UNIVERSITY OF SOUTH FLORIDA

USF Mission
The University of South Florida’s Mission is to deliver competitive undergraduate, graduate, and professional programs, to generate knowledge, foster intellectual development, and ensure student success in a global environment.

USF Vision
The University of South Florida is a global research university dedicated to student success and positioned for membership in the Association of American Universities (AAU).

As Florida’s leading metropolitan research university, USF is dedicated to:

• Student access, learning, and success through a vibrant, interdisciplinary and learner-centered research environment incorporating a global curriculum
• Research and scientific discovery to strengthen the economy, promote civic culture and the arts, and design and build sustainable communities through the generation, dissemination, and translation of new knowledge across all academic and health-related disciplines
• Partnerships to build significant locally- and globally-integrated university-community collaborations through sound scholarly and artistic activities and technological innovation
• A sustainable economic base to support USF’s continued academic advancement

Priorities
• USF will, through a continued commitment to student success, produce well educated global citizens.
• USF will, through its high-impact research and innovation, change lives for the better, improve health, and foster sustainable development and positive societal change.
• USF will, as a highly effective major economic engine, create new partnerships to build a strong and sustainable future for Florida in the global economy.
• USF will pursue a more secure economic base, greater operational and resource efficiencies, and increased transparency in its business practices.
USF EDITORIAL GUIDE TO STYLE & USAGE

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USF GUIDE TO STYLE & USAGE

Why create an editorial style guide for USF?

It's simple. Offices and departments throughout the University of South Florida independently produce fliers, posters, brochures, catalogs, newsletters, booklets, web content and other materials to communicate with internal and external audiences. A style guide ensures a high level of brand consistency and professionalism across these communications.

To be effective, written materials should be clear and consistent. While individual publications convey distinct messages, a reader often receives communications from a number of USF sources, in print and in digital formats. Just as the USF Design Language Deck provides a “look and feel” for visual design across the university, the USF Editorial Guide to Style & Usage aims to create a common voice that further enhances USF’s credibility and professionalism.

There’s another reason for this guide. Writers and editors across campus have many of the same questions regarding style and usage: what to capitalize, how to use abbreviations, when to include periods or apostrophes, how terms specific to USF should be treated, and so on. University Communications & Marketing has compiled answers to many of these common issues in a single resource — an easy reference tool that improves consistency and correct use of words and references.

That, quite simply, is what is meant by style. Usage guidelines encourage the correct and consistent use of words.

When To Use This Guide (And When Not)

When creating non-academic, non-technical documents that are intended for audiences across the campus and outside the university, follow these style and usage guidelines. This includes communications for a campuswide audience as well as prospective students, alumni, donors, legislators, businesses and the general public.

Specialized kinds of writing, such as professional papers, dissertations, technical publications and academic works should conform to the accepted style of the respective discipline.

This guide is not comprehensive. There are many style guides available that are; however, this one is specific to USF. Much of it is based on the Associated Press Stylebook, but it includes exceptions that make sense for USF objectives and purposes. For questions not covered in this guide, University Communications & Marketing suggests using the AP Stylebook for reference. USF staff may access the AP Stylebook online via the USF Libraries website at www.apstylebook.com/usf_edu. Remember that consistency is key. When modifying style for specific purposes, make sure your publication is consistent throughout.

To ensure that this guide remains a valuable and dynamic resource, we welcome your feedback. Please call us at 813-974-4014 or e-mail us at ucm@usf.edu with your questions or suggestions so subsequent editions can be even more useful.
A TO Z Guide

Entries in this section are organized alphabetically. Most entries include an explanation, some short and others more lengthy, with accompanying examples or lists. Some entries include a “See also” reference to a related entry where additional information can be found on the topic. Other entries such as database or testbed stand by themselves with no explanation because the entry, itself, represents the correct spelling or usage of the word. Finally, there are a few entries that are included simply for cross-reference purposes — to lead you to the entry that includes the explanation; for example, the entry academic courses, says “See courses.”
a, an  Use the article a before consonant sounds. Use an before vowel sounds even if the first letter is a consonant.
  a historic event
  a one-year subscription
  a two-ton truck
  an electric shock
  an honest effort
  an NBA star

AAU  An association of 62 leading research universities in the United States and Canada. Use Association of American Universities on first reference and AAU on subsequent references.

abbreviations  Use standard abbreviations when it is customary to do so: Mr., Mrs., USF, YMCA, NFL, a.m., etc. However, avoid alphabet soup and using an abbreviation that a reader would not quickly recognize.

When it is necessary to use a less common abbreviation to avoid repetition, spell out the full word, name, title or phrase the first time you use it, followed immediately by the acronym in parentheses. (This differs from the AP Stylebook.) Then use the abbreviation for each and every subsequent use. It is not necessary to note the abbreviation in parentheses if there is only one reference.

Increasingly, periods are omitted from abbreviations. If an abbreviation can be used with or without periods, use it without. Most two-letter abbreviations, however, use periods.

SUS for State University System
IOI-USA for International Ocean Institute - United States
ABC, CIA and FBI
U.S. for United States
U.N. for United Nations

See also acronyms, academic degrees.

academic courses  See courses.

abbreviations for academic degrees  USF style omits punctuation with academic degrees. Do not use the word degree following an abbreviation.

BA, MS, PhD, MBA

In running text (paragraph form in brochures, newsletters, magazine articles, flyers), academic degrees are not used with a person’s name.

Mary Smith is the dean of the law school.
NOT: Mary Smith, JD, is the dean of the law school.

academic degrees  The preferred form is to avoid abbreviations and spell out and use lower case.

bachelor’s degree in
bachelor’s in
master’s degree in
master’s in
doctoral degree in
doctorate in (NOT doctorate degree)
associate degree (not possessive)

Capitalize in a formal listing or on academic documents such as diplomas.

Bachelor of Arts
Master of Arts
Doctor of Philosophy

Avoid referring to a degree as his or her. Use a or an.

Avoid the verb got and use received or earned instead.
She has a bachelor’s in mathematics.
He received a master’s degree in engineering.
John earned an associate degree last spring.
Clyde Brown, who has a doctorate in biological oceanography, wrote the paper.

Dr./PhD in text: Use the title Dr. for someone with a medical degree. Refer to a person with a PhD degree as professor if she or he holds that title.
Do not use Dr. before the names of those who hold
honorary degrees only. References to honorary degrees must specify the degree was honorary.

**academic departments** See divisions and affiliates of the university.

**academic papers** When citing the name of an academic paper or journal article, capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles such as a, an, or the or words of fewer letters if it is the first or last word in a title. Put quotation marks around the name of the article. If the name of the journal or magazine in which the article appears is used with the title, place it in italics. (If running text is already in italics, place the title in Roman type.)


**academic titles** Capitalize and spell out formal titles when they directly precede a name. Lowercase title and uppercase formal department designation when following a name or when appearing without a name. In general, do not capitalize occupational descriptions or identifiers, even if they appear directly before a name. Do capitalize academic titles, such as Professor, when the title comes before the name. (This differs from the AP Stylebook.) Following are some examples of how various academic titles might appear in text:

- President Judy Genshaft; Judy Genshaft, president of the University of South Florida System
- Provost Ralph Wilcox; Ralph Wilcox, provost and executive vice president for the USF System
- John Doe, chair of the Chemistry Department; John Doe, department chair
- Professor Jane Smith
- Associate Professor Paula Jones
- Professor Emeritus Susan Johnson

**accept, except** *Accept* means to receive. *Except* means to exclude.

**accreditation** The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) is the recognized regional accrediting body in Florida. Following is a list of specialized accreditations, broken out by institution. On a first or only reference to an accrediting body, use the full name of the agency. If you will be referring to the agency again, include the acronym in parentheses and then use the acronym on subsequent references.

**University of South Florida**

- National Architectural Accrediting Board, Inc. (NAAB)
- Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
- Accreditation Board for Engineering and Technology, Inc. (ABET)
- AACSB International – The Association to Advance Collegiate Schools of Business
- National Council for Accreditation of Teacher Education (NCATE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- National Association of Schools of Music (NASM)
- Accreditation Board for Engineering and Technology, Inc. (ABET)
- American Library Association (ALA) Committee on Accreditation (CoA)
- National Association of School Psychologists (NASP)
American Psychological Association (APA) Committee on Accreditation (CoA)
Association for Behavior Analysis International (ABAI)
National Association of Schools of Public Affairs and Administration (NASPAA) Commission on Peer Review and Accreditation (COPRA)
Council on Social Work Education (CSWE) Office of Social Work Accreditation and Educational Excellence
National Association of Schools of Theatre (NAST)
National Association of Schools of Art and Design (NASAD)
National Association of Schools of Music (NASM)
American Speech-Language-Hearing Association (ASHA) Council on Academic Accreditation in Audiology and Speech-Language Pathology
Council on Education for Public Health (CEPH)
Commission on Accreditation of Healthcare Management Education (CAHME) (formerly ACEHSA)
Commission on Accreditation of Athletic Training Education (CAATE)
Liaison Committee on Medical Education (LCME)
Accreditation Council for Graduate Medical Education (ACGME)
Council on Education for Public Health (CEPH)
Accreditation Board for Engineering and Technology, Inc. (ABET)

**University of South Florida Sarasota-Manatee**
National Council for Accreditation of Teacher Education (NCATE)
AACS International – The Association to Advance Collegiate Schools of Business

**University of South Florida Sarasota-Manatee**
Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
National Council for Accreditation of Teacher Education (NCATE)
AACS International – The Association to Advance Collegiate Schools of Business

**accreditation statement** In compliance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) Representation of Status, Criteria 1.7, USF must be accurate in reporting to the public its status and relationship with the Commission. In catalogs, brochures and advertisements, when referring to our status with the Southern Association of Colleges and Schools, which has been achieved through the Commission on Colleges, we must describe our relationship with the commission. See pages 46-49 for accreditation statements specific to USF, USF St. Petersburg, and USF Sarasota-Manatee.

**acronyms** Acronyms differ from abbreviations in that they are formed from the first letter or letters of a series of words and spell out pronounceable words such as NATO or radar. Abbreviations are not always acronyms. While part of our everyday speech at USF, in written materials intended for an audience outside USF, it is best to avoid acronyms as much as possible.

With that said, used as sparingly as possible, acronyms are acceptable to help avoid repetition following these guidelines. Always spell out the full name, title or phrase the first time you use it, followed immediately by the acronym in parentheses. (This differs from the AP Stylebook.) Then use the acronym for each and every subsequent use. It is not necessary to note the acronym in parentheses if there is only one reference. Use capital letters and omit periods in between the letters unless the result would spell an unrelated word.

CAS for College of Arts & Sciences
CUTR for Center for Urban Transportation Research
FCoE-BITT for Florida Center of Excellence for Biomolecular Identification and Targeted Therapeutics

While fine in everyday speech, certain acronyms should be avoided altogether in written materials including:

COB for College of Business (don’t use COBA either)
BOG for Board of Governors
BOT for Board of Trustees
ACT, SAT, LSAT, GMAT, GRE, MAT, MCAT, and other entrance examination titles usually don’t need to be spelled out, even on first reference.

**ACT**  Stands for American College Test. ACT is acceptable on a first reference. Do not use periods.

**addresses**  In editorial copy, use the abbreviations *Ave., Blvd.* and St. only with a numbered address: 1600 Pennsylvania Ave.

Spell them out when part of a formal street name without a number. All similar words such as drive, road and circle are always spelled out.

For correct format for return correspondence, contact the USF post office for current USF standards.

**adjuncts**  Part-time instructors.

**administration**  Lowercase. Faculty and staff are also lowercase.

**admissions office**  The official names are: Office of Undergraduate Admissions, Office of Graduate Admissions and Office of MD Admissions. You may use admissions office on a second reference or informally, but lowercase and remember, no apostrophe.

**adverse, averse**  Adverse means unfavorable. It implies opposition and is usually used in relation to a thing or action.

