

# INTERNATIONAL PROGRAMS WRITING AND EDITING TIP SHEET

## WHERE ARE WE LOCATED?

- We are the “University Capitol Centre,” not the “Old Capitol Mall.”

## NUMBER KNOW-HOWS

- Spell out numbers nine and under; use figures for numbers 10 and above. Exceptions: use numbers for percentages and ages (ex: 3 percent).
- When you’re talking about the time of day, use 3 p.m. (with periods) – not 3 pm or 3PM.

## CAPITALIZATION CLUES

- **Academic sessions** – Remember lowercase text: fall semester, winter session, spring semester, eight week summer session. When addressing a particular semester, use “...spring 2022 semester...”
- **Headlines** – For titles of articles (e.g., Accents pieces), use all lowercase words with the exception of the first word and proper nouns.
- **Job titles** – Don’t capitalize job titles unless they stand alone in an address block or immediately precede someone’s name (so, you would capitalize “Professor Adrien Wing,” but not “Adrien Wing, professor...”).
- **Subject areas** – Don’t capitalize unless they are the full name of the department (ex: “the Department of History” as opposed to “history” as a subject area).
- **The** – Don’t capitalize the word “the” when preceding the name of a university or department.

## PUNCTUATION POINTERS

- **Comma usage for locations** – When referencing a location, include a comma after both the city and state (or city and country). Example: “Pareen interned in Madrid, Spain, where she learned...”
- **Quotation marks** – Always place commas and/or periods within quotation marks; use single quotation marks to denote a quote within a quote (otherwise use double quotation marks).
- **Decades** – Use 1960s, as opposed to 1960’s (no apostrophe).

## STYLE GUIDE

- **Academic degrees** – When writing about UI alumni, state which degree the person earned (with major if applicable) and the year they received it. Ex: “Smith earned a Bachelor of Arts in political science in 2007, then enrolled in law school.” Another format example: “Samuel Smith (BA political science ‘07) was named editor...” Also, remember: it’s “PhD,” not “Ph.D.”
- **Accessibility** – Use “accessible entrance” rather than “handicapped accessible” or “handicapped entrance.”
- **Board of Regents** – When first mentioned, use “Board of Regents, State of Iowa.” When mentioned again in the same piece, use “Iowa Board of Regents,” “Board of Regents,” or “Regents.”
- **Web reference** – We use “web page” (two words) and “website” (one word).

## BEFORE PRINTING OR POSTING

- Be sure to test and double-check: website listings/hyperlinks, e-mail addresses, telephone numbers, and room locations/dates/times (for events).

## RESOURCES

- The UI Editorial Style Guide is available here, <https://brand.uiowa.edu/messaging>.
- UI-branded templates are available here, <https://brand.uiowa.edu/> (click on “Templates” to see menu).