

ST. GEORGE'S UNIVERSITY STYLE GUIDE

Updated October 2018

SGU STYLE/PROOFREADER GUIDE

The St. George's University Office of University Communications recommends the following publication as a guide for all style inquiries:

The Chicago Manual of Style, 15th edition
Merriam-Webster's Collegiate Dictionary

Any of the following style points that are taken from the Chicago Manual of Style are noted as such. If no reference is given, the recommendation is SGU style as decided by the Office of University Communications.

ACADEMIC DEGREES

• Degrees should be capitalized when the complete name of the degree is given, as in "Bachelor of Arts, Master of Science, Doctor of Medicine." If the complete name is not given, use lower case: "He earned a bachelor's degree."

Abbreviations:

Doctor of Medicine	MD
Doctor of Veterinary Medicine	DVM
Master in International Business	MIB
Master in Business Administration	MBA
Master of Science	MSc
Doctor of Philosophy	PhD
Master of Public Health	MPH
Bachelor of Science	BS
Bachelor of Arts	BA

Do not capitalize "program" in the phrase "Doctor of Medicine program" or the like. Do not include "degree" if using phrase "Doctor of Medicine," "Doctor of Veterinary Medicine," as a degree someone has earned. Do use it for phrases such as "Doctor of Medicine degree program."

When referring to a degree in full, do not capitalize the first letter of the specialty whether used formally (i.e. "Bachelor of Science in biology) or generically (i.e. "bachelor's degree in biology" or "degree in biology")

ACADEMIC TITLES

Position and job titles should be lowercase unless followed by a name.

Examples:

the chancellor; Charles R. Modica, University chancellor; Charles R. Modica is the chancellor of the University; Chancellor Charles R. Modica
the provost; Dr. Glen Jacobs, University provost; Glen Jacobs is the provost of the University; Provost Glen Jacobs
the dean; Dr. Stephen Weitzman, dean of the School of Medicine; Dr. Stephen Weitzman is the dean of the School of Medicine; Dean Stephen Weitzman
the professor; Dr. Danny Brown, professor of anatomy; Dr. Danny Brown is a professor of anatomy; Professor Danny Brown

ACRONYMS

AAPI	American Association of Physicians of Indian Origin
AHA	American Heart Association
AMA	American Medical Association
AMREF	African Medical and Research Foundation
AMSA	American Medical Students Association
ASL	American Sign Language
ASONOG	Asociacion de Organismos No Gubernamentales Association of Non-Government Organizations
AVMA COE	American Veterinary Medical Association Council on Education
BSCE	Basic Science Comprehensive Examination
CAAM-HP	Caribbean Accreditation Authority for Education in Medicine and other Health Professions
CBSE	Comprehensive Basic Sciences Examination
CAPPS	Committee for Satisfactory Academic Progress and Professional Standards
CARICOM	Caribbean Community
CCLOE	Chancellor's Circle Legacy of Excellence
CEPH	Council on Education for Public Health
CHS	Carriacou Health Services
CIAO	Congress of Italian American Organizations
CIE	Commission for Independent Education
CLRDP	Community Linked Research and Development Program
DES	Department of Educational Services
DPHPM	Department of Public Health and Preventive Medicine
ECFMG	Educational Commission for Foreign Medical Graduates
ERAS	Electronic Residence Application System
FAIMER	Foundation for Advancement of International Medical Education and Research
GAC	Graduate Affairs Committee
GMC	General Medical Council
GRC	Graduate Review Committee
GSP	Global Scholars Program
IACUC	International Animal Care and Use Committee
IELTS	International English Language Testing System
IFSMA	International Federation of Medical Students' Associations
KBTGSP	Keith B. Taylor Global Scholars Program
LOE	Legacy of Excellence
MCAT	Medical College Admission Test
MPH	Master of Public Health
NAVLE	North American Veterinary Licensing Examination
NBME	National Board of Medical Examiners
NBPHE	National Board of Public Health Examiners
NCCAM	National Center for Complementary and Alternative Medicine
NCFMEA	National Committee on Foreign Medical Education and Accreditation
NIH	US National Institute of Health
OSCE	Objective Structured Clinical Examinations
OSPE	Objective Structured Practical Examinations
PAHO	Pan American Health Organization
PEP	Preprofessional Experience Program
PMSCE	Premedical Science Comprehensive Examination

