Berkeley *Editorial Style Guide*

Contents

Introduction

These guidelines are intended to promote clarity and consistency in UC Berkeley publications and correspondence. The Chicago Manual of Style *(14th edition)*, Words into Type, Merriam-Webster's Collegiate Dictionary *(10th edition)*, and the Associated Press Stylebook *are recommended as authorities for issues not covered here. For additional guidance, feel free to contact Marketing and Communications at 510.643.8658 or or University Communications & Public Affairs at 510.643.6163.*

Academic Terms and Usage

Alumni and Emeriti

alumnus *(singular masculine)*

alumni *(plural masculine — use for collective body of men and women)*

alumna *(singular feminine)*

alumnae *(plural feminine — use when referring to women only)*

alum/alums *(for informal usage only)*

emeritus *(singular noun)*

emeriti *(plural noun)*

professor emeritus *(singular masculine adjective)*: Professor Emeritus of English John Smith

professor emerita *(singular feminine adjective)*: Professor Emerita of Mathematics Mary Jones

professors emeriti *(plural adjective)*: The department's faculty includes six professors emeriti.

chancellor emeritus: A new center will be named in honor of Chancellor Emeritus John Smith. The chancellor emeritus was honored.

Awards and Honors

the Nobel Prize in physics/Nobel laureate/Nobel Prize winner

the Pulitzer Prize for fiction

the Guggenheim Fellowship/the fellowship/the Guggenheim fellow/the fellow

the Berkeley Fellow/the fellow; Alumnus (or Alumna) of the Year

Alumni Leadership Scholarship/Alumni Scholar/the scholar

the John Jones Chair in Russian Literature/the Jones Chair/the endowed chair/the chair

Vladimir Nabokov, the Jones Professor of Russian Literature/the chairholder

the Mary Smith Distinguished Professorship in Anthropology/the Smith Distinguished Professorship/the distinguished professorship/ the professorship

John Doe, the Smith Distinguished Professor of Anthropology/the professorship holder

MacArthur Fellowship/MacArthur "genius" award or "genius" grant/MacArthur Fellow

Class Years

Undergraduate degree: Jane M. Doe '62; John N. Doe of the Class of 1955 *or* the Class of '55

Graduate degree: John N. Doe M.B.A. '60; John Smith Ph.D. '39

More than one Cal degree: John N. Doe '55, M.B.A. '60

Name with suffix: John Doe Jr. '60

Cal grad with a non-Cal M.D.: Phillip M. Levin '60, M.D.

Pairs: John '56 and Jane '58 Harrison; John Harrison '56 and his wife, Jane '58; The Honorable John Smith '53 and his wife, Jane Smith; Bob and Ann '02 Chavez

Classes of the '80s, '90s, and '00s will hold a reunion.

When writing about an alumnus who graduated prior to 1930 write out the full year to avoid confusion as to the century in which the degree was awarded.
Incorrect: Distinguished alumni include former Supreme Court Chief Justice Earl Warren J.D. '14
Correct: Distinguished alumni include former Supreme Court Chief Justice Earl Warren, who earned his J.D. in 1914.

When an alumnus's name and class year stand alone (such as in a list or as a quote attribution) and the year in question is prior to 1930 write the full name followed by degree and degree year.

Example: "If it is a mistake of the head and not the heart don't worry about it, that's the way we learn." — Earl Warren B.A. 1912, J.D. 1914.

Note: Capitalize Class *when referring to a specific class.*
Class of 2008

Courses

In a sequence of courses with a single title and course description, the complete number of the sequence must be repeated: Chemistry 12A-12B-12C, *not* Chemistry 12A-B-C *or* Chemistry 12ABC.

Cap a course's official designation, but do not italicize. Enclose the description of the course in quotes if it differs from the official designation: Professor Jones teaches Biology 101, "An Introduction to Biology."