- *He had an adverse reaction to the medication.*
- *The adverse weather conditions made driving hazardous.*
- Averse means reluctant. It implies unwillingness and is usually used in relation to a person.
  - *I am not averse to going to the party. I just can’t dance.*

**advisor, adviser**  Both are correct, but adviser is preferred.

**affect, effect**  Affect (verb) means to influence. Effect (verb) means to cause. Effect (noun) means a result. If you’re looking for a noun, you’re probably looking for effect.

- *His decision will affect the entire family.*
- *She will effect many changes in the company.*
- *The effect was stunning.*

**afterward**  Not afterwards.

**ages**  Always use numerals for people or animals but not for inanimate objects. Use hyphens for ages expressed as adjectives.

- *He has a 3-year-old son.*
- *He is 3 years old.*
- *She is in her 30s. (no apostrophe.)*
- *The law is eight years old.*

**aid, aide**  Aid is assistance. An aide is someone who serves as an assistant.

**all right**  Not alright. Hyphenate only as a unit modifier:

- *I am an all-right tennis player.*

(John and Grace) Allen Building

As the founding president of USF, Dr. John S. Allen (1907-1982) designed the Tampa campus and the first curriculum. He epitomized the university’s early slogan “Accent on Learning.” His wife, Grace Allen (1908-2007), was active in bringing the community to the campus and starting the first USF women’s club. Fittingly, USF’s first building was named for them.

**allude, elude, refer**  Allude is to make an indirect reference to something; to speak of without mentioning. Elude means to avoid, evade or escape from a person or thing. To refer means to speak of directly.

**allusion, illusion**  See illusion, allusion.

**a lot**  Not alot. But there are many other word choices that are more precise so try to avoid a lot, a whole lot, lots and lots of.

**altar, alter**  An altar is a table-like platform for religious ceremonies. To alter means to change.
altogether, all together  *Altogether* means wholly, completely, in all, everything being considered. *All together* means in a group.

alma mater  Lowercase.

My alma mater is USF.

The band played the alma mater.

alumni  Refers to any group of graduates both men and women or just men. *Alumna* refers to one woman. *Alumnae* refers to a group of women. *Alumnus* refers to one man.

alumni association  See USF Alumni Association.

(Sam and Martha Gibbons) Alumni Center  Formally referred to as the Alumni Center, it is named for long-time state and national legislator Sam Gibbons and his wife Martha. Sam, known as the “Father of USF,” was the driving force behind the creation of both the university and its medical school. He also was the first president of the USF Foundation.

*Alumni Voice*  The USF Alumni Association’s magazine. Sent to dues-paying association members and also available online. Italicize magazine in text (this differs from AP style). If running text is already in italics, place the title in roman type.

Did you read the article, “An Envoy of Hope” in the latest issue of the Alumni Voice?

a.m., p.m.  Lowercase, with period. Avoid the redundant 10 a.m. this morning.

See also time.

Americans with Disabilities Act message  The required equal opportunity statement for advertisements should reflect the following:

*USF is an Equal Opportunity/Equal Access Institution.*

For disability accommodations contact ____ at (phone number/ TDD number), a minimum of five (5) working days in advance.

The preferred statement for events, announcements and calendars should read:

*Please notify the Diversity and Equal Opportunity Office at (813) 974-4373, ADM172, within five working days of an event if a reasonable accommodation for a disability is needed.*

amid, among  See *between, among, amid.*

ampersand (&)  Avoid using the ampersand in the body of text unless it is part of an official title. The following use an ampersand:

    College of Arts & Sciences
    School of Architecture & Community Design
    School of Art & Art History
    School of Theatre & Dance
    University Communications & Marketing

(David C.) Anchin Center for the Advancement of Teaching  Commonly referred to as the David C. Anchin Center or the Anchin Center. It was built with a bequest from David C. Anchin (1904-1990), a longtime supporter and a leading advocate of reinventing education. Anchin was a poor Russian immigrant who became a successful accountant, businessman, philanthropist and education activist. He and his wife, Anne, initiated programs focused on developing character in Florida schoolchildren.

annual  An event should be held at least two years in a row before it is called annual. That’s why *first annual* should be avoided. (Just note that sponsors plan to hold the event every year.)

another  *Another* is not a synonym for additional. Another refers to an element that somehow duplicates a previously mentioned amount.

Twenty people left the room; another 20 stayed.

Three speakers addressed the audience before lunch; two others spoke during the afternoon.

any more, anymore  Use *any more* with a noun to mean any additional.

The store is not hiring any more employees.
Use anymore to modify a verb meaning nowadays or any longer.

_She won’t be working there anymore._

**anyone, everyone, someone** Distinguish these words from any one, every one and some one. Use two words when you want to single out one person and one word for indefinite references. For example, _anyone_ (one word) means any person. _Any one_ (two words) means any single person. The same is true for everyone and someone.

_Any one of the students will tutor you._

_Anyone can tutor you._

**assistant/associate professor** See _professor_.

**assure** See _ensure, insure, assure_.

**athletic, athletics** _Athletic_ is the adjective. _Athletics_ is the noun and usually takes a plural verb. It is acceptable to use the noun as an adjective when referring to programs.

_We are proud of our athletics programs._

_USF Athletics received a generous donation._

**avere, adverse** See _adverse, avere_.

**a while, awhile** With for or any other preposition use _a while_; otherwise use _awhile_.

_We stayed for a while._

_We stayed awhile._

**beside, besides** Beside is a preposition that means by or at the side of, near.

_The mother sat beside her child’s bed the entire time he was ill._

It may also be used to mean apart from or to compare to.

_That’s beside the point._

_Beside other teachers, Dr. Black is the most knowledgeable._

Besides is used primarily as an adverb meaning in addition to or as well as.

_Who besides Mary has the assignment completed?_

**bestseller** One word when used as a noun. Use _best-selling_ with a hyphen when you need an adjective as in _best-selling book_.

**between, among, amid** Use _between_ to show a relationship between two objects only. _Between_ uses an objective pronoun—me, her, him. It’s _between you and me_ not _between you and I_.

Use _among_ when it’s more than two.

_They divided the candy among the children._

Use _amid_ when the reference is to a quantity of something you don’t think of as individual items.

_The little boy was lost amid the crowd._

**biannual, biennial** _Biannual_ is twice a year and is a synonym for _semiannual_. _Biennial_ is every two years. Do not hyphenate.

**bimonthly, semimonthly** _Bimonthly_ means every other month. _Semimonthly_ means twice a month. Do not hyphenate.

**biweekly, semiweekly** _Biweekly_ means every other week. _Semiweekly_ means twice a week. Do not hyphenate.

**Blackboard** Capitalize. USF’s online academic course management system. An academic portal used by faculty and students to post course content, grades, discussions, etc.

_Blackboard is accessed through MyUSF._
When referring to a *whiteboard*, *blackboard* or *chalkboard*, lowercase and write as a single word. See also *Enterprise Business Systems*.

**Board of Governors** The Office of the Board of Governors is the governing body for the State University System of Florida. On first reference you may use the Office of the Board of Governors or Board of Governors. On subsequent references, you may use *board* (if it won’t be confused with another board). Avoid using *BOG* in written materials.

**Board of Trustees** On first reference, acceptable ways to refer to the university’s governing body include: the University of South Florida Board of Trustees and the USF Board of Trustees, using capitals. Use capital letters on first reference. On subsequent references, you may use *board* (if it won’t be confused with another board) or *trustees*. Avoid using the acronym *BOT* in written materials. *Trustee* may be used as a title and is capitalized before a name:

- *USF Trustee John Smith attended the meeting.*
- *John Smith is a member of the USF Board of Trustees.*
- *John Smith, a trustee since June 2012, attended the spring meeting.*

**boilerplate** Public relations/marketing term that refers to a standard description about an organization that is used for a variety of purposes: for example, as the last paragraph in a press release. USF’s boilerplate is updated regularly to reflect the most current facts and statistics that distinguish USF. Current boilerplate is available on the University Communications & Marketing website.

**book titles** Capitalize the principal words of all books (including textbooks), including prepositions and conjunctions of four or more letters and the first and last words in the title. Place the name in italics. Use quotations for book chapters or individual sections.

Note: if running text is already in italic, as it is below, place titles that would otherwise be italicized in Roman type.

- *Please review The Elements of Style before coming to class.*

- *Webster’s New World Dictionary should be at every writer’s fingertips.*

*In the Best American Short Stories 2007, my favorite story is T.C. Boyle’s “Ballo.”*

Note: this style differs from AP style in that AP places books in quotations. USF style places book titles in italic and uses quotation marks around short poems, articles, stories or chapters of books.

See also *composition titles*.

**boys** Use *men* when referring to male students.

**bring, take** *Bring* implies a carrying to.

- *Bring the pencil to me.*

- *Take the DVD back to the store.*

**broadcasting stations** Abbreviate the names of broadcasting stations omitting spaces and periods.

- *WUSF 89.7*
- *WUSF 89.72 (HD)*
- *WUSF TV/DT*

**building names** Capitalize and spell out *building* when it is part of a proper name, but not when it stands alone or is used collectively.

Capitalize formal building names or accepted formal references to a building. On second reference, lowercase when proper name is not used. Also lowercase when using as a generic description.

- *The Empire State and Chrysler buildings are in New York City.*
- *The Honors College is located in the John & Grace Allen Building.*
- *The Graduate School is located in the Allen building, as well.*
- *My class is in Cooper Hall.*
The tour group walked past the David C. Anchin Center.

My interview took place in the Alumni Center. The center is located near Fowler Ave.

I walked over to the library.

They met at the bookstore.

They had coffee in the USF Bookstore.

The Student Services Building is closed.

I’m working in an engineering lab.

Formal names of buildings on the Tampa campus and official acronyms for use on university map keya.

Allen Building (John & Grace), ALN
Alumni Center (Sam & Martha Gibbons), ALC
Alzheimer's Center & Research Institute (Johnnie B. Byrd, Sr.), ALZ
Anchin Center, DAC
Andros Center, RAN
Andros Office Classroom, AOC
Argos Center, RAR
Art Museum, Contemporary, CAM
Baptist Student Center, BPT
Baseball Complex & Dugouts, BCD
Basketball Practice Center (Pam & Les Muma), BBP
Beard Parking Garage (Richard A.), BDG
Behavioral & Community Sciences, College of, MHC
Behavioral Sciences, BEH
Beta Hall, RBE
Bio-Science, BSF
Bookstore, BKS
Botanical Gardens Office, GAR
Business (Ferguson Hall), BSN
Business Partnership Building, BPB
Campus Business Services, AUX
Campus Information Center, CIC
CAS Multidisciplinary Complex, CMC
Castor Hall (Betty), RBC
Catholic Student Center (off campus), CTH

