

## SMU Editorial Style Guide Updated August 2022

SMU generally follows AP style for its communications, with some exceptions listed below. If you cannot find your specific issue listed in this guide, adopt [AP style](#). (If you do not have an online AP stylebook account, please visit [SMU Libraries](#) for access with your faculty, staff or student ID.)

For style guidance for academic writing, contact your school or department.

For grammar questions, the [Purdue University Online Writing Lab](#) is an excellent resource. Other valuable resources are the [Journalist's toolbox](#) presented by the Society of Professional Journalists and [GrammarBook.com](#)

If you have further style questions that are not addressed in this guide, please contact [styleguide@smu.edu](mailto:styleguide@smu.edu)

### A

#### abbreviations

In text, do not use abbreviations except in special publications and sports schedules that call for abbreviated months/dates, with company names because of space considerations, and with addresses as they appear on mailings.

On campus maps, abbreviations may be used for common terms (Ave, Rd, Blvd, St, etc.), and punctuation is not used after the abbreviation. Abbreviations of this type should not be used in general publications.

#### academic degrees

SMU follows AP guidelines for academic degrees (see examples below for capitalization and abbreviations of degrees – these are taken directly from [AP Stylebook](#)).

- If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *Fatima Kader, who has a doctorate in psychology.*
- Use an apostrophe in *bachelor's degree, a master's,* etc., but there is no possessive in *Bachelor of Arts* or *Master of Science.*
- Use such abbreviations as *B.A., M.A., LL.D.* and *Ph.D.* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name — never after just a last name.
- When used after a name, an academic abbreviation is set off by commas: *John Snow, Ph.D., spoke.*
- Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.

- Master of Arts, Master of Science, Master of Business Administration:
  - Abbreviated *M.A.*, *M.S.*, but *MBA*. A *master's degree* or a *master's* is acceptable in any reference.
- Bachelor of Arts, Bachelor of Science:
  - *A bachelor's degree* or *bachelor's* is acceptable in any reference.
  - Abbreviated B.A. or B.S.
- Doctorate:
  - The preferred form is to say a person *holds a doctorate* and name the individual's area of specialty.
  - Do not use *Dr.* before the names of individuals who hold other types of doctoral degrees. Instead, when necessary or appropriate: *Cassandra Karoub, who has a doctorate in mathematics, was lead researcher.*
  - When listed after name: *Jane Smith, Ph.D.*

### **academic titles**

Capitalize and spell out formal titles such as “professor,” “chancellor,” “chair” and “dean” when they precede a name:

- Dean Craig C. Hill.
- Assistant Professor Vishal Ahajua.

Lowercase when the title follows a name, unless the title is an endowed chair or professorship.

Examples:

- Jennifer Collins, dean of Dedman School of Law.
- Dinesh Rajan, chair of the Department of Electrical Engineering.
- David D. Blackwell, W.B. Hamilton Professor of Geological Sciences.
- Thomas DiPiero, dean of Dedman College of Humanities and Sciences.

When using “dean,” notation should read as “the dean of”: “Holly Jeffcoat, the dean of SMU Libraries.”

See **titles**.

### **acronyms**

Avoid the use of acronyms, particularly in communications with external audiences. Acronyms may be used on second reference, but try to use “the center,” “the institute” or simply a shortened version of the center or institute’s name if possible: “The Bridwell Institute for Economic Freedom is a research institute in Cox School of Business. The institute studies...” See **centers and institutes**.

When you do need to use acronyms (such as in longer internal documents), use them only after the full name has been used at least once previously.

**addresses**

Keep mailing address style consistent with postal regulations, using no punctuation:

Office of Public Affairs  
PO Box 750174  
Dallas TX 75275-0174

Within narrative copy, use commas and spell out the state in an address. "Visit the George W. Bush Presidential Center at 2943 SMU Boulevard, Dallas, Texas."

**Admission**

Singular, not plural, when it refers to SMU Admission.

**advisor**

Preferred to "adviser," contrary to AP style.

**African American**

See **race** entry.

**A-LEC**

Use the hyphen when abbreviating Altshuler Learning Enhancement Center.

**alumni**

- Alumni is used for both male and female (plural) graduates.
- Alumnus is used for a single male graduate.
- Alumna is used for a single female graduate.
- Alumnae is used for plural female graduates.
- Alum or alums is acceptable in casual usage.

