



UNIVERSITY OF CALIFORNIA

Berkeley

Editorial Style Guide

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Introduction

These guidelines are intended to promote clarity and consistency in University 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 Development Communications at 510.643.8658 or 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 Chang-Lin Tien. 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

Margaret Mead, the Smith Distinguished Professor of Anthropology/
the professorship holder

MacArthur Fellowship (not MacArthur genius award or genius grant)

Class Years

Undergraduate degree: Elizabeth M. Gordon '62; Stephen B. Herrick of the Class of 1955 or the Class of '55

Graduate degree: Stephen B. Herrick M.B.A. '60; John Kenneth Galbraith Ph.D. '39

More than one Cal degree: Stephen B. Herrick '55, M.B.A. '60

To indicate major or college: Richard E. Hall, EECS '38; Lance Ito, Boalt '75

Name with suffix: Claude B. Hutchison 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 Norman Mineta '53 and Mrs. Mineta; Bob and Ann '02 Mu

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

Note: Capitalize Class when referring to a specific class.

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 course titles but do not italicize or enclose in quotes.

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.	J.S.D.	M.Eng.	M.P.P.
B.A.	LL.M. M.A.	M.F.	M.S.
B.S.	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.
Ed.D.	M.C.P.	M.L.I.S.	
J.D.	M.D.	M.P.H.	

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 Archaeology 100 in the Department of Anthropology.
In a first reference, use Department of Archaeology, but you may use archaeology department or archaeology 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 Atkinson, but Professor Schultz 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, Heyman was also on the committee.

Cap full titles before names (Vice Chancellor Horace Mitchell); however, try to place long titles after names as lowercased appositives: Jane Doe, professor of chemistry; Donald A. McQuade, vice chancellor for university relations.
We honored Chancellor Emeritus Tien.

Use an em-dash in display text or lists:

Donald A. McQuade
Vice Chancellor — 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 James L. Powell, 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 Werner Goldsmith of mechanical engineering

Note: In the previous edition of the Style Guide, the title was Professor in, not of, the Graduate School.

In general, avoid using the abbreviation Prof.

Treatment of Campus Entities

The capitalization guidelines below cover most campus uses.

University is *capped* whenever it refers to Berkeley but lowercase when used generically.

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.

When referring to multiple buildings, Chicago now says it is correct to capitalize “hall” if it is part of each building’s name:
Wheeler and Dwinelle Halls

Similarly, cap full names of fundraising campaigns or initiatives but not subsequent references.
the New Century Campaign for the School of Law/the law school campaign
Berkeley Health Sciences Initiative/the initiative

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
the Robert Gordon Sproul Associates/the Associates

More examples:

Botanical Garden/the garden

Cal Performances

California Alumni Association/CAA/the alumni association/the association

Center for (*not of*) Latin American Studies

Chang-Lin Tien Center for East Asian Studies

College of Chemistry/the college
 College of Engineering/the college
 College of Environmental Design/the college/CED
 College of Letters and Science/the college/L&S
 Arts and Humanities Division
 Biological Sciences Division
 Physical Sciences Division
 Social Sciences Division
 Undergraduate Division
 College of Natural Resources/the college/CNR
 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
 International and Area Studies/IAS
 International House/I-House
 Koshland Hall
 Lawrence Hall of Science/LHS/the Hall (*note cap*)
 the Library (*for the main library*)/the library (*when referring to a branch library*)
 Life Sciences Addition/LSA
 McCone Hall (*not* Earth Sciences Building)
 Morrison Library (*not* the Morrison Reading Room or Morrison Room)

School of Information Management and Systems/the school/SIMS
 (not School of Library and Information Studies)
 School of Law/Boalt Hall/Boalt Hall School of Law/Boalt/the law school/
 the school
 School of Optometry/the school
 School of Public Health/the school
 School of Social Welfare/the school
 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
 Doreen B. Townsend Center for the Humanities/the Townsend Center/
 the center
 UC Berkeley Extension/Berkeley Extension/Extension
 not University Extension or UC Extension
 University of California, Berkeley Art Museum and Pacific Film Archive/
 the Berkeley Art Museum/the Pacific Film Archive/the museum/the archive
 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, search the campus Web
 site at www.berkeley.edu.*