Degrees and Affiliations

When academic degrees are referred to in general terms such as doctorate, doctoral, bachelor's, *or* master's, *they are not capped:* He earned a bachelor's degree in English. *Initialisms for degrees should be as follows; no letterspaces within:*

A.B.	Ed.D.	M.C.P.	M.L.I.S.
B.A.	J.D.	M.D.	M.P.H.
B.S.	J.S.D.	M.Eng.	M.P.P.
C.Mult.	LL.M. M.A.	M.F.	M.S.
C.Sing.	M.A.T.	M.F.A.	M.S.W.
D.Eng.	M.Arch.	M.J.	O.D.
Dr.P.H.	M.B.A.	M.L.A.	Ph.D.

Note: Haas style is to exclude periods in "MBA" *and other degrees.*

Licenses and associations do not take periods: CPA, LCSW, AAAS, IEEE, ASLA.

Note: According to Chicago, *the trend is away from using the periods in these abbreviations. Whichever style you choose to follow, be consistent within the document.*

Departments and Disciplines

Cap disciplines only when referring to specific courses or departments: I'm studying biostatistics, although my favorite course is Anthropology 100 in the Department of Anthropology.
In a first reference, use Department of Anthropology, *but you may use* archaeology department *or* anthropology *in subsequent references.*
Majors and minors are lowercase (but proper names as subjects are always capped): She majored in linguistics and minored in Asian studies.

People and Titles

Cap the following titles only when immediately preceding personal names: governor, president, provost, vice chancellor, dean, chair, director, coordinator, professor: The governor agrees with President X, but Professor Y claims that most professors do not.

Exception: Cap chancellor *in all references to the current chancellor, and* president *in all references to UC's president. Do not cap* chancellor *in references to former chancellors.*
The Chancellor awarded $1 million in discretionary funds to student services.
As a former chancellor, Smith was also on the committee.

Cap full titles before names (Vice Chancellor John Doe); *however, try to place long titles after names as lowercased appositives:* Jane Doe, professor of chemistry; John Doe, vice chancellor for university relations.
We honored Chancellor Emeritus Smith.

Use an em-dash in display text or lists:
John Doe
Vice Chancellor — University Relations or Vice Chancellor for University Relations

Occupational titles preceding a name are not capped: Several people contributed to the report, including attorney James Smith and library director Jane Smith.

In formal usage, titles following a personal name may be capped: We are delighted to present this award to John Doe, Professor of Economics.

Do not use Dr. *in academic titles, unless the professor prefers to use it in an honor roll or similar listing.*

Professor of the Graduate School John Smith of mechanical engineering

In general, avoid using the abbreviation Prof.

Treatment of Campus Entities

The capitalization guidelines below cover most campus uses.

University *should be lowercased when used generically, even when describing Berkeley*: The university was founded in 1868.

Cap the following words only when they are part of a title: campus, college, school, department, institute, center, program, office, committee. *Subsequent references are always lowercase. Maintain consistency in your titles; do not refer to the Office of Financial Aid in one paragraph and the Financial Aid Office in another.*

Cap full names of buildings, laboratories, libraries, and museums, but not subsequent references to them: the Berkeley Art Museum/the museum.

Similarly, cap full names of fundraising campaigns or initiatives but not subsequent references.
The Campaign for Berkeley/the campaign

Sometimes it is preferable to capitalize a shortened version of an entity's proper name if the abbreviation is a generic descriptor:
the Lawrence Hall of Science/the Hall

More examples:
Botanical Garden/the garden
Cal Athletics/Athletics/Intercollegiate Athletics
Cal Performances
California Alumni Association/CAA/the alumni association
  the association
Center for (*not* of) Latin American Studies