CBCS CARD Building, MGY
CBCS Research Classroom Building, MHF
Center for Economic Education (Gus A. Stavros), CEE
Center for Global Solutions (Dr. Kiran C. Patel), CGS
Center for Urban Transportation Research, CUT
Central Plant, CPT
Central Receiving & Storage, CRS
Champion's Choice Dining Hall, DIN
Chapel Center @ USF, CHA
Chemistry, CHE
Children’s Medical Services, CMS
College of Public Health, CPH
Collins Boulevard Parking Garage, CBG
Communication & Information Sciences, CIS
Continuing Education/Educational Outreach
Cooper Hall (Arts & Sciences), CPR
Credit Union, USF Federal, CRU
Crescent Hill Parking Garage, CHG
Crosswinds Wesley Foundation, WFC
Cypress Apartments, RCC-RCD
Cypress Suites, RCA-B
Cypress Suites Commons Building, RCE
Dance, FAD
Delta Hall, RDE
Department of Health Building, DHB
Diagnostic Center, University, UDI
Education, College of, EDU
Educational Research Center (Preschool for Creative Learning), ERC
Embassy Suites Hotel, ESH
Engineering (Edgar W. Kopp), ENG
Engineering Building II, ENB
Engineering Building III, ENC
Engineering Laboratory, ENL
Engineering Research, ENR
Engineering Teaching Auditorium, ENA
Epsilon Hall, REP
Eta Hall, RET
Eye Institute, MDO
Facilities Planning & Construction, FPC
Faculty Office Building, FAO
Family Center, USF, MGZ
Fine Arts Building, FAH
Fine Arts - Dance Building, FAD
Fine Arts Studio (Oliver Gallery), FAS
Football Practice Service Building, FBS
Fowler Fields Band Storage, FFB
Fowler Field Pavilion, FFP
Golf Clubhouse & Operations (The Claw), GCH
Greek Housing, GVA-N
Greek Housing Community Building, GKY
Greek Maintenance Storage, GKX
Grounds & Transportation, PPB
Hillel House (B’Nai Brith), HIL
Holly Drive Apartments, HAA-M
Hope Lodge - American Cancer Society, ACS
Human Services, HMS
Interdisciplinary Research Building, IDR
Interdisciplinary Science Building, ISA
Iota Hall, RIO
Joint Military Leadership Center (Charles William Young), CWY
Juniper Poplar Hall, JPH
Kappa Hall, RKA
Kosove Hall, RKO
Lambda Hall, RLA
Laurel Drive Parking Garage, LDG
Lawton & Rhea Chiles Center, LRC
Library, LIB
Life Science (Biology), LIF
Life Science Annex, LSA
Lifsey House, PRS
Magnolia Housing, MAA-H
Maple Suites, MPA-D
Maintenance & Service Shops, PPC
Marshall Student Center (Student Union), MSC
Moffitt Cancer Center & Research Institute, MCC
Moffitt Child Care Center, CDC
Moffitt Parking Garage, CCG
Moffitt Parking Garage #2, MGS
Moffitt Research Institute, MRC
Morsani Center for Advanced Health Care (Carol & Frank), MDH
Mu Hall, RMU
Music, School of, MUS
Nanomaterials & Nanomanufacturing Research

Center, NTA
Natural & Environmental Sciences, NES
Northwest Educational Complex (Continuing Education), NEC
Nursing, MDN
Parking & Transportation Services, PTA-B
Physical Education, PED
Physical Plant Operations, OPM
Physical Plant (FMHI), MHB
Pizzo Elementary School, PIZ
Pollo Tropical, FSB
Post Office, USF, PPA
Psychology/Communication Sciences & Disorders, PCD
Recreation Activities Center, REC
Science Center, SCA
Shriners Auxiliary, SHA
Shriners Hospital for Children, SHR
Soccer Park Stadium (Corbett), SPS
Social Science, SOC
Social Work/Kinship Center, MGX
Softball Complex & Dugouts, SCD
Southeast Chiller Plant, SEC
Stable Research Building, SRB
Stadium, STA
Student Health Services, SHS
Student Services Building, SVC
Sun Dome, SUN
Testbed for Assistive Rehabilitative Robotics, RRT
Theatre Centre, TAR
Theatre I, TAT
Theatre II, THR
Theta Hall, RTH
Transportation Inspection & Storage, PPD
University Lecture Hall, ULH
University Police, UPB
University Technology Center I, UTA
University Technology Center II, UTB
USF Patel Partnership School, CSC
Westside Conference Center (FMHI), MHA
WUSF-FM 89.7 Radio Station, WRB
WUSF-TV Channel 16 Station, TVB
Zeta Hall, RZE
Bull Runner  Fare-free shuttle bus systems around the USF Tampa campus available to students faculty, staff and visitors.

Bulls, USF Bulls  Commonly refers to USF’s athletic teams. Always capitalize.

capital, capitol  Capital is a city. It may also be used as a financial term to describe money, equipment or property used in a business. In both instances, use lowercase.

Capitol is a building, either the one in Washington or other buildings that house governments. Capitalize when referring to the U.S. Capitol and the Capitol in Washington. Follow the same practice when referring to state capitol buildings.

Tallahassee is the capital of Florida.

Congress and the Florida Legislature meet in buildings called capitols.

The march concluded on Capitol Hill, and the leaders then met with the President in the west wing of the Capitol.

capitalization  In general, avoid unnecessary capitals by capitalizing only when referring to an official name. Many words and phrases are listed separately in this guide. When in doubt, consult Webster’s New World College Dictionary (4th ed.)

university, college: Capitalize university and college when they are part of an official name: the University of South Florida, New York University, College of Business. Lowercase when used as plurals.

Princeton and Yale universities
The colleges of Business and Engineering

Lowercase university and college on second references.

I earned my bachelor’s degree at the University of South Florida.

The university has a strong liberal arts program.

The College of Marine Science offers a rigorous curriculum.

The college has outstanding faculty.

proper names, nouns: Always capitalize proper names and nouns that identify a specific person, place
or thing. This does not include short conjunctions, prepositions and articles such as a, an, the, and or of or a word of fewer letters if it is the first or last word in a long name.

Mary, Tampa, USF Contemporary Art Museum, USF Foundation, College of Marine Science, Environmental Science and Policy program, John and Grace Allen Scholarship Fund, the Office of Admissions.

Lowercase common nouns.
the city, the museum, the foundation, the college, the scholarship fund, the admissions office.

This same principle applies to the official names of centers and institutes.
the Center for Entrepreneurship
the Institute on Black Life
the Dr. Kiran C. Patel Center for Global Solutions
the Center for Urban Transportation Research
the Joint Military Leadership Center

On a second reference, lowercase the center or the institute. This same rule applies to the formal names of committees.

titles: Capitalize formal titles for positions when used immediately before a name. Lowercase formal titles when used alone or when set off by commas. If the formal name of a department is part of a title, capitalize even if it follows the name.

The president spoke.

Vanessa Black, director of the Division of Patents and Licensing, is here.

Director of Patents and Licensing Susan Smith has arrived.

Rhea Law is president and chief executive officer of Fowler White Boggs Banker P.A.

In news releases and articles, an individual’s full name and title are used only on a first reference. On subsequent references, use just the last name.

classes and courses: Use lowercase when you refer to classes and courses, unless you use the specific (and complete) title or the name carries a proper noun or numeral.

She registered for Biology 101.

Her History of Civilization class is cancelled.

My chemistry class is fascinating.

majors, minors, programs, departments, offices: Lowercase USF majors, minors, programs of study, departments or offices unless referring to an official title (with the exception of languages, which are proper nouns).

Mary is a music major.

Greg received a degree in biology.

I’m a French major.

The Department of Chemical and Biomedical Engineering is part of the College of Engineering.

She was accepted into the Environmental Chemistry Program.

USF offers a master’s program in women’s studies.

See also books; building names, composition titles; divisions and affiliates of the university.

cardinal directions Lowercase north, south, northeast, northern, etc., when they indicate compass direction. Capitalize these words when they designate a region.

The train was traveling west.

He lives in the Midwest.

The entire Northeast will receive rain.

She has a Southern accent.

We live in Central Florida.
(Betty) Castor Hall  Commonly referred to as Castor Hall. Originally named Gamma Hall, one of USF’s first residence halls and historically women-only, it was renamed Castor Hall in the fall of 2001 to honor the university’s first female president, Betty Castor, USF’s CEO from 1994-1999. During Castor’s presidency, USF became recognized as a top-level research institution and added numerous programs and buildings.

cell phone

chair  Chair is preferred as a title, not chairman or chairwoman. This differs from AP style. Capitalize as a title only when used before a name as an official title and lowercase when used after the name.

Chair Jane Smith will attend the meeting.

Dr. Brown, chair of the finance committee, will lead the discussion.

Charit-a-Bull  A USF tradition and student competition that is co-sponsored by USF Homecoming and USF Center for Civic Engagement and Volunteerism. Students create sculptures from canned goods, which are then donated to local food banks.

classroom

co-  Use a hyphen when forming nouns, adjectives and verbs that indicate occupation or status.

co-chair  co-sponsor  co-host  co-worker

coed  Do not use as a noun or to refer to female students. It is used to mean inclusive of both genders as in coed residence halls. Do not hyphenate.

colleges  Use the official name of a USF college or school on a first reference and then lowercase the word college or school on a second reference.

The majority of faculty members from the College of Education will be attending the meeting at which a number of graduate students from the college will be presenting current research projects.

Commencement  Capitalize when referring to USF.

Communicators Network  The USF Communicators Network provides university marketing professionals with the resources and information they need to do their jobs effectively. The Communicators Network utilizes listserv announcements and monthly meetings to disseminate critical information to members.

complement, compliment  Complement is something that supplements. Compliment is praise or the expression of courtesy.

compose, comprise  Compose means to create or assemble. Comprise is to include or contain. You can write composed of or consisted of but not comprised of.

The class is composed of 15 students.
The United States is composed of 50 states.
A zoo comprises mammals, birds and reptiles.
The whole comprises the parts.

See include, comprise.

composition titles  Italicize the names of: books, long works and compositions, works of art and art exhibitions, legal cases, magazines, journals, pamphlets, brochures, long poems, plays, movies, television series, television programs, musical compositions. Please note, this differs from AP Style.

Place quotation marks around chapters, stories, article titles, short poems, television show episodes and other short works.

If running text is already in italics, place these titles and other words usually in italics in roman type.

My favorite chapter in Ken Black’s latest book, All By Myself, is “Time to Go.”
Italicize the names of spacecraft, planes, ships and trains.

- the space shuttle Challenger
- the U.S.S. Iowa
- the Spirit of St. Louis

See also book titles.

**computer terms**

- CD: compact disc
- CD-ROM
- chatroom
- database
- disk, diskette
- domain name
- DOS: disk operating system
- download, upload
- e-mail
- Ethernet
- home page
- hyperlink
- Internet
- ISP: Internet service provider
- JPEG
- LAN
- laptop
- listserv
- log on
- Macintosh
- offline, online
- PC: personal computer, PCs
- PDF
- PowerPoint
- TIFF
- QuarkXPress
- URL
- Web
- website
- Word
- World Wide Web (see Web words)

**contractions**

In most non-academic writing, contractions make your text easier to read and more conversational in style. Unless a formalized construction helps emphasize the meaning of a sentence or phrase, use contractions and use them consistently.

(Russell M.) Cooper Hall

Commonly referred to as Cooper Hall, it housed the original College of Liberal Arts at USF and is dedicated to its first dean, Russell M. Cooper (1907-1975).

A visionary, Cooper believed that the true function of a university is to stimulate critical thinking. He advocated a broad and interdisciplinary education. Cooper also served as assistant to the vice president for academic affairs, and director of USF’s Center for World Order. He was honored not only for his educational accomplishments and contributions to the university, but for the kindness and inspiration he provided to students, faculty and staff, family and friends.

**council, counsel**

Council is a deliberative body or elected officials and those who are members of it. To counsel means to advise someone or receive advice.

**county**

Capitalize when referring to a specific county. Lowercase when referring to plural combinations.

- USF is in Hillsborough County.
- The governor visited Polk and Pasco counties.

**courses**

When referring to a course, lowercase the name unless you are using a specific title; then capitalize the primary words in the title.

- The course, Road to the White House, provides students with an insider’s view of the election process.
- I’m taking a criminology class and Chemistry for Today.

**currently, presently**

Currently means now. Presently means in the near future.

**curricula, curriculum, curricular**

Curriculum is the singular form for a program of academic courses or learning activities (the mathematics curriculum). Curricula is the plural for curriculum. Curricular is the adjective form of curriculum as in the Chemistry Department’s curricular philosophy.

**curriculum vita, curricula vitae**

Curriculum vita is singular; curricula vitae is plural.
A curriculum vita is a summary of one’s personal history and professional qualifications. It is longer than a resume, containing more details about one’s educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors and affiliations. It is used when applying for academic, education, scientific or research positions, fellowships or grants.

cutlines  Photo captions. Use a period at the end of a cutline if it is a sentence.

data  Plural noun, usually takes a plural verb. The data have been carefully collected.

If used as a collective noun, when the group or quantity is regarded as a single unit, it takes a singular verb as in The data is sound.

dates  Always capitalize the names of months. Spell out the month when it is used alone or with a year alone, and do not separate with commas.

   My birthday is in February.
   February 2008 was a snowy month.

When a month is used with a specific date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out March, April, May, June and July. Always use numerals without suffixes such as st, nd, rd or th.

