UIW Style Guide

University of the Incarnate Word
Style Guide
Why a Style Guide?

The University of the Incarnate Word’s institutional image and strong brand identity continue to serve as important tools to further the university’s strategic goals. The consistency of university messages and unified graphic identity play a key role in the success of this effort.

The University of the Incarnate Word – Style Guide was developed by the Office of Public Relations, the Office of Printing Services and Graphic Design, and the Office of Web Development to provide consistency among publications produced by the university community. As with any organization, there are certain language conventions that are specific to the University of the Incarnate Word. As matters of style and usage evolve, we will continue to review and update the guide. This guide follows the AP Stylebook, but exceptions can be made on a case-by-case basis for certain schools when the need arises to keep consistency with the teaching of the APA and MLA Style Manuals in UIW classes.

Standards have been outlined in the following guide with instructions on the proper use of UIW logos thus eliminating confusion and helping to create a stronger image. We encourage you to become familiar with the Style Guide and to apply its rules to any communication vehicles you develop on behalf of the university.

The Office of Printing Services and Graphic Design provides the university community with professional design and printing services. The Office of Public Relations offers the university community free assistance in the areas of writing, editing, event planning, social media, public relations and marketing strategy and coordination. The Office of Web Development oversees the university’s external web presence, creating new content, maintaining existing content, and ensuring all content is updated regularly.

The Style Guide is important:

- **To maintain a consistent image** because each communication reflects on the university as a whole and messages from internal entities build upon one another and increase the overall impact.
- **To avoid confusing our audiences** by presenting a consistent visual identity so we distinguish our institution from our competitors.
• **To show unity of purpose.** Visual consistency relays that the university is unified, even while it pursues a wide range of interests, which is an attractive image to potential faculty, staff and students.

**Submitting Materials for Review**

Although individual departments may custom-develop materials for specific offerings or events, those materials should be submitted to the Office of Public Relations and the Office of Printing Services, **prior to printing** for review to ensure consistency with university standards is maintained. Doing so preserves the integrity of the information for the benefit of the university’s overall image. Please allow ample turn-around time for the appropriate offices to review your materials prior to printing. When submitting a project for review, **please allow a minimum of four business days for turn-around time from each office.** Items can be sent to both the PR and Printing Services offices simultaneously for review. The Office of Public Relations reviews for editorial standards and the Office of Printing Services reviews for adherence to university graphic standards. For consultation on a project or to submit materials for review, please contact:

• Office of Public Relations: 829-6001 or ddeltoro@uiwtx.edu
• Office of Printing Services & Graphic Design: 829-3957 or hood@uiwtx.edu
• Office of Web Development: 805-5818 or webteam@uiw.edu

In addition to the Offices of Public Relations, Printing Services and Graphic Design and Web Development, materials for external distribution should routinely be submitted for review to the administrator responsible for that group. For example:

• Materials to be distributed to prospective undergraduate or graduate students should be reviewed by the Dean of Enrollment and/or the respective academic dean.
• Materials created for distribution to students of one of the Extended Academic Programs (ADCaP, UIW Online, high schools) should be reviewed by the respective dean.
• Materials to be distributed to current graduate students should be reviewed by the Graduate Dean.

**Required Information for Documents**

Please date and indicate print run on all materials for reference. The purpose of this is to alleviate confusion and ensure that the latest version is distributed. It is also a reference of the number of copies printed. Reference the year of publication and print quantity in the bottom left corner of your publication; e.g: 2014/500 indicating a 2014 publication date and a print run of 500.

All university materials distributed externally are required to include the American Disabilities Act (ADA) statement. Somewhere on your document, please include the following statement:

“This publication is available in alternate format by request. To request an alternate format, please contact (your office and a contact telephone number).”

Materials promoting a university event must also contain the following ADA accommodation statement:
"The University of the Incarnate Word provides reasonable accommodation with adequate notice. To request disability accommodation for this event, visit www.uiw.edu/ada."

If you have questions regarding the ADA statements, please contact one of the following people. The persons named below serve the groups indicated:

- Students: Sandy McMakin, (210) 805-3005
- Employees: Annette Thompson, (210) 832-5644
- General Public: Sam McDaniel, (210) 829-6035
Graphic Standards

Logo Usage and Word Marks
Logo Colors
Logo Clear Zones
Student Organization Logo Usage
Departmental Logos
Visual Identity/Licensing
Incorrect Logo Usage
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Typefaces

Logo Guidelines and Usage

Guidelines for the usage of all university logos have been established to help achieve the consistent visual identity of the university. It is only through consistent and correct usage of our logos that we can strengthen and protect our trademarks. Please note: the current logo usage guidelines supersede any previously approved logos. When in doubt, please contact the Office of Printing Services for clarification at (210) 829-3957.

Guidelines

- If a document featuring an official logo is printed in only one color, that color must be black or red.
- UIW logos must not be redrawn, re-proportioned, distorted or modified in any way.
- No other graphic or text is to cover or block (even partially) any UIW logo from view within a publication design.
- No other logos should be used to represent the University of the Incarnate Word.

Usage

The University of the Incarnate Word uses three designs in its representation.