Administrative Style and Usage

Address formats

E-Mail

In text, electronic addresses are lowercase: john_doe@maillink.berkeley.edu

Do not omit the period when an e-mail 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:

<i>Institution name</i>	<i>University of California, Berkeley</i>
<i>(Optional name and title)</i>	<i>Planned Giving</i>
<i>(Optional subunit name)</i>	<i>University Relations</i>
<i>Delivery address # XXXX (mail code)</i>	<i>2440 Bancroft Way #4200</i>
<i>City, state, ZIP+4</i>	<i>Berkeley, CA 94720-4200</i>

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 Campus Copy & Mail Services at 643.MAIL or visit mailservices.berkeley.edu.

Copyright and Trademark Information

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The University seal with Berkeley on it and other campus symbols such as the script Cal and some images of Oski are trademarked.

For details on copyright and trademarks, contact the Office of Marketing and Management of Trademarks, 642.6344.

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 Promise of Berkeley — Campaign for the New Century). In second references, a shortened form can be used (the New Century Campaign). When used alone, campaign is lowercase.

Sample usage in text: The University recently completed The Promise of Berkeley — Campaign for the New Century. Gifts to the New Century Campaign have enabled Berkeley to fulfill its educational mission. The campaign's goals were to maintain excellence and extend opportunity.

The Berkeley Health Sciences Initiative is the full name of that fundraising effort. Use the full name in first references. In second references, use the Health Sciences Initiative. When used alone, initiative is lowercase.

For guidance in developing campaign names, please contact the Director, Development Communications, University Relations; 643.6428.

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 www.berkeley.edu/sports/.

Following are some frequently used terms:

Pacific-10 Conference, Pac-10 Conference, Pac-10

NCAA Division I

NCAA Division I-A (*when referring to football*)

Top 10 or Top 25 (*no hyphens*)

All-Pac-10 *and* All-American, *but* all-state and all-conference first team (*no hyphen between first and team*)

NCAA or Pac-10 championship (*Do not cap championship unless referring to the exact title, e.g., NCAA Men's Basketball Championship.*)

NCAA or Pac-10 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

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 the drive to increase mathematics and science literacy. Educational materials created at LHS are used by thousands of schoolchildren each year.

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, 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 acceptable.*

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

Do not cap government, federal, state, city, or legislature: Neither the federal government nor the state of California is willing to increase financial aid allocations.

Exception: In some situations, it may be helpful to use City of Berkeley.

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 capitalized: San Francisco and Alameda Counties, University and Shattuck Avenues, Departments of Chemistry and Physics (but physics and chemistry departments).

Campus style is to capitalize University when referring to Berkeley. Otherwise it is lowercase.

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)

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. or A.M. and P.M., not AM, 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 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 be hyphenated: the \$40-million campaign.

Fundraising, not fund-raising nor fund raising

For additional guidance, see the Word List on page 18.

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 letters. Use one space after a period in printed 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: Paul “Boomer” Andrew.

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. (But: \$40-million campaign)

In a series, treat all numbers the same: Berkeley's faculty includes 9 Nobel laureates, 114 members of the National Academy of Sciences, and 68 members of the National Academy of Engineering.

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

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). Abbreviations having more than one period, such as M.D. and Ph.D., take 's: Berkeley awards more Ph.D.'s to women and minorities than Harvard.

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, 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 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, manuscripts, articles, songs, and television and radio episodes are set in Roman type and enclosed in quotes.

In press releases, follow AP style and use quotes to enclose titles of books, plays, etc: The excerpt is from Professor Smith's latest book, "Toward a New Frontier."

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 in the design style guide at identity.berkeley.edu. Electronic copies of the seal, type style and PMS color guidelines, and other useful resources can also be found at this Web site.

University of California, 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).