   Feb. 14 was the snowiest day of the month.

When a phrase is used with a month, date and year, set both the date and year off with commas.

   Feb. 14, 2008, is the date of the new release.

Do not use the word “on” before a date or day of the week when its absence would not lead to confusion.

   He begins his new job Nov. 23.
   I’ll arrive Monday.

To describe sequences of dates or inclusive dates, use a hyphen with no spaces between the hyphen and the characters instead of the word to or through. The same rule applies when referencing a span of years: use a hyphen and drop the first two numbers of the second year. If the years span a century change, use all four numbers of the second year.

   The box office is open Monday-Friday.
   The performance will run May 5-9.
   1979-81
   2002-04
   1999-2003

See also: days of the week, decades.

database

Data Warehouse  See Enterprise Business Systems.

days of the week  Capitalize them. Do not abbreviate, except when needed in a tabular format:


decades  Use numerals to indicate decades of history. Add an apostrophe when numerals are left out; show plural by adding the letter s but no apostrophe. Use an apostrophe before the year for class years or abbreviations to indicate the first two numbers of the year are omitted. Use a hyphen when connecting a word with a numeral.

   the 1890s
   the ‘90s
   the Roaring ‘20s
   the mid-1970s
   She graduated with the Class of ‘03.
**decision making**  Two words when used as a noun. Hyphenate when used as a compound adjective.

**degrees**  See academic degrees.

**department names**  See divisions and affiliates of the university.

**directions, regions**  See cardinal directions.

**disabilities**  Always place emphasis on the person, not the disability; therefore, the preferred reference is students with disabilities. At USF, academic accommodations are made through Students with Disabilities Services (SDS). Avoid outdated terms such as handicapped, challenged or invalid. When writing about people with disabilities and referring to people without disabilities, avoid the term normal and use able-bodied instead.

See Americans with Disabilities Act message.

**diseases**  Lowercase arthritis, emphysema, leukemia, migraine, pneumonia, etc. When a disease is known by the name of the person identified with it, capitalize only the individual’s name.  
Alzheimer’s disease  
Parkinson’s disease

**disinterested, uninterested**  Disinterested means impartial. Uninterested means lacking interest.

**divisions and affiliates of the university**  Capitalize the formal names of schools, academic departments and divisions of the university. Lowercase names that are shortened or reversed.

Department of Chemistry, chemistry department  
Office of the Chancellor, chancellor’s office  
University Registrar, registrar’s office  
Office of the Provost, provost’s office

Always capitalize units that don’t normally use “Office of” or “Department of” in their formal titles.  
Student Success  
Continuing Education  
Facilities Operations

In plural constructions, lowercase department, school, program, office and other descriptive titles. Also use lowercase for “department” when it stands alone.

*I have friends in the schools of engineering and education.*  
*He has been in the department for 20 years.*

**doctor, doctorate**  See academic degrees.

**dormitory/dorm**  See residence halls.

**dual degree**  Dual degree, without a hyphen, is the noun. Dual-degree is the adjective.

*He has a dual degree in Spanish and international finance.*  
*It was important to her to find a school that offered a dual-degree program in journalism and business.*

**due to**  Use due to only if you mean caused by or resulting from. It’s best to avoid beginning a sentence with this phrase, the safest place for it being after a form of the verb to be. Try substituting caused by and, if you can, your sentence is correct.

*The damage was due to a widespread fire.*

**effect, affect**  See affect, effect.

**email**  Acceptable in all references for electronic mail. Does not need to be capitalized unless it is the first word in a sentence. Use a hyphen with other e- terms: e-book, e-business, e-commerce.
email address  If an email address falls at the end of a sentence, use a terminal period.

Please contact us at www.usf.edu.

emeritus, emerita  Place emeritus (masculine, singular) or emerita (feminine, singular) after the formal title. Use emeriti for plural, both masculine and feminine and emeritae for plural, feminine.

Professor Emeritus Howard Smith
the professor emeritus
Susan Jones, professor emerita

ensure, insure, assure  Ensure means to make certain. Insure means to protect against financial loss by means of a legal contract. Assure means to guarantee or convince.

Enterprise Business Systems  Also known as EBS, these systems form part of the enterprise-wide information systems of record for USF. These systems are critical to the operation of the university and include: Data Warehouse, eUSF team sites, FAST, GEMS and OASIS.

Data Warehouse:  provides access to a central repository of data that is periodically extracted from Enterprise Business Systems and other primary administrative systems. It is used for reporting, analysis, DataMarts, decision support systems and executive information. An account is required to access the Data Warehouse.

MyUSF Portal:  provides authorized personnel with a single, highly-secure point of entry to all applications (with the exception of OASIS) via one sign-on and password. It provides a customized view of just the information and tasks related to an employee’s specific job and virtual workspaces for departments and individual workgroups to share and collaborate on various projects.

FAST:  (Financial Accounting System) financial administrative system for general ledger, accounts payable accounts receivable, purchasing, fixed assets, grant management, budget and cash management. Access to FAST is limited to authorized university personnel.

GEMS:  (Global Employment System) administrative and management system for personnel and payroll activities at USF. It is the primary source of information on positions, appointment information, payroll registers and budget summaries. Access to GEMS is limited to authorized university personnel, but all employees can view paychecks, request leave and maintain personnel data through a GEMS Self-Service account.

OASIS:  (Online Access Student Information System) student administration management system for use by both students and university personnel. Supports functions necessary for student administration including admissions, financial aid, registration, academic history, degree, audit and student accounts receivable. Both students and university personnel can access the system with appropriate security.

entitled, titled  Entitled means having the right to do or have something. Titled is the word to use if you’re introducing the name of a publication, speech, musical piece, etc.

Membership in the association entitles you to free issues of the newsletter.

The book is titled War and Peace.

equal opportunity messages

The USF System stands for equal opportunity and diversity—a community that shows respect to all—including students, faculty, staff, administration, alumni and supporters. Vulgar, sexist, classist, or other language that provokes violence or dissension is not to be used. Please note that the guidelines in this style guide are applied to communications produced by and about the university’s offices and programs. The guidelines are not designed to impinge on free discussion of such issues by faculty in an academic setting.

abbreviated statement:  for use on forms, recruitment and employment advertisements and posters.

USF is an EO/EA institution
formal statement: for use in official documents (specifically the catalog) and as may be directed by the Diversity and Equal Opportunity Office.

The University of South Florida is committed to the principle of equal education and employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, sexual orientation, gender identity or expression, genetic information, Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

general statement: for use in most general publications, event programs, conferences invitations, etc.

Events, activities, programs and facilities of the University of South Florida are available to all without regard to race, color, marital status, sex, religion, national origin, disability, age, sexual orientation, gender identity or expression, genetic information, Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity.

ESOL  English for Speakers of Other Languages.

EthicsPoint  An anonymous hotline to report activities that may involve certain improper conduct or violations of USF Policies. Written as a single word with no spaces.

ethnic, racial designations  Capitalize the proper names of nationalities, peoples, races, tribes.

Arab, Arabic, African, American,
Caucasian, Hispanic, Latin, Sioux

Use a hyphen to designate dual heritage.

Polish-American
a Japanese-American newspaper
Mexican-American

No hyphen, however, for French Canadian or Latin American.

Lowercase black and white when using them as ethnic and racial designations as either nouns or adjectives.

eUSF Portal  See Enterprise Business Systems

everyone  See anyone, everyone, someone.

except, accept  Except means to exclude. Accept means to receive.

facebook  The world’s most popular social networking web site. USF’s official Facebook page can be accessed here: www.facebook.com/usf.edu

faculty  Lowercase. Refers to tenured educators holding the rank of professor, associate professor, or assistant professor; and library professional staff holding the ranks of librarian, associate librarian, or assistant librarian; and central administrative officers, deans and directors, if they also hold regular faculty status. Technically speaking, faculty can take a plural or a singular verb depending on how the word is being used — either to refer to a group as a whole (singular) or to refer to members individually (plural)

The faculty is present.
The faculty agree to meet tomorrow.

For the sake of clarity, rewrite the sentence to avoid a plural verb or use faculty members. When writing about individuals, use a faculty member.
faculty awards  The faculty award programs are composed of the Distinguished University Professor, Emeritus Professor and the Outstanding Undergraduate Teaching and Advising Award. Distinguished University Professor is an honorific title and should be capitalized and spelled out in front of the honoree’s name. Avoid the acronym DUP.

farther, further  Farther refers to physical distance. Further refers to an extension of time or degree.

He could walk no farther.
She refused to discuss the issue any further.

FAST  See Enterprise Business Systems

fax  Short for facsimile, it is not an acronym and does not need to be written in all caps. Fax can be used as a noun, adjective or a verb.

(Chester H.) Ferguson Hall  Also known as the College of Business, or the business building, or Ferguson Hall. The building was named for Chester H. Ferguson (1908-1983) who was a successful businessman and a principal architect of the state university system. He helped establish USF’s regional campuses and health sciences center, which is known today as USF Health. In 1980, USF recognized his contributions and named its College of Business building in his honor.

fewer, less  In general, use fewer for individual items that can be counted. Use less for bulk or quantity that is measured (not counted). Fewer usually takes a plural noun; less usually takes a singular noun.

firsthand  adjective.

(Louis de la Parte) Florida Mental Health Institute  Use full name of the institute with appropriate upper and lowercase letters on first reference. May refer to as FMHI on subsequent references.

The institute was named for former Florida Senate President and Tampa attorney Louis de la Parte. He was nationally recognized for his tireless efforts to establish academic centers to develop innovative programs for the state’s social service, criminal justice and education systems.

foreign students  The preferred phrase is international students. International Services is the main administrative and immigration advising office at USF for international students.

forbear, forebear  To forbear means to avoid or shun. A forebear is an ancestor.

forego, forgo  To forego means to go before. Forgo means to abstain from.

foreseeable future  Avoid this cliché.

fractions  Spell out fractions less than one, using hyphens between words. Use figures for precise amounts larger than one, converting to decimals when appropriate.

One-half, two-thirds
1.5 liters
One and one-half liters

freshman, freshmen  Freshman is singular. Freshmen is plural. Use the singular as an adjective as in freshman class, freshman year. Other alternatives are: incoming students or first-year class.

FTIC  Stands for first time in college. These are students who are the first in their families to attend college.

Fulbright  Always takes an initial cap: a Fulbright research grant.

fundraising, fundraiser
G

GEMS  See Enterprise Business Systems

girls  Use women when referring to female students.

global world  Avoid this redundant wording.

good, well  Good is an adjective that means something is as it should be or is better than average.
  She still looked good even after all these years.
  The cookies smelled good.
Do not use good as an adverb. Well is an adverb and is used to describe an activity. It means in a satisfactory manner.
  Sue sings well.
  The class did well on the SAT.
It may also be used as an adjective to mean healthy, suitable or proper.
  My neighbor looks well even though he has been quite ill.

GPA  Stands for grade point average. Write out for external audiences. USF’s grade point average is based on a 4.0 scale.

graduated  Graduated from is the correct usage.
  He graduated from USF in 1991.
  The College of Medicine graduated 100 students.
  (Not: He graduated USF.)

Graphicstudio  Founded in 1968, Graphicstudio is a USF-based workshop that has attracted leading international contemporary artists over the years who have created hundreds of limited edition fine arts works in the studio. Graphicstudio, with the Contemporary Art Museum and the Public Art Program, form the Institute for Research in Art.

GRE  Stands for Graduate Record Examination.
GRE is acceptable on a first reference. Do not use periods.

Greek  Capitalize when referring to fraternity and sorority communities on campus.

groundbreaking  One word as an adjective or as a noun.

handicapped  See disabled.

health care  Two words, no hyphen.

Herd of Thunder (HOT)  USF’s marching band.
The band debuted at the football season home opener against Southwest Texas State on Sept. 11, 1999. The band’s unique entrance to the field began as a running “stampede” that day, and the tradition has continued ever since.

his/her  Avoid this construction.

historic, historical  Historic means having or likely to have lasting significance; important as in a historic occasion. Historical means based on history as in a historical novel.