**ampersand**

In general, not a substitute for the word "and." In narrative copy, always spell out. Use only when part of a formal name: "AT&T," "Barnes & Noble." The only formal name at SMU with an ampersand is "Robson & Lindley Aquatics Center."

**apostrophes**

Always use "smart" (or curly) quotes and apostrophes. Occasionally, computer systems will automatically insert straight quotes or apostrophes, which should be corrected.

**Athletics**

Always capitalize when referring to the SMU department. It is "Director of Athletics" or "Athletics Director" (not "Athletic Director") when used before a name and "director of Athletics" following a name. As a general term, "athletics" is lowercase.

**archaeology**

## **B**

### **benefited, benefiting**

#### **Black (updated May 2021)**

The Associated Press changed its style on June 19, 2020, to capitalize the “b” in “Black” and explained its reasoning [here](#).

Following the lead of the AP and other major news organizations, SMU now capitalizes the “b” in “Black” when the word is used in a racial, ethnic or cultural context. The modification aligns “Black” with long-standing identifiers such as Latino, Asian American and Native American.

Do not use “Black” as a singular noun. Use the capitalized term as an adjective in a racial, ethnic or cultural sense: Black people, Black culture, Black literature, Black studies, Black colleges. African American is also acceptable for those in the U.S. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American. Follow an individual’s preference if known, and be specific when possible and relevant.

- Minneapolis has a large Somali American population because of refugee resettlement.
- The author is Senegalese American.

Use of the capitalized “Black” recognizes that language has evolved, along with the common understanding that especially in the United States, the term reflects a shared identity and culture rather than a skin color alone.

#### **Board of Trustees**

References to SMU’s Board of Trustees are in uppercase:

- He is on the Board of Trustees.
- She is on the Board.
- She is a member of SMU’s Board of Trustees.
- But: He is an SMU trustee.

#### **boards, committees**

Capitalize when part of a proper name:

- Simmons School Executive Board.
- Campaign Leadership Council.
- Campaign Steering Committee.

#### **buildings**

Use the names listed on the [interactive campus map](#).

### **George W. Bush Presidential Center**

Use the full name for first reference to the entity that includes the library, museum and institute. Alphabetize under “B” instead of “G” on campus maps.

- “Bush Presidential Center” on second reference.
- “Bush Center” for more informal contexts after first and second references.

### **George W. Bush Presidential Library and Museum**

Use on first reference when referring only to that joint entity. Alphabetize under “B” instead of “G” on campus maps, etc.

- “Bush Library and Museum” on second reference.
- Use “library and museum” in casual contexts after first and second references. See **centers and institutes**.

The library and museum should generally be treated as a single entity.

### **George W. Bush Institute**

Use on first reference to the institute alone. Alphabetize under “B” instead of “G” on campus maps, etc.

- “Bush Institute” on second reference.
- Use “the institute” in more informal contexts after first and second references.

## **C**

### **campaigns**

Italicize the names of SMU’s comprehensive campaigns (Campaign years are shown below as reference only; they should not be included when naming a campaign):

- *SMU Ignited: Boldly Shaping Tomorrow* (2021–).
- *SMU Unbridled: The Second Century Campaign* (2008–2015).
- *Pony Power: Strengthening the Stampede* (2017–2020).

In certain circumstances, campaign names are used without the tagline: *SMU Ignited*, *SMU Unbridled*, *Pony Power*. When in doubt, check with project manager/author and remain consistent throughout a project.

### **capitalization**

SMU capitalizes major events and other common-to-SMU words and phrases when used in reference to the University. Some examples are listed below; others may be listed separately within the style guide.

- Academic Year – Capitalize only when used with a year, e.g., Academic Year 2022–23.
- Boulevarding, The Boulevard.
- Class of XXXX (for example: Class of 2022).
- Commencement, Commencement Weekend.
- Convocation.

- Homecoming, Homecoming Weekend.
- University (when referring to SMU, not to universities in general).

### **centers and institutes**

Spell out the full name on the first reference:

- The Cary M. Maguire Center for Ethics and Public Responsibility.
- The John Goodwin Tower Center for Public Policy and International Affairs.

### **chair**

According to SMU guidelines on the use of nonsexist language, use chair – not chairman or chairwoman – for SMU Board members and department heads. Follow the corporation’s nomenclature for positions outside of SMU.

### **Collegiate Georgian architecture**

The architectural style of SMU buildings. Capitalize “Collegiate” and “Georgian.”