Circular logo (UIW seal)
- The UIW circular logo is registered and must include the ® mark in the right bottom corner.
- Single seal and no others
- No design variations
- Shape and proportions may not be altered
- No add-ons
- No changes in the circular shape

**Horizontal logo**

- The UIW horizontal logo is registered and must include the ® mark in the right bottom corner.
- No design variations
- Shape and proportions may not be altered
- No vertical use of the steeple and word mark

**Cardinal Head logo**

- UIW is establishing trademark by usage of the Cardinal Head logo. Any use must include the trademark by usage ™ symbol on the bottom right.
- No design variations or add-ons (such as legs and arms).
- Shape and proportion may not be altered
- The Cardinal should always face right.
Word Marks

The following are trademarked word marks for the University of the Incarnate Word. The appropriate registered or trademark by usage symbol must accompany the word mark when standing alone. A particular font is not required unless an actual logo is used in which case the appropriate guidelines must be followed. When used in the body of a correspondence or paragraph of a brochure or like material, the symbol is not required.

Indicated by the registered ® symbol:

- UIW®
- University of the Incarnate Word®
- Brainpower®
- Brainpower Connection®
- The Universe is Yours.®
- The Word Online®

Indicated by the trademark by usage™ symbol:

- Incarnate Word™
- Incarnate Word Cardinals™
- Cardinals™

Logo Colors

The official colors within the logo for the University of the Incarnate Word are Pantone 1797 (red) and black. The logo may be reversed out to white when printed over a dark, solid background. The UIW logo is not to be printed in any other colors and only in the combinations shown below. Any other color usage is incorrect. The UIW logo may be gold-foil stamped or blind embossed.

Circular Logo/Seal

- Single color protruding steeple and trumpets
- Five color variations
Horizontal Logo

- Five color variations
Cardinal Head Logo

- For acceptable color variations, refer to the SMA art sheet.
Logo Clear Zones

In order to maintain the integrity of the university logos, clear zones have been established for each use. The clear zones indicate the area in which no other text or graphic is to appear. The numbers on the logos below, correspond to their placement on the SMA art sheet of approved logos (SMA art sheet).

*NOTE: CONTACT THE VISUAL CORPORATE IDENTITY COMMITTEE FOR CLEAR ZONE SIZING ON DESIGNS OVER 11"X17" OR UNDER 1"

branding@uiwtx.edu.

The Logo Clear Zones are as follows (see examples below):

- Logos 1-5 -- 25% height of logo

- Logos 6-17 -- equal to height of word “cardinals”
• Logos 18-22 -- 50% height of cardinal head

• Logos 23-27 -- 50% height of cardinal head
- Logos 28-31 -- equal to height of “Word”

- Logos 32-36 -- equal to height of “Cardinals”
- Logos 37-42 -- 50% height of “UIW”

- Logos 43-48 -- 50% height of “Cardinals”
- Logos 49-53 -- 50% height of steeple

- Logos 54-58 -- 25% height of logo
Student Organization Logo Usage and Departmental Logos

Student Organization Logo Usage

- Student organizations may create a separate logo that reflects the club/organization’s mission.
- They must follow normal Campus Life approval procedures.
- The university logo must be used in a prominent location on the item (example: university logo on sleeve of t-shirt.)
- All logo guidelines remain intact. Logo usage must still be approved in the normal fashion.

Student Organization Business Cards

Approved or otherwise authorized University Student Organizations may utilize business cards for officers in their organization under the following guidelines:

- Student organizations may use their organization logo on business cards, but the logo must be approved in advance by Paul Ayala, Director of University Events & Student Programs in the office of Campus Life and be consistent with the University Style Guide and Branding Guidelines.
- All unused business cards must be returned by the end of the academic year to Paul Ayala, Director of University Events & Student Programs in the office of Campus Life.
- A student representing an organization can order no more than 250 business cards.
- Student organizations may not use any UIW trademark or logo on their business card, absent an exception.

Departmental Logos

Departmental logos can be used by any official division, school, department or program of the University of the Incarnate Word. They may not be used for student organizations.

- They may be used in any of the approved color formats on the branding site (uiw.edu/branding)
- The font used in the departmental logo is Times New Roman in all caps. The only exception is lower case italics for “of” and related text.
- The UIW logos must be given a spacing of no less than .25” from other unrelated text or graphics so as not to dilute the image of the logo. There is to be no overlapping of the logo with another object nor any tangential connection to such either.
- The logos are not to be placed over any backgrounds (colors, patterns or textures) that may make it difficult to discern the logo from said background.
Acceptable Variations

NAME of DEPARTMENT

Circle Text Right Departmental Logo
Example logo specifications:
Circle logo: 1"x1"
Text Size: 20 pt.
Text font: Times New Roman
Leading (if line 2 needed): 20 pt.
Space between logo and text: .15"
Resizing of this logo is to be done proportionately to these specifications.

