We take our lead from the University of Michigan Editorial Style Guide https://vpcomm.umich.edu/brand/style-guide

As a supplement, we refer to the Chicago Manual of Style

Abbreviations, Geography

Spell out state and city names in running text. Follow U.S. Postal Service format abbreviations in addresses or if the copy is a lengthy list of place names.

U.S. or USA

Washington, DC

Do not use city abbreviations such as NYC or L.A.

Abbreviations, School of Education

SOE or the SOE (depending on whether you would use the definite article or not in the structure of the sentence); not SoE

Abbreviations, University of Michigan

U-M or the U-M (depending on context in a sentence); not UofM, UoM, UM (except for UM-Flint and UM-Dearborn)

Academic Degrees

- All degrees from the University of Michigan are listed; no degree information from other institutions is listed.
- Alumni degrees are noted with parentheses following the name. Example: Laurie Tisch (ABEd ’73, TeachCert ’73)
- No periods (PhD, AB, BS, AM, etc.) when citing a person’s earned degrees in parentheses after their name.
• Degrees are listed in the order they are received. Example: Lila McMechan (ABEd ’52, TeachCert ’52, AM ’56)
• The degrees that were conferred by other academic units are listed in the same manner as degrees conferred by the School of Education. We do not indicate that the degree came from LSA, etc.
• Information about alumni degrees conferred, and the year, can be found in DART. Follow the DART style for denoting specific degrees, such as TeachCert (teacher certification). DART is generally consistent with the university-wide editorial style guide for abbreviating degrees, found here: http://vpcomm.umich.edu/brand/style-guide/editorial/abbreviations#graduation-year-with-degree Schools/colleges/units sometimes differ in how they denote a degree. For example, some confer degrees with the Latin term artium magister, leading to the abbreviation of AM (instead of MA). Others confer an MA. DART generally reflects this.
• When using an apostrophe before an abbreviated degree year, do use an apostrophe, and not a single open-quote mark.
  this: ’00
  not this: ‘00
• In editorial running text, omit periods/point marks, such as PhD (not Ph.D.) example: “As a PhD student, I remember that the research days were our most interesting and valuable times,” noted Brouse.
• The names of degrees are lowercased when referred to generically. examples: a master’s degree, a doctoral program, a doctorate, a master of arts degree
• Master's always has an apostrophe.
• These guidelines are developed to be consistent with the practices of OUD and the VP for Communications. It is important to note, however, that there is not always consistency within these departments, and each school/college varies in their style.

Address Format

Elizabeth Birr Moje
Dean
University of Michigan School of Education
610 East University Avenue, Suite 1360
Ann Arbor, MI 48109-1259

Capitalization, Institutions and Programs

• University of Michigan School of Education; the school
- the university
- the MAC program; the secondary MAC program; the Secondary Master of Arts with Certification program

**Capitalization, Terms**

Do not capitalize terms unless one begins a sentence. Example: fall term

**Capitalization, Titles**

Capitalize all title when they are associated with the holder of that title. The only instances in which we do not capitalize titles are as in the last two examples.

- Dean Elizabeth Birr Moje; Elizabeth Birr Moje, Dean of the School of Education; Elizabeth Birr Moje, Dean, School of Education
- Michael Bastedo, Director, Center for the Study of Higher and Postsecondary Education
- Leah Bricker, Assistant Professor; Professor Bricker
- The dean, department chair, and director of communications attended a meeting.
- Leah is a professor at the University of Michigan; Leah is Professor of Education at the University of Michigan.

**Common Word Usage**

- Advisor, not adviser

- Alumnus (male singular)
  Alumna (female singular)
  Alumni (male plural or mixed gender group)
  Alumnae (female plural)

- Emeritus (male singular)
- Emerita (female singular)
- Emeriti (male plural or mixed gender group)
- Emeritae (female plural)

- LSA, not LS&A

- Teacher Education (a program)
- teacher certification; teaching certificate
“That” defines and restricts; “which” does not. In general, if the information in a clause adds critical meaning to a sentence use “that” without a comma. When introducing a clause that does not add critical meaning to the sentence, precede it with a comma and “which.”

Dates

No comma is needed between a month and a year. Commas are requires before and after a year when month, date, and year are used. Use cardinal numbers (June 1), not ordinal numbers (June 1st).

Examples: She began her studies in September 2010. She began her studies on September 1, 2010, and completed them on May 1, 2012.

Email and Web

- the Web; webpage; website; webmaster
- the Internet; internet services; internet architecture
- email; e-marketing; e-newsletter
- URLs do not need “http://”
- Most of the time you do not need “www.” particularly with U-M web addresses but it depends on the specific URL

Email Signature

Mary Daniels
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Ann Arbor, MI 48109-1259
Cell: 734.555.1111
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marydaniels@umich.edu
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Numbers

Spell out one through nine. Use numerals for numbers 10 and above.
Numerals form their plurals by adding s. No apostrophe. Example: the 1920s

**Prepositions at the end of Sentences**

It is acceptable to end a sentence with a proposition if doing so adds clarity and avoids convoluted/awkward sentences. Examples: Where did she come from? I can’t imagine what she’s been through.

**Punctuation**

Do use the oxford, or serial, comma. Example: The students were told to bring pens, pencils, and paper to the exam.

**Time**

Include hour and minutes.
Use an en dash to indicate a range of time.
Use periods with a.m. and p.m.
Example: 5:00–7:30 p.m.

**Titles, Format**

Multiple titles should be separated by a semicolon.