### **commas**

AP style does not use the serial comma, e.g., “Professor Smith teaches economics, market behaviors and statistics,” NOT “Professor Smith teaches economics, market behaviors, and statistics.”

### **composition titles**

Apply these guidelines to titles of books, movies, operas, plays, poems, podcasts, songs and television programs, as well as lectures, speeches, exhibitions and works of art, including sculptures (an exception to AP style).

Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title.

Titles of books, including reference books, and periodical titles are italicized, except for the Bible.

- *Journal of Air Law and Commerce.*
- *To Kill a Mockingbird.*

Use italics for titles of movies, television programs, songs, podcasts, operas, exhibitions and works of art.

- *The Sound of Music.*
- *The Walking Dead.*
- *Varsity.*
- *The Magic Flute.*
- *Bach’s Suite No. 1 for Orchestra.* (This is an exception to AP style.)

**course titles**

Use Arabic numerals and capitalize the subject when used with a numeral. Do not use quotes. Capitalize full, formal names of SMU-specific courses.

- He took Philosophy 209 last term.
- The professor teaches The Arts in Their Cultural Context: The City of the Imagination.

**coursework**

One word.

**courtesy titles**

In general, avoid using courtesy titles such as Dr., Miss, Mr., Mrs. or Ms. except in direct quotations *or* when it enhances the quality of the writing in an article to avoid repetition/redundancies (Use editorial discretion and maintain consistency within projects). When it is necessary to distinguish between two people who use the same last name, use the first and last name.

(Exceptions may include individual preferences, particularly in development and donor publications/lists. Cultural dictates may also override SMU style in some cases.)

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name.

See **religious titles**.

**curriculum, curricula**

Curriculum is the singular form, while curricula is the plural form. Common Curriculum is capitalized.

**cyber security**

Two words (a variation from AP style).

**D*****D Magazine***

“Magazine” is capitalized and italicized.

**Dads’ Club****Dallas**

When used in datelines, the city name stands alone with no state.

**Dedman Foundation, The**

“The” should always be capitalized when using The Dedman Foundation, regardless of location within a sentence.

## Degrees

SMU Admission Office maintains a complete list of offered [majors and minors](#). See **academic degrees** for styling guidelines.

## department

SMU follows [AP Stylebook](#) guidelines for capitalizing department names:

Use lowercase except for words that are proper nouns or adjectives: *the department of history, the history department, the department of English, the English department*, or when *department* is part of the official and formal name: *University of Connecticut Department of Economics*.

## E

### email addresses

If an email address comes at the end of a sentence, punctuate accordingly. “For more information, email Joe Smith at [jxsmith@smu.edu](mailto:jxsmith@smu.edu).”

Do not break email addresses across two lines.

### email subject lines

Use sentence case:

- A message to University faculty, staff and students
- Mustangs stay Mustang Strong
- Smithsonian has extended ‘Sea Monsters Unearthed’

### emeritus/emerita

This word often is added to formal titles to denote that individuals who have retired retain their rank or title. Do not italicize. When used, place “emeritus” after the formal title:

- Darwin Payne, professor emeritus.
- Professor Emerita Alessandra Comini.

### en dash

An en dash (–) is wider than a hyphen (-) and narrower than an em dash (—). Use an en dash with spaces for explanatory breaks in thought:

- Gould’s lifework focuses on the concept of punctuated equilibrium – the idea that evolution is not a gradual process.

Use an en dash without spaces for continuous numbers or dates or time frames:

- 1974–1982.
- Pages 7–10.
- June 12–15.
- June 15–July 7.
- 4–6:30 p.m.



### **endowed chairs and professorships**

Capitalize, including when listed after the name of the professor:

- Matthew B. Myers, Cox School dean and Tolleson Chair in Business Leadership.

## **F**

### **faculty**

A collective noun that takes a singular verb. Refers to an entire group of educators who staff a department or school. When not referring to the whole group, use “faculty members.”

Examples:

- The faculty is meeting here.
- Faculty members are meeting here.
- The faculty is discussing the issue.
- The Dedman College of Humanities and Sciences faculty has considered the proposal.
- Faculty members of Dedman College of Humanities and Sciences have made a decision.

### **Faculty in Residence**

Abbreviated FIR.

### **Faculty Senate**

### **First Lady**

Capitalize when used as a title before Laura Bush’s name. Otherwise, lowercase in all uses.

- First Lady Laura Bush.
- Laura Bush, the first lady during George W. Bush’s presidency.
- They recognized former first lady Lady Bird Johnson.