NAME of DEPARTMENT
SUB-DEPARTMENT

Circle Text Right Sub-Departmental Logo
Example logo specifications:
Circle logo: 1"x1"
Department Text Size: 16 pt. Bold
Leading: 16 pt.
Sub-Department Text Size: 11 pt.
Sub-Department Leading: 14 pt.
Text font: Times New Roman
Space between logo and text: .15"
Resizing of this logo is to be done proportionately to these specifications.
Circle Departmental Logo

Example logo specifications:

Circle logo: 2"x2"
Text Size: 24 pt.
Text font: Times New Roman
Leading: 26 pt.
Space between logo and text: .33"

Resizing of this logo is to be done proportionately to these specifications.

NAME of DEPARTMENT

Circle Sub-Departmental Logo

Example logo specifications:

Circle logo: 2"x2"
Department Text Size: 24 pt.
Sub-Department Text Size: 12 pt.
Text font: Times New Roman
Leading: 26 pt.
Space between logo and text: .33"
Line Weight: 1 pt.

Resizing of this logo is to be done proportionately to these specifications.

NAME of DEPARTMENT SUB-DEPARTMENT
Horizontal Departmental Logo
Example logo specifications:
Horizontal logo: 2” x 5.5”
Text font: Times New Roman
Leading (if line 2 needed): 32 pt.
Line Weight: 1 pt.
Space between logo and text: .25”
Dept. name not to extend past logo
Resizing of this logo is to be done proportionately to these specifications.

Unacceptable Examples of Departmental Logos
Visual Identity and Licensing
UIW’s visual identity is among its most important assets in maintaining its brand. It protects the interests of the university, as well as its faculty, staff, students, and alumni. Effectively managing the university’s brand benefits the institution in numerous ways, including enhancing its reputation, furthering its Mission, and helping achieve its goals.

Incarnate Word’s brand can be defined as the sum of the feelings, associations and thoughts one experiences when seeing a UIW logo or hearing the name, “University of the Incarnate Word.” As the University of the Incarnate Word competes with other universities across the city, state, and globe, the need to carefully manage its visual identity in order to differentiate itself becomes critical.

The university has partnered with Strategic Marketing Affiliates (SMA) to manage use of the university's logos, and protect its trademarks. SMA works directly with manufacturers and retailers, streamlining the process of official merchandise.

This site provides general guidelines for the visual identity of the University of the Incarnate Word brand, as well as specific examples of accepted, legally trademarked logos and other visual elements, and information on contacting SMA for those wishing to use any trademarked UIW logo.

The Visual Corporate Identity Committee (VCIC), which maintains this site, exists to ensure that approved standards are met on all university communications, including departmental and student publications and promotional items.
Questions regarding implementation of these guidelines should be directed to the VCIC committee at branding@uiwtx.edu.

Incorrect Logos

Here are some examples of incorrect logo usage:
University Stationery, Business Cards and Email Signatures

University Stationery

University stationery and matching envelopes are available through the Purchasing Office. This is generally the only stationary acceptable for use by UIW faculty and staff.

Specialized versions of UIW letterhead or envelopes can be obtained only through and with the approval of the Office of Printing Services and Graphic Design.

University Business Cards

University business cards are available for UIW faculty and staff through the Office of Printing Services and Graphic Design. This is the only business card acceptable for use by UIW faculty and staff. Any specialized versions of UIW business cards can be obtained only through and with the approval of the Office of Printing Services and Graphic Design.

Student Organization Business Cards

For information on the use of student organization business cards, visit: the student organization section of this style guide.

Email Signatures

For email signature guidelines refer to the Responsible Use of Computing Resources Policy.

The logo for the Standard Version of the approved e-mail signature version #1 may be downloaded here:

![UNIVERSITY OF THE INCARNATE WORD](image)

Typefaces

UIW printed materials for external distribution should contain no more than two complementary typefaces. Body copy should be no smaller than 10 points to ensure the copy is legible. Some exceptions are acceptable if reviewed by the Office of Printing Services and Graphic Design. As a rule, captions should be no smaller than eight points and no larger than the body copy. Captions should be distinguished from body copy by the use of italics.
Web Standards

The Office of Web Development oversees the university’s external Web presence, creating new content, maintaining existing content, and ensuring all content is updated regularly.

The Office of Web Development also conducts training sessions for faculty, administrators and staff wishing to learn Web page design. Larger classes are conducted semi-annually, and smaller sessions – including one-on-one training – are available year round and may be arranged by contacting the Office of Web Development.

To aid in the goal of a standardized look and feel for the uiw.edu website, three UIW web templates have been created, one of which should be used when undertaking any new Web design projects.

The Web Templates

In order to ensure consistency in both the look and navigational elements of UIW web pages, the Office of Web Development has created three templates to aid in the development of pages for the www.uiw.edu web site. They include:

One Column Template

http://www.uiw.edu/second-level-one-col.html

The one column template facilitates stand alone pages, on which no departmental navigation or associated links are required.
Two Column Template

http://uiw.edu/twocolumns/

The two column template is the most commonly employed template on the www.uiw.edu web site, facilitating navigation on the left side of the page, with specific departmental content within the right column.

