize more fully the contribution of charter member Mr. Hudson E. Bridge to Washington University and the association of his name with the chancellorship, and to meet legal requirements, Washington University’s academic bulletins are to identify Mark Wrighton as the Hudson E. Bridge Chancellor.

See also academic titles.

child care (n); child-care (adj.)

citations, scientific
Lastname XX, Lastname XX. Title goes here. Name of Journal, Month Year; Vol(#):PP-PP.

cities
Follow AP style. Cities and counties within Missouri should be identified with Mo.: Robert Smith, a senior from Chesterfield, Mo., is majoring in economics in Arts & Sciences.

class
The preferred term is course.

Class of
Uppercase Class and use the full year in all Class of constructions: He is a member of the Class of 1948. Retain capitalization if Class is pluralized: The Classes of 1952, 1972 and 1992 will be honorary guests at this year’s ceremony. If a direct quote does not use the full year, the form is: “We welcome the Class of ’76,” she says.
class work
Two words.

clinical service lines
In publications targeted to the general public or patient audiences, avoid referring to individual clinical service lines as “Division of ...” or “Department of ...”. Instead, use Washington University Dermatology or Washington University Neurosurgery. This naming convention applies to mailing addresses as well. For example,

Washington University Dermatology
CB 8033
660 S. Euclid Ave.
St. Louis, MO 63108

Collegiate Gothic
Capitalize when referring to the architectural style.

colloquium (singular); colloquia (plural)

comma
Do not use before Jr. or Sr.

comma, in a series
See AP style for instructions. Briefly, use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: The flag is red, white and blue. BUT: I had orange juice, toast, and ham and eggs for breakfast. The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

Commencement
Capitalize when referring to Washington University’s Commencement; lowercase as an adjective.

Communications, Office of University
See University News Service.
compared to vs. compared with
Compared to asserts comparing similarities between two or more things; compared with asserts comparing differences.

compose, comprise, constitute
The whole comprises the parts; comprise means to contain, embrace, include. When the sentence starts with the larger item, use comprise: The United States comprises 50 states. Never use is comprised of.

When the sentence starts with the smaller or individual items, use compose, constitute, or make up: Fifty states constitute the United States.

composition titles
See titles.

consortium (singular); consortia (plural)

correction
Never repeat the error. Examples:

Sept. 28 issue, Page 2: Incorrect academic degree information was published with a story featuring Roger N. Beachy, PhD, professor of biology in Arts & Sciences. Beachy earned his doctorate from Michigan State University. The Record regrets the error.

April 27 issue, Page 3: An incorrect photo was published with a story about research led by Robert D. Schreiber, PhD, the Alumni Professor of Pathology and Immunology and professor of molecular microbiology in the School of Medicine. The Record regrets the error. Robert D. Schreiber is pictured above.

course load
Two words.

course master
Two words.
course titles
In general, use capital letters and quotation marks only for official course titles:

Do not use department names or department abbreviations with course numbers: “Environmental Policy” addresses the relationship between environmental economics and environmental policy. NOT: Econ 451 addresses the relationship between environmental economics and environmental policy.

course work
Two words.

cum laude, magna cum laude, summa cum laude
Do not italicize.

curriculum (singular); curricula (plural)

cutlines
Written in the present tense. As early as possible, the cutline should describe the action in the photo. Do not include titles unless the photo is a stand-alone or the subject is not mentioned in the accompanying story.

Directions are indicated in parentheses and after people’s names: (left); (right); (second from right); (from left); etc. Direction indicators should be kept to a minimum, but who’s who must be clear to the reader.

The direction comes after the degree but before its final offsetting comma: Greg Smith, PhD (right), the Elinor Anheuser Professor of mathematics in Arts & Sciences, demonstrates a new technique.

In photo collages (with no accompanying story), which photo is being referred to is indicated outside parentheses: Above, Chancellor Mark S. Wrighton greets students John Smith (left) and Bobby Taylor at the Chancellor’s Gala Thursday at Harbison House. At right, (from left) Doug Smith, JD, dean of the School of Law and the Ethan A.H. Shepley University Professor; Greg Harter, JD, professor and associate dean for academic affairs in the law school; and Nancy Jones, PhD, professor of chemistry in Arts & Sciences, enjoy a laugh.

Direct quotes in cutlines and muglines receive normal (double) quotation marks.

See academic degrees and named professorships.
Danforth Campus
Formerly the Hilltop Campus. Do not use Main Campus or Undergraduate Campus. Plurals: Danforth and Medical campuses.

Danforth University Center
The student center on the Danforth Campus. Can use the DUC on second reference.

Danforth, William H.
Use William H. Danforth on first reference; Danforth on second reference. His title is chancellor emeritus. Do not include his MD or that he is a professor in the Department of Medicine. Depending on the context, his late wife can be referred to as either Elizabeth “Ibby” Gray or Elizabeth “Ibby” Danforth or Elizabeth Gray Danforth.

dash
Add a regular space before and after the em-dash. The keyboard command (option + shift + hyphen) is recommended for making a dash.

data
A plural noun, this word normally takes plural verbs and pronouns. If it is being used in the context of a body of data that is regarded as a single unit, however, it takes singular verbs and pronouns: The data is sound (single unit); BUT: The data have been carefully collected (individual items).

dates
Use only the month and day number (use days of the week, too, for events occurring within the upcoming seven days from the date of publication); follow AP style for months. Do not use on before a date — even after a proper noun — unless confusion would result from its omission.

For a range of dates, use a hyphen; the hyphen means “through.” Use the month only once if the range of days falls all within the same month, unless the event occurs within the upcoming seven days from the date of publication. If a range of dates is given and the publication date is the first or last day of the range, use the month and day number.

Some illustrations of the above:
The award was presented Aug. 31. Wrighton presented the award to Waterston Dec. 7. The Bears play Fontbonne University at 6 p.m. today at the Field House. If publishing Sept. 5-11: The Performing Arts Department in Arts &

See the entries under **time, date, location; times; and years**.

DBBS
See Division of Biology and Biomedical Sciences.

dean
Capitalized only directly before the name. Examples: Dean Larry Shapiro, but Larry Shapiro, dean of the School of Medicine.

See also **academic titles**.

Dental Medicine, School of
The former School of Dental Medicine closed in May 1991; do not use School of Dentistry or Dental School as proper nouns.

department names
The official title of the majority of university departments takes a Department of construction. Uppercase full formal name of the department: the Department of Pathology and Immunology or the Department of Earth and Planetary Sciences in Arts & Sciences. Lowercase department in other constructions: the otolaryngology department or the biology department. Lowercase the departments when appearing before more than one department: the departments of Biology, Political Science, and English, all in Arts & Sciences.

When describing what department a faculty member is in, frequently it is easier not to include the department’s official title: Janet Jones, PhD, professor of political science in Arts & Sciences; NOT Janet Jones, PhD, professor in the Department of Political Science in Arts & Sciences. Frank Smith, PhD, professor of mathematics in Arts & Sciences, NOT Frank Smith, PhD, professor in the Department of Mathematics in Arts & Sciences. For faculty members at the School of Medicine: Because many School of Medicine department names include the word “and,” include the word “of” in between department names in cases of multiple-department appointments. John Smith, MD, professor of anatomy and neurobiology, of neurosurgery, and of pathology and immunology.

Otherwise, the official title should be used, if possible, on first reference.

Exceptions to the Department of construction being a part of an official title include: Performing Arts Department in Arts & Sciences. See department websites for any clarifications.
See office; studies; Appendix I.

Design & Visual Arts, Sam Fox School of
Sam Fox School of Design & Visual Arts comprises:
  • College of Art
  • College of Architecture
  • Graduate School of Art
  • Graduate School of Architecture & Urban Design
Use Sam Fox School of Design & Visual Arts on first reference; Sam Fox School is acceptable on second reference; never use Fox School.
  See school.

disinterested, uninterested
Disinterested means unbiased; uninterested means having no interest.

Division of Biology and Biomedical Sciences
Use full name on first reference. DBBS is acceptable on subsequent references. Because DBBS is a university-wide graduate program, its materials carry the Washington University logo.

division names
Uppercase full formal name of the division: the Division of Oncology. Lowercase other constructions of the division name: the oncology division.
  See Appendix I.

DNA
Acceptable in all references.

doctorate (n.); doctoral (adj.)