### **first-year, first year**

Use first-year student in all references to a student in his or her first year of studies. Do not use the gendered term “freshman.”

Hyphenate as an adjective:

- Most first-year students live in Residential Commons.

No hyphen when used as a noun:

- All first years are encouraged to meet with their academic advisors.

### **Flagpole**

This gathering space is south of the Main Quad.

### **foreign words**

If a foreign word is listed in *Webster’s New World College Dictionary, Fifth Edition’s* English-language portion, it is not necessary to italicize.

## **Founders' Day**

Founders' Day is the annual University celebration marking the creation of SMU. As this has become a spring homecoming, the series of events is referred to as Founders' Day Weekend. Founders' Day is acceptable when referring to the designated Friday. Examples:

- The groundbreaking will be held on Founders' Day.
- All alumni are invited to Founders' Day Weekend.

## **G**

### **Golden Gala**

The culminating event of Reunion Weekend for 50-year reunions.

### **Golden Reunion**

50-year reunion

### **grade-point average**

Spell out on first reference:

- His grade-point average is 3.8.

Abbreviate on second reference:

- His high GPA earned him many awards.

### **graduation years**

- All SMU alumni and current student names are followed by two-digit class year preceded by a "smart" apostrophe, e.g., "Joe Smith '99 and Janet Jones '79, '82."
- Use only the abbreviated year; do not name the degree.
- In printed text, make sure the degree year does not break to a separate line from the name.
- Current students should be listed with their *expected* graduation year.
- For couples where both partners are SMU graduates, both names should be presented with each corresponding graduating year, e.g., "Jane Smith '75 and Joe Smith '74."

### **Greek(s)**

Capitalize when used in reference to a Greek-letter fraternity or sorority.

## **H**

### **headlines**

Use sentence case:

- A message to University faculty, staff and students
- Mustangs stay Mustang Strong
- Smithsonian has extended 'Sea Monsters Unearthed'

**Hilltop Society**

Recognizes donors who make gifts and pledge payments two fiscal years in a row.

**Homecoming/Homecoming Weekend**

Capitalize when referring to SMU's Homecoming festivals that take place each fall.

I

**Insiders Letter**

J

**Jr., Sr.**

Abbreviate as "Jr." and "Sr." only with full names. Precede by a comma (a variation from AP style, unless the subject requests that no comma be used):

- Paul B. Loyd, Jr.
- Edwin L. Cox, Sr.

The notation "II" or "2nd" also may be used if it is the individual's preference. Use a comma before II and III, etc., unless the subject requests that no comma be used.

K

L

**lecture titles**

Capitalize and use quotes (no italics) for their formal titles:

- Archaeology Professor Mike Snyder will present "A Study of Iron Age Inhabitants of the Northeast Texas Area."

M

**"M" Award**

Initial-cap the M and A, and put the M in quotation marks.

**Main Quad**

Capitalize the names of school quadrangles, including the Main Quad, the Law Quad, etc.

**maps**

Campus maps do not always follow the same rules regarding abbreviations and/or punctuation. Common map terms may be abbreviated (St, Blvd, Dr, etc.), but do not include periods after the abbreviations.

### **Martha Proctor Mack Grand Ballroom, The**

“The” is part of the name and should be capitalized.

### **Meadows Foundation, The**

“The” should always be capitalized no matter its placement in the sentence.

### **Mothers’ Club**

#### **months**

Always spell out. Do not abbreviate. This is a variation from AP style.

- August 5, 1976.
- September 11.
- Monday, January 5.
- Registration begins in September.

#### **my.SMU.edu**

When referring to the resource in copy, use “my.SMU.” When referring to the web address rather than the name of the site, use my.smu.edu without the capitalization used in the resource name.

## **N**

#### **numbers**

In text, and in general, spell out numbers one through nine. Use numerals for 10 and above. (Follow AP guidelines for numbers at the beginning of sentences).

Some exceptions are percentages, ratios, monetary amounts, temperature readings, ages, physical dimensions, millions and billions, and sports scores:

- 9%.
- \$4.
- 4 degrees Celsius.
- They won the baseball game 4–2.
- She is 4 years old.
- There were 6 million people.
- The porch is 9 feet by 11 feet.
- Use a 9-by-12 pan.

## **O**

#### **on-campus, off-campus**

Hyphenate only when used as a compound modifier:

- She used the sources available from the on-campus libraries.
- He decided to live off campus

## P

### **phone numbers**

Phone numbers are written with area code preceding and divided by hyphens: 214-123-4567.