See also a, an.

HIV  Since HIV stands for human immunodeficiency virus, to say HIV virus is redundant. AIDS (acquired immune deficiency syndrome) is the disease caused by HIV, so the two acronyms are not interchangeable.
It is okay to use the acronym, HIV, on a first reference.
  They are conducting HIV research.
**Homecoming** Always capitalize when referring to *USF Homecoming* as a noun or as an adjective, i.e., *Homecoming* week, *Homecoming* activities. Homecoming is scheduled during football season and is called *SuperBull*, followed by the numeric succession.

**home page** Two words. Refers to the front page of a particular Web site.

**honors and awards** Capitalize official names including the word *award* if it is part of the formal name.

**Distinguished University Professor** Overall Businesswoman of the Year, Education Category Lowercase *cum laude, magna cum laude* and *summa cum laude*. It is not necessary to offset with commas.

Sam received a bachelor’s degree *summa cum laude* in mathematics.

**hopefully** The original meaning of this word is in a hopeful manner, or full of hope. It’s correctly used as an adverb and, ideally, should not be used to mean it is hoped or I hope.

**Incorrect:** Hopefully, the weather will hold for the picnic tomorrow.

**Correct:** I hope the weather will hold for our picnic tomorrow.

Correct: She asked hopefully if she could borrow the car.

**housing** See *residence halls*.

**imply, infer** *Imply* means to suggest or indicate indirectly. To *infer* is to conclude or decide from something known or assumed.

**include, comprise** Use *include* to introduce a series when the items that follow are only part of the total. Use *comprise* when the full is given.

*The price includes breakfast.*

*The school comprises kindergarten through fifth grade classes.*

**in-depth**

**Information Technology** Capitalize when using as the official name of the central information technology division for USF. May use *IT* on second and subsequent references.

**inpatient, outpatient** One word as either a noun or adjective.

**instructor** Term used to refer to adjunct faculty members.

**insure** See *ensure, insure, assure*.

**interface** You really mean work together or interact, so just avoid *interface*, which really makes a better noun than it does a verb.

**Internet**

**intranet** Lowercase. An *intranet* is a private computer network that uses Internet technology in which access is restricted to members of a particular organization or company.

**irregardless** There is no such word. Use regardless.

**italics** See *composition titles*.

**its, it’s** *Its* is a possessive pronoun.

The cat is lost. Its collar is missing.

It’s is the contraction for it is.

It’s time to leave.

**illusion, allusion** An *illusion* is a false impression or image. An *allusion* is an indirect reference.
kick off, kickoff  
*Kick off* is the verb. *Kickoff* is the noun or adjective.

The game will kick off at 1 p.m.
Kickoff is at 1 p.m.
The kickoff party is at 1 p.m.

(Edgar W.) Kopp Building  
The campus’s first engineering building, it is commonly referred to as the *Engineering Building* or the *Kopp Building*. It is named in honor of Edgar W. Kopp (1926-1979) who began USF’s engineering programs. He developed the college’s academic programs and physical facilities and actively encouraged student organization development. Eleven engineering student organizations were established during his tenure. Kopp also nurtured and supported early involvement by the college in community activities. Probably the best known is the Engineering EXPO, held at USF annually each February during National Engineering Week.

(A. Harrison and Ruth) Kosove Hall  
Referred to as *Kosove Hall*. In 1999, Alpha Hall, one of USF’s first residence halls, was renamed to honor long-time friends of the university, A. Harrison Kosove (1898-1988) and his wife, Ruth (1912-1997). The son of a Russian immigrant, Harrison Kosove established the A. Harrison and Ruth Kosove Endowment in gratitude for the success his adopted country enabled him to achieve. This gift was then the largest single, private philanthropic gift in USF’s history. The Kosove Scholarship Program makes annual, renewable scholarship awards to undergraduate and graduate students.

Lake Behnke  
The lake that borders the USF Botanical Gardens, Shriners Hospital and the College of Medicine was dedicated in 1994 to esteemed teacher, physician and administrator Roy Behnke, MD and his wife Ruth. He was founding chair of Internal Medicine, a role model to students and an inspiration to colleagues. She was a generous volunteer in the USF Botanical Gardens.

Lawton and Rhea Chiles Center for Healthy Mothers and Babies  
Commonly referred to as the *Lawton and Rhea Chiles Center*. Opened in 2002, it was named after the late governor of Florida and his wife, both advocates of infant health care. The center is dedicated to reducing infant mortality by improving health care for poor mothers and their children up to age 5.

lay, lie  
*Lay* means to place or deposit, and requires a direct object.

*Lay the book on the table.*
*I will lay the pillow on the bed.*

*Lie* means to be in a reclining position or to be situated. It does not take an object (lie, lay, lain, lying).

*Go lie down and take a nap.*

lectern, podium  
You stand on a podium.
You stand behind a lectern.

less  
See fewer, less.

libel, slander  
Libel refers to injury through written or printed form and, in some states, injury broadcast by television or radio because it is carried to a wide audience. Slander is spoken, defamatory statements. Both are considered defamation.

lifelong
(Julian Hawthorn) Lifsey House
Commonly referred to as Lifsey House, USF’s on-cam-
pus presidential home was named after Julian H. Lifsey, Jr. (1917-1989) — a Tampa lawyer, banker and land
developer who with his wife, Mary Ann, gave the prin-
cipal donation for the construction of the building. The
Lifsey House serves as a location for official university
functions.

like Use such as instead of like to cite examples.

like, as Use like as a preposition to compare nouns
and pronouns. It requires an object.
Tom plays the trumpet like a pro.

As is a conjunction that introduces clauses and phrases.
The watermelon tasted cold and sweet as I
thought it would.

listserv A generic term for e-mail-handling software
that enables contact lists to be easily maintained and
updated. Many USF e-mails lists are open so members
can self-subscribe. An index of the various online USF
e-mail lists can be found on the USF web site.

living-learning communities (LLCs) Residential
student communities with emphasis on academic major
or an area of special interest. USF’s living-learning com-
munities include Bulls Business, Engineering, Education,
Global Citizenship, Green, Honors, Pre-Nursing, Leader-
ship, ROTC, Transfer, ZAP (Mass Communications) and
Wellness. Capitalize when referring to the program on
a first reference and lowercase when referring to any
living-learning community on subsequent references.

locations See campus names.

login, logon, logoff These are nouns when written
as a single word. Log in, log on and log off are verbs.
My login failed.
I will log in to my computer.

long time, longtime One word when used as an
adjective.
We have been studying for a long time.
They are longtime friends.

man, mankind Use humanity or humankind
See nonsexist language.

(Phyllis P.) Marshall Student Center
USF’s student union. Originally called the University
Center, then the Marshall Center, the student union is
now called the Marshall Student Center. The first stu-
dent union opened in 1960 and was one of the univer-
sity’s original five buildings. The building was formally
dedicated in 1994 when it was renamed in honor of its

To accommodate USF’s substantial development since
then, a new building was completed in 2008 replacing
the former facility. It is one of the largest and most mod-
ern student centers in the Southeast.

Marshall was long known as USF’s unofficial housemoth-
er, confidant and mentor. She joined the staff of U SF in
1960 as the school’s first resident instructor. In 1961,
she was appointed program director of the University
Center and in 1965, director of student organizations. Mar-
shall was named director of the University Center in 1975.

Martin Luther King, Jr. Plaza Commonly re-
ferred to as MLK Plaza, it is the best known gathering
place on the USF Tampa campus. Named for famous
civil rights leader Dr. Martin Luther King Jr., the scenic
plaza features a memorial to King, a large reflecting
pool, the famous “I Have a Dream” speech engraved
on a wall and a long, trellised colonnade leading to the
Marshall Student Center.
may  See can, may.

may, might  May implies greater likelihood than might. I may go on vacation next week implies that there is a greater possibility you will be lying on the beach next Monday than I might go on vacation. Either word can be used in the present tense.

However, use might if your sentence has other verbs in the past tense.

She might have finished the race if it hadn’t been so hot.

See can, may.

media  When referring to mass communications, media is a plural noun and takes a plural verb.

The media are here for the press conference.

mid  Use a hyphen when connecting a word with a numeral.

mid-1970s

MoBull Plus Messenger  Wireless notification system that enables USF to deliver emergency information directly to a subscriber’s mobile phone.

(H. Lee) Moffitt Cancer Center and Research Institute  The nationally recognized H. Lee Moffitt Cancer Center and Research Institute was named for the prominent Tampa attorney, former speaker of the Florida House of Representatives, 10-year state representative and a cancer survivor himself. Moffitt was the first graduate of USF to be elected to state office. Among all his achievements, the most notable one was his pushing to make the H. Lee Moffitt Cancer Center a reality after being deeply affected by the deaths of three close and young associates. The cancer center named after Moffitt opened in Nov. 1986. Today, it is part of an elite group of National Cancer Institute Comprehensive Cancer Centers. The mission of the Moffitt Cancer Center is to contribute to the prevention and cure of cancer.

money  When referring to dollar amounts in millions, use the numeral and million, rather than zeros. For amounts of more than $1 million, use the $ and numerals up to two decimal places. Do not link the numerals and the word by a hyphen.

$6 million (not $6,000,000)
It is worth $7.45 million.
The college was awarded a $13 million grant.

For amounts less than $1 million, use the dollar sign and numbers. Do not use a decimal and two zeros. Use the comma in dollar amounts in the thousands.

$150 (not $150.00)
$9.50
$150.25
$3,000 (not $3000)
Admission is $2 for students.

Spell out the word cents with lowercase, using numerals for amounts less than a dollar.

5 cents
12 cents

months  See dates.

more than  See over, more than.

(Carol and Frank) Morsani Center for Advanced Health Care  The six story facility is located on USF’s Tampa campus at Holly and Magnolia avenues. The center combines world-class health care with a state-of-the-art building designed to help facilitate learning in health teams.

One of the nation’s most successful automobile dealers, Frank Morsani is a community leader in the Tampa Bay region, and is the former chairman of the U.S. Chamber of Commerce. Due to the couple’s total giving to USF, the university honored them by renaming the medical college the USF Health Morsani College of Medicine Dec. 8, 2011.
multi  In most cases, when used as a prefix, no hyphen is needed.

  multicultural  multimillion  multimillionaire  multimedia

myriad  Originally, this word meant ten thousand, but it now means numerous or a great number. Proper use does not include the preposition of (a myriad of) nor should it be made plural (myriads).

  Greg has myriad chicken pox on his face.

MyUSF  USF’s academic portal which provides access to Blackboard. Written with initial lowercase. See also Blackboard.

nondegree  One word. Use a hyphen in nondegree-seeking.

nonprofit  Avoid not-for-profit.

nonsexist language  In general, when both genders are intended, use people, persons and humankind instead of man, men and mankind. Chair or chairperson is preferable to chairman or chairwoman. The same principle holds true for words that end in man. Use letter carrier instead of mailman, firefighter instead of fireman, businessperson instead of businessman, police officer instead of policeman, etc. Use homemaker rather than housewife, housekeeping service instead of maid service, effective selling instead of salesmanship. It is also becoming more common to use actor for both men and women.

Overall, try to construct sentences to avoid having to use gender-specific terms. Using he/she and his/her is awkward; try to use plural pronouns such as they and their making sure there is verb/noun agreement. Never use he as an all-inclusive pronoun.

See also chair, freshman.

numbers  Spell out whole numbers below 10 and use figures for 10 and above.

  They have two four-room houses and 12 three-room houses and 12 10-room houses.

Spell out ordinal numbers first through ninth when they indicate sequence in time or location. Starting with 10th, use numerals. The exception to this rule is when 1st, 2nd, 3rd, etc. has been assigned in forming names.

  She teaches first grade.
  He was third in line.
  He is part of the 7th Fleet.
  The 1st Ward was hit the hardest.

Always spell out numbers at the beginning of a sentence, regardless of any resulting inconsistency.

  Fifty-four women and 48 men received degrees.

