

Style sheet for DUSG

General sources for editorial guidelines:

- Auburn University Style Guide
- Microsoft Style Guide
- Editorial Style Guide
- Chicago Manual of Style
- Merriam-Webster Online

Abbreviation:

- AU- Auburn University
- AO- Assessment office
- CCO- Career Counseling Office
- DUS- Directorate of Undergraduate Studies
- DGS-Directorate of Graduate School
- GSD- Globalism, Sustainability or Diversity
- MWF-Monday, Wednesday, and Friday
- PPW- Professional and Public Writing
- SLO-Student Learning Organization
- SWAG- Stuff We All Get
- TTH- Tuesday and Thursday
- Use of Chair as the gender-neutral choice
- USC- Undergraduate Studies Committee

Capitalizations:

- Capitalize terms only if they are capitalized in the text. Proper nouns (e.g., *African American*) should be capitalized, but general terms (e.g., *email*, *online*) should remain lowercase.
- Capitalize the full, official names of formal programs, colleges, departments, and offices (e.g., *Professional and Public Writing Program*, *Department of English*). Use lowercase for general references (e.g., *the writing program*, *the department*)
- Lowercase majors and minors unless they contain a proper noun (e.g., *English major* but *biology major*).
- Use acronyms for the second reference.
- Lowercase seasons and semesters.

Numbers and Years:

- Spell out the numbers one through nine and use figures for 10 and above.
- Use of figures for percentages, score, measurements, a person's age.
- For months only, spell out the month.
- Use of MM/DD/YR for date, no spacing
- 4-digit whole number: 2000

Punctuation:

- No use of oxford comma (a,b, and c) before the word "and" in a series
- Use of single quotes, not double quotes, in headlines or sub-headers
- No use of commas in month and year listings
- Use spaces before and after the em dashes.
- Hyphenation for compound words

Terms:

- African American
- Email
- E-log
- Online
- On-site
- Nineteenth-Century Literature
- "Styrofoam" patented name, Capitalized.

Hyphenation without space

- Award-winning
- double-count
- 15-credit-hour
- 17–21-year-old
- one-page

Times:

- Use of "a.m." and "p.m." no spacing