### **Pony Up!**

Always capitalized. However, “pony ears” is not capitalized.

### **President’s Associates**

Recognizes donors who make gifts and pledge payments of \$1,000 or more toward current-use funds during a fiscal year.

### **President’s Scholars**

Singular possessive; apostrophe before s.

### **professor**

Never abbreviate and, as with other titles, capitalize only when it precedes a name:

- Professor of Journalism Joe Smith praised the student for his excellent feature story.
- Joe Smith, professor of journalism, praised the student for his work.

However, capitalize the formal name of an endowed chair or professorship whether it is placed before or after the name:

- Harold W. Stanley, Geurin-Pettus Distinguished Chair in American Politics and Political Economy, gave the lecture.

## Q

## R

### **race**

Include racial or ethnic details only when they are clearly relevant and that relevance is explicit in the text.

### **religious titles**

The first reference to a member of the clergy normally should include a capitalized title before the individual’s name. In many cases, “the Rev.” is the designation that applies before a name on first reference. Only use “the Rev. Dr.” if the individual has an earned doctoral degree and reference to the degree is relevant.

### **Research One**

The designation of a top-tier research institute using the Carnegie Classification system, a framework for classifying colleges and universities in the United States by their research activity. Use “R1” on second reference.

## **Residential Commons**

Capitalize “Residential Commons” as a phrase and as individual Residential Commons names.

- The 11 Residential Commons are:
  - Armstrong Commons.
  - Boaz Commons.
  - Cockrell-McIntosh Commons.
  - Kathy Crow Commons.
  - Crum Commons.
  - Loyd Commons.
  - Mary Hay-Peyton-Shuttles Commons (includes three buildings: Mary Hay Hall, Peyton Hall and Shuttles Hall).
  - McElvaney Commons.
  - Morrison-McGinnis Commons.
  - Virginia-Snider Commons.
  - Ware Commons.
  
- Singular/plural: “Kathy Crow Commons is” but “the 11 Residential Commons are.”
- Use “the Commons” (capitalized) without the donor name to refer to an individual Residential Commons or Dining Commons on subsequent references.
- Do not start a sentence with “Commons” – use “The Commons” or “Residential Commons” or “The Residential Commons” instead.
- Do not shorten to “Res Commons,” and avoid “RCs” in formal communications.
- “Faculty in Residence” should be capitalized and not hyphenated, as shown. The acronym, “FiR” can be used after being defined on first reference and when using the acronym is appropriate, such as when “Faculty in Residence” would appear frequently in a document.

## **Reunion Weekend**

### **Robson & Lindley Aquatics Center**

Spelled with an ampersand.

## **ROTC**

Acceptable for all references to the Reserve Officers’ Training Corps, a nationwide program offered at more than 1,700 colleges and universities across the country that prepares young adults to become officers in the U.S. military. While ROTC courses are not offered on the SMU campus, SMU partners with the University of North Texas and the University of Texas at Arlington for Air Force ROTC and Army ROTC.

## **S**

**said, says**

Attribute with past tense “said” in gift announcements, news releases and campaign newsletters. Present-tense “says” is preferred in other uses.

**Scholar’s Den****school names**

The degree of formality required should dictate use. For example, in most cases, “Cox School of Business” is acceptable upon first reference, though in more formal situations, “Edwin L. Cox School of Business” may be preferred. “Cox School” is acceptable on second reference.

Examples:

- Plays and concerts are produced regularly at Meadows School of the Arts.
- He earned an MBA at Cox School in 2010.
- She is a member of the faculty at Simmons School of Education and Human Development.
- The program is a partnership among Toyota USA, the West Dallas community, Dallas ISD and Simmons School.

NOTE: It is possible that individual schools may make different decisions regarding usage on their own sites and publications.

**seasons**

Lowercase all seasons and seasonal terms such as fall, spring, winter, wintertime, etc., unless they are part of a formal title:

- SpringFest.
- Winter Olympics.
- Fall Festival.
- fall 2020.

**sentence case**

Headlines, subheads and email subjects should be in sentence case.

- A message to University faculty, staff and students
- Mustangs stay Mustang Strong
- Smithsonian has extended ‘Sea Monsters Unearthed’

**Dr. Bob Smith Health Center**

Do not abbreviate. The whole name must be used in every instance. On second reference, may be referred to as “the health center.”