Doctors’ Access Line

Donald Danforth Plant Science Center
The mission of the Danforth Center is four-fold: 1. increase understanding of basic plant biology; 2. apply new knowledge for the benefit of human nutrition & health
and to improve the sustainability of agriculture worldwide; 3. facilitate the rapid development and commercialization of promising technologies and products, and, 4. contribute to the education and training of graduate and postdoctoral students, scientists and technicians from around the world. The Donald Danforth Plant Science Center is the product of a unique and innovative partnership joining several public and private institutions, including Washington University in St. Louis, the Missouri Botanical Garden, Purdue University, the University of Illinois at Urbana-Champaign, the University of Missouri-Columbia, and Monsanto Company. Use the Danforth Plant Science Center or the Danforth Center on second reference. It is located in Creve Coeur, Mo.

Dr.
Avoid use, except in quotations or in formal names of professorships and chair titles. Instead, John Atkinson, MD.
See academic degrees and names.

earned
Use earned a when writing about someone’s degree. Correct: He earned a doctorate.

Earth
Capitalize when used as the proper name of the planet. Lowercase in other uses.

Edison Theatre
No need to write Edison Theatre in Mallinckrodt Center in any reference. Edison is acceptable on second reference. Avoid using the Edison Theatre and the Edison, unless in a direct quote.
See the entry under theater, theatre.

Eliot Society
Use the official title, William Greenleaf Eliot Society, on first reference; the Eliot Society on second reference; the Eliot Society or the society on subsequent references.
See Appendix I.
ellipsis ( … )
Add a regular space before and after the ellipsis. The keyboard command (option + semicolon) is recommended for making an ellipsis because it adds a thin space between the periods.

email

email addresses
Use only lowercase letters in email addresses. Do not italicize.

emerita (feminine singular), emeritae (feminine plural); emeritus (masculine singular), emeriti (masculine plural)
When referring to a group that contains emerita and emeritus individuals, emeriti is used.

See Board of Trustees and professor.

Engineering & Applied Science, School of

Environmental Health & Safety

Facilities Planning & Management

faculty
Takes a singular verb: The faculty is meeting here. The faculty is arguing. The faculty of Arts & Sciences has reached a decision. But when members is used with faculty, the verb is plural: The faculty members are arguing.

Faculty of Arts & Sciences
Replace with Arts & Sciences, unless referring to the dean, who is the dean of the faculty of Arts & Sciences.

Faculty Practice Plan
Faculty Practice Plan refers to the business unit that runs the School of Medicine’s clinical practice and is acceptable for internal university audiences. FPP is...
acceptable on second reference. For external audiences, the preferred name for this entity is Washington University Physicians.

faculty titles
In general, university faculty members are of various departments in various schools: James Grant, MD, the W. McKim Marriott M.D. Professor of Pediatrics in the School of Medicine; Joseph Smith, PhD, associate professor of English in Arts & Sciences; Nancy Jones, PhD, associate professor at the Brown School. However, medical public affairs uses instructor in medicine.

For named professorships, use in, of or for if one of them is part of an official name: Wayne Harter, PhD, the Lynne Cooper Harvey Distinguished Professor in English in Arts & Sciences (in English because in English is part of the official name of the professorship). Robert Long, the Ruth and Norman Moore Professor of Architecture (of Architecture because of Architecture is part of the official name of the professorship). Use in if a particular department, school or discipline is not part of a named professorship’s official name: Scott Jones, PhD, the Spencer T. Olin Professor in biomedical engineering in the School of Engineering & Applied Science (in biomedical engineering because in biomedical engineering is not part of the official name of the professorship).

See department names; in, of, for; and named professorships.

Note that development employees are not directly employed by the individual schools; therefore, they are for the various schools: David Jones, senior director of development for the School of Engineering & Applied Science; Laura Smith, director of the Arts & Sciences annual fund and associate director of development for Arts & Sciences.

fax
Do not use all caps.

fellow, fellowship
The complete name, or the first reference name, of a fellowship program is capitalized, unless it’s plural. She was admitted into the Olin Fellowship Program. The recipients of Olin fellowships stood and thanked the faculty with a round of applause. The word fellow is capitalized if part of the formal name of the fellowship. She is an Olin Fellow. Olin Fellow Sandra J. Jones made introductory remarks. Do not cap fellow by itself.

fewer, less
Words on Words said it well: Use fewer for countables and less for collective
quantities. She now eats fewer meals and less candy.

The sense of collective quantity prevails in sums of money, periods of time, and measures of distance and weight: less than $200 a week, less than six months, less than three miles, less than 200 pounds.

**Field House, the Washington University**
Two words. Contests are played in the Washington University Field House, which is at the Athletic Complex. Do not use WU Field House.

**fieldwork**
One word.

**financial assistance**
Preferred to financial aid. The proper name of the University office is Student Financial Services.

**flex-spending plan**

**floor**
Lowercase floor. Spell out one through nine; use figures for 10 and above: The chancellor’s office is on the second floor of Brookings Hall. University Police arrived at the 10th floor of Eliot Hall.

See building names; level.

**for**
See the entry under in, of, for.

**foreign students**
Do not use. Use international students.

**foreign words, foreign phrases**
Do not italicize or place in quotation marks commonly known foreign words or foreign phrases. For foreign words or phrases not universally understood, place them in quotations marks.
The Foundation for Barnes-Jewish Hospital
Note: “The” is capitalized.

Founders Day
No apostrophe.

fractions
Spell out and hyphenate amounts less than one; two-thirds, five-eighths, etc. Use figures for amounts larger than one to avoid cumbersome constructions: She held the temporary position for 4 1/2 months before being named to the permanent job; NOT: She held the temporary position for four-and-a-half months before being named to the permanent job.

fraternity
See Greek letters.

freelance (v. and adj.); freelancer (n.)

freshman
Freshman for undergraduate students can be used as can first-year for undergraduate and graduate students. If freshman is used, its adjectival form is freshman, not freshmen: freshman courses; freshman year.

fundraising (n. and adj.); fundraiser (n.)
One word in all cases.

Gargoyle, the
It’s in Mallinckrodt Center’s bottom floor.

gene
Capitalize the names of genes; italicize.
See protein.
Genome Institute, The

Genomics and Pathology Services at Washington University School of Medicine
If multiple references are needed, then on first reference use Genomics and Pathology Services (GPS) at Washington University School of Medicine and on subsequent references use GPS.

genus, species names
On first reference, capitalize and spell out the genus name; on second reference, use the first letter and a period; italicize: Salmonella typhimurium; S. typhimurium.

grade-point average, GPA
GPA is acceptable on second reference without a parenthetical (GPA) after the first reference.
   See acronyms.

Greek letters
The actual Greek letters should be used whenever possible in scientific or medical copy, when appropriate.
   For fraternities and sororities, spell out and capitalize Greek letters; but lowercase fraternity or sorority: Beta Theta Pi fraternity; Kappa Alpha Theta sorority. Avoid constructions that use fraternity or sorority Greek letters to identify a person or people. Write a member of Phi Delta Theta fraternity or members of Phi Delta Theta fraternity; NOT: a Phi Delta Theta or Phi Delta Thetas.

God
Follow AP style: Capitalize God in references to the deity of all monotheistic religions. Lowercase personal pronouns: he, him, thee, thou.

groundbreaking
One word, no hyphen.
**Harvard**
Harvard’s official website: “Harvard College is the undergraduate program at Harvard. It is part of the Faculty of Arts and Sciences and offers programs in the liberal arts. Harvard University refers to the entire educational institution, including the undergraduate college, the graduate schools, research centers, administration, and affiliates.”

See university.

**he**
Do not use when the person in question could be either male or female. Instead, use nonsexist language:

-by changing to plurals ...
From: “As he gains experience, he will be trusted with increasingly complex research projects.” To: “As students gain experience, they will be trusted with increasingly complex research projects.”

-or by changing to the second person ...
From: “During a semester, he can carry a maximum of 18 hours.” To: “During a semester, you can carry a maximum of 18 hours.”

-or by eliminating pronouns ...
From: “Communication is privileged between a lawyer and his client, a physician and his patient, and a clergyman and his penitent.” To: “Communication is privileged between lawyer and client, physician and patient, and member of the clergy and penitent.”

-or by using the genderless one, individual, person ...
From: “A teaching assistant is enthusiastic. He appreciates the importance of work experience.” To: “A teaching assistant is enthusiastic, a person who appreciates the importance of work experience.”