PSC	Psychological Services Center
SAS	School of Arts and Sciences
SELP	Specialized English Language Program
SOMCOA	School of Medicine Committee on Admission
TAMCC	T. A. Marryshow Community College
TOEFL	Test of English as a Foreign Language
UNICEF	United Nations Children's Fund
UNIFEM	United Nations Development Fund for Women
USMLE	United States Medical Licensing Examination
WFME	World Federation for Medical Education
WINDREF	Windward Islands Research and Education Foundation
WHO	World Health Organization

ADDRESSES

St. George's University
 University Centre
 Grenada, West Indies

OR

St. George's University
 c/o University Support Services, LLC
 The North American Correspondent
 3500 Sunrise Highway, Building 300
 Great River, NY 11739

Address Format for Back Cover of Major Collateral

St. George's University
 University Centre, Grenada, West Indies
 c/o University Support Services, LLC
 The North American Correspondent
 3500 Sunrise Highway, Building 300
 Great River, NY 11739
 Phone: +1 (631) 665-8500 Fax: +1 (631) 665-5590
 US/Canada Toll-Free: 1 (800) 899-6337
 UK Freephone: 0800 1699061
 Website: sgu.edu Email: admission@sgu.edu

ADMISSION

- Admission should always appear without the "s" at the end.
- "Admissions Department" should be changed to "Office of Admission"

AMPERSANDS

Avoid using ampersands unless it is used in an official company name (Chicago 8.31)

COURSE NAMES

Official names of courses of study are capitalized. (Chicago 8.92)

- I am signing up for Organic Chemistry I.
- I need to take one semester of organic chemistry.

- I need to take Biology I, Chemistry I, and one semester of organic chemistry.

DATES

For dates, use the following forms:

- 1990s (not 1990's) (Chicago 9.37)
- 2004-06 (not 2004-2006) (Chicago 9.67)
- Avoid superscripts: March 15, not March 15th

DEPARTMENTS

Capitalize the complete names of particular departments, institutes, centers, and official offices:

- Department of Educational Services
- Department of Public Health and Preventive Medicine
- Office of the Chancellor

Follow all first references of departments with its abbreviation in parentheses. You may then use the abbreviation for future references within the piece, unless it is several pages

Do not capitalize incomplete names of departments and colleges, or incomplete versions of their proper names:

- the biology department (ideally the Department of Biology)
- the chancellor's office
- her residency in biology

(Chicago 8.62)

FRACTIONS

Hyphenate fractions when spelled out (one-third scholarship, three-fifths complete).

GRAMMAR

- "faculty" is plural (i.e. The faculty are both accomplished and dedicated to instructing students.)
- Avoid contractions in formal writing.
- Use active voice: "The chancellor appointed a committee," not "A committee was appointed by the chancellor." (Chicago 5.112)
- Italics should be used for foreign words only if they are not in Webster's _____ and then only on the first occurrence (Chicago 7.55)
- For science terms, both genus and species names should be italicized, but only genus named are capitalized (Chicago 8.128)
- Use "that" restrictively and "which"

HEALTHCARE

One word in all instances, whether as a noun or adjective.

HYPHENS

First-year student; the student is in his first year

“ly” compounds are not hyphenated: use “recently written” (as adjective), not “recently-written” (Chicago 7.87)

INTERNET REFERENCES

email
home page
internet
online
web
website
web address

- Do not include “www.” when writing out a web address.
- Do not underline web addresses. Address may be bolded if it is buried in the copy.
- Web addresses should not be separated onto multiple lines of text.

