

# Editorial Guide to

## WHY CREATE AN EDITORIAL STYLE GUIDE FOR USF?

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## WHEN TO USE THIS GUIDE (AND WHEN NOT)

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## academic majors

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## academic papers

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## academic titles

t? n t? t? nt? t? n Ex.  
*Professor Jane Smith*  
t? n t? nt? n t? n n  
n n n t? t? n Ex. *John Doe, chair of the Department of Chemistry. The chair of the Department of Chemistry.*  
n t? t? t? n t? n nt? n t?  
t? n Ex. *The honor was awarded to oceanographer Jane Smith*  
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## accreditation

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## Abstract of University of South Florida

The University of South Florida, a high-impact research university dedicated to student success and committed to community engagement, generates an annual economic impact of more than \$6 billion. With campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF serves approximately 50,000 students who represent nearly 150 different countries. For four consecutive years, U.S. News & World Report has ranked USF as one of the nation's top 50 public universities, including USF's highest ranking ever in 2023 (No. 42). In 2023, USF became the first public university in Florida in nearly 40 years to be invited to join the Association of American Universities, a prestigious group of the leading universities in the United States and Canada. Through hundreds of millions of dollars in research activity each year and as one of top universities in the world for securing new patents, USF is a leader in solving global problems and improving lives. USF is a member of the American Athletic Conference. Learn more at [www.usf.edu](http://www.usf.edu).

building names      building      building

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The Empire State and Chrysler buildings are in New York City.  
My class is in Cooper Hall.  
The tour group walked past the David C. Anchin Center.  
I walked to the library.  
They had coffee in the USF Bookstore.  
I'm working in an engineering lab.

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## Bulls, USF Bulls

# C

## campus

- *campus* is a city or town.
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## campuswide

*campuswide* is a city or town. *citywide, countrywide, statewide, nationwide* is a city or town. *worldwide* is a city or town.

## capitalization

*capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town. *capitalization* is a city or town.

*University of South Florida, New York University, Muma College of Business*

*Princeton and Yale universities.*

*The colleges of nursing and engineering.*

*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 an outstanding faculty.*

*The college has an outstanding faculty.*

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*The president spoke.*

*Jane Doe, director of the Division of Patents and Licensing, is here.*

*Director of Patents and Licensing Jane Doe has arrived.*

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*She registered for Biology 101.*

*Her History of Civilization class is cancelled.*

*My chemistry class is fascinating.*

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**commencement** commencement n commencement

**composition titles** composition titles n composition titles  
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n composition titles n composition titles

**curricula, curriculum, curricular** curriculum n  
curriculum n the mathematics curriculum Curricula n  
Curricular n in the Chemistry  
Department's curricular philosophy

**curriculum vita, curricula vitae** Curriculum vita n curricula vitae

**D**

**degrees** academic degree .

**doctor, doctorate** academic degree .

**dormitory/dorm** residence, college .

**dual degree** dual degree n dual degree

**E**

**emeritus, emerita** emeritus n emerita n



housing    e de, ce a.

## L

### Living Learning Communities

Living Learning Communities are small, self-governing communities of students, faculty, and staff that live and learn together. They provide a supportive environment for academic and personal growth.

## N

nondegree    n n, , deg ee- ee , g.

### numerals

numerals are used to represent numbers. They can be written in digits (1, 2, 3) or words (one, two, three).

### Use, give f, :

*History 6, Philosophy 209.*

210 Main St.    5 Sixth Ave.; 3012 50th St.; No. 10 Downing St.    1600 Pennsylvania Ave.    Pennsylvania Avenue.

a 6-year-old girl; an 8-year-old law; the 7-year-old house.    A 5-year-old boy,    the boy is 5 years old. The boy, 5, has a sister, 10. The race is for 3-year-olds. The woman is in her 30s. 30-something,    Thirty-something.

Average hourly pay rose 3.1% from a year ago; her mortgage rate is 4.75%; about 60% of Americans agreed; he won 56.2% of the vote.    The cost of living rose 0.6%.    12% to 15%, 12%-15%    between 12% and 15%

## O

### o campus, on campus

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*He lives on campus.*

*She lives in an o -campus apartment.*

### organizational titles

*Rhea Law is the president of the University of South Florida.*

t t n n n

- *Anthony Rolle is the dean of the College of Education.*
- *Paul Kirchman is the Sarasota-Manatee campus dean of the College of Arts & Sciences.*

## P

### p.m., a.m

teach n

professor n  
associate professor n assistant professor n

## R

rankings  
Times Higher Education ranks USF No. 4 in the U.S. for its efforts to eliminate poverty.

residence halls  
Jane Thomas lives in Endeavor Hall.

## S

SAT

scholar  
USF Presidential Scholars Award  
National Hispanic Scholars

scholarship  
Joe applied for the USF Honors College Scholarship  
Mary received a scholarship.

seasons  
spring, summer, fall, winter  
Winter Olympics.  
springtime

semesters  
She will teach during the fall semester.

**study abroad** n t̃ n t̃ t̃

*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.*

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**syllabus, syllabi**

## USF Alumni Association

USF Alumni Association

## USF Foundation

## USF Health

USF Foundation  
USF Health  
USF System

*University of South Florida Health, Northwell Health, Formlabs and Tampa General Hospital join forces to create 3D- printed nasal swabs to test for COVID-19.*

*University of South Florida Morsani College of Medicine.*

## USF System

USF System  
*university-wide, One USF, all three campuses.*