-or by substituting the for a possessive pronoun ...
From: “A graduate student is likely to worry about his preliminary examination.” To: “A graduate student is likely to worry about the preliminary examination.”

**he/she, he or she**
Use as a generic term to mean he or she only when there is no other solution. If used, sometimes reverse the order to she/he or she or he.
head
Correct title for leaders of nonclinical departments at the School of Medicine. Exceptions exist when the word chairman or chairwoman is part of a named professorship: James Smith, MD, the Adolphus Busch Professor and chairman of the Department of Medicine.

   Capitalize head when directly preceding name, but lowercase in other usages.
   See chair.

headlines
With newspapers, the first word is capitalized; others are lowercased unless style or grammar calls for capitalization. The first word after a colon is capitalized if what follows expresses a complete thought. With magazines, since headlines are display type, all words other than articles, conjunctions, and prepositions of three letters or fewer are capitalized.

   Use single quotation marks in headlines and subheadlines/decks.

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

historic, historical
An important event that stands out in history is a historic event; any occurrence in the past is a historical event.

home page

Human Resources, Office of
Formerly the Personnel Office.

in, of, for
In general, University faculty members are of various departments in various schools: James Grant, MD, the W. McKim Marriott M.D. Professor of Pediatrics in the School of Medicine; Joseph Smith, PhD, associate professor of English in Arts & Sciences; Nancy Jones, PhD, associate professor at the Brown School.
For named professorships, use in, of or for if one of them is part of an official name: Wayne Harter, PhD, the Lynne Cooper Harvey Distinguished Professor in English in Arts & Sciences (in English because in English is part of the official name of the professorship). Robert Long, the Ruth and Norman Moore Professor of Architecture (of Architecture because of Architecture is part of the official name of the professorship). Use in if a particular department, school or discipline is not part of a named professorship’s official name: Scott Jones, PhD, the Spencer T. Olin Professor in biomedical engineering in the School of Engineering & Applied Science (in biomedical engineering because in biomedical engineering is not part of the official name of the professorship). If ever in doubt, consult online bulletins or with Alumni & Development Programs.

See department names and named professorships.

Note that development employees are not directly employed by the individual schools; therefore, they are for the various schools: David Jones, senior director of development for the School of Engineering & Applied Science; Laura Smith, director of the Arts & Sciences annual fund and associate director of development for Arts & Sciences.

information, For more
In general, follow this form: For more information, visit url-here.com, e-mail Joe Smith at joesmith@wustl.edu, or call xxx-xxx-xxxx. This sentence usually comes at the end of a story.

Institute for Public Health
On first reference, use the Institute for Public Health at Washington University in St. Louis. Washington University’s Institute for Public Health may used as an alternative. The institute may be used as a short form to the name in subsequent references. The acronym IPH should be avoided. The article “the” is not part of the official title and can be omitted; if used, it should be lowercase.

Internet
See e-mail; URL; and Web, the.

italics
Do not italicize foreign words or phrases.

See gene; cum laude, magna cum laude, summa cum laude; and titles.
journal names
Italicize.
   See titles.

Kemper Art Museum, Mildred Lane
Officially, the Mildred Lane Kemper Art Museum, but Kemper Art Museum is acceptable in all references. It is part of the Sam Fox School of Design & Visual Arts.

last vs. past
Use past to avoid confusion in time sequences. Using last might lead the reader to wonder: The last of what? Correct: For the past four years, he served as chair.

laureate
See Nobel laureate; Poet Laureate.

Law, School of
Washington University School of Law or Washington University Law are both OK on first reference, but the school’s official name is Washington University School of Law. The law school is acceptable on second reference.
   See school.

Leading Together: The Campaign for Washington University
Use Leading Together: The Campaign for Washington University on first reference; on second reference, use Leading Together italicized or the campaign lowercased.

level
Olin Library has levels, not floors. Starting at the bottom: The basement level is Level B; above that is Level A; above that is Level 1, which is at ground level; above that is Level 2; above that is Level 3.
   For ordinal forms, lowercase level and spell out the number: the third level; the first level.
   For cardinal forms, uppercase level and use the numeral: Level 1; Level 2.
See building names; floor.
Lewis Center
Studio space for graduate art students, located in University City, Mo.

libraries
Washington University Libraries encompasses the John M. Olin Library, which is the center of the library system, and 11 specialized libraries. Olin Library is OK on first reference. The School of Medicine library is the Bernard Becker Medical Library. Becker Medical Library or Becker Library is acceptable on second reference.

See Washington University Libraries.

lists (bulleted)
Avoid punctuation unless needed to avoid confusion. Always use periods, semicolons, etc. when individual items in the list contain sentences.

logotype
Use of the Washington University logotype, approved by the Board of Trustees in May 2000, is basic to our goal of projecting a clear, consistent and easily remembered image that reflects the character of Washington University. The University has trademarked the entire logotype so it cannot be modified without approval from the vice chancellor for public affairs. See logo.wustl.edu for guidelines and for logos that can be downloaded.

For Medical Public Affairs:
• BJH/WU Physicians National Leaders in Medicine logo: Generally, use in all co-branded clinical pieces.
• BJH/WUSM National Leaders in Medicine logo: Generally, use in national/major reputational pieces for which the co-branded school logo is appropriate.
• BJH/WUSM logo: Generally, use on multi-mission local/small audience pieces. Consider NLM version for national pieces.

magazine names
Italicize.

See titles.
**Mallinckrodt Institute of Radiology**
The Department of Radiology for the School of Medicine. Complete name is **The Edward Mallinckrodt Institute of Radiology**. MIR is ok on second and subsequent references.

**Mallinckrodt Center**
No *the* before the name.

**Massachusetts Institute of Technology**
Do not use *the* before its name, and also the name of California Institute of Technology and similarly named institutions.

See *university*.

**The May Department Stores Company Auditorium**
On first reference, preferred use is the full title of the named auditorium in Simon Hall: **The May Department Stores Company Auditorium**. The May Auditorium is acceptable, however, in all references.

**McDonnell International Scholars Academy**
**McDonnell Academy** is acceptable on second reference. Third reference should be either **McDonnell Academy** or **the academy**, depending on how many times McDonnell has been used. Never use acronyms.

The people paired with a scholar in the McDonnell Academy are **ambassadors**, capitalize “A” when part of a formal name: **She is a McDonnell International Scholars Academy Ambassador**. McDonnell Academy Ambassador Sandra J. Jones made introductory remarks. Ambassadors also serve as **mentors** (lowercase).

The official name for the universities affiliated with the McDonnell Academy is **University Partners** (uppercase “U” and “P”). Within text, it is permissible to refer to them as **partner universities** (lowercase). University Partners should be listed alphabetically by the city where the university is (not by country) and then alphabetically within a city (not by date of the university’s founding).

See **Appendix II**.

**media**
This plural of **medium** takes a plural verb.
Medical Campus
The official name of this campus is Washington University Medical Center. Medical Campus is acceptable only in the context of discussing other Washington University campuses. (Examples: Flu shots will be available on the Danforth Campus and the Medical Campus. Washington University has five campuses: Danforth Campus, Medical Campus, North Campus, South Campus and West Campus.) Use School of Medicine when the topic involves the school only. (Example: A reception for graduates will take place at Washington University School of Medicine in St. Louis.) Use Washington University Medical Center when the topic involves medical center affiliated institutions. (Examples: Once completed, the highway construction will improve access to Washington University Medical Center.)

Medical Center, Washington University
Use Washington University Medical Center when the topic involves medical center affiliated institutions*. (Examples: Once completed, the highway construction will improve access to Washington University Medical Center.) Use the medical center on second reference. WUMC is acceptable when space is limited.

*Washington University Medical Center consists of Barnes-Jewish Hospital, St. Louis Children’s Hospital, Siteman Cancer Center and Washington University School of Medicine in St. Louis.

Medicine in St. Louis, Washington University School of
Use School of Medicine when the topic involves the school only. (Example: A reception for graduates will take place at the Washington University School of Medicine in St. Louis.) On second reference, use School of Medicine, medical school, or, if space is limited, WUSM. See school.