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. 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 above guidelines 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	ex officio
adviser <i>but</i> advisory	fax
African American (<i>adj.</i>)	fieldwork
archaeology	filmmaking
Asian American (<i>adj.</i>)	follow up (<i>v.</i>)
bioengineering	follow-up (<i>n., adj.</i>)
campuswide	full-time (<i>adj.</i>)
canceled	fundrais(er) (-ing)
catalog (-ed) (-ing)	grade-point average
chairholder <i>but</i> professorship holder	groundbreaking
check-in (<i>n., adj.</i>),	high-tech(nology) (<i>adj.</i>)
check in (<i>v.</i>)	high technology (<i>n.</i>)
checkout (<i>n., adj.</i>)	home page
check out (<i>v.</i>)	interdisciplinary
clean-up (<i>n.</i>)	Internet
coauthor	interrelationship
cochair (or co-chair)	judgment
coworker	K–12 (<i>en dash</i>)
coeducation	kickoff (<i>n.</i>), kick off (<i>v.</i>)
cooperate	long-range
coordinate	long-standing
course work (but fieldwork)	long-term
cross-cultural	millennium
cross-fertilize	modeling
cutback (<i>n.</i>), cut back (<i>v.</i>)	multicultural, multimedia,
database	multidisciplinary <i>but</i> multi-year
decision mak(er) (-ing) (<i>n.</i>)	nationwide
decisionmaking (<i>adj.</i>)	nonprofit, nonresident, nonstudent
dialogue	note-taking
e-mail	on-campus (<i>adj.</i>), on campus

off-campus (<i>adj.</i>), off campus	statewide
ongoing	student athlete (<i>n.</i>)
online (<i>adj.</i>)	tenfold
part-time (<i>adj.</i>)	theater (<i>except</i> Greek Theatre)
percent	trailblazer
phonathon	travel(er) (-ing)
policy mak(er) (-ing) (<i>n.</i>)	underrepresented
postdoctoral	underway (<i>adj.</i>), under way (<i>adv.</i>)
postgame, pregame	Universitywide
preeminent,	workflow
preprofessional, preregister, preschool	workstation
problem solv(er) (-ing) (<i>n.</i>)	work-study
PS, PPS	worldwide
reent(er), (-ry), reexamine	World Wide Web, the Web <i>but</i>
R.S.V.P.	Web site, webmaster, webcast
schoolchildren	ZIP code
sociocultural, socioeconomic	\$40-million campaign
startup	

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 Navy is mothballing all of its ships, which are rusty (*all of the Navy's ships are rusty, and all are being mothballed*). If the clause can be removed without changing the meaning of the sentence, the word to use is which.

Proofreader's Marks

	delete or take out our		set in <u>roman</u> type (roman)
	delete and close up		set in <u>lightface</u> type (lightface)
	close up; no space		set in <u>boldface</u> type (boldface)
	insert space		<u>wrong font</u> set in correct type
	insert letter punctuation word		insert ^{new} text
	spell out numeral <u>1</u>		insert period
	set as numeral: <u>one</u>		insert comma
	do <u>not</u> make correction indicated		insert semicolon
	align		insert colon
	make new paragraph		insert apostrophe or single quote
	no new paragraph		insert quotation marks
	transpose		insert question mark
	<u>words</u> transpose		insert parentheses
	<u>lines</u> transpose		= insert hyphen
	run on		$\frac{1}{N}$ insert en dash
	break run over line		$\frac{1}{M}$ insert em dash
	set in lowercase letters		move right
	set in <u>capital</u> letters		move left
	set in <u>small caps</u>		center
	query, verify: <u>Petrograd</u>		move up
	set in <u>italic</u> type (<i>italic</i>)		move down
			flush left
			flush right

Questions or Comments?

Please feel free to contact Development Communications at 510.643.8658 or Public Affairs at 510.643.6163.

Resources

UC Berkeley Identity Resources

identity.berkeley.edu

For More Information

Chicago Manual of Style, 14th ed.

Associated Press Stylebook 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 a copyediting sequence. Individual courses are 10-weeks long. See catalog at www.unex.berkeley.edu. Editcetera, an editing cooperative based in Berkeley, offers short courses in proofreading and copyediting. See catalog at www.editcetera.com/workshops.