See also ages, dates, decades, money, percent, time.
OASIS  See Enterprise Business Systems

**off campus, on campus**  Two words, but hyphenate before a noun.

*He lives on campus.*

*He lives in an off-campus apartment.

**online, offline**  Always written as one word.

**OPS**  Stands for *Other Personnel Services*. One of four pay plans at USF. OPS employees are temporary or part-time. This is an internal-oriented acronym and should be avoided in writing to an external audience.

**Oracle**  *The Oracle* is the name of USF's official student newspaper.

**Osher Lifelong Learning Institute at USF**  Write out on first reference. Shorten to OLLI-USF on subsequent references. Preferred reference is to OLLI rather than Osber.

**outpatient, inpatient**  One word as either a noun or adjective.

**over, more than**  *Over* is an adverb referring to direction and spatial relationship; *more than* refers to numbers or amounts.

*The plane flew over the house.*

*USF offers more than 100 master’s degrees.*

**Park-n-Ride**  As in *Park-n-Ride lots*, remote parking along the Bull Runner shuttle route.

**PDF**  Stands for portable document format. A PDF is a popular way of formatting documents so they can be viewed or printed on multiple platforms without changing.

**percent**  Always use numerals (including the numbers 1-9) and spell out the word *percent* in text. *Percent* takes a singular verb when standing alone or when a singular word follows an “of” construction. Use a plural verb when a plural word follows an “of” construction.

*The teacher said 60 percent was a failing grade.*

*He said 50 percent of the membership was there.*

*He said 3 percent of the members were there.*

**PhD**  The preferred form for PhD is to say a person holds a doctorate in (their field of study).

See also *academic degrees.*

**physician assistant**  No apostrophe.

**(Anthony P.) Pizzo Elementary School**  Commonly referred to as Pizzo Elementary, it is a public school on the southernmost corner of the USF Tampa campus. It was named for the late Hillsborough County historian Anthony P. Pizzo, popularly known as Tony, who was the city’s laureate historian, lecturer, author and storyteller. In honor of his historical contributions to USF’s library and the community, Pizzo Elementary School was named for him when it was dedicated in 1998.

**plurals**  Don’t use an apostrophe on plurals such as
CEUs, CDs, DVDs, PhDs, twos and threes, MBAs, HMOs, etc.

**plus**  Don’t use *plus* as a substitute for *besides, and, also* or in *addition to*. Avoid using *plus* to introduce an independent clause as in *She is a great flute player plus she knows how to play the piano.*

**p.m., a.m.**  Lowercase, with period. Avoid the redundant *8 a.m. this morning.* See also *time.*

**podium**  See *lectern, podium.*

**postdoctoral**

**postgraduate**

**prefixes**  In general, do not hyphenate when using a prefix with a word starting with a consonant: *pretax, nonprofit, coworker.*

For the most part, use a hyphen if the prefix ends in a letter that is the same as the first letter of the following word: *re-engineer, pre-election, non-native.*

Use a hyphen if the word that follows the prefix is capitalized: *non-USF.*

**prelaw**

**premed**

**preprofessional**

**premier, premiere**  *Premier* is first in status or a prime minister or chief executive. *Premiere* is a first performance or show.

**prerequisite**  One word, no hyphen.

**President, President’s Office**  In text, the word president is capitalized when it appears as a formal title before the name.

  *USF President Judy Genshaft spoke at the ceremony.*

On a second reference, it is lowercase.

  *The president also answered questions from the audience.*

  *He is running for president.*

The exception is if the title comes after the name in a formal listing or as a closing in a letter.

**President Judy L. Genshaft**  Took office in July 2000. She is USF System president, USF president and corporate secretary of the USF Board of Trustees.

**President’s Council**  The *President’s Council* recognizes individuals who have made significant financial contributions to USF. It honors donors for lifetime, annual and planned giving.

**presidents of the University of South Florida**  Terms of service:

  - Harris Dean – interim, 1970-1971
  - Cecil Mackey – 1971-1976
  - Wm. Reece Smith, Jr. – 1976-1977
  - Carl Riggs – interim, 1977-1978
  - Francis T. Borkowski – 1988-1993
  - Thomas Tighe – acting, fall 1999
  - Judy Genshaft – 2000-present

**presently**  See currently, presently.

**principal/principle**  *Principal* is a noun and adjective meaning someone or something first in rank, authority, importance or degree. *Principle* is a noun that means a fundamental truth, law, doctrine or motivating force.

  *The school principal gave the address.*

  *She is the principal dancer in the troupe.*

  *They disagreed over the principle of states’ rights.*
**professor**  Capitalize only if it precedes a proper name. Lowercase if it refers to a generic description and is not an actual title. Treat *associate professor* and *assistant professor* in the same manner.

**publication titles**  See *composition titles*.

**punctuation**  Leave one space after a terminal punctuation mark such as a period or a question mark and before the first letter of the next sentence.

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**Quiet Quality Award**  Implemented by the Staff Senate in 1996, Quiet Quality Awards recognize USF staff members for a variety of characteristics related to work ethic, attitude and contributions to the university.

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**race**  See *ethnic, racial designations*.

**re-**  Generally speaking, follow the rules outlined in prefixes where a hyphen is used if the prefix ends in a vowel and the word that follows begins with the same vowel. Make exceptions where it makes sense.

- recover (regain)
- re-cover (cover again)
- reform (improve)
- re-form (form again)
- resign (quit)
- re-sign (sign again)

See also *prefixes*.

**residence halls**  Use the term *residence halls*, not dorms or dormitories. USF Tampa offers students the following residence halls and housing options:

- Beta Hall
- Castor Hall
- Cypress Apartments
- Cypress Hall
- Delta Hall
- Epsilon Hall
- Eta Hall
- Iota Hall
- Greek Village
- Holly Apartments
- Juniper-Tree Hall
- Kappa Hall
- Kosove Apartments
- Lambda Hall
- Magnolia Apartments
- Maple Hall
- Mu Hall
- Theta Hall
- Zeta Hall

**Rocky, Rocky the Bull**  The name of the Brahman bull that is the official mascot of USF athletics. Written approval from USF Athletics is required before his image can be used in any written materials or advertising.

**RSVP**  Abbreviation for the French *répondez si vous plaît*, meaning please reply. Please RSVP is redundant; just say *RSVP*. 
said, says For the most part, when writing a news story and using a quote, said is the preferred style. However, *USF Magazine* uses the active voice, says, unless describing a dated event. Either way, be consistent.

Speaking at last month’s gala, Smith said, “I’m honored to be here.”

SAT Stands for Scholastic Aptitude Test. SAT is acceptable on a first reference. Do not use periods.

says, said See *said*, *says*.

scholar Lowercase except when used with named scholarships.

*USF Presidential Scholars Award*

*National Hispanic Scholars*

scholarship Lowercase except when used with proper names.

Joe applied for the USF Honors College Scholarship.

Mary received a scholarship.

School of Accountancy

Search-A-Bull Searchable database of all USF courses.

seasons Lowercase spring, summer, fall, and winter unless part of a formal name or designates the issue of a periodical. Capitalize semester seasons that are year-specific.

I will register in the spring.

The Winter Olympics begin in a few months.

The Fall 2012 issue of *USF Magazine* is now available.

She will take classes in the fall semester.

Beginning Fall 2012, all students must register using the new system.

semesters Lowercase references to semesters in text.

She will teach during the fall semester.

semimonthly See *bimonthly*, *semimonthly*.

semiweekly See *biweekly*, *semiweekly*.

(Terrell) Sessums Mall The area of campus between the library and the University Lecture Hall formerly known as Elm Street Mall and renamed Terrell Sessums Mall on Oct. 29, 1999. USF’s popular weekly flea market is held here.

Terrell Sessums, a Tampa attorney, is best known for his outstanding service promoting higher education as a state representative and speaker of the house and then as a member and chair of the Florida Board of Regents that governs the State University System. He played a strategic role in establishing USF’s College of Medicine and Nursing.

(Hinks and Elaine) Shimberg Health Sciences Library The USF Health and Sciences Library, founded in 1971, was renamed in 1998 for Mandell “Hinks” and Elaine Shimberg, philanthropists who donated $1 million to expand its resources for the greater medical community. Hinks is a leader in real-estate development and Elaine was an actress who now is an award winning medical author.

social media Refers to tools that allow the sharing of information and creation of communities through online and mobile networks of people. (ADD USF social media comment from Jenna)

someone
See **anyone, everyone, someone.**

**Southern Association of Colleges and Schools**  
See **accreditation.**

**staff**  Lowercase.

**Stampede of Service**  An annual event that offers students an opportunity to give back to the community by volunteering their time, skills and compassion to charitable, not-for-profit and government beautification programs.

The first, large organized volunteer effort started at USF in 2002, when the Center for Civic Engagement and Volunteerism began sponsoring events such as the Reverend Dr. Martin Luther King Jr. Day of Service during which approximately 200-350 students took part in volunteer activities.

Building on that achievement, the USF Stampede of Service was created officially in January 2006 to celebrate the Martin Luther King holiday and the importance of volunteerism.

The Stampede of Service draws more than 2,000 students annually.

**states**  Spell out the names of the 50 United States when they stand alone in the text. Abbreviate using AP, not postal rules, when citing a city and a state together.

A few states are always spelled out: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

*We live in the state of Florida.*

*He lives in Tampa, Fla.*


**stationary, stationery**  
*Stationary means fixed or still. Stationery is paper.*

**USF Strategic Plan**  
Capitalize when referring to the **USF Strategic Plan.** Lowercase when referring to a shortened reference.

*The USF Strategic Plan is on the website.*

*The trustees approved the plan.*

**study abroad**  Do not hyphenate study abroad.

*USF offers many study abroad programs.*

*Next summer I will study abroad.*

*She is going to study abroad for a semester.*

*USF’s study abroad program is extensive.*

**such as**  Use such as instead of like to cite examples.

**Sun Dome**  USF’s 10,000-seat sports arena and home to the university’s men’s and women’s basketball teams. A $35.6 million major renovation to the 250,000-square-foot arena, completed in May 2012, includes a center-hung LED video scoreboard, a hospitality and view-
ing club area, a new retail store, concessions, media room, lighting and sound system. The multi-purpose facility hosts a wide variety of external and internal events every year, including USF commencement. The USF women’s volleyball program practices and competes in the adjoining Corral Gymnasium.

**SUS** Refers to the State University System of Florida, which consists of 11 public universities throughout the state. Use State University System on first reference and SUS on second and subsequent references. The universities are:

Florida Agricultural & Mechanical University (FAMU): Tallahassee
Florida Atlantic University (FAU): Boca Raton
Florida Gulf Coast University (FGCU): Fort Myers
Florida International University (FIU): Miami
Florida Polytechnic University (FPU): Lakeland
Florida State University (FSU): Tallahassee
New College of Florida (NCF): Sarasota
University of Central Florida (UCF): Orlando
University of Florida (UF): Gainesville
University of North Florida (UNF): Jacksonville
University of South Florida (USF): Tampa
University of West Florida (UWF): Pensacola

**syllabus, syllabi** Syllabus is singular. Syllabi is plural.

**teaching assistants** Use *graduate teaching assistant* on first reference. *TA* is acceptable on subsequent references.

**team building** Two words unless used before a noun as a compound modifier. In that case, add a hyphen.

The department participated in a *teambuilding* exercise.

**teammate**

**team player**

**team teaching**

**teamwork**

**telephone numbers** Use numerals and hyphens.

813-123-4567

**tenure, tenured** *Tenure* is a noun. *Tenured* is an adjective.

**testbed**

**textbook**

**text, texting, texted** Acceptable in all usages as a verb for to *send a text message*.

**than** See *then, than*.

**that, which** When referring to an inanimate object with an essential clause (a clause that cannot be eliminated without changing the meaning of the sentence) use the word *that* to introduce the clause. *That* clauses do not need commas.

I like food *that is* hot and spicy.

When referring to an inanimate object with a non-essential clause (a clause that can be eliminated without changing the basic meaning because it provides addi-
tional information), use the word *which* to introduce the clause. A *which* clause goes inside commas.

Non-essential clauses in the middle of a sentence are typically set off by commas.