MetroBus

MetroLink

middle initials
See names.
Mini-Medical School
Its course offerings are differentiated by Roman numerals: Mini-Medical School I; Mini-Medical School III, etc.

mission statement
Washington University’s mission statement, approved by the Board of Trustees in December 1994, must be published in every academic bulletin:

The mission of Washington University is the promotion of learning — learning by students and by faculty. Teaching, the transmission of knowledge, is central to our mission, as is research, the creation of new knowledge. Faculty composed of scholars, scientists, artists and members of the learned professions serve society by teaching; by adding to the store of human art, understanding and wisdom; and by providing direct services, such as health care.

Our goals are:
• to foster excellence in our teaching, research, scholarship and service;
• to prepare students with the attitudes, skills, and habits of lifelong learning and with leadership skills, enabling them to be useful members of a global society; and
• to be an exemplary institution in our home community, St. Louis, as well as in the nation and the world.

To this end we intend:
• to judge ourselves by the most demanding standards;
• to attract people of great ability from all types of backgrounds;

• to encourage faculty and students to be bold, independent and creative thinkers; and
• to provide the infrastructure to support teaching, research, scholarship and service for the present and for future generations.

MRI

muglines
See cutlines.
**multicenter**
No hyphen.

**multidisciplinary**
No hyphen.

**Music Center, 560**
Use the full 560 Music Center for the property located at 560 Trinity Ave. in University City.

**named professorships**
Named professorships (also known as endowed professorships or chairs) are in a particular discipline (see in, of, for). Use the as an article preceding official title.

Examples: Nancy Jones, PhD, the Susan E. and William P. Stiritz Professor in Women’s Studies and History in Arts & Sciences, spoke at the event.

School of Medicine usage is different, however: Tim Ley is the Lewis T. and Rosalind B. Apple Professor of Medicine. But: Tim Ley holds the Lewis T. and Rosalind B. Apple Professorship in Medicine.

Capitalize the full, official names of these professorships: Nancy Jones, PhD, the Susan E. and William P. Stiritz Professor in Women’s Studies and History in Arts & Sciences, spoke at the event (Women’s Studies and History is part of this professorship’s official title, so those words are capitalized). Lowercase the discipline in which the professorship is held if the discipline is not part of the full, official name of the professorship: Joseph Smith, PhD, the Charles Allen Thomas Professor in chemistry in Arts & Sciences, led the research (in chemistry is not part of this professorship’s official title, so it is lowercased). If the full name of the named professorship is used with Professorship instead of Professor, uppercase Professorship: “It is a high privilege to be named to the William Eliot Smith Professorship,” Hirst said. However, note that the preferred use is Professor.

On second reference, if the full, official name of a professorship is not used, capitalize only proper nouns and adjectives: James Grant, PhD, the Wayman Crow Professor in physics in Arts & Sciences, was named to the position. BUT: Clark has held the Crow professorship for five years.

If a named professorship includes Jr. or Sr., do not set it off with commas, although should retain the comma after Jr. or Sr. if the official name of the professorship includes it.

Named professorships after a person’s name should not be run in headlines (unless the story directly pertains to the named professorship), subheadlines/decks, cutlines, muglines, and pullquote attributions. Exception: Stand-alone photos.
names
Refer to the undergraduate programs bulletin or the School of Medicine bulletin for correct spellings. Middle initials should be used whenever possible.

Do not use courtesy titles or Dr. in any copy — including obituaries — unless it is part of a direct quote.

For individuals who are not University students and are under the age of 18, use their first names on second reference. University students are always referred to by their last names on second reference.

A first name on second reference should only be used in a direct quote, or if referring to the person only by a last name would result in confusion.

national council
Do not capitalize unless used with the full name of a particular entity’s national council: Joseph Smith sat on the Washington University Law National Council for 18 years; BUT The medical school’s national council will meet Jan. 23.

See Appendix I.

National Institutes of Health
NIH acceptable on first and subsequent references.

See acronyms.

NASA
Acceptable in all references; no need to spell it out.

Native American
Preferred term for American Indian or Indian.

NCAA
Acceptable in all references for National Collegiate Athletic Association.

newspaper names
Italicize.

See titles.
**Nobel laureate**  
Not an official title; lowercase laureate.

**Nobel Memorial Prize in Economic Sciences**  
The title to be used for the prize awarded to Douglass C. North in 1993.

**nonacademic**

**nonconference**

**non-degree**

**nondiscrimination statement**  
The official nondiscrimination statement, amended July 2007, is required in all academic bulletins and recommended in other recruitment materials:

> Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The university does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the university’s Vice Chancellor for Human Resources, Washington University, CB 1184, One Brookings Drive, St. Louis, MO 63130.
>
> The School of Medicine's statement also includes the following: The School of Medicine is committed to recruiting, enrolling and educating a diverse student body.

**non-operative**

**North Campus**  
700 Rosedale Ave. — includes Parking and Transportation Services, Sponsored Projects Accounting and other offices.
Oak Allée
Never Oak Alley.

obituaries
The general order of an obituary lead is as follows: name, title, cause of death, day of the week, date, year, place. Typically, age is listed in second sentence.

of
See the entry under in, of, for.

office
Capitalize the word office if it is used as part of an entity’s official name; lowercase otherwise: Office of Public Affairs; public affairs office.
See department.

Olin
There are numerous uses of the name Olin at the University: Olin School of Business; Olin Fellowship Program; Olin Library, to name a few. Do not use only the word Olin unless it is obvious to what it refers or it is in a direct quote.

Olin Fellowship Program
Officially The Mr. & Mrs. Spencer T. Olin Fellowships for Women in Graduate Study, but the Olin Fellowship Program is acceptable in all references. A participant is an Olin Fellow.
See fellowship.

online

orthopaedic/orthopedic
Spelling varies depending on the audience and usage. Generally speaking: Use orthopedic(s) for patient audiences or general external audiences; use orthopaedic surgery for academic or physician audiences. Also, please note the following:

The name of the department is Department of Orthopaedic Surgery.
The name of the clinical service practice is Washington University Orthopedics.
The clinical service line is orthopedics. Faculty members are professors of orthopaedic surgery.

**Parents Weekend**
No apostrophe.

**Performing Arts Department in Arts & Sciences**
NOT Department of Performing Arts in Arts & Sciences. PAD on second reference; no need for a (PAD) after the first reference.
   See acronyms.

**periodicals**
Italicize.
   See titles.

**physician-scientist**

**Poet Laureate**
Capitalize when used as an official title before an individual’s name.

**police**
Use University Police in all references. Lowercase campus police if it is used in a quote.

**postdoctoral**

**postoperative**

**pre-law, pre-med, pre-professional**

**preoperative**
professor
Professor, associate professor and assistant professor are capitalized only when directly preceding a name. Lowercase when succeeding a name or when used without a name.

Professor emerita is the feminine singular; professors emeritae is the feminine plural. Professor emeritus is the masculine singular; professors emeriti is the masculine plural and also is the form when referring to retired professors of both genders.

Avoid using professor as a generic term for a teacher. See academic titles and named professorships.

programs
Programs are not departments. Do not use the construction the Program in African and African American Studies in Arts & Sciences. Lowercase program if it is used after the name. Two examples: the African and African American Studies program in Arts & Sciences; the Latin American Studies program in Arts &Sciences. You can drop the word program, too, such as in Legal Studies in Arts & Sciences, etc.

Uppercase all other words in the program’s title, including Studies.
See studies; Appendix I.

protein
Capitalize the names of proteins, wherever indicated.

See gene.

Public Affairs, Office of
The Office of Public Affairs includes Assembly Series & Special Projects; Commencement; Digital Communications Marketing; Photographic Services; Trademark Licensing; University Marketing & Design; University News Service; and Medical Public Affairs, including Creative Services and Marketing Communications; Medical News Service and Media Relations; Medical Photographer; and WUSM Web Communications Manager.

Publications Office
See University Marketing & Design.

pull quotes
Use double quotation marks.
**quotation marks**
Headlines, subheadlines and stand-alone photo lead-ins use single quotation marks. All other copy — including cutlines and pullquotes — uses normal (double) quotation marks.

Use brackets around any word or words changed in or added to a direct quote.

See titles.

**Radiology, Department of**
See Mallinckrodt Institute of Radiology.

**Record**
Not The Record. *Washington University in St. Louis Record* is used in external uses.

**The Rehabilitation Institute of St. Louis**
TRISL is acceptable on second reference.

**resident advisor**

**résumé**
Use accents so it is not confused with the verb *resume*.

**ROTC**
This acronym for Reserve Officers’ Training Corps is acceptable in all references. University students can enroll in Army ROTC or Air Force ROTC.

