

Western Michigan University Homer Stryker M.D. School of Medicine Style Guide

This is the official style guide for Western Michigan University Homer Stryker M.D. School of Medicine. The information that follows conforms to Associated Press (AP) style and Webster's New World College Dictionary.

This style manual will be maintained and updated as needed, with consultation from the director of communications, the associate dean for planning and performance excellence, and the Dean.

A

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.

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 medical school 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.

In general, follow AP style regarding what acronyms should and should not be used on

Use only to describe an event that has been held every year for at least two years. Do not use the word annual to describe a first-time event, explain it is planned to be held annually.

anti-

A modifier preceding a noun. The health care industry standard is not to use a hyphen (anticancer agents).

apostrophes

Use to indicate possession (the doctor's stethoscope, the nurse's stethoscope), or omitted letters or figures (don't, '50).

Use with degree names (bachelor's degree, master's degree). Exception: associate degree has no apostrophe.

In alumni graduation years and other instances to indicate missing text, make sure apostrophes face toward the missing characters ('50s, grab 'n go, 'til). Do not use to indicate plurals in numerals or acronyms (1990s, HMOs, RNs).

Use only an apostrophe with singular proper names ending in "s" (Achilles' heel, Agnes' book, Tennessee Williams' plays).

Use an apostrophe and an "s" with singular common nouns ending in "s" (the hostess's invitation, the witness's answer).

To indicate ownership, use a possessive form after only the last word if ownership is joint: John and Jane's apartment (indicating that they share the apartment). Use a possessive form after both words if the objects are individually owned: John's and Jane's books (indicating that some books in question belong to John, others to Jane).

Always use 's if the word does not end in the letter "s," even for words that end with an "s" sound. The following exceptions to the general rule for words not ending in s apply to words that end in an s sound and are followed by a word that begins with s: for appearance' sake, for conscience' sake. Use "'s" otherwise (the appearance's cost, my conscience's voice).

Do not add an apostrophe to a word ending in s when it is used primarily in a descriptive sense (citizens band radio, a Cincinnati Reds in

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.

autoimmune

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. John Smith has won five Adviser of the Year Awards. OR: Smith 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 Susan S. Smith Award will be presented to Bob Becker, MD; Becker said he is very proud to receive the Smith award.

See -winning.

B

biannual, biennial

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

bimonthly, biweekly

C

canceled, canceling

capitalization

Do capitalize official, full, and proper names (such as a specific department, committee, program, celebration or legislative body) or trademarks and proprietary names of drugs.

Do not capitalize unofficial, informal, shortened, or generic names (the center or the institute). Likewise, do not capitalize names of subjects or disciplines (cellular medicine) or seasons, semesters or academic periods. ([Spring Break](#) is an exception.)

When listing more than one division, department or college, the collective noun should be lowercase: the colleges of dentistry and pharmacy.

caregiver

One word, no hyphen

campus-wide

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

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.

CEO

No periods.

See **acronyms**.

chair

Chair is preferred. Do not use chairman or chairwoman unless referring to named professorships that use those words. For those outside the medical school, use their official title, either chair or chairman/chairwoman.

For the medical school, chair is used for leaders of clinical departments. Capitalize chair when directly preceding name, but lowercase in other usages.

check up, checkup

Two words (verb); one word (noun): Schedule a regular checkup to check up

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

citations, scienti

Follow AP style. Cities and counties within Michigan should be identified with Mi.: Robert Smith, a senior from Kalamazoo, Mi., 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

credit hours

Use numerals (4 credit hours)

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: Bob Smith, PhD (right), the Todd Brown 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, Dean Hal B. Jenson greets students John Smith (left) and Bobby Taylor at the Dean's Gala Thursday at Henderson Castle. At right, (from left) Doug Smith, PhD, dean of the School of Law and the Joseph B.H. Jones University Professor; Greg Harter, MD, professor and associate dean for academic affairs in the medical school; and Nancy Jones, PhD, professor of chemistry in Biomedical Sciences, enjoy a laugh.

Direct quotes in cutlines and muglines receive normal (double) quotation marks. See **academic degrees and credentials**.

D

dash

Add a regular space before and after the en-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:

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.

F

faculty

Takes a singular verb: The faculty is meeting here. The faculty is arguing. The faculty at WMU Homer Stryker M.D. School of Medicine has reached a decision. But when members is used with faculty, the verb is plural: The faculty members are arguing.

faculty titles

In general, university faculty members are of various departments in various schools: James Grant, MD, the John M. Smith M.D. Professor of Pediatrics in the WMU Homer Stryker M.D. School of Medicine; Joseph Smith, PhD, associate professor of English in Arts & Sciences; Nancy Jones, PhD, associate professor at the Brown School.

fellow, fellowship

The complete name, or the first reference name, of a fellowship program is capitalized, unless it's plural. She matched into the Sports Medicine Fellowship Program.