The two column template:
Place Page Title Here

ENTER SEVERAL SAMPLE PARAGRAPHS HERE


Maecenas sed diam eget risus varius blandit sit amet non magna. Aenean lacinia bibendum nulla sed consectetur. Aenean eu leo quam. Pellentesque eu ante lacinia quam venenatis vestibulum.

Megestas eget quam. Maecenas sed diam eget risus varius blandit sit amet non magna. Duis mollis, est non commodo luctus, nisl erat porttitor ligula, eget lacinia odio sem nec elit. Donec sed odio dui. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Vestibulum id ligula porta felis euismod semper.
Three Column Template

http://www.uiw.edu/threecolumns/

The three column template is designed to facilitate the most complex web sites, and offers three distinct content areas for departmental sites.

*The three column template:*
Column 2

ENTER SEVERAL SAMPLE PARAGRAPHS HERE


Molestias eget quam. Maecenas sed diam ut risus varius blandit sit amet non magna. Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio egestas nec leo. Donec sed odio dui. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Vestibulum id ligula porta felis euismod semper.

Related Column Title

4301 Broadway
San Antonio, TX 78209
210-829-8000
email us
get directions

Calendar

Festival Colors
April 02, 2014
12-5pm | Dubuis Lawn

Festival Colors
April 02, 2014
12-5pm | Dubuis Lawn

Festival Colors
April 02, 2014
12-5pm | Dubuis Lawn
The templates ensure that the official university colors, page widths, and certain navigational elements appear on each web page, via the use of common header and footer elements.

The Header & Footer Elements

The Header Element

The header element on all pages includes the university’s name, the name of the departmental website, a feature that indicates where the user is in relation to the site’s home page, and links to Cardinal Mail, Blackboard, an A-Z index, and the search function.

The header element:
The Footer Element

The common footer includes the university's address, logo, copyright information, and a feedback link directed to the university's web team. It also includes several quick links, and a drop down menu including numerous other quick links.

The footer element:

Images

Photos on the web site should be optimized to 72 dpi resolution and re-sized to no larger than 600 pixels wide using an image editing program such as Adobe Photoshop or Fireworks.

Graphics, such as departmental logos, or clip art, should be saved in the ".gif" format and sized appropriately for the content they accompany.

All images should include alternate text, defined by an "alt" attribute, as specified by Section 508 of the Americans with Disabilities Act. The "alt" attribute features identifies images to those accessing the site using text to speech readers, adding a level of detail otherwise unavailable to users with diminished sight capabilities.

File Naming Conventions

File names for Web pages should be brief, in all lower case, and should NOT include punctuation.

All text based Web files end with the suffix ".html"; graphic files (images or pictures) end with the suffix ".jpg" or ".gif" (the former most commonly employed for pictures the latter for clip art and graphics).

Good Examples:

businessfaq.html
scholarships.html
tuition.html
admin.jpg

Bad Examples:
Editorial Standards Table of Contents

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Editorial Standards

In an effort to ensure all university communications convey a concise unified message, we have identified some guidelines to assist you in the creation of brochures, fliers, posters, postcards and web pages. Remember to always keep your audience in mind when establishing the tone of your writing. Simplify your message as much as possible. Always proofread your writing several times before publication.

The UIW PR department uses the Associated Press Stylebook and Briefing on Media Law (AP) as its source for appropriate style, usage and punctuation. There are standards included in this guide that are unique to UIW. When a discrepancy occurs, between UIW style and AP style or that of any other reference, UIW style takes precedence.
The Office of Public Relations is a resource for all university personnel. Writing, editing and proofreading services are available through this department as well as general consultation for any questions on these topics.

All news releases and media relations are handled directly through the PR Office. News releases adhere to the same policies set forth in this style guide.

This guide is not a complete list of all matters of style and usage but rather a compilation of the most frequently observed challenges in preparing UIW content.

It is important to consistently apply the rules in this guide to ensure the highest quality content possible in representing the university. For answers to additional questions about style and usage, consult the latest edition of the Associated Press Stylebook, published by The Associated Press, or call the Office of Public Relations at (210) 829-6001.

**University of the Incarnate Word vs. UIW**

- Either the complete university name, University of the Incarnate Word, or the acronym *UIW* may be used to identify the university.
- Do not use periods or spaces between the letters of the acronym.
- Lowercase *the* in front of the full name in running copy. Avoid using *the* in front of the name in lists.
- Always lowercase *of the* in the long version, *University of the Incarnate Word*.
- *Incarnate Word* may be used, but not in a first reference because of the possible confusion with *Incarnate Word High School*.
- University of Incarnate Word is *incorrect*. University of *the* Incarnate Word is correct.
- Incarnate Word University is *incorrect*.
- Incarnate Word College is *incorrect*. UIW became a university in 1996.

**University vs. university**

- Capitalize *university* only when included in the full proper name of the institution. All other uses should be lowercase.

A new degree program was introduced at the *university*.
A new degree program was introduced at the *University of the Incarnate Word*.

**UIW Official Taglines and Registered Word Marks**

*Permanent tagline*

The official permanent tagline for the university is: "The Universe is Yours.®" The tagline should always include a period and the registered trademark symbol. The permanent tagline is a key marketing element in the overall branding of the university. It represents UIW’s curriculum, which offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community service. The tagline helps
to punctuate the university’s Mission to educate men and women who will become concerned and enlightened citizens.