**Saint Louis, St. Louis**
Use St. Louis except when Saint Louis is part of an entity’s official name: Saint Louis Art Museum; Saint Louis Galleria; Saint Louis Symphony Orchestra; Saint Louis University; Saint Louis Zoo. BUT: The *St. Louis American*; St. Louis Children’s Hospital; St. Louis Community College; St. Louis Science Center; University of Missouri-St. Louis.

**scholarly journal names**
Italicize.

See titles.
school
The University’s schools are:

Arts & Sciences
• College of Arts & Sciences
• Graduate School of Arts & Sciences
• University College in Arts & Sciences

John M. Olin School of Business
Olin Business School is acceptable on first reference, and the Olin School or the business school are acceptable on second reference. Do not use just John M. Olin Business School ever. Do not use Olin by itself, unless in direct quote. See Olin.

Sam Fox School of Design & Visual Arts
Sam Fox School is acceptable on second reference.
• College of Art
• College of Architecture
• Graduate School of Art
• Graduate School of Architecture & Urban Design

School of Engineering & Applied Science

School of Law
Washington University School of Law or Washington University Law are both OK on first reference, but the school’s official name is Washington University School of Law. The law school is acceptable on second reference.

Washington University School of Medicine in St. Louis
School of Medicine or the medical school is acceptable on second reference.

Brown School at Washington University in St. Louis
Use Brown School at Washington University in St. Louis on first reference. The Brown School or Brown is acceptable in all subsequent references and in cutlines. Never use GWB, Brown School of Social Work or School of Social Work. The Brown School enrolls graduate social work and public health students.
All copy should include what school a faculty or staff member is in, unless it is obvious by the department name: Nancy Jones, PhD, associate professor of strategy in the Olin Business School; Wayne Harter, PhD, professor of chemistry in Arts & Sciences; BUT: Robert Long, PhD, professor of electrical & systems engineering; Scott Smith, the Raymond E. Maritz Professor of Architecture.

The full names of the schools listed above should be used in first reference; the second-reference name should be used for variation in subsequent copy, unless otherwise indicated.

Do not capitalize school when it stands alone, even when it refers to a specific school at the university.

See Arts & Sciences; Business, John M. Olin School of; Design & Visual Arts, Sam Fox School of; Law, School of; Medicine in St. Louis, Washington University School of; Brown School; and in, of, for.

Schwartz, Alan L.
Prefers Alan L. Schwartz, PhD, MD, an exception to PA style.

**scientists vs. laboratories**
Scientists do research, not the laboratories in which they work. INCORRECT: The laboratory confirmed the results.

**Second Century Award**
Preferred title is 2nd Century Award.

**semester**
Lowercase references to academic periods: fall semester, spring semester.

**September 11**
Spell out the month in all references to the terrorist attacks of Sept. 11, 2001. For example, Life changed for many Americans on September 11. There is no need to write 2001 if the context makes it obvious that Sept. 11, 2001, is being referenced. If the context of the article calls for including 2001, abbreviate September: Sept. 11, 2001. Avoid 9-11 unless in a direct quote. Also: Use Ground Zero when referencing the World Trade Center site.

**Shriner’s Hospitals for Children® – St. Louis**
On second reference, use Shriner’s Hospitals for Children®.
Siteman Cancer Center
On first reference, use the following: Siteman Cancer Center at Barnes-Jewish Hospital and Washington University School of Medicine. Use Siteman on subsequent references.

Softball Field, the Washington University
Contests are played at the Washington University Softball Field. Do not use WU Softball Field.

sorority
See Greek letters.

South Campus
6501 Clayton Rd. — The official title for the property that includes the former CBC High School.

South 40
Not South-40 or South Forty. It is part of the Danforth Campus.

spaces
Use only one space between sentences. Use a single space on both sides of ellipses and dashes.

species names
Capitalize; italicize.
See genus, species names.

St. Louis Children’s Hospital
Use St. Louis Children’s Hospital on first reference and Children’s Hospital or St. Louis Children’s on subsequent references. SLCH is acceptable for internal (Washington University or Medical Center) audiences only.
states
Follow AP style. Use postal abbreviations only in addresses.
See addresses.

student-athlete

Student Health Services

studies
They are programs, not departments. Don’t use program before the name; lowercase program if it is used after the name. Some examples: the Latin American Studies program in Arts & Sciences; Legal Studies in Arts & Sciences.
   Uppercase all other words in the program’s title, including Studies.
See programs; Appendix I.

symposium (singular); symposia (plural)

Teaching Center, the

telephone numbers
Always use at least seven digits and use area codes — in parentheses — (314) 935-5284. For extensions, use ex. with no comma between the number and the extension: For more information, call (636) 532-7536 ex. 123.

theater, theatre
Use theatre only as applicable as part of an entity’s official name: Edison Theatre. In all other contexts, use theater.

time, date, place
The preferred order when listing event information.
times
For ranges of time, use a hyphen: 10 a.m.-1 p.m.; 3-5 p.m. However, if there are
dates with both the times, use either through or until: The Dance Marathon will run
from 8 p.m. April 26 until 8 p.m. April 27.
See dates.

titles
Italicize names of art exhibits, books, compact disc, computer game, long poems,
magazines, movies, newspapers, operas, paintings, periodicals, plays, scholarly
journals, sculptures, television shows. Examples: *Time, St. Louis Post-Dispatch, The Death of a Salesman*, Rodin’s *The Thinker*.

Use quotation marks with chapters, courses, dissertations, episodes, lectures,
magazine articles, newspaper articles, poems, songs, speeches, and studies.
Examples: “*Containing Japan*” in *The Atlantic Monthly*, “*Chuckles Bites the Dust*”
episode of *The Mary Tyler Moore Show*.

Capitalize names of specific vessels, such as *HMS Frolic*, *Spirit of St. Louis, Voyager 2*, as well as designations of class or make, names of planes or trains, and
names of space programs: *Broadway Limited, Boeing 707, Project Apollo, U-boat*.

titled
Use titled, not entitled, when referring to the name of a lecture, book, etc.

tournament
Capitalize tournament only when it is used with the full, proper name of the event:
*NCAA Tournament; the tournament; NCAA tourney*.

transformational
In the context of scientific research, refers to the application of math or computer
models.

transformative
In the context of scientific research, refers to changes in a paradigm.

Undergraduate Admissions, Office of
undergraduate campus
Never use. Danforth Campus instead.

university
On second or subsequent references, lowercase university when referring to Washington University in St. Louis, as well as when referring to other universities. See Washington University in St. Louis.

For other universities, use their names as provided on their official websites. The words College and University should be included in first reference to other schools but are usually dropped on second reference. On second reference, use widely used acronyms or syncopations of school names, if applicable: MIT; UCLA; Penn State; etc. In first reference, do not use a parenthetical reference after such widely used university acronyms or syncopations; but for some universities, it may be necessary: University of Alabama (UA); University of Dayton (UD).

Do not use The before the name of a university: Johns Hopkins University, NOT: The Johns Hopkins University. Exception: The Rockefeller University. For many universities, though, particularly those whose names have University of constructions, the should be included before the name: He attended the University of Arkansas for four years; NOT: He attended University of Arkansas for four years.

There frequently is no need to provide the name of the city where a college or university is located. Use the city name if omission would result in confusion as to where a college or university is located: University of California, Berkeley (city included because there are numerous universities of California); but Yale University (no need to include its New Haven, Conn., location because there’s only one Yale University). City and state names should be used with lesser-known universities: Jones was a professor of history at Saint Michael’s College in Burlington, Vt.

For state universities, there is usually no need to include the city if the main or primary state university is being referred to: University of Texas for the main university in that state’s system, in Austin; but University of Texas at Dallas for that particular university.

Special attention to clarity should be used when referring to any university with the word Washington in its name.

In sports copy, use of other universities’ athletic nicknames is acceptable on second reference, but only after the full name of the university has been used in first reference.

See Harvard; Massachusetts Institute of Technology; University of Missouri-St. Louis; Appendix IV.
University Marketing & Design
Formerly Publications.

University News Service
Formerly the Office of University Communications.

University Athletic Association
Add a (UAA) after the first reference; UAA on second reference.

See acronyms.