The recipients of J. Smith fellowships stood and thanked the faculty with a round of applause. The

hand-washing handheld, hand-held

One word as noun: He pulled out his handheld. Hyphenated as adjective: He was working on his hand-held device.

he/she/they

Use nonsexist language when possible to be inclusive.

-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 ...

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**.

J

journal names

Italicize.

See **titles**.

JPEG, JPG

Uppercase acronyms

Jr.

Do not precede with a comma. (John Jones Jr.)

L.

land-grant

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.

legislation

Refer to bills as House Bill 1 or Senate Bill 1, then as H.B. 1 or S.B. 1 (periods but no spaces between the letters, then a space between the letters and the number) on subsequent references.

legislature

Capitalize in all references as part of legislative body (the Texas Legislature). Do not capitalize when used as a generic term.

life span

life-threatening, life threatening

This word is hyphenated as an adjective, as in a life-threatening illness. It is not hyphenated when used as a noun: The illness may be life threatening.

lists (bulleted)

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

log in, log on, log off vs. login, logon, logoff

Two words, no hyphen when a verb: She sat down to log in to her computer. One word, no hyphen when used as a noun or adjective: She typed in her login name. His logon was still active.

logotype

Use of the Western Michigan University Homer Stryker M.D. School of Medicine logotype is basic to our goal of projecting a clear, consistent and easily remembered image that reflects the character of WMed.

WMed has trademarked the entire logotype so it cannot be modified without approval from the Office of Communications. See the WMed Visual Identity Guide for standards.

M

Match Day

Held the third Friday of March, Match Day is a term used widely to represent the day when the National Resident Matching Program releases results to applicants seeking residency and fellowship training positions in the United States.

managed care, managed-care

Two words as a noun: Many employers choose managed care. Hyphenated as a compound modifier: A managed-care option. Note: Differs from day care, health care and intensive care.

In scientific or biological names, capitalize the first or generic Latin name for the class of plant or animal and lowercase the species that follows (*Staphylococcus aureus*).

In second references, use the abbreviated form: *S. aureus*. (In this case, *staph* is also an acceptable abbreviation.) Note this is a departure from AP Style.

National Institutes of Health

NIH acceptable on first and subsequent references. See **acronyms**.

Native American

Preferred term for American Indian or Indian.

needlestick

One word

neonatal intensive care unit (NICU)

nonacademic nonconference non-degree non-operative non-formula

Hyphenate when used as an adjective

noninvasive

One word, no hyphen

nonresident

One word, no hyphen

O

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.

obsessive-compulsive disorder (OCD)

Do not use OCD as an adjective for someone who obsesses over certain things but has not been formally diagnosed.

off campus, off-campus

Two words when it follows the noun it modifies

One word, no hyphen

on-site

Hyphenate as noun or adjective

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: When referencing the academic program at WMU Homer Stryker M.D. School of Medicine, the correct name is Department of Orthopaedic Surgery.

outpatient

One word, no hyphen

P

p.m.

Lowercase. Insert one space between numeral and "p.m." Use "noon" instead of 12 p.m. Avoid repetition of "p.m." The meeting will be held from 2 to 4 p.m. Artistic license regarding whether to include the periods may be taken in materials like invitations for reasons of space or design.

page numbers

Spell out and capitalize "Page" when used with a page number: See related story Page 3. Always use numerals.

parentheses

Avoid parentheses when possible, and instead rewrite text or use dashes or commas to set off the information. If parentheses are required, place the period inside the parentheses when the parenthetical is a complete, independent sentence; if it is not, the period goes outside the parentheses.

part time, part-time

Two words as adverb, hyphenated as adjective: She works part time at her part-time job.

percentages

PhD

No periods

physician vs. doctor

Use "physician" in most cases, as "doctor" is the more general term and can refer to anyone with an advanced degree. Marketing copy and headlines may use "doctor."

postdoctoral

Study beyond the MD or PhD degree. One word, no hyphen. Except when quoting someone, use the more formal "postdoctoral fellow" rather than "postdoc."

postgraduate

Study after earning a first degree in an area; one word, no hyphen

post-mortem

Means after death; hyphenated

postoperative

After an operation; one word, no hyphen

post-traumatic stress disorder (PTSD)

pre-law, pre-med, pre-professional preoperative

preferred provider organization (PPO)

No hyphen

pre xes

As a general rule, do not use hyphens with well-known pre xes such as anti-, bi-, multi-, non-, post-, pre-, pro- and uni-, or if the base word starts with a consonant (antihistamine, multidisciplinary, nonpro t, predoctoral, postoperative, postgraduate).