C. V. Starr East Asian Library, Chang-Lin Tien Center for East Asian Studies
CITRIS Headquarters (Center of Information Technology Research in the Interest of Society)
College of Chemistry/the college
College of Engineering/the college
College of Environmental Design/the college/CED
College of Letters & Science/the college/L&S
  Arts and Humanities Division
Berkeley Center for New Media
Biological Sciences Division
College of Natural Resources/the college/CNR
Energy Biosciences Building
Genetics and Plant Biology Building
Richard and Rhoda Goldman School of Public Policy/the Goldman School/the school
Graduate School of Education/the school
Graduate School of Journalism/the school
Greek Theatre (*not* Theater)
Walter A. Haas School of Business/Haas School of Business/ Haas School/the business school/the school
Walter A. Haas, Jr. Pavilion/Haas Pavilion/the pavilion
  (*Note: comma before Jr. was requested by the donor*)
Hearst Memorial Mining Building
Phoebe Apperson Hearst Museum of Anthropology/the Hearst Museum/the museum (*not* Lowie Museum)
Institute of East Asian Studies
Institute of (*not* for) International Studies

Intercollegiate Athletics and Recreational Sports/the
     athletics department/Cal Athletics
International and Area Studies/IAS
International House/I-House
Jean Gray Hargrove Music Library/Hargove Music Library
Koshland Hall
Lawrence Hall of Science/LHS/the Hall *(note cap)*
Library *(for the main library)*/the library *(when referring to a*
     branch library)
Life Sciences Addition/LSA
Li Ka Shing Center for Biomedical and Health Sciences
McCone Hall (*not* Earth Sciences Building)
Morrison Library (*not* the Morrison Reading Room or
     Morrison Room)
Physical Sciences Division
School of Optometry/Berkeley Optometry/the school
School of Public Health/the school
School of Social Welfare/the school
Simpson Center for Student-Athlete High Performance
Social Sciences Division
Stanley Biosciences and Bioengineering Facility/Stanley Hall
Sutardja Dai Hall/CITRIS Headquarters
Tan Kah Kee Hall/Tan Hall/the chemical engineering and
     chemistry building
Tang Center *(the building)*/University Health Services/UHS
     (the unit)
Theater *(not* Theatre), Dance & Performance Study

The Bancroft Library/the Bancroft
Doreen B. Townsend Center for the Humanities/the
Townsend Center/the center
UC Berkeley Extension/Berkeley Extension/Extension
     not University Extension or UC Extension
UC Berkeley School of Information/the I School
UC Berkeley School of Law, Berkeley Law, the law school
Undergraduate Division
University of California, Berkeley Art Museum and Pacific
     Film Archive/the Berkeley Art Museum/the Pacific Film
     Archive/the museum/the archive; also BAM/PFA
Helen Wills Neuroscience Institute
Valley Life Sciences Building (*not* Life Sciences Building)/
VLSB (*not* LSB)
For correct spelling of buildings, departments, institutes, etc. not listed
here, go to berkeley.edu.

Administrative Style and Usage

Address Formats

Email

In text, electronic addresses are lowercase: john_doe@berkeley.edu
Do not omit the period when an email address falls at the end of a sentence.

Internet

It is no longer necessary to use http://. *Some web addresses still require*
www, but many do not. If www is used when it is not needed, the
address will not work. The best practice is to check any web address that
will appear in a publication to ensure that it is correct and works. Do
not omit the period when a web address falls at the end of a sentence.

Mail

Return addresses on all campus mail pieces must be formatted as follows:

Institution name	*University of California, Berkeley*
(Optional name and title)	*Gift Planning*
(Optional subunit name)	*University Relations*
Delivery address # XXXX (mail code)	*2080 Addison St. # 4200*
City, state, ZIP+4	*Berkeley, CA 94720-4200*

The bottom three lines of the return address must always be: department
name, delivery address, and city/state/ZIP, in that order. If additional
information must be included in the return address, it can be inserted
between the institution name and the department name. There should
be a space between the # and the mail code.

For more information about mailing requirements, contact UC Berkeley
Mailing Services at 643.MAIL or visit mailservices.berkeley.edu.

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Business Outreach, at ombo.berkeley.edu or 642.9120.