University of Missouri-St. Louis
UM-St. Louis or UMSL OK on second reference.

university-wide
Hyphenation with the suffix -wide is an exception to AP style, used in these instances to avoid an awkward construction.

upperclassman (n.); upperclass (adj.)
A junior or senior.

URL
The overarching principle is that a reader should be able to take a URL published or displayed, type it into a browser, and get to the intended web page. All URLs should be tested before they are published.

Use http:// or https:// to assist in accessing websites on mobile devices.

Use www and the final slash (/) in an address if necessary. If a person can get to the intended page without typing in www or the final slash, do not use them: wustl.edu; NOT www.wustl.edu. .htm and .html usually are not necessary; check the address and include .htm or .html if necessary to access the page.

Domain names are not case-sensitive and always should be lowercased. Letters after the domain name are case-sensitive and may need to be uppercased. Use lowercase whenever possible.

See Web, the.

Veterans Hospital
Now St. Louis VA Medical Center - John Cochran Division.
The Village
Formerly known as Small Group Housing.

Wash. U.
Do not use on first reference.

Washington, D.C. Programs

Washington University in St. Louis
Washington University in St. Louis is preferred on first reference. Usually, the university is acceptable in all subsequent references to Washington University in St. Louis.

However, there are times when Washington University must be used to avoid confusion, particularly in copy that mentions other universities.

Washington University also should be used within the context of certain entities that incorporate Washington University as part of their official names: St. Louis Hillel at Washington University; Washington University Dance Theatre; Washington University Medical Center, Washington University Opera; The Women’s Society of Washington University; etc.

In sports copy, the University’s athletic nickname, the Bears, may be used. Also in sports copy, the Red and Green is acceptable occasionally for purposes of variety.

WUSTL is acceptable in headlines, but in text it should be used only when variety is needed. Do not use WU, except in Undergraduate Admissions publications. Avoid using just Washington. Never use Wash. U.

Washington University Libraries
Washington University Libraries encompasses the John M. Olin Library, which is the center of the library system, and 11 specialized libraries. Olin Library is OK on first reference. The School of Medicine library is the Bernard Becker Medical Library. Becker Medical Library or Becker Library is acceptable on second reference.

Washington University Pathology Services
Use Washington University Pathology Services on first reference and WUPATH on subsequent references.
Washington University Physicians
WU Physicians is OK as a second reference for this entity. Washington University physicians is appropriate in reference to the individuals themselves rather than the entity.

Web, the
Acceptable on first reference for the World Wide Web. BUT: webmaster; web page; website. (Also when including a Web address for more information, introduce it with the verb visit.) See URL.

webcam

webcast

webmaster

web page

website

Weidenbaum Center on the Economy, Government, and Public Policy
The official name does not include the first name or middle initial of the individual for whom it is named, Murray L. Weidenbaum. The final comma is part of the center’s official name and is therefore retained. Weidenbaum Center is OK on second reference.

West Campus
The official title for the property that includes the West Campus Library, the former Famous-Barr building, the former Boyd’s building, the Bally building, the parking garage and others.
Whittemore House
Not Faculty Club.

-winning
Hyphenate phrases that incorporate -winning: award-winning; Pulitzer Prize-winning; prize-winning. BUT: He is a Nobel Prize winner.

Woman’s Club of Washington University, The
On second reference, the Woman’s Club or the club are acceptable.

Women’s Society of Washington University, The
On second reference, the Women’s Society or the society are acceptable.

words as words
When a word is used solely as a word rather than as the means of representing the concept normally associated with the word, place the word in italics. “Do you know what the meaning of is is?” asked Smith.

World’s Fair, 1904 World’s Fair, Louisiana Purchase Exposition

Wrighton, Mark S.
He prefers to be referred to as Chancellor Mark S. Wrighton; Wrighton or the chancellor are OK on second reference. Do not include his PhD; that he is a professor in the Department of Chemistry in Arts & Sciences; or that he is the Hudson E. Bridge Chancellor.

Wrighton’s wife is Risa Zwerling Wrighton. On second reference, her preference is Zwerling Wrighton (no hyphen).

WU
Do not use except in Undergraduate Admissions publications.
See Washington University in St. Louis.
**WUMS**
This means Washington University medical student. Use only in very informal use or to indicate class year: “Joe Smith, WUMS II …” NEVER use for Washington University School of Medicine.

**WUSTL**
If abbreviating the name, use WUSTL.

**year-round**

**years**
Do not include a year with a date if the date will occur or has occurred within a year of the publication date. Exception: the date of death in an obituary, which always includes the year.

For ranges of years, use a hyphen. The first two digits of the year are deleted in the second year of the range only if the range is within the same century: 1974-76; 1967-89; 2000-02; BUT: 1994-2010.

See dates.

**Yin, Frank**
No longer prefers using the C-P.
Appendix I

1. WUSTL Centers

**Arts & Sciences**
Center for Applied Statistics  
Center for the Humanities  
Center for Materials Innovation  
Center for New Institutional Social Sciences  
Center for Programs  
Center for the Study of Regional Competitiveness in Science and Technology  
Center in Political Economy  
Center on Urban Research and Public Policy  
John C. Danforth Center on Religion and Politics  
Max Kade Center for Contemporary German Literature  
McDonnell Center for the Space Sciences  
Natural Sciences Learning Center  
Weidenbaum Center on the Economy, Government, and Public Policy

**Brown School at Washington University in St. Louis**
Kathryn M. Buder Center for American Indian Studies  
Center for Latino Family Research  
Center for Mental Health Services Research  
Center for Obesity Prevention and Policy Research  
Center for Social Development  
Center for Tobacco Policy Research  
Center for Violence and Injury Prevention  
Health Communication Research Laboratory  
Prevention Research Center in St. Louis  
Social System Design Laboratory

**School of Business, John M. Olin**
Boeing Center for Technology, Information and Manufacturing  
Center for Experiential Learning  
Center for Finance and Accounting Research  
Center for Research in Economics and Strategy

**School of Engineering & Applied Science**
Aerospace Research & Education Center  
Center for the Application of Information Technology
Center for Optimization and Semantic Control
Computer Communications Research Center

School of Law
Center for Empirical Research in the Law
Center for the Interdisciplinary Study or Work and Social Capital
Center on Law, Innovation & Economic Growth

School of Medicine
Note: Not all inclusive

The Alvin J. Siteman Cancer Center at Barnes-Jewish Hospital and Washington University School of Medicine
• Second reference: Siteman Cancer Center or Siteman
• Other locations:
  o West County: the Siteman Cancer Center at Barnes-Jewish West County Hospital. Second reference: “Siteman’s west county location”
  o South County: Siteman Cancer Center-South County. Second reference: Siteman’s south county location

Biologic Therapeutics Center
BRIGHT Institute (Bridging Research with Imaging, Genomics, and High-Throughput)*
Cardiac Dyspnea Center
Center for Clinical Imaging Research**
Center for Clinical Studies
Center for Genome Sciences & Systems Biology (CGS_SB)*
Center for Health Policy
Center for History Of Medicine (NOTE: capital “Of,” and no “the”)
Center for Human Nutrition
Center for the Investigation of Membrane Excitability Diseases (CIMED)*
Center for Retinal Diseases, Uveitis and Ocular Oncology
Center for the Study of Itch (CSI)*
Center for Women's Infectious Disease Research (cWIDR) (NOTE: lowercase “c” on acronym)*
Center for Women’s Reproductive Sciences Research
Diabetes Research and Training Center
Diabetic Cardiovascular Disease Center (DCDC)*
Facial Plastic Surgery Center
The Genome Institute** (Note capital “T.” Use Washington University’s Genome Institute on first reference.)
Hope Center Program on Protein Aggregation and Neurodegeneration (HPAN)*
Institute of Clinical and Translational Sciences**
Jaqueline Maritz Lung Center  
Joanne Knight Breast Health Center  
Knight Alzheimer’s Disease Research Center  
  • Second reference: the Knight ADRC  
Molecular Imaging Center (Mallinckrodt Institute of Radiology)  
The Peterson Hand Center at Washington University  
Pituitary Center  
The St. Louis Children’s and Washington University Heart Center  
  • Second reference: the Heart Center  
South County Eye Center  
Vein Center  
Washington University and Barnes-Jewish Heart & Vascular Center+  
  • Second reference: the Heart & Vascular Center  
  • Other locations:  
    o Center for Advanced Medicine: Washington University and Barnes-Jewish Heart & Vascular Center  
    o Rolla: Washington University and Barnes-Jewish Heart & Vascular Center in Rolla  
    o South County: Washington University and Barnes-Jewish Heart & Vascular Center in South County  
    o West County: Washington University and Barnes-Jewish Heart & Vascular Center at Barnes-Jewish West County Hospital  
Washington University and Barnes-Jewish Neurology & Neurosurgery Center+  
Washington University and Barnes-Jewish Orthopedic Center+  
Washington University and Barnes-Jewish Spine Center+  
Washington University and Barnes-Jewish Stroke & Cerebrovascular Center+  
Washington University and Barnes-Jewish Transplant Center+  
Washington University and Barnes-Jewish Trauma Center+  
Washington University Pain Center  
Washington University’s Genome Institute  