**SMU Dads’ Club****SMU-in-Taos**

## **SMU Mothers' Club**

### **spring break**

Not capitalized.

## **Student Senate**

### **subject**

Lowercase subjects, unless a language or followed by a Roman numeral:

- He took English.
- She took French.
- They studied algebra, taking Algebra I in the fall.

## **T**

### **TEDxSMU**

### **term**

In general, use instead of semester.

### **the**

When including “the” to begin a title or proper name, “the” should not be capitalized unless it is part of an official title or the beginning of a sentence.

### **theater vs. theatre**

Use “theater” when making a generic reference:

- I am going to the theater.

When used with a proper name, spell in accordance with the correct title of the facility:

- Bob Hope Theatre.
- Margo Jones Theatre.
- Greer Garson Theatre.
- Hughes-Trigg Theater.

Programs in Meadows School:

- Division of Theatre.
- Theatre Studies.

### **time**

Use figures with all times except for noon and midnight, which should stand alone. When using times for events that occur at the start of the hour, do not include :00. For example:

- The meeting will begin at 11 a.m., and should last until 4 p.m.



For times that must include both the hour and the minute, use a colon:

- 8:30 a.m.
- 4:45 p.m.

Use lowercase a.m. and p.m., with periods between the letters. Do not use AM, A.M., PM, P.M. Also, avoid such redundancies as 4 a.m. in the morning, 8 p.m. at night, etc. If necessary, use 4 a.m. today or 8 p.m. Monday, etc.

Use an en dash (without spaces) when there is a set start and stop time, and avoid a.m. or p.m. redundancies:

- 4–6:30 p.m.
- 11:30 a.m.–2 p.m.

SMU does not have a rule of listing time, date and place in that order, but choose a consistent order throughout the piece.

### **titles**

In general, lowercase professional titles unless they precede a proper name. SMU generally does not use courtesy titles (such as Dr.) but does use titles for clergy and elected officials on first reference, such as Bishop, Pastor, the Rev., the Rev. Dr.; Sen., President.

However, when titles are after a name in signatures or display text such as in a pull quote or a listing in a program or invitation, capitalize the title.

- Elizabeth G. Loba, Provost and Vice President for Academic Affairs
- K.C. Mmeje  
Vice President for Student Affairs
- Maria Dixon Hall, Chief Diversity Officer and Senior Advisor to the President for Cultural Intelligence

In programs or invitations, include the speaker's title underneath the speaker's name on first reference.

## **U**

### **University**

When referring to SMU, use "SMU" or "the University." In news releases, use "Southern Methodist University" on first reference and "SMU" on subsequent references.

When referring to an institution in general, use lowercase: "There are many fine universities in the state of Texas."

**University of Texas Southwestern Medical Center at Dallas, The**  
“The” is part of the name.

### **upper-division student**

Use upper-division, not upperclassman, to refer to any undergraduate who is a junior or senior.

- Jane, an upper-division student from Dallas, is a senior at SMU.
- The upper-division student buildings offer great amenities for undergraduates who are juniors or above.

## **V**

### **vice**

Use two words with no hyphen:

- Vice president.
- Vice chair.

## **W**

### **website/URL**

No punctuation is necessary if a sentence ends with a website and that sentence comes at the end of a paragraph: “For more information, visit [smu.edu/admission](https://smu.edu/admission)”

If a sentence ending with a website comes earlier in a paragraph and is immediately followed by another sentence, punctuation is necessary to differentiate between sentences and should be used to eliminate confusion and/or run-on sentences.

If a website is hyperlinked to regular text, punctuate according to proper grammar rules. For example: You can find information about school logo and branding details at SMU’s [brand center](#).

Do not break website addresses across two lines.

### **white**

The Associated Press, which declared its policy on uppercasing “Black” and “Indigenous” on June 19, 2020, announced the following month it would continue to lowercase “white” in racial, ethnic and cultural contexts. SMU will follow this policy.

### **-wide**

Generally use as a suffix without a hyphen.

- Campuswide.
- Statewide.

Use a hyphen with proper nouns, including “University-wide” in reference to SMU.

- That is a University-wide policy.
- The uniform requirement is Army-wide.

## Y

### **years**

Use figures without commas: 1991, 2005, etc. When referring to decades or centuries, use an “s” without an apostrophe: the 1890s, the 1920s, the 1960s, etc.

Years are the lone exception to the general rule that numbers should not be used to start a sentence: 1989 was an extraordinary year. But try to avoid this construction.