AUBURN

EDITORIAL TOP TIPS

Whether you are writing for a website, print or online publication, external or internal newsletters or social media, consider these quick tips in your writing:

Oxford comma: Generally, do not use it. (red, white and blue).

Headlines: Capitalize only the first word and proper nouns. Avoid using names. Also, keep it concise — aim for eight words or 60 characters.

College name usage: Use the full official name on first reference; use the approved shortened version after that.

Titles: Using "Dr." is appropriate for anyone who has earned a doctoral degree.

Acronyms: Place acronyms in parentheses, not commas.

ACADEMIC DEGREES

» bachelor's degree or master's degree

» Bachelor of Science, Master of Arts or an associate degree

» Master of Business Administration. MBA is acceptable on first reference.

» Bachelor of Science in animal science or bachelor's degree in animal science. Bachelor of Arts in English or bachelor's degree in French.

» doctorate, doctoral degree or Ph.D. is permitted on first reference. Juris doctor also is a noun — no need to add *degree*.

ADMINISTRATION

» Capitalize when in reference to our administrative body: Board of Trustees

» President Christopher B. Roberts. Use the president's full name with his middle initial on first reference. Roberts on subsequent references.

ADVISER VS. ADVISOR

While AP recommends adviser, Auburn University uses **advisor**.

ALUMNI

Alumna refers to one female graduate.
Alumnae refers to groups of female graduates only.
Alumnus refers to one male graduate.
Alumni refers to male graduates and to mixed groups of male and female graduates.
Alum or alums should not be used.

AUBURN WORDS

» Alabama Cooperative Extension System is Alabama Extension on second reference. Extension should be capitalized when discussing the people and work of Alabama Extension. It should not be capitalized when referring to extension work as an outreach activity.

» Auburn or the university is acceptable for a second reference of Auburn University.

» Auburn Creed

» Auburn Family

» Auburn Oaks at Toomer's Corner, not Toomer's Oaks.

» Auburn spirit

» Auburn sports teams: Lowercase the sport and use the word "team."
Example: The men's basketball team will play Georgia.

CAMPUS BUILDING NAMES

» Academic Classroom and Laboratory Complex: ACLC on second reference.

» Beard-Eaves Memorial Coliseum has one hyphen.

» Biggio Center for the Enhancement of Teaching and Learning: Biggio Center on second reference.

» Concourses: For Haley Concourse, Roosevelt Concourse and Thach Concourse, "concourse" is capitalized.

» The Don and Alexandra Clayton Lucky Man Studio: Lucky Man Studio or the studio on second reference.

» Harold D. Melton Student Center: Melton Student Center is preferred on first reference; student center or center on second reference.

» The Hotel at Auburn University and Dixon Conference Center: This formal name, with "The" capitalized, should be used on first reference; the hotel on second reference. Do not use the Auburn University Hotel, AUHDCC or AUHCC.

» Ralph Brown Draughon Library: Draughon Library or RBD Library is preferred for first and subsequent references. Use the library or RBD on second reference.

» Tony and Libba Rane Culinary Science Center in the College of Human Sciences should be used on first reference; Rane Culinary Science Center is the preferred name on second reference.

» Lowercase auditorium and ballroom, unless it is part of the formal name. Foy Hall auditorium, Student Center ballroom, the John Smith Auditorium.

COLLEGES AT AUBURN

The following colleges and major units below have preferences for first and second references, as well as names to avoid:

» Auburn University College of Education, College of Education
Avoid: Anyabbreviations

» Auburn University College of Veterinary Medicine, Auburn Vet Med, CVM or AUCVM Avoid: School of Veterinary Medicine

» Auburn University College of Human Sciences, College of Human Sciences

» Auburn University College of Sciences and Mathematics, COSAM
Avoid: Science and Mathematics

» College of Architecture, Design and Construction, CADC
Avoid: College of Architecture

» College of Forestry, Wildlife and Environment, CFWE
Avoid: Forestry

» College of Liberal Arts, Liberal Arts, CLA

» Harrison College of Pharmacy, HCOP

» Raymond J. Harbert College of Business, Harbert College of Business, Harbert College, Harbert Business
Avoid: HCOB, HCoB

» Samuel Ginn College of Engineering, Ginn College of Engineering, College of Engineering, Auburn Engineering

» Office of the Senior Vice President for Research and Economic Development, OSVPRED, Research and Economic Development

COMMENCEMENT

Commencement is the student graduation ceremony held in May, August and December. It is not capitalized unless it's at the beginning of a sentence: Commencement will be held May 9-12. Harold Melton is the commencement speaker.

DASHES

Use an em dash (—) with spaces around it in sentences between phrases or clauses (groups of words).

Use an en dash or hyphen (-) with no space between prefixes and words to make compound words (such as self-esteem) or to denote a time frame: 1-2 p.m. 11:30 a.m.-1:30 p.m. Monday-Friday May-August. Note: It's a.m. or p.m., not am, pm, AM or PM.

EMERITUS, EMERITA, EMERITI

emeritus is the term for males.
emerita is the term for females.
emeriti is the term for more than one of either.

Capitalize professor emeritus before names, but not after.

When referring to a group of people with emeritus status, use professors emeriti or faculty emeriti.

ENDOWED TITLES

Titles of endowed professors and chairs are always capitalized, whether they come before or after a name:

Ed Thomas is a Charles W. Barkley Endowed Professor.
The John and Anne MacFarlane Endowed Distinguished Professor Pradeep Lall…

The same rule applies for named professorships, including Alumni Professor and Distinguished University Professor.

In these cases, the or a should be used before the named title to provide clarity: *Pradeep Lall, the John and Anne MacFarlane Professor in the Department of Mechanical Engineering*

ADDITIONAL RESOURCES

For other AP Style questions, please access the online guide here.

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