Fax and Telephone Numbers

For fax and phone numbers, suggested formats are as follows: 510.642.1212 or (510) 642-1212 or 510/642-1212. Whichever format you choose, handle both fax and phone numbers consistently throughout your document.

Fundraising Campaigns

The full name of a campaign should be used in first references (The Campaign for Berkeley). *Note: The "T" in "The" is capitalized when using the campaign's full name. When used alone, campaign is lowercase.*

Sample usage in text: The university has launched The Campaign for Berkeley. The campuswide campaign goal is $3 billion.

For campuswide school, college, and unit campaign naming architecture, go to the "Choose a Giving Opportunity" link at campaign.berkeley.edu.

For guidance in developing campaign names, please contact the Editorial Director, Marketing and Communications, University Relations at 643.8658.

Athletic Terms and Abbreviations

The official name for the athletic teams is the California Golden Bears, *but it is commonly shortened to the* Bears *for subsequent references.*

Go Bears! *does not take a comma.*

The campus mascot is Oski.

For complete information about Athletics, including a list of teams, names of facilities, and more, go to calbears.com.

Following are some frequently used terms:

Cal Athletics (referring to UC Berkeley intercollegiate athletics program)
Pacific-12 Conference, Pac-12 Conference, Pac-12
NCAA Division I
NCAA Division I-A *(when referring to football)*
Top 10 or Top 25 *(no hyphens)*
All-Pac-12 *and* All-American, *but* all-state and all-conference first team *(no hyphen between first and team)*
NCAA or Pac-12 championship *(Do not cap championship unless referring to the exact title, e.g.,* NCAA Men's Basketball Championship.*)*

NCAA or Pac-12 championship/championships (*Use the plural when more than one title is awarded — in swimming, tennis, and track, both team and individual titles are awarded. Use the singular* championship *when one title is awarded, as in basketball and volleyball.*)
NCAA Tournament
No. 1

General Style Preferences

Abbreviations and Acronyms

Write out the full names of offices and institutions before using initialisms, adding initialisms in parentheses if you intend to use them alone in subsequent references: The Lawrence Hall of Science (LHS) is a national leader in mathematics and science literacy. Educational materials created at LHS are used by thousands of schoolchildren.

In general, omit periods from initialisms: DOE, NCAA, NEA, NIMH, SAT scores, UNESCO *but* U.S., U.N. *Use* U.S. *as an adjective and* United States *as a noun.*

All words should be spelled out: laboratory, mathematics, television, telephone, street, avenue, building, Tuesday, September, California. Chief executive officer *can be abbreviated as* CEO. *Postal designations for states* (CA, MD, IL) *are acceptable in formats such as class notes; in journalistic formats,* AP *style* (Calif.) *is preferable.*

Do not use & *for* and *(unless it is part of a corporate or unit name or in tabular material) or* % *for* percent *except in tabular material. Spell out* pages *(*pages 36–37, *not* pp. 36–37*).*

Capitalization

Lowercase state *when used as an adjective or common noun:* a state map, the state economy, the people of the state of California.

Capitalize state *when writing about the state government:* The State of California provides about 10 percent of Cal's annual budget.

In titles and headings, cap all major words in hyphenated compounds unless they are preceded by a prefix or follow a musical key symbol: Long-Range Development Plan, Pre-collegiate Academy, E-flat Concerto. *Of course, proper names are always capped:* Non-Christian Religions.

Plurals of generic terms after proper names are lowercased: San Francisco and Alameda counties, University and Shattuck avenues, departments of Chemistry and Physics (but physics and chemistry departments).

Dates and Times

Academic or fiscal year: 1994–95, 1999–2000, *or* 2000–01 *with an en dash. Not* 1994-1995, 1994/95, '98–'99, *or* 98–99. *Also, not* 1999–00, '99–'00, *or* 99–00.