MISCELLANEOUS WORDS/PHRASES

acquired immunodeficiency virus; AIDS
Alzheimer’s disease (lowercase D)
coursework
elective
enrollment
orthopaedic(s)
worldwide
t-shirt: use a lowercase T and a hyphen
website
worldwide
x-ray: use a lowercase ‘x’ and a hyphen (Chicago 8.160)

NUMBERS

Spell out whole numbers below 10. Use numerals for 10 and above, unless it is at the start of a sentence or is a round number (i.e. one thousand, 30 million)

This includes quantities such as age, distances, areas, etc. (three-year-old son, 10-mile radius) (Chicago 9.14)

PERCENT

Within text, spell out “percent” but use numerals even below 10 (i.e. 7 percent; 25 percent). For statistical data relayed in charts or graphs, the percentage symbol (%) is appropriate (Chicago 9.19)

PHONE NUMBERS

US/Canada Toll Free (Med or Vet Med): 1 (800) 899-6337 ext. 1280

UK Freephone (Med or Vet Med): 0800 1699061 ext. 1380

Worldwide (Med or Vet Med, not including Caribbean): +1 (631) 665-8500 ext. 1380

Caribbean: +1 (473) 444-4680

Fax: +1 (631) 665-5590

Until further notice, all non-US (with the exception of the Caribbean) open house ads should use the following extension: 1380

Use parentheses for area codes in all instances:
(631) 665-8500, not 631-665-8500

PREFIXES (Chicago 7.90)

Do not use hyphens for words with the following prefixes unless separating two vowels (two i's, two a's, et al) that may cause misreading.

anti: antihypertensive, antisocial, anti-inflammatory
counter: counterproductive, counterclockwise
co: coauthor, coeditor, co-worker
hyper: hypertension, hyperactive
infra: infrasonic, infrastructure
inter: interorganizational
mid: midthirties, a midcareer event, midcentury BUT mid-July, the mid-1990s
multi: multinational, multidisciplinary, multi-institutional
non: nonnegotiable, nonpartisan
pre: preclinical, preregistration, premedical, preveterinary, pre-operative
post: postgraduate, postoperative

Do not confuse prefixes with compounds formed with specific terms. (Chicago 7.90)

partial tuition: use hyphen as adjective (partial-tuition scholarship), no hyphen when by itself

Hyphens are used with the following words:

post-secondary
peer-reviewed (when used as adjective; ie. peer-reviewed journals)
pre-discharge/post-discharge
skills-based (when used as an adjective; ie. skills-based learning)

PUNCTUATION

- Include a comma before the conjunction in a series of three or more items: “the US, UK, and Canada.” (Chicago 6.19)
- No comma is necessary before “Jr.,” “Sr.,” or any numeral suffix. (Chicago 6.49)
- There should only be one space after periods and colons. (Chicago 2.12)
- When abbreviating academic degrees, do not use periods: “BA, PhD, MS, MBA, JD.” (Chicago 15.21)
- It is not necessary to write “degree” if the full name of the degree is given. For example, it is sufficient to say “Master of Science” rather than “Master of Science degree.”
- Commas and periods are placed inside quotation marks; colons and semicolons are placed outside. Depending on meaning, question marks can appear either inside or outside quotation marks. (Chicago 6.8-9)
- Do not use commas to set off *II*, *III*, et al, in a person’s name. Use “John Smith III,” not “John Smith, III” (Chicago 6.49)
- Do not use commas to set off Inc., Ltd., LLC, et al, in a company’s name before or after. (Pfizer Inc., Watson Pharmaceuticals Inc., etc.) (Chicago 6.50)
- Use a comma to set off the individual elements in addresses or place-names that are run into the text. (i.e., Kampala, Uganda, is a beautiful place. Newark, NJ, is not far from New York City.) (Chicago 6.47)

- Use apostrophe-s for the possessive form of words ending in S (i.e. Kansas’s top doctors; Dr. Williams’s theory) (Chicago 7.18) unless the plural form of a noun is singular in meaning (i.e. politics’ true meaning) (Chicago 7.19)

SEASONS

The four seasons are lowercased: spring, summer, fall, winter

When referring to a specific term, seasons are capitalized: Fall 2012, Spring 2013

ST. VINCENT CAMPUS

There should not be any reference to students studying on the St. Vincent campus. St. Vincent should not be mentioned in conjunction with Grenada.