*A BioMed 21 Interdisciplinary Research Center (IRC)  
**A BioMed 21 Cornerstone Center  
*A Washington University and Barnes-Jewish Hospital strategic clinical center  

**university-wide**  
Center for Biomedical Informatics  
Center for Computational Biology  
Center for Health Policy  
Center for Inquiry in Science Teaching and Learning  
Consortium for Clean Coal Utilization  
Harvey A. Friedman Center for Aging  
International Center for Advanced Renewable Energy & Sustainability  
McDonnell Academy Global Energy & Environment Partnership (MAGEEP)
Midwest Regional Center of Excellence for Biodefense and Emerging Infectious Diseases Research
Photosynthetic Antenna Research Center
Skandalaris Center for Entrepreneurial Studies
The Teaching Center
Tyson Research Center
The Writing Center

2. WUSTL Departments & Divisions
Note: In formal usage, the construction is usually “Department of…”; exceptions include Performing Arts Department

Arts & Sciences
Anthropology
Art History and Archaeology
Asian and Near Eastern Languages and Literatures
Biology
Chemistry
Classics
Earth and Planetary Sciences
Economics
Education
English
Germanic Languages and Literatures
History
Japanese Language and Literature
Mathematics
Music
Performing Arts Department
Philosophy
Physics
Political Science
Psychology
Romance Languages and Literatures

School of Engineering & Applied Science
Biomedical Engineering
Computer Science & Engineering
Electrical & Systems Engineering, Preston M. Green Department of Energy, Environmental & Chemical Engineering
Mechanical Engineering & Materials Science
Sever Institute of Continuing Studies

School of Medicine
Anatomy and Neurobiology
Anesthesiology
  Divisions:
  Cardiothoracic Division
  Division of Clinical and Translational Research
  Center for Preoperative Assessment and Planning
  Critical Care Division
  Obstetrics
  Pain Center
  Division of Pediatric Anesthesiology and Pain Medicine
  Division of Basic Research
Biochemistry and Molecular Biophysics
Cell Biology and Physiology
Developmental Biology, Edward Mallinckrodt Department of Genetics, James S. McDonnell Department of Medicine, John T. Milliken Department of
  Divisions:
  Division of Allergy and Immunology
  Division of Bioorganic Chemistry and Molecular Pharmacology
  Division of Bone and Mineral Diseases
  Division of Cardiology/Cardiovascular Diseases
  Division of Dermatology
  Division of Endocrinology/Metabolism/Lipid Research
  Division of Gastroenterology
  Division of General Medical Sciences
  Division of Geriatrics and Nutritional Science
  Division of Health Behavior Research
  Division of Hematology
  Division of Infectious Diseases (Clinical)
  Division of Infectious Diseases (Basic Science)
  Division of Medical Education
  Division of Oncology
  Division of Pulmonary and Critical Care Medicine
  Division of Renal Diseases
  Division of Rheumatology
Molecular Microbiology
Neurosurgery
  Divisions:
  The Division of Pediatric Neurosurgery
The Center for Innovation in Neuroscience and Technology
The James L. O’Leary Division of Experimental Neurology and Neurological Surgery

Neurology
Divisions:
Division of Adult Neurology
Division of Pediatric and Developmental Neurology
Division of Neuropsychology
Sections:
Aging and Dementia Section
Hope Center for Neurological Disorders
Cerebrovascular Disease Section
Clinical Neurophysiology Section
Adult/Pediatric Epilepsy and Sleep Section
Neuroimaging Section
Movement Disorders Section
Neuroimmunology Section
Neurological Critical Care Section
Neuromuscular Diseases Section
Stroke and Brain Injury Recovery Section
Spinal Cord Injury Recovery Section
General Neurology Section

Nuclear Medicine, Division of

Obstetrics and Gynecology
Divisions:
Adolescent and Pediatric Gynecology
General Obstetrics and Gynecology
Gynecologic Oncology
Maternal-Fetal Medicine and Ultrasound
Reproductive Endocrinology and Infertility
Urogynecology

Ophthalmology and Visual Sciences
Orthopaedic Surgery
Otolaryngology

Pathology and Immunology
Divisions:
Division of Anatomic and Molecular Pathology
Division of Laboratory and Genomic Medicine
Division of Neuropathology
Division of Immunobiology

Pediatrics, Edward Mallinckrodt Department of
Divisions:
Division of Pediatric Adolescent Medicine
Division of Pediatric Allergy, Immunology and Pulmonary Medicine
Division of Pediatric Ambulatory Medicine
David Goldring Division of Pediatric Cardiology
Division of Pediatric Critical Care
Division of Diagnostic Medicine
Division of Emergency Medicine
Division of Pediatric Endocrinology and Metabolism
Division of Pediatric Gastroenterology and Nutrition
Division of Genetics and Genomic Medicine
Division of Health Behavior Research
Division of Hematology/Oncology
Division of Pediatric Hospitalist Medicine
Division of Pediatric Infectious Diseases
Division of Laboratory Medicine
Division of Pediatric Nephrology
Division of Newborn Medicine
Division of Pediatric Rheumatology
Division of Pediatric Surgery

Psychiatry
Radiation Oncology
  Divisions:
  Medical Physics
  Cancer Biology
  Bioinformatics and Outcomes
  Clinical Radiation Oncology

Radiology (also known as The Edward Mallinckrodt Institute of Radiology, or Mallinckrodt Institute of Radiology, or MIR)
  Divisions:
  Division of Diagnostic Radiology
  Sections:
  Abdominal Imaging
  Breast Imaging
  Cardiac Imaging
  Interventional Radiology
  Musculoskeletal Radiology
  Neuroradiology
  Pediatric Radiology

Division of Radiological Sciences Laboratories:
  BMRL — Biomedical Magnetic Resonance Lab (Joseph Ackerman, PhD, director)
  CVIL — Cardiovascular Imaging Lab (Robert Gropler, MD, director)
  CCIR — Center for Clinical Imaging Research (Mark Mintun, MD, director)
CRL — Clinical Research Lab (Jeffrey Brown, MD, director)
ERL — Electronic Radiology Lab (Fred Prior, PhD, director)
MIC — Molecular Imaging Center (David Piwnica-Worms, MD, PhD, director)
NIL — Neuroimaging Lab (Marcus Raichle, MD, director)
ORL — Optical Radiology Lab (Samuel Achilefu, PhD, director)
RCL — Radiological Chemistry Lab (Robert Mach, PhD, director)

Surgery, Mary Culver Department of
Divisions and Sections:
Division of Cardiothoracic Surgery
Section of Cardiac Surgery
Section of General Thoracic Surgery
Section of Pediatric Cardiothoracic Surgery
Critical Care Service in the Cardiothoracic Intensive Care Unit
Division of General Surgery
Section of Acute and Critical Care Surgery
Section of Colon and Rectal Surgery
Section of Endocrine and Oncologic Surgery
Section of Hepatobiliary-Pancreatic and Gastrointestinal Surgery
Section of Minimally Invasive Surgery
Section of Transplant Surgery
Section of Vascular Surgery
Division of Pediatric Surgery
Division of Plastic and Reconstructive Surgery
Division of Urology

3. WUSTL Institutes
Institute of Biological and Medical Engineering
Institute for Innovation and Growth (Olin Business School)
Institute for Public Health (university-wide)
Mallinckrodt Institute of Radiology (Medicine)
Whitney R. Harris World Law Institute (School of Law)
Washington University’s Genome Institute

4. WUSTL National Councils
Sam Fox School of Design & Visual Arts National Council
Arts & Sciences National Council
Olin Business School National Council
School of Engineering National Council
Washington University Law National Council
5. WUSTL Programs (not departments)
Note: Unless otherwise noted, these programs are all in Arts & Sciences and “program” (lower case) follows the name of the program.