Current advertising tagline

The tagline for the current branding advertising campaign is "You Will Know". The university updates its advertising campaign every two years. University departments may choose to use the current advertising tagline in their materials to further enhance the consistent branding image of the university. The current advertising campaign can be viewed at: http://www.uiw.edu/pr/ads.html.

Word Marks

The following are trademarked word marks for the University of the Incarnate Word. The appropriate registered or trademark by usage symbol must accompany the word mark when standing alone. The registered and trademark by usage marks should appear in superscript when possible. A particular font is not required unless an actual logo is used in which case the appropriate guidelines must be followed. When used in the body of a correspondence or paragraph of a brochure or like material, the symbol is not required.

Indicated by the registered ® symbol:

- UIW®
- University of the Incarnate Word®
- Brainpower®
- Brainpower Connection®
- The Universe is Yours.®
- The Word Online®

Indicated by the trademark by usage™ symbol:

- Incarnate Word™
- Incarnate Word Cardinals™
- Cardinals™

Colleges and Schools

The formal names of the colleges and schools of the University of the Incarnate Word are presented as the full name capitalized with no ampersand in place of and:

- College of Humanities, Arts and Social Sciences
- Dreeben School of Education
- Feik School of Pharmacy
- H-E-B School of Business and Administration
- Ilia Faye Miller School of Nursing and Health Professions
- Rosenberg School of Optometry
- School of Extended Studies - Adult Degree Completion Program (ADCaP)
School of Graduate Studies and Research
School of Mathematics, Science and Engineering
School of Media and Design
School of Osteopathic Medicine
School of Physical Therapy
University Preparatory Programs
UIW Online

After initial formal reference, acronyms may be used for the remainder of the text. Always follow the full, formal name with the acronym in parentheses upon first reference.

Examples:

- College of Humanities, Arts and Social Sciences = CHASS
- Dreeben School of Education = DSE
- Feik School of Pharmacy = FSOP
- H-E-B School of Business and Administration = HEBSBA
- Rosenberg School of Optometry = RSO
- School of Extended Studies = ADCaP
- School of Mathematics, Science and Engineering = MSE
- School of Media and Design = SMD
- School of Extended Studies = ADCaP

Acronyms may be used on first reference for internally distributed materials only.

Additional Acceptable Acronyms

Other acceptable acronyms include: (use with no periods; define at first use)

- CIW – Mexico - Centro Universitario Incarnate Word
- IWHS – Incarnate Word High School
- SACHS – St. Anthony Catholic High School
- ELS - English Language Services
- ROTC - Reserve Officer Training Corps
- SMARRT - Science & Mathematics Alliance for Recruiting & Retaining Teachers
- LAC - Learning Assistance Center
- CCL – Center for Civic Leadership
- IWC - Institute of World Cultures

Department Names

When referring to departments and offices within the university, either the full name or shortened version are acceptable. When using the full name, use initial caps; with shortened name, use lowercase; e.g.:

Mr. McFee of the Art Department will assist with the event.
Ms. Martin of the Office of Public Relations will attend the meeting.
Ms. Martin of public relations will attend the meeting.
Names

- Always give the full name (or two initials with surname) of persons the first time they appear in the body of the text.
- After referring to an individual by full name, the second reference should be to surname only, e.g., Smith. It may be acceptable to refer to the subject by first name if there is more than one individual referenced with the same surname.
- Maintain courtesy titles after first reference when referring to persons of religious orders, e.g., Fr. Dymowski, Sr. Ettling, etc.

Titles

Courtesy titles such as Mr., Mrs., Ms., etc. should be used in correspondence only. Do not use a courtesy title and an abbreviated reference indicating scholastic or academic degree in the same line; e.g., Dr. John Doe or John Doe, Ph.D., not Dr. John Doe, Ph.D.

When shortening titles of religious designation, follow these examples:

Sister Martha Marie to Sr. Martha Marie or Sr. Martha Marie, CCVI
Father Michael Baker to Fr. Michael Baker
Monsignor Peter Gallagher to Msgr. Peter Gallagher

Capitalize titles when they precede a name. Do not capitalize a title when it follows a name or stands alone; e.g.,

Director of Public Affairs John Smith attended the conference.
John Smith, director of public affairs, attended the conference.
The director of public affairs will attend the conference.

When referring to faculty of the schools, use the full name of the school if space allows or the area of academic instruction before or after the person’s name; e.g.,

Dr. John Doe, professor in the Dreeben School of Education, will present…
Dreeben School of Education Professor Dr. John Doe, will present…
Dr. John Doe, professor of religious studies, will present…
Professor of Religious Studies Dr. John Doe will present… (Capitalize areas of instruction when preceding the name)

When referring to a title with a national reference, always capitalize the descriptive name; e.g.,

Dr. Ann White, professor of French studies, taught the class.
Professor of English Jane Brown lectured at a recent seminar.
Faculty

The term “faculty” refers to the entire instructional staff. It requires the use of a singular verb. An individual should be referred to as a faculty member.