TERMS

Examples:

Term 1; Term 1 student

first term; first-term student

fall term; spring term

fall 2013 term; spring 2013 term

TIMES

4pm (not 4 p.m., 4 pm, et al)

4pm – 7pm (with an en dash separating)

12pm (not 12 noon)

TIME ZONES (Chicago 8.98)

AST: Atlantic standard time

CDT: central daylight time

EST: eastern standard time

GMT: Greenwich mean time

MST: mountain standard time

PST: Pacific standard time

TROUBLESOME EXPRESSIONS (Chicago 5.202)

a, an: Use the indefinite article “a” before any word beginning with a consonant sound (a large school; a URL). Use “an” before any word beginning with a vowel sound (an officer; an honorary degree).

all right: two words; do not use “alright”

every day (adv.)/everyday (adj.): i.e. I went to the store every day to shop for everyday ingredients.

every one/everyone: The two-word version is an emphatic way of saying “each”; the second is a pronoun equivalent to “everybody”

UNITED STATES AND TERRITORIES

Avoid using periods with states or countries: US, UK, WI

State or Territory	<u>USPS</u>
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK

Oregon	OR	West Indies	WI
Pennsylvania	PA		
Rhode Island	RI		
South Carolina	SC		
South Dakota	SD		
Tennessee	TN		
Texas	TX		
Utah	UT		
Vermont	VT		
Virginia	VA		
Washington	WA		
West Virginia	WV		
Wisconsin	WI		
Wyoming	WY		
American Samoa	AS		
Guam	GU		
Northern Mariana Islands	MP		
Puerto Rico	PR		
Virgin Islands	VI		

US vs. United States

Abbreviation “US” when used as an adjective; ie. US Department of Justice
“United States” used when referring to the United States as a noun; “US” is OK after first reference.

UK vs. United Kingdom

Abbreviation “UK” when used as an adjective; ie. UK hospitals
“United Kingdom” used when referring to the United Kingdom as a noun; “UK” is OK after first reference.

UNIVERSITY STYLE

- Capitalize “University” both within the full name of the university (i.e. St. George’s University) and by itself (e.g. “the University”)
- When referring to a school, it is acceptable to say either “The School of Medicine” or “St. George’s University School of Medicine.” In addition, generic references in the singular form (“School”) or plural (“Schools of Medicine and Veterinary Medicine”) should be capitalized.
- There are no periods or spaces in “SGU.”
- When referring to grades, put letters in quotes to avoid confusing the reader. For example: He made an “A.”
- Avoid using courtesy titles (Mr., Mrs., Ms., Dr.) within paragraph text or cutlines. On first reference, use “PhD” or a professor’s title to establish expertise. Use a husband’s and a wife’s

first names: “John and Mary Smith,” never “Mr. and Mrs. Smith.” Courtesy titles are allowed in donor lists to satisfy donor wishes.

- Use “first-year” or “Term 1” student rather than “freshman.”
- Use “advisor” rather than “adviser.”
- Use gender-neutral language such as “chair” or “chairperson” (rather than “chairman”), “police officers” (rather than “policemen”), and so forth.
- Use “people with disabilities” rather than “handicapped people.”
- Basic Sciences should be capitalized when referring to the Basic Sciences years, Basic Sciences program, etc. Basic sciences should not be capitalized when referring to the general basic sciences.

VETERINARY MEDICAL PROGRAM

All reference to the veterinary program, veterinary students, etc. should be revised to veterinary medical program, veterinary medical students, etc.