*The team, which finished last a year ago, is in first place.*

A simple test: Once your sentence is written, try reading it without the clause. If the sentence still means about the same thing, your clause should be introduced by which. If taking out the clause changed the meaning drastically, it should be introduced by that.

Keep in mind that when you need to refer to a human being (or an animal with a name), any clause should be introduced by the word who or whom.

See *who, whom.*

toward It’s not *towards*, so no s. Similarly, it’s *forward, backward, upward, onward, downward*, etc. without the s.

time Lowercase with periods for *a.m.* and *p.m.* When writing a time that falls on the hour, state the hour with *a.m.* or *p.m.* and avoid *o’clock.* Use *noon* and *midnight,* instead of 12 p.m. or 12 a.m.

*2 p.m.* (not 2:00 pm)  
*11 a.m.-noon*  
*Class begins at 8:30 a.m.*

titled See *entitled, title.*

trademarks A trademark is a distinctive symbol, design, word, letter or brand that is used by a manufacturer or dealer to distinguish a product from those of competitors. It is protected by law. They are proper nouns and should be capitalized. They should not be used as verbs or in the possessive form.

Examples include:  
*Astro-Turf, Frisbee, Jeep, Jello, Kleenex, Listserv, Liquid Paper, Ping-Pong, Velcro, VISA, Xerox, Zip drive*

It is not necessary to use the special trademark symbol ® or ™.

trustee Capitalize when used before a name as a title. Lowercase when used as a generic description or after a name.

Twitter A real-time information network used for sharing news and information. Twitter users send and read small bursts of information called *tweets.* The verb is to *tweet, tweeted.* Capitalize Twitter as a proper noun.

*Twitter has revolutionized the way people find news.*  
*Jenna sent 24 tweets today.*  
*Vickie tweeted every day while traveling in London.*  
*Read USF’s Twitter feed at twitter.com/usfnews.*

theater This is the preferred word in the United States unless the British *theatre* is part of a formal name as in USF’s *School of Theatre & Dance*.

their, theirs, there, there’s, they’re  
*Their and theirs* are possessive pronouns. *There* means “in or at that place.” *There’s* is a contraction meaning there is. *They’re* is a contraction meaning they are.

*Their mother is leaving.*  
*The money is theirs.*  
*The restaurant is over there.*  
*There’s no time to wait.*  
*They’re going to the game.*

then, than  *Then* is related to time; if one thing follows or results from another, use then. *Than* is used when making comparisons.

titles See *academic titles, capitalization, composition titles.*

touchdown One word, but it occurs in the *end zone,* which is two words.
U#  Stands for university number. It is the student ID number assigned by USF.

under way  Two words.
The project is under way.

uninterested  
See disinterested, uninterested.

unique  Unique means one and only, single, unparalleled, having no like or equal. Therefore, avoid modifiers such as truly, rather or very. Either something is unique or it’s not.

university  See capitalization.

University of South Florida Sarasota-Manatee  
A master’s-level, separately-accredited institution of the USF System. May be shortened to USF Sarasota-Manatee or USFSM.

University of South Florida St. Petersburg  
A master’s-level, separately accredited institution. Use University of South Florida St. Petersburg or USF St. Petersburg. Shortening the name to USFSP is permissible. Shortening the name to USF is not permissible. Proper reference does not include hyphens, commas, or the word “campus.” Use of the word campus should be lowercase and refer to the physical campus or location of the institution.
The event will be held on the USF St. Petersburg campus.
USF St. Petersburg’s campus address is 140 7th Avenue South.

University-wide  See campuswide.

URL  An Internet address. Current editorial usage is to exclude the http:// tag on URLs in publications. Use a period, even when a URL or e-mail address ends the sentence. If a URL does not fit entirely on one line, break it into two or more lines without adding any other punctuation mark. Don’t break a URL at a hyphen. Don’t add a hyphen unless it appears in the address.

U.S.  Use as an adjective but not as a noun. When you need a noun, use United States or nation.

USA  No periods. But in general, try to avoid.

use, utilize  Use use. Utilize is the awkward verb form of an obsolete adjective, utile.

USF  Refers to the doctoral-granting research campus centered in Tampa, including its College of Marine Science in St. Petersburg and USF Health. Use University of South Florida on first reference. USF is an acceptable short form on subsequent references. Do not use the word the with the abbreviated form, USF; however use the with the long form.

They attend the University of South Florida.  
USF is a top Florida school.  
She’s enrolled in classes at USF’s College of Education.

USF.edu  The official Web site of the University of South Florida.

USF Alumni Association  Capitalize on first reference. Lowercase on subsequent references when referring to the alumni association.

There are more than 212,000 USF alumni and about half live in the Tampa Bay area.

USF Botanical Gardens

USFCard  USF’s official ID card. It can be used to access a wide variety of on-campus services as well as off-campus discounts.
**USF Health**  A partnership formed by the University of South Florida Morsani College of Medicine, the Colleges of Nursing, Pharmacy, and Public Health; the Schools of Biomedical Sciences, and Physical Therapy and Rehabilitation Sciences; and the USF Physicians Group.

*USF Health’s mission is to envision and implement the future of health.*

**USF Magazine**  USF’s flagship publication, it presents stories that raise the profile of the university by demonstrating a tangible impact on the local, national or international community. Each full-color issue is sent to 40,000 alumni, supporters, faculty, staff, and opinion leaders. The magazine is published four times per year by University Communications & Marketing.

**USF System**  The USF System is composed of three separately accredited institutions: USF, USF St. Petersburg and USF Sarasota-Manatee. Use the *University of South Florida System* on first reference and *USF System* on subsequent references. Each institution (USF, USF St. Petersburg and USF Sarasota-Manatee) indicates its affiliation by stating: “A Member of the University of South Florida System.” For complete information see *USF System Definitions/Style Sheet* on pages 46-49.

**utilize**  See *use, utilize.*

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**Web words**  All references to the Web, itself, are capitalized.

- Web
- World Wide Web
- Web page
- Web service
- Web browser

Lowercase these Web words:

- webmaster
- webcam
- webcast
- website

**which**  See *that, which.*

**whiteboard**

**who, whom**  The word who substitutes for the subjective pronouns he, she or they when referring to human beings or animals with a name. It is grammatically the subject.

- *Who is going to the party?*
- *The woman who is wearing a purple hat is my grandmother.*

*Whom* is used when someone (or an animal with a name) is the object of a verb or preposition.

- *To whom do you wish to speak?*
- *With whom are you going to the party?*

Simple test: *who* does something; *Whom* has something done to it.

**who’s, whose**  Who’s is a contraction for who is. Whose is a possessive pronoun.

- *Whose laptop was left in the library?*

**wide-** (prefix) Usually takes a hyphen when used as a prefix as in: wide-eyed, wide-open. Exception: wide-spread.

**-wide** (suffix) Does not take a hyphen when used as a suffix as in: campuswide, citywide, nationwide, statewide. Exception: university-wide.

**world-class**

**worldwide**

**workplace**

**work-study**  Use a hyphen, not a slash.
you’re, your  You’re is a contraction for you are.  
Your is a possessive pronoun.

YouTube  Popular multi-media/video sharing Web site.  
The USF Channel on YouTube can be accessed here: www.youtube.com/user/USFchannel.
The University of South Florida System
Definitions and Style Sheet

Overview

USF System = USF, USF St. Petersburg, and USF Sarasota-Manatee.
USF = USF’s Tampa campus, USF Health, and the USF College of Marine Science in St. Petersburg.
Accredited Institutions = USF, USF St. Petersburg, and USF Sarasota Manatee

The University of South Florida System (USF System) is governed by the USF Board of Trustees, the public body corporate created by Article IX, Section 7 of the Constitution of the State of Florida. The USF System is composed of three separately accredited institutions, USF, USF St. Petersburg, and USF Sarasota-Manatee. USF includes the main research campus in Tampa, its College of Marine Science in St. Petersburg, and USF Health.

USF has 14 colleges: Arts & Sciences, Behavioral & Community Sciences, Business, Education, Engineering, Global Sustainability, Marine Science, the Morsani College of Medicine, Nursing, Pharmacy, Public Health, The Arts, Honors College and University College. USF is the largest and most comprehensive institution of the USF System and is the only institution offering doctoral degrees.

USF St. Petersburg has three colleges: Arts & Sciences, Business, and Education, offering degrees through the master’s level.

USF Sarasota Manatee has five colleges: Arts & Sciences, Business, Education, Hospitality and Technology Leadership, and Nursing, offering degrees through the master’s level.

The USF System embraces a unified vision of cooperative excellence with institutions and direct support organizations (DSOs) developing distinct and complementary missions that are consistent with the overall USF System mission.

Relationships between the USF System’s institutions and direct support organizations are collegial, collaborative and supportive.

As part of the USF System, DSOs are separately incorporated by state statute and operate exclusively for the benefit of the USF System consistent with the USF System strategic plan. The USF Board of Trustees is the governing entity authorized to establish and decertify DSOs.

USF System Boilerplate Statement

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF, USF St. Petersburg, and USF Sarasota-Manatee. Each institution is separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and has a distinct mission and detailed strategic plan. Serving more than 47,000 students, the USF System has an annual budget of $1.5 billion and an annual economic impact of $3.7 billion. USF is a member of the Big East Athletic Conference.

ON JULY 1, 2013, CHANGE TO: USF is a member of the American Athletic Conference.
Referencing the USF System

Use the University of South Florida System on first reference and USF System on subsequent references when describing the USF System to external audiences.

First reference: The University of South Florida System
Second reference: USF System

Referencing USF System Institutions

Institutional Name: University of South Florida
Name Abbreviation: USF

USF Boilerplate statement:
The University of South Florida is a high-impact, global research university dedicated to student success. USF ranks 50th in the nation for federal expenditures in research and total expenditures in research among all U.S. universities, public or private, according to the National Science Foundation. Serving more than 47,000 students, the USF System has an annual budget of $1.5 billion and an annual economic impact of $3.7 billion. USF is a member of the Big East Athletic Conference.

ON JULY 1, 2013, CHANGE TO: USF is a member of the American Athletic Conference.

USF accreditation statement:
The University of South Florida, which includes the main research campus in Tampa, USF Health, and the College of Marine Science in St. Petersburg, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award degrees at the baccalaureate, master’s, specialist and doctoral levels, including the doctor of medicine. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 407-679-4500 for questions about the accreditation of USF.
Institutional Name: University of South Florida St. Petersburg or USF St. Petersburg
Name Abbreviation: USFSP  Shortening the name to USF is not permissible

Proper reference does not include hyphens, commas or the word “campus.”
Use of the word “campus” should be lowercase and refer to the physical campus
or location of the institution.

Examples:
The event will be held on the USF St. Petersburg campus.
USF St. Petersburg’s campus address is 140 7th Avenue South.

USF St. Petersburg boilerplate statement:

Located on beautiful Bayboro Harbor, USF St. Petersburg is a premier urban institution recognized for its vibrant community of scholars who improve its community and the world. More than 4,600 undergraduate and graduate students pursue university study on the close-knit campus with professors that offer research and scholarship opportunities not typically available at larger institutions. Students can select from programs of study in the arts and sciences, business and education. A new residence hall allows students to live close to classes and just blocks from downtown St. Petersburg, a haven for shopping, sports, dining and entertainment.

USF St. Petersburg accreditation statement:
The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award degrees at the baccalaureate and master’s levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 407-679-4500 for questions about the accreditation of USF St. Petersburg.

Institutional Name: University of South Florida Sarasota-Manatee or USF Sarasota-Manatee
Name Abbreviation: USFSM  Shortening the name to USF is not permissible

USF Sarasota-Manatee boilerplate statement:

USF Sarasota-Manatee is a comprehensive, four-year university for those interested in pursuing a baccalaureate or master’s degree, professional certification, or continuing education credit. USFSM offers the prestige of a nationally ranked research university with the convenience of a hometown location, including classes in North Port and Manatee County.