Semester and year: fall semester 2000 *or* fall semester *(no caps)*

Month and year: September 2000 *(no comma)*
Month, day, year: September 10, 2009,

Decades: Preferred styles: 1980s *(no apostrophe)*, the nineties *(not* 90s *or* 90's*). For informal usage and abbreviated text:* '90s, '00s.

Seasons are not capped: the spring of 2000, spring 2000.

Use a.m. *and* p.m., *not* A.M., *pm,* PM, *or other variations. Do not precede* noon *or* midnight *with* 12.

To indicate duration of time, use to *between the hours in text, but an en dash in calendar or tabular entries:* The picnic will run from 10 a.m. to 3 p.m.; class times are 11 a.m.–noon, 4–5 p.m., and 9:30 a.m.–3 p.m. *Do not use* 10:00. *Leave space after the number, but not on either side of the en dash. Do not mix formats.*
Incorrect: The lecture is from 10–11 a.m.
Correct: The lecture is from 10 to 11 a.m.

Gender

Do not use he, she, his, *or* her *unless gender is essential to meaning. Do not use* s/he *or* his/her; *avoid the use of* he or she, *or* his or her *if possible. A plural construction often solves problems:* Donors may pay by credit card if they so choose. *Be careful not to mix singular and plural.* (*Incorrect:* Every student has their preference. *Correct:* All students have their preferences.)

Use gender-neutral nouns such as chair *rather than* chairman, chairwoman, *or* chairperson.

Geographic Regions

In general, cap compass points when referring to a place and lowercase when referring to a direction: Settlers from the East went west in search of new lives. *Lowercase compass points when describing a section of a nation, state, or city* (eastern Texas) *unless denoting widely known sections:* Southern California, Northern California. *Other accepted uses:* the Bay Area, the West Coast, Western capitalism, Eastern religion.

Hyphenation

Compound adjectives that precede the noun they modify are hyphenated unless they are easily recognized as a single concept: lower division *or* upper division class, computer science field, private sector contributions, real estate markets.

Compounds that are hyphenated as adjectives (off-campus housing, part-time employment, decision-making skills) *are not hyphenated as nouns* (her housing is off campus; she works less than full time; findings that assist in decision making).

Compound adjectives with -ly are not hyphenated: privately funded, highly regarded.

Compound adjectives with numerals should not be hyphenated: the $40 million campaign.

Fundraising, *not* fund-raising *nor* fund raising

For additional guidance, see the Word List on page 15.

Indefinite Articles

Words starting with a pronounced h, *long* u *or* eu *take the article* a, *not* an: a hotel, a historic study, a euphonious word; *but* an honor, an heir.

Letter Spacing

Use two spaces after a period in correspondence. Use one space after a period in printed and online materials.

Use a space on either side of an em dash.

Names

Company

Spell out in full (including Company *or* Corporation) *whenever possible, but drop* Inc. *or* Ltd. *After the first reference, a company*

name can be shortened: Hewlett-Packard Company *becomes* Hewlett-Packard.

Personal

Except in letter salutations, avoid use of courtesy titles (Mr., Mrs., *or* Ms.) *except to distinguish persons with the same last name. First (and last) names may be used in informal situations. Subsequent references should be consistent: either last names (preferred) or first names.*

Enclose nicknames in quotes: John "Boomer" Smith.

Do not divide personal names at the end of a line. Break after the middle initial(s) if it's not possible to keep the whole name together.
J. R. R. / Tolkien
not J. R. R. Tol- / kien

The AP Stylebook *and* Chicago Manual of Style *now recommend that commas be dropped from names with suffixes*: James Madison Jr., Walter A. Haas Sr., Arthur C. Oppenheimer II. (In some instances, exceptions are made to follow individual preference, e.g., Walter Haas, Jr. Pavilion.)

Compound names should be hyphenated or not, according to the preference of the individual.

Compound names should be alphabetized under the last surname, or according to the individual's established usage.