Alumni

alumnus: male singular
alumni: male plural or combined male and female plural
alumna: female singular
alumnae: female plural

Academic Degrees

Academic degrees may be spelled out using initial caps or abbreviated without periods using all caps; e.g.:

- Bachelor of Science or BS
- Master of Science or MS
- Bachelor of Fine Arts or BFA

Include periods for Ph.D. and similar compound abbreviations:

- Doctor of Philosophy or Ph.D.
- Master of Education or M.Ed.
- Doctor of Pharmacy or Pharm. D.

Use an apostrophe in bachelor’s and master’s, etc. (as possessive), but not in Bachelor of Arts or Master of Science (no possessive). Note that associate degree is not possessive.

Formal names of degrees are capitalized. Informal references to degrees are not capitalized; e.g.:

She earned a Bachelor of Arts from the University of the Incarnate Word.
She earned a bachelor’s degree from the University of the Incarnate Word.

When listing degrees with alumni names: the preferred order is: year (abbreviated), capitalized degree abbreviation, discipline (if listed, lowercase unless a national reference); e.g.:

Jacob Dougherty ’95 BA, history
Jacob Dougherty ’95 BA, English

- Do not place a comma between the year and degree.
- Do place a comma between the degree and discipline.

The use of parentheses around degree information is optional.
Academic Programs

Capitalize formal title of academic programs/majors, course titles (including Capstone) and co-curricular programs. The word program should not be capitalized unless part of the formal title; e.g.:

The Master of Business Administration program…
The Adult Degree Completion Program…

Semester Designation

Semester designations should be capitalized only when referring to a specific year unless the semester and year are separated by “of”; e.g.:

The seminar course was offered only in the Fall 2013 term.
The seminar course is offered each spring semester.
The seminar course was offered in the spring of 2012.

Time/Date

The preferred format is:

- Use numerals when listing a time; 3 p.m., 3:30 p.m.
- Include a.m. and p.m. notation with periods in lowercase letters. Avoid the redundant: 6 a.m. in the morning.
- Spell out noon and midnight. Do not capitalize. Avoid the redundant: 12 noon or 12 midnight

Abbreviate these months when used with a specific date: January, February, August, September, October, November, December unless used in a formal invitation; (Spell out March, April, May, June and July in all references) e.g.:

Sept. 10 not September 10
Oct. 31 but March 4

Spell out the month if it stands alone in running text.

When writing dates, use numerals only. Avoid the use of st, nd, rd, or th; e.g.:

The event is scheduled for Feb. 1. not The event is scheduled for Feb. 1st.

Numbers

- Spell out numbers one through nine. Use numerals for numbers 10 and above.
- Use figures within a series if more than one number is more than 10; e.g.,
  - 22 hours, 19 minutes, 6 seconds; 12 hats, 5 purses, and 16 pairs of shoes
Phone numbers may be written in one of two ways:
- with the area code set off by parentheses; e.g.: (210) 829-6000
- with the use of hyphens; e.g. 210-829-6000

Hours of the day; e.g., 7 p.m. or 7:30 p.m.

Amounts of money with dollar sign; e.g., $3 or $3.50

Always use numerals when referring to age; e.g., 3-year-old Annie takes ballet. or Annie, 3, takes ballet.

When using numerals with suffixes (never with dates), always place the suffix in superscript format; e.g. 1st, 2nd, 3rd, 4th, etc.

Do not:
- begin a sentence with numerals; instead spell out the number or rephrase sentence. (A year is the exception)
- add a numeral in parentheses after it’s written in words; e.g., three copies, not three (3) copies

### Other Academic Abbreviations

- Use grade-point average with a hyphen or GPA in caps without periods.
- To identify a specific course, use the official course code; e.g., ENGL 101 Composition

### When Not to Abbreviate

Do not abbreviate:

- Names of countries other than United States of America.
- March, April, May, June and July in any reference.
- Christmas not Xmas.
- The name of an organization the first time it is used. Spell out the name and put the acronym in parentheses. If the term appears only once, do not add the acronym.
- The word percent: spell out the word percent, but in tabular, scientific, technical, or statistical copy, use the symbol %.
- Assistant and associate when used in a title.

NOTE: Abbreviations may be used more freely in tabular format.

### UIW Location Names

The proper names for the locations on the UIW campus are:

- Administration Building
- Agnese/Sosa Living and Learning Center
- Alice P. McDermott Convocation Center
- Ann Barshop Natatorium
- AT&T Science Center
- Bernard O’Halloran Fountain
- Bishop Claude Dubuis Residence Hall
- Blue Hole
• Bonilla Science Hall
• Bowden Eye Care and Health Center
• Buckley-Mitchell Center
• Chapel of the Incarnate Word
• Clarence Mayberry Tennis Center
• Col. Anne Everett Lecture Hall
• Daniel J. Sullivan IV Baseball Field
• Debbie and Naty Saidoff Center
• Douglas and Donna Semmes Gallery
• Dr. Burton E. Grossman International Conference Center
• Elizabeth Huth Coates Theatre
• Gayle and Tom Benson Stadium
• Gayle and Tom Benson Fieldhouse
• Genevieve Tarlton Dougherty Fine Arts Center
• George Washington Brackenridge Villa
• Gorman Business and Education Center
• Gorman-Mitchell Room
• Henriette Leonard Auditorium
• Hillside Hall
• Hillside 3
• Incarnate Word House
• J.E. and L.E. Mabee Library
• Joeris Residence Hall
• Kathleen and Mark Watson Auditorium
• Lourdes Grotto
• Marian Residence Hall
• Mark and Kathleen Watson Enrollment Services Center
• Maureen Halligan-Ronald Ibbs Theatre
• McCombs Center
• McCracken House
• Mission Plaza
• Our Lady’s Chapel
• Palestrina Recital Hall
• Pecan Valley Center
• Ray Ellison Lecture Hall
• Richard and Janet Cervera Wellness Center
• Rosenberg School of Optometry (?)
• Ruth Eileen Ceramic and Sculpture Studios
• Solar House
• Southwestern Bell Conference Room
• Sr. Antoninus Buckley Courtyard
• Sr. Charles Marie Frank Nursing Building
• Sr. Clement Eagan Residence Hall
• Sr. Columkille Colbert Residence Hall
• Sr. Mary Elizabeth Joyce Applied Arts and Sciences Building
• St. Joseph’s Hall
• Sandra and Stanley Rosenberg Sky Room in the McCombs Center
• The Marjorie Jordan Carillon Plaza
The Village of Avoca Apartments
UIW Eye Institute

Punctuation Guide

Apostrophes

- Use with an “s” to make a singular proper name possessive; e.g., Debra’s
- Place the apostrophe after the “s” when possessive is plural
- To express the shortened form of years of college classes; e.g.:
  
  Class of ’76

- Before s when using the spelled-out form of degrees; e.g.:
  
  bachelor’s degree
  master’s degree

Do not use:

- primes (apostrophe and quotes) to designate inches and feet and navigational/degree notation; e.g.:

  12 inches not 12”; 67 degrees not 67°

- when making the plural; e.g., 1980s

Commas, Semicolons, Colons

- Place a comma after digits signifying thousands, except when reference is made to temperature or to SAT scores; e.g.:

  1,150 students, but 1100 degrees and an SAT score of 1143

- Use a colon to introduce a list of items.
- When listing city names with states, use the state abbreviation followed by a period and comma unless at the end of a sentence; with the exception of the following eight states which should be spelled out: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah; e.g.:

  Robert Green is a San Antonio, Texas, native.
  Clara Temple comes from Kansas City, Mo.

State Abbreviations

|------|------|-----|------|------|-------|
• When writing a date, place a comma before and after the year and after days when used with a date; e.g.:

July 4, 1980, was a special day.
Tuesday, July 6, had cloudy skies.

• *Do not* place a comma between the month and year when the day is not mentioned; e.g.: June 1980

• *Do not use* a comma before the words *and* and *or* in a series; e.g.:

The Cardinals, the cheerleaders, the pep squad and the booster club will meet the day before the tournament.

• However, place a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction; e.g.:

*The departments of English, History, Modern Languages, and Government and International Affairs participated in the conference.*

**Periods**

• If a phrase is within parentheses at the end of a sentence, place the period after the closing parenthesis.

• If a complete sentence is in parentheses, the period should be inside the closing parenthesis.

**Dashes**

Use an em (--) dash:

• To set apart a phrase for emphasis, with space before and after; e.g.:

He brought several items — tape, pens, paper and staples — in case they were needed.

Use an en (-) dash:

• To indicate span of time; e.g.:

May 16 - June 10; or 1 - 3 p.m.

• When hyphenating words; e.g.: all-student party
**Ellipsis**

An ellipsis is a string of three periods with a space before and after to denote continuation on an idea; e.g.:
The audience applauded, then there was silence … and suddenly music started playing.

**Hyphens**

- *Do not* hyphenate the words *vice president* and words beginning with *non* or *ultra*, except those containing a proper noun; e.g., non-German; nontechnical.
- *Do not* place a hyphen between the prefixes *pre, post, semi, anti, multi, re, un, sub*, etc., and their nouns or adjectives, except before proper nouns or when two vowels with no hyphen separating them would be unclear; e.g.:

  - predentistry
  - electro-optical *but* preindustrial
  - pro-American

Exception is *pre* when used before *law* or *med*, as in *pre-law* or *pre-med*.
Also, use a hyphen when coining a phrase; e.g.: *pro-peace.*

  - *Avoid* hyphenating words unless their meaning is unclear without a hyphen; e.g.:

    - postgraduate *not* post-graduate
    - *but* well-being *not* wellbeing *and* strong-willed *not* strongwilled

  - *Use* a hyphen to connect compound modifiers used to describe things; e.g.:

    - *right-handed* person
    - *part-time* job

  - *No* hyphen is needed when using compound words that have become commonplace as one word; e.g.:

    - website
    - healthcare
    - troubleshoot

  - *Numbers* below 100 should be hyphenated when they consist of two words and are used at the beginning of a sentence: Thirty-nine

**Italics**

Apply italics to:

- Titles of books, plays, movies, radio and television programs, musical compositions, operas, pamphlets, periodicals, etc.
- Latin names.
• Scientific names; e.g.: *canis familiaris*
• To emphasize words and phrases; e.g.:

The time to start planning is *now*.