USF Sarasota-Manatee accreditation statement:
The University of South Florida Sarasota-Manatee is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award degrees at the baccalaureate and master’s levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 407-679-4500 for questions about the accreditation of USF St. Sarasota-Manatee.
Approved logos for institutions
For official institutional logos, visit www.usf.edu/brand.

Communicating USF System Affiliation
Each institution and campus in the USF System is to indicate its affiliation by stating: “A member of the University of South Florida System.” Each institution in the USF System must include a live link to the USF System website on the home page of their website.

Referencing the USF Board of Trustees
The USF Board of Trustees was created in 2001 by the Florida Legislature. The USF Board of Trustees is responsible for cost-effective policy decisions appropriate to the USF System mission and the implementation and maintenance of high-quality education programs within the laws and rules of the state. The legislature also mandated a campus board for USF St. Petersburg and USF Sarasota-Manatee. The members of each campus board are appointed by the USF Board of Trustees.

USF’s 13 trustees include distinguished figures in the law, commerce, medicine, education, philanthropy and public policy leadership. Six trustees are appointed by Florida’s governor and five trustees are appointed by the Board of Governors. The USF System faculty advisory council president and student body president also serve as trustees. The USF System president and president of USF serves as corporate secretary.

USF System governance and administration organization charts are available online at system.usf.edu. In addition, a complete listing of the current USF Board of Trustees is available online at system.usf.edu/board-of-trustees.

System Management Councils and Chairs
The USF System president grants system-wide authority to the USF System vice presidents as appropriate. USF vice presidents with system-wide authority and responsibilities chair USF System management councils consisting of representatives from all USF institutions. A complete listing of current USF System advisory council leaders is available online at system.usf.edu/system-councils.

Institutional Campus Leadership
- Judy Genshaft, USF President, USF System President, and Corporate Secretary of the USF Board of Trustees
  Use USF President Judy Genshaft in text specific to the University of South Florida, use USF System President Judy Genshaft in text that covers the full USF System.
- Sophia T. Wisniewska, USF St. Petersburg Regional Chancellor
- Arthur Guilford, USF Sarasota-Manatee Regional Chancellor
**Punctuation**

For detailed guidance on punctuation, consult the punctuation section in the back of *Webster's New World College Dictionary*.

**apostrophe** Use an apostrophe to indicate that a noun is possessive.

If the noun is singular, add 's even if the word ends in s, z or x.  
*Sue’s book, Kansas’s best restaurant,*  
*the campus’s emergency system, Butz’s policies, Marx’s theories.*

An exception to this rule would be Jesus and Moses and other classical names ending in the “eez” sound. To these add just the apostrophe. The same is true for business and goodness.  
*Jesus’ teachings, Moses’ journey, Pericles’ oration*  
*the College of Business’ procedures*  
*for goodness’ sake*

If the noun is plural but does not end in an s, add ‘s.  
*men’s room, children’s toys*

If the noun is plural and ends in s, add only the apostrophe.  
*girls’ books*

If the noun is singular in meaning but plural in form, add only an apostrophe.  
*measles’ effects, United States’ wealth*

If something is owned jointly, use an apostrophe with the last noun only.  
*John and Mary’s house*

To show individual possession, make all nouns possessive.  
*Ted’s and Bob’s jobs are interesting.*

Do not add an apostrophe to nouns that are not possessive even if they are plural. *The Smith’s live next door* should be *The Smiths live next door.*

Do not use an apostrophe with plural abbreviations such as *MBAs, SATs, or HMOs* or dates as in *1960s.*

When it comes to possessive pronouns, the preceding rules about apostrophes generally apply.  
*others’ feelings, someone’s voice*

Here is a list of possessive pronouns, however, that DO NOT need an apostrophe. They indicate possession all on their own:  
*my, mine*  
*our, ours*  
*your, yours*  
*their, theirs*  
*his, her, hers*  
*its*  
*whose*

**bullets** When bullets are used to introduce individual sections of a list, there should be at least one space between the bullet and the item. Capitalize the first word following the bullet.

*The college offers:*

- Opportunities for meaningful research  
- Personalized attention from professors  
- Collaboration with other disciplines*

Use a period at the end of the item only if it is a complete sentence.

**colon** A colon is used most commonly to introduce a list or a series when the list is preceded by a complete sentence. It is also used to offer additional information or amplification. If a complete sentence follows the colon, capitalize the first letter of the first word.

*USF offers numerous degree programs: biology, chemistry, anthropology, mathematics and music, to name just a few.*

*There was only one thing she felt compelled to accomplish over the weekend: weed the garden.*

*Joe achieved much during his lifetime: He ran a successful business, raised a family, and served his community.*

Do not use a colon to separate a verb and its complement or object or a preposition and its object:
Incorrect: You will need to bring: sheets, towels and blankets.
Correct: These are the things you will need to bring: sheets, towels and blankets.
Incorrect: Study abroad is a wonderful opportunity to learn about: language, lifestyle and cuisine.
Correct: Study abroad offers significant opportunities to learn about a country: specifically, its language, lifestyle and cuisine.

**comma** In a simple series, a comma is not needed before the conjunction.
I like to eat pasta, steak and salad.

Place a comma before the concluding conjunction in a series if the last item is a compound idea that requires and as part of the item.
He ordered salad, bread, and spaghetti and meatballs for dinner.

Place a comma before the concluding conjunction in a complex series of phrases.
The primary considerations for admissions are whether the students meet the GPA requirements, whether they have sufficient standardized test scores, and whether they have produced outstanding essays.

Use a comma before a conjunction such as and, but, for, or, nor, because or so when the conjunction joins two clauses that could stand alone as separate sentences.
Incorrect: The concert was delightful, and the soloist superb.
Correct: The concert was delightful, and the soloist performed superbly.

Use a comma after a long introductory clause or phrase, if a short phrase would be confusing without it, or if a pause is intended. The comma may be omitted if the phrase is short.
Incorrect: Tomorrow, I will register for classes.
Correct: After working so hard for weeks without a break, he finally took a vacation.
Correct: As usual, I took the dog to the park on Saturday morning.

Always use a comma with an introductory participle (the “ing” form of a verb), as well as phrases that give a reason or condition and begin with although, though, because, and despite the fact that.
Driving through the mountains, she marveled at their beauty.

Although the fire drill consumed half of the class, the teacher still administered the test.

Use a comma to introduce a complete one-sentence quote within a paragraph but not for an indirect or partial quote.
The quarterback said, “I have no doubt that the weather played a big factor in the game today.”

The quarterback said that the weather was a “big factor in the game.”

Use a comma to separate adjectives that are equally important. (In other words, the commas can be replaced by the word and without changing the meaning.)
She is a methodical, careful writer.
She did a thorough spring cleaning.

Use a comma to set off a phrase that is not essential to the sentence. If it is essential, do not use commas.
The registration form, which was long and complicated, needed to be notarized.

The knife on the table needs to be sharpened.

Use commas to set off words or phrases that interrupt the flow of a sentence.
The shortstop, in my opinion, had a terrible throw to first base.

Joe and Mary, for example, are excellent musicians.
Use a comma to set off transitional words like however and moreover.

They did not need to use insect repellent during the day. During the evening, however, they applied it liberally.

dash Use an em (long) dash to set off a word or phrase that interrupts the main thought or is used for emphasis. Put a space on both sides of a dash.

While trying to navigate the city traffic — a new experience for her — her cell phone rang.
I'll loan you my new car — when pigs fly!

Dashes can also be used when a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas.

We're studying how children interact with their peers at school — in the classroom, on the playground and during lunch — and using our observations in our research.

hyphens Hyphens are joiners and should not be used when it's a dash that is needed. Hyphens help avoid ambiguity or form a single idea from two or more words. When a compound modifier — two or more words that express a single idea — precedes a noun, use hyphens to link all the words in the compound.

a well-known politician
a brownish-red coat

Two exceptions to this rule are the adverb very and all adverbs that end in ly.

a very happy child
a widely accepted fact

Keep in mind that many compound modifiers that are hyphenated before a noun are not hyphenated when they come after the noun. The exception to this rule is if the modifier occurs after a form of the verb to be.

She is a full-time student.
Mary works full time.
Sue is hard-working.

effipsis Use an ellipsis to indicate an omission of words or a pause or hesitation in thought. Use one space before three consecutive periods (with no spaces in between) and one space after the last period and before the next word. If an ellipsis comes at the end of a sentence, add the ending punctuation without leaving a space.

“I have an idea ... but you may not like it.”
It all happened a long, long time ago ....

parentheses Use parentheses to add useful information but sparingly because they can be jarring to the reader.

Place a period outside a closing parenthesis if the words inside are not a sentence (such as this).

(When a complete sentence is placed within parentheses, and it is not within another sentence, place the period before the closing parenthesis.)

When a complete sentence in parentheses comes within a sentence (this is an example), do not capitalize the first word or end with a period.

periods Periods always go inside quotation marks. Use a single space after a period at the end of a sentence.

question marks Question marks are placed at the end of direct questions. Do not use question marks at the end of indirect questions.

Who would like to attend the football game?
He went around the office asking who would like to attend the football game.

If used with quotation marks, placement of a question mark inside or outside the quotation marks depends on the meaning of the text.

Who has read the article “I Hope You Dance”?
He asked, “Can I borrow your biology notes?”

The question mark supersedes the comma that is normally used when offering attribution for a quotation.

“How do you want to know?” she asked.

**quotation marks** Use quotation marks around a direct quotation. Periods and commas at the end of the quotation are placed inside the quotation marks; commas used to begin the quotation do not.

He said, “I liked the performance.”

“I liked the performance,” he said.

Other punctuation marks such as the dash, the semicolon, the question mark and the exclamation point, are placed inside the quotation marks only if they are part of the quote. Place them outside when they apply to the whole sentence.

If a quotation continues into the next paragraph, do not put closed quotation marks at the end of the paragraph in which it begins. Do put open quotation marks at the start of the second paragraph and use closed quotation marks at the end of the quoted text.

The doctor said, “I am amazed by your quick recovery.

“In fact, your complete and full recovery is nothing short of miraculous.”

The exception to this rule is if the part of the quotation that is in the introductory paragraph is not a full sentence. In this case, place closed quotations at the end of the paragraph.

The doctor said that he was “amazed by the patient’s quick recovery.”

“ln fact, his complete and full recovery is nothing short of miraculous.”

Quotation marks may also be used when needed to show irony, quaintness, or an unconventional use of a word or phrase.

Their “negotiations” ended in a fist fight.

When placing a quotation within a quotation, alternate between double and single quotation marks.

Joe’s mother said, “If your father were here, he would say, ‘Give it your best.’”

Quotation marks are used around the titles of short works such as: articles, essays, poems, short stories, songs, chapters, newspaper and magazine articles, song titles, television show episodes and parts of longer works. (Italicize the titles of long works: books, magazines, plays, movies, television series, symphonies and operas.)

**semicolon** When you want to keep two independent clauses closely linked, a semicolon can be used instead of a coordinating conjunction such as *or, and or but.*

We were awestruck; she finished the marathon.

A semicolon can also be used to separate items in a series when the items are long or contain commas.

I invited a number of special guests to the conference: the governor, who will give the keynote address; the mayor, who will present the awards; and the president of the chamber of commerce.

A semicolon may also be used to link independent clauses connected by *however, moreover, therefore, consequently, nevertheless, nonetheless and otherwise.*

She is a star athlete; however, her grades need some attention.
Jargon

Jargon is speech or writing having unusual or pretentious vocabulary, convoluted phrasing and vague meaning. Some frequently used words and phrases are actually vague or awkward. Here are some of those words and phrases and recommendations for expressing the idea in a way that is clearer, less pretentious and not redundant.

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<td>planning</td>
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<td>almost never</td>
<td>seldom, hardly ever</td>
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<td>most</td>
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<td>at this point, at this time, now</td>
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<td>because</td>
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References

The Associated Press Stylebook Online (www.apstylebook.com/usf_edu)
Grammar Girl, Quick and Dirty Tips for Better Writing (grammar.quickanddirtytips.com)
Common Errors in English Usage (public.wsu.edu/~brians/errors/)