Numbers

Spell out zero *through* nine *in ordinary text, and spell out any number that begins a sentence*: seven, 17, 700, 7,000. *Exceptions include*

course numbers, grade-point averages, unit and monetary values, scores, percentages, compound numbers, and decimal fractions — all of which may be indicated with numerals.

Use commas with all numbers above 999: 1,000, $13,500, 500,000.

For amounts of a million or more, use figures when referring to monetary amounts, but follow the regular rule for other quantities: $8 million *but* eight million people; $16 million, 16 million people; $40 million campaign

In a series, treat all numbers the same: Berkeley's faculty includes 4 Pulitzer Prize winners, 136 members of the National Academy of Sciences, and 85 members of the National Academy of Engineering.

Spell out ordinals through ninth: first grade, 21st century, 25th anniversary.

Use numbers to represent ages, even those under 10. Since the age of 5, Tiger Woods has played golf.

Plurals

If it can be done without confusion, single or multiple letters or numbers used as nouns form the plural by adding s *alone* (the three Rs, YMCAs, in twos and threes).

Faculty *is singular when referring to an academic body* (Berkeley's faculty is one of the finest in the nation) *but plural when referring to several individuals* (The college's faculty are working with local schools). *A single professor is a* faculty member.

Possessives

Plural nouns ending in s *take only an apostrophe:* the horses' food, the VIPs' entrance, states' rights. *Singular nouns ending in* s *take 's to form the possessive:* campus's, *The Times's*, James's, Haas's, *except when two or more sibilants precede the apostrophe:* Kansas', Moses'.

Punctuation

*Use a **comma** before the last item in a series to make meaning clear:* I'd like to thank my parents, Ayn Rand, and God. *In AP style, which is used for press releases, the serial comma is omitted.* (I love apples, oranges and pears.) *Omit commas and periods at the ends of display lines in ads, certificates, invitations, etc.*

*Use an **em dash** to set off phrases.* I will go — no matter what — tomorrow night. Use spaces on either side of em dash.

*Use an **en dash** between numbers in times.* Your appointment is 10–11 a.m.

Titles of Works

In general, follow The Chicago Manual of Style: *Italicize titles of books, periodicals, poems, plays, films, works of art, and long musical compositions. Titles of dissertations and theses, exhibition titles, course names, lectures, manuscripts, articles, songs, and television and radio episodes are set in Roman type and enclosed in quotes.*

University References

The Regents of the University of California

The incorporated name is The Regents of the University of California. *Abbreviate* the Board of Regents of the University of California *as* the UC Regents, the Regents, the Board of Regents, *or* the board.

UC Berkeley

In first references, use the official name of the campus: University of California, Berkeley. *In subsequent references, use* UC Berkeley *(especially if* Berkeley *alone could be confused with the city of* Berkeley*)*, Berkeley, Cal, *or* the university.

Do not use:
University of California at Berkeley *(except where a comma causes confusion)*
U.C. Berkeley, U.C.-Berkeley
UCB, U.C.B.
Cal Berkeley

Berkeley or Cal?

In general, use Berkeley *in academic contexts and* Cal *in alumni, athletics, or informal contexts.*

University Seal and Signature

Guidelines for use of the University seal and graphic treatment of the signature (i.e., University of California, Berkeley) can be found at brand.berkeley.edu. *Electronic copies of the seal, type style and PMS color guidelines, and other useful resources can also be found at this website.*

For advancement and fundraising communications, consult the design style guide at identity.berkeley.edu.

The Berkeley Foundation

Abbreviate the University of California, Berkeley Foundation *as the* UC Berkeley Foundation, UCBF, the Foundation, the Board of Trustees, the board, *or* the trustees. *The names of Foundation committees are capitalized on first mention, but lower case in subsequent references* (The Finance Committee/the committee). *Lowercase* trustee *when used generically.*

University of California

Abbreviate as UC; *if confusion with UC Berkeley is likely, refer to* the 10-campus UC system. University of California Office of the President *may be abbreviated as UCOP for internal communications only. Do not use* Systemwide *as a title for UCOP; it is acceptable as an adjective* (The committee reviewed systemwide personnel policies).