Quotation Marks

Apply quotation marks to essays, lectures, and parts of volumes, chapters, titles of papers, etc.

• Use single quotation marks for quotations printed within other quotations.

• If several paragraphs are to be quoted, use open-quote marks at the beginning of each paragraph, but use close-quote marks only at the end of the final paragraph.

• Set quotation marks after periods and commas and before colons and semicolons.

• Use editor’s brackets, not parentheses, to set off editorial remarks within direct quotations; e.g.:

  “Jacobs saw it [the movie] and was moved by the story.”

Do not place quotation marks around the Bible or books that are primarily catalogs of reference material.

Spelling and Usage Guide

Commonly Misused Terms

• Use the following list as a guideline for treatment of these terms:

  *adviser* preferred to *advisor*
  *affect:* (verb) to have an influence on; *effect:* (noun) result
  *between* when referring to a relationship of two things
  *among* when referring to a relationship of three or more things
  *capital* for the city, *Capitol* for the building
  *complement* for denoting completing something
  *compliment* for denoting praise or expression of courtesy
  coursework, *not* course work
  credit-hour (adjective), credit hour (noun)
  database *not* data base
  disabled *not* handicapped
  *doctorate* is a noun, and *doctoral* is an adjective
  grade-point average, *not* grade point average
  health care, *not* healthcare
  international students, *not* foreign students
  *principal* when referring to someone or something first in rank or authority
  *principle* when referring to a fundamental truth
theatre when referring to the department, discipline, or a performance; theater when referring to a building; exception with proper name; e.g.: Coates Theatre
website
workplace, not work place
workstation, not work station

- Avoid using a split infinitive; e.g.:

He was told to quickly process the papers. instead use
He was told to process the papers quickly.

Latin Terms/Plurals

Use the following list as a guideline for treatment of these terms:

alumnus is male singular, alumna is female singular
alumni is male plural or generic plural, alumnae is female plural.
emeritus is male singular, emerita is female singular (as in president emerita)
emeriti is male or generic plural, emeritae is female plural
syllabus is singular, syllabi is plural.
basis is singular, bases is plural
index is singular, indices is plural

Special Capitalization

In general, only capitalize proper nouns and names. There are some terms to be treated with exception. Use the following list as a guideline:

Mass not mass, and Baccalaureate Mass
Commencement not commencement
Mission (of UIW) not mission
125th Anniversary not 125th anniversary
Catholic not catholic and Catholic Church not Catholic church

Electronic Conventions

Electronic addresses should be written in all lowercase, unless the address is case sensitive; e.g.:

www.uiw.edu (not necessary to include http://); martin@uiwtx.edu

Also:

- online not on-line
- Internet not internet
- homepage not home page
- Web not web
- website
Photo Captions

- Describe who is in the photograph and what is going on within the photo in the present tense.
- Names should always be listed in order, left to right, unless it is impossible for the caption to read normally otherwise. With multiple people identified within the caption, enough representations to placement are necessary so there is no confusion as to each subject’s identity. List the official title of each subject with their name.
- Provide context to the event or describe why the photo is significant. List the date and location if applicable.

Contact Information

Although this guide addresses most commonly asked questions, it is not exhaustive.

The Offices of Public Relations, Printing Services and Graphic Design, and Web Development are resources for the university community to assist with the development of materials for external and internal distribution.

Office of Public Relations, ext. 6001

The PR staff provides the university community with writing, editing, event planning and marketing consultation services. When submitting a project for editing, please allow four business days for turn-around time.

If you have any questions, contact:
Debra Del Toro, director of public relations, at ddeltoro@uiwtx.edu
Margaret Garcia, associate director of PR, at mlgarcj2@uiwtx.edu
Brance Arnold, publications coordinator, at bdarnold@uiwtx.edu
Summer Chandler, advertising and marketing coordinator, at smchandj@uiwtx.edu
Kayla Rice, special events coordinator, at krice@uiwtx.edu
Jonathan Salas, social media/communications specialist, at jasalas5@uiwtx.edu
Office of Printing Services and Graphic Design, ext. 3957

The Printing Services and Graphic Design staff provide the university community with printing and design services.

All projects must be submitted via the downloadable request form.

If you have any questions, contact:
Mike Hood, director of printing services and graphic design, at hood@uiwtx.edu

Office of Web Development, ext. 5818

The Office of Web Development oversees the university’s external web presence, creating new content, maintaining existing content and ensuring all content is updated regularly.

The Office of Web Development also conducts training sessions for faculty, administrators and staff wishing to learn web page design. Larger classes are conducted semi-annually, and smaller sessions – including one-on-one training – are available year round and may be arranged by contacting the Office of Web Development.

If you have any questions, contact Troy Knickerbocker, director of web development and the Web Team, at webteam@uiw.edu