Some schools do not have either departments or programs but may have concentrations, majors or some other nomenclature.

- African and African American Studies
- American Culture Studies
- Archaeology
- Comparative Literature
- East Asian Studies
- Environmental Studies
- European Studies
- Film and Media Studies
- Hebrew Language Program
- Interdisciplinary Project in the Humanities
- International and Area Studies
- Japanese Language and Literature
- Jewish, Islamic and Near Eastern Studies
- Latin American Studies
- Legal Studies
- Linguistics
- Medieval and Renaissance Studies
- Philosophy-Neuroscience-Psychology
- Public Health (undergraduate program)
- Religious Studies
- Russian Studies
- Urban Studies
- Women, Gender and Sexuality Studies

**Brown School at Washington University in St. Louis**
Master of Public Health Program (graduate program)
School of Engineering & Applied Science
UMSL/WUSTL Joint Program (Engineering & Applied Science)

School of Medicine
Audiology and Communication Sciences, Program in (Medicine)
Genetic Epidemiology (Medicine)
Occupational Therapy, Program in (Medicine)
Physical Therapy, Program in (Medicine)
Appendix II: McDonnell International Scholars Academy University Partners

Ankara
   Middle East Technical University (Ambassador Ahmet Karamustafa)
Bangkok
   Chulalongkorn University (Ambassador Linda B. Cottler)
Beijing
   China Agricultural University (Ambassador Ralph S. Quatrano)
   Peking University (Ambassador Ralph S. Quatrano)
   Tsinghua University (Ambassador Frank C-P Yin)
Budapest
   Budapest University of Technology and Economics (Ambassador Sándor J. Kovács)
Campinas
   State University of Campinas (Ambassador Matthew James Ellis)
Haifa
   Technion - Israel Institute of Technology (Ambassador Yoram Rudy)
Herzliya
   Interdisciplinary Center Herzliya (Ambassador Itai Sened)
Hong Kong
   Chinese University of Hong Kong (Ambassador Ping Wang)
   University of Hong Kong (Ambassador Stephen Legomsky)
Istanbul
   Bogaziçi University (Ambassador Ahmet Karamustafa)
Jakarta
   University of Indonesia (Ambassador John Bowen)
Mumbai
   Indian Institute of Technology, Bombay (Ambassador Pratim Biswas)
   Tata Institute of Social Sciences (Ambassador Gautum Yadama)
New Delhi
   Jawaharlal Nehru University (Ambassador Himadri Pakrasi)
Santiago
   University of Chile (Ambassador José Bermúdez)
Seoul
   Korea University (Ambassador Charles McManis)
   Seoul National University (Ambassador Paul Min)
   Yonsei University (Ambassador K. Daniel Riew)
Shanghai
   Fudan University (Ambassador James T. Little)
Singapore
   National University of Singapore (Ambassador Michael Sherraden)
Taipei
   National Taiwan University (Ambassador Tuan-Hua David Ho)
Tokyo
University of Tokyo (Ambassador Shirley Dyke)

Utrecht
Utrecht University (Ambassador Melissa Waters)
Appendix III: Miscellaneous Information

Campus Street Names:
Brookings Drive
Chaplin Drive
Chauvenet Way
Compton Drive
Hoyt Drive
Olympian Way
Shepley Drive
Snow Way
Tolman Way
Throop Drive
Wallace Drive

St. Louis Street Names:
Near Danforth Campus:
Big Bend Blvd.
Carondelet Ave.
Carondelet Plaza
Central Ave.
Clayton Road
Delmar Blvd.
DeMun Ave.
Forest Park Parkway
Forsyth Blvd.
Lindell Blvd.
Meramec Ave.
Skinker Blvd.
Wydown Blvd.

Near Medical Campus:
Barnes-Jewish Hospital Plaza
Children’s Place
Clayton Ave.
Duncan Ave.
Euclid Ave.
Forest Park Ave.
Jackson Ave.
Kingshighway Blvd.
Maryland Ave.
McKinley Ave.
Newstead Ave.
Parkview Place
Pershing Ave.
Scott Ave.
Taylor Ave.

*Other:*
Fine Arts Drive
Washington Ave.
Appendix IV: Names of State Colleges and Universities

This information was taken directly from each school’s official website.

**California** uses a comma:
University of California, Berkeley
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
etc.

**Illinois** uses *at*:
University of Illinois at Urbana-Champaign
University of Illinois at Chicago
etc.
BUT no *at* or hyphen with:
Southern Illinois University Edwardsville
Southern Illinois University Carbondale

**Indiana** uses nothing:
Indiana University Bloomington

**Maryland** has a number of different uses. From its website at http://www.usmd.edu/FAQ.html:
Bowie State University
Coppin State College
Frostburg State University
Salisbury University
Towson University
University of Baltimore
University of Maryland, Baltimore
University of Maryland, Baltimore County
University of Maryland, College Park
University of Maryland Eastern Shore
University of Maryland University College

**Massachusetts** uses nothing:
University of Massachusetts Amherst

**Missouri** uses a hyphen (NOT a dash):
University of Missouri-Columbia
University of Missouri-Rolla (now Missouri University of Science and Technology)
University of Missouri-St. Louis
etc.

**Nevada** uses a comma:
University of Nevada, Las Vegas

**North Carolina** uses *at*:
University of North Carolina at Greensboro
University of North Carolina at Chapel Hill

**Tennessee** uses *at*:
University of Tennessee at Knoxville
University of Tennessee at Martin
University of Tennessee at Chattanooga

**Texas** uses *at*:
University of Texas at Austin
University of Texas at Dallas

**Washington** uses a comma:
University of Washington, Bothell
University of Washington, Tacoma
University of Washington, Seattle

**Wisconsin** uses a hyphen (NOT a dash):
University of Wisconsin-Madison
University of Wisconsin-Milwaukee
University of Wisconsin-Whitewater
etc.
Appendix V: Keyboard Commands in Microsoft Word

Dashes/spaces/hyphens/ellipsis
Em dash (—) = Shift-Option-hyphen
En dash (–) = Option-hyphen
Discretionary hyphen = Command-hyphen
Ellipsis = Option-semicolon

Quotes/apostrophes
Open quote (“) = Option-[ 
Close quote (”’) = Shift-Option-[ 
Open single quote/apostrophe (‘) = Option-] 
Close single quote/apostrophe (’’) = Shift-Option-]

Accent marks and special characters
Acute accent (é) = Option-e, then the letter to have the accent mark
Grave accent (è) = Option-`, then the letter to have the accent mark
Circumflex (ê) = Option-i, then the letter to have the accent mark
Tilde (ñ) = Option-n, then the letter to have the accent mark
Diaeresis ( naïve) or umlaut (Lützeler) = Option-u, then the letter to get accent mark
Cedilla (ç) = Option-c
Special German character (ß) = Option-s

Symbols
Bullet = Option-8
Copyright symbol (©) = Option-g
Trademark symbol (TM) = Option-2
Registered symbol (®) = Option-r
Section (§) = Option-6
Paragraph (¶) = Option-7
Dagger (†) = Option-t
Double dagger (‡) = Shift-Option-7

Type treatment
All caps = Command-Shift-a
Small caps = Command-Shift-k
Change case = Shift-F3
Bold = Command-b
Italic = Command-i
Underline = Command-u
Subscript = Command-equal sign, then the number
Superscript = Command-Shift-equal sign, then the number
Paragraph structure
Centered = Command-e
Flush left = Command-l
Flush right = Command-r
Justified = Command-j
Hanging indent = Command-t

Mathematical functions and symbols
Degree (°) = Shift-Option-8
Plus/minus (±) = Shift-Option-equal sign
Approximately equals (∼) = Option-x
Division (÷) = Option-/ 
Less than or equal to (≤) = Option-comma
Greater than or equal to (≥) = Option-period

U.S. cent (¢) = Option-4
British pound (£) = Option-3
Japanese yen (¥) = Option-y

Document commands
Select all = Command-a

Line break = Shift-Return

Find = Command-f
Go to = Command-g

Copy = Command-c or F3
Cut = Command-x or F2
Paste = Command-v or F4

Print = Command-p