For other UC campuses, follow guidelines on previous page in first references. Abbreviate as UC Davis, UC Irvine, UCLA, UC Merced, UC Riverside, UC San Diego, UCSF, UC Santa Barbara, *and* UC Santa Cruz.

Appendices

Word List

Consult Merriam-Webster's Dictionary, The Chicago Manual of Style, *the* AP-Stylebook, *or* Words into Type *for words not shown here.*

acknowledgment

adviser *but* advisory

African American *(adj.)*

archaeology

Asian American *(adj.)*

bioengineering

campuswide

canceled

catalog (-ed) (-ing)

chairholder *but* professorship holder

check-in *(n., adj.),*

check in *(v.)*

checkout *(n., adj.)*

check out *(v.)*

clean-up *(n.)*

co-author

co-chair

co-worker

coeducation

cooperate

coordinate

course work (but fieldwork)

cross-cultural

cross-fertilize

cutback *(n.)*, cut back *(v.)*

cutting edge *(n.)*, cutting-edge *(adj.)*

decision mak(er) (-ing) *(n.)*

decision-making *(adj.)*

dialogue

email

ex officio

fieldwork

filmmaking

follow up *(v.)*

follow-up *(n., adj.)*

full-time *(adj.)*

fundrais(er) (-ing)

grade-point average

groundbreaking

health care or healthcare

high-tech(nology) *(adj.)*

high technology *(n.)*

homepage

interdisciplinary

Internet

interrelationship

judgment

K–12 *(en dash)*

kickoff *(n.)*, kick off *(v.)*

long-range

longstanding

long-term

longtime

millennium

modeling

multicultural, multimedia,
  multidisciplinary *but* multi-year

nationwide

nonprofit, nonresident, nonstudent

note-taking

on-campus *(adj.)*, on campus

off-campus *(adj.)*, off campus

ongoing

online

part-time *(adj.)*

percent

policy mak(er) (-ing) *(n.)*

postdoctoral

postgame, pregame

preeminent

preprofessional, preregister, preschool

problem solv(er) (-ing) *(n.)*

P.S., P.P.S

reent(er), (-ry), reexamine

R.S.V.P.

schoolchildren

sociocultural, socioeconomic

startup

statewide

studen-athlete *(n.)*

tenfold

theater (*except* Greek Theatre)

trailblazer, trailblazing

travel(er) (-ing)

underrepresented

underway *(adj.)*, under way *(adv.)*

workflow

workstation

work-study

worldwide

World Wide Web, the web

website, webmaster, webcast

X-ray

ZIP code

$40 million campaign

Words Commonly Misused

appraise, apprise: Appraise: *set a value on;* apprise: *inform.*

capital, capitol: Capital: *the city that is the seat of government;* capitol: *the building in which the legislative body sits. Also* capital (adj.): *relating to or being assets that add to the long-term net worth of an organization (e.g., capital improvements).*

comprise, compose, constitute: Comprise: *to contain or embrace* (The university comprises 14 schools and colleges); *do not use* is comprised of. Compose *and* constitute *are used in the opposite manner, for the parts that make up the whole* (The university is composed of 14 schools and colleges. Fourteen schools and colleges constitute the university).

continual, continuous: Continual *means over and over;* continuous *means without interruption* (We come to work continually every day. She spoke continuously for an hour.)

dilemma: *A* dilemma *is a choice between undesirable alternatives. It is not a synonym for* problem *or* quandary.

disinterested, uninterested: *A* disinterested *person is impartial; an* uninterested *person is indifferent.*

enervate, energize: Enervate: *weaken;* energize: *instill with vigor.*

farther, further: Farther *refers to physical distance* (We can go no farther on this road); further *may be used in this sense but is most often used figuratively to refer to extent or degree* (We will proceed no further with these fruitless deliberations).