If the pre x ends in a vowel and the word that follows begins with the same vowel, a hyphen is required (anti-in ammatory). Exceptions: cooperate, coordinate, preeclampsia, preeminent.

Also use a hyphen when the addition of a pre x results in two conjoined vowels or repeated letters that impede readability (bio-adhesive, pre-registration).

Use a hyphen if the base word is capitalized (non-English-speaking).

When using the pre x co-, include the hyphen when the word describes occupation or status, or when the hyphen is needed for readability (co-author, co-chair).

When using the pre x self-, always use a hyphen (self-care, self-evident).

premedical, premed premenstrual

One word, no hyphen

prenatal

One word, no hyphen

preoperative

One word, no hyphen

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**.

programs

Programs are not departments.

protein

Capitalize the names of proteins, wherever indicated. See **gene**.

pull quotes

Use double quotation marks.

Q

quotation marks

Closing quotation marks follow commas and periods ending the statement being quoted ("Tuberculosis is devastating," he said.) In other words, commas and periods should be inside quotation marks in every use.

Dashes, colons, semicolons, question marks and exclamation points should be inside the quotation marks when they apply to the quoted matter only: "To be or not to be?" They go outside when they apply to the whole sentence: Do you know how to spell "Guillain-Barré syndrome"?

For a quote within a quote, bookend the internal quotation within single quotation marks (' '): "I always pass on the left because, as my father used to say, 'You shouldn't get careless on a highway.'" Otherwise, use double quotation marks in the body of the text.

If a quote extends through more than one paragraph, place quotation marks at the beginning of each paragraph and closing quotation marks at the end of the last paragraph. Close quotes at the end of

Capitalize when used with a number: The seminar will take place in Medical Research and Education Building Room 351.

ROTC

This acronym for Reserve Officers' Training Corps is acceptable in all references.

S

scheduled drugs

Schedule II, Schedule III drugs

scholarly journal names

Italicize.

seasons

Do not capitalize names of names of seasons, semesters or academic periods. ([Spring Break](#) is an exception.)

semester

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

semicolons

Use in a sentence to separate two complete and related thoughts: Jane Smith went to New York; it was her first visit there. A semicolon is also used to clarify a series: The team was made up of Sam Jones, who has been with the hospital many years; and Dennis Johnson, who just transferred from New York last month.

Use to separate names in photo captions: John Jones, MD, PhD; Jane Johnson, MD, JD; Jane Doe, PA-C; John Doe, MSN.

sentence spacing

Put only a single space after a period at the end of a sentence.

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.

smartphone

Lowercase, one word

social distancing, physical distancing

Capitalize

stages of cancer

Stages progress from 1 through 4. Write with "stage" lowercased (stage 3 cancer).

startup, start up

One word as noun, used to describe a new business venture (startup): She worked for a startup. Two words as verb (start up): They left to start up a new company.

state names

Spell out state names in the body of a story, whether used alone or in conjunction with a city or town: The Golden Gate Bridge is in San Francisco, California.

Use two-letter postal codes (MI, OH, NY) only when a full address is being used as a mailing address.

In sentence usage, spell out the name of the city and state rather than abbreviate.

time, date, place

The preferred order when listing event information.

times

Use figures for time of day except for noon and midnight.

Also designate with a.m. or p.m.—with periods—and do not use:00 (11 a.m.; 3:30 p.m.; 9 a.m. to 5 p.m.; 8 hours, 30 minutes, 20 seconds). See also a.m. and p.m.

Spell out numbers less than 10 standing alone and in modifiers (I'll be there in five minutes. He scored with two seconds left. He works an eight-hour day.)

Avoid such redundancies as 10 a.m. this morning. An acceptable abbreviation for all day, every day is 24/7.

timeout

One word (AP style)

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*, *The Wall Street Journal*, *The Death of a Salesman*, Rodin's *The Thinker*

Uppercase the levels and use Roman numerals (The center is designated as Level I; she went to the Level II trauma center)

U

university

On second or subsequent references, lowercase university when referring to Western Michigan University, as well as when referring to other universities.

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: Western Michigan University (WMU); University of Dayton (UD).

Do not use The before the name of a university: Johns Hopkins University, NOT: The Johns Hopkins University. Exceptions include schools who use "The" as part of the official name: The Rockefeller University; The Ohio State University.

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.

university-wide

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

W

webcam, webcast, webmaster, web page

website

weight

Use figures; see also [units of measurement](#) for further information and examples.

well-being, work-study, work-up

-winning

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

X

X-ray