fewer, less: Fewer *is used of numbers;* less, *of quantity* (Fewer men require less food).

its, it's: Its *is a possessive pronoun* (Every dog will have its day.) It's *is a contraction of it and is* (It's time to go home.)

lend, loan: *The verb to* lend *means to give for temporary use on condition that the same or its equivalent will be returned; to give money for temporary use on condition of repayment with interest; or to give assistance. There's an interesting story behind the word* loan *as a verb. Check your dictionary! At any rate it is now acceptable as a verb, but it is used only in the literal sense, never figuratively. Correct:* I will loan you the money, but I will not lend you a hand. I will lend you the money, and I will lend you a hand.

lie, lay: *The verb to* lie *(indicating a state of reclining) does not take a direct object* (I lie down.) *Its past tense is* lay (I lay down); *its past perfect tense is* have lain (I have lain down all day); *and its present participle is* lying (I am lying down; I was lying down.) *The verb* to lay *is an action word and takes a direct object* (I lay the book down); *its past tense is* laid (I laid the book down); *past perfect is* have laid (I have laid the book down); *and its present participle is* laying (I am laying the book down; I was laying the book down). *The verb* to lie *(as in to speak an untruth) takes the forms* lied, have lied, *and* lying.

principal, principle: Principal *(adj.)*: *most important* (His principal demand); principal (n.): *a leading person or chief* (She is the school principal. He is a principal with Watkins & Watkins); principle *(n.)*: *a basic belief or truth* (Stick to your principles).

quality: Quality *is a noun, so it can't be used to modify anything. Form a compound adjective by adding* high- *or* top- (Berkeley offers a high-quality education).

that, which: That *heads a restrictive clause;* which *heads a descriptive clause. Note the difference in meaning between these two sentences:* The Navy is mothballing all of its ships that are rusty *(the only ships being mothballed are the rusty ones)*; The shirt that you lent me is in my bag. The shirt, which is red is in my bag.

Proofreader's Marks

delete or take out ~~out~~

delete and close up

cl ose up; no space

insert space

insert leter punctuation word

set: spell out numeral: ①

fig.: set as numeral: one

stet: do not make correction indicated

align

make new paragraph

no ¶ no new paragraph

tr: transpose

tr: words transpose

tr: lines transpose

runon: run on

run over: break run over line

lc: SET in lowercase letters

cap: set in capital letters

sc: set in small caps

?: query, verify: Petrograd

ital: set in italic type (*italic*)

rom: set in *roman* type (roman)

lf: set in **lightface** type (lightface)

bf: set in boldface type (**boldface**)

wf: wrong font, set in correct type

insert text *new*

insert period

insert comma

insert semicolon

insert colon

insert apostrophe or single quote

insert quotation marks

set?: insert question mark

(/): insert parentheses

insert hyphen

insert en dash

insert em dash

move right

move left

center

move up

move down

fl: flush left

fr: flush right

Questions or Comments?

Please feel free to contact Marketing and Communications at 510.643.8658
or or University Communications & Public Affairs at 510.643.6163.

Resources

UC Berkeley Brand and Identity Resources

identity.berkeley.edu — *for UC Berkeley advancement and fundraising*
identity resources
brand.berkeley.edu — *for UC Berkeley brand identity resources*

For More Information

Chicago Manual of *Style, 14th ed.*
*Associated Press Style*book and Libel Manual
Words into Type
Merriam-Webster's Collegiate Dictionary, *10th ed.*
The Careful Writer *by Theodore Bernstein*

Self-Teaching Guides to Copyediting

Substance and Style: Instruction and Practice in Copyediting
(Revised) by Mary Stoughton
Copyediting: A Practical Guide *by Karen Judd*

Classes

UC Berkeley Extension offers copyediting workshops; for details, go to unex.
berkeley.edu. Editcetera, an editing cooperative based in Berkeley,
offers short courses in proofreading and copyediting. For details go to
editcetera.com/workshops

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