**WSU Style Guide**

[weber.edu/brand/figuresspeech.html](weber.edu/brand/figuresspeech.html)

Most Common Formatting You Should Know

**address:** *Right:* Ogden UT 84408-4020 | *Wrong:* Ogden, Ut., 84408-4020

**time:** Avoid redundancies such as 10 a.m. this morning, 10 p.m. tonight. Formatting: 8 a.m. – 3 p.m., 8 a.m. – Noon, 8 – 9:30 a.m., Midnight – 2 a.m.


spring semester | fall semester | summer semester 2018 (do not capitalize)

**year:** 2000s (no apostrophe) | 2017-18

**cost:** *Right:* $40 | *Wrong:* 40 dollars

**percentage:** *Right:* 21 percent increase | *Wrong:* 21% increase

**numbers:** spell out one – nine and use numbers once you hit 10 +

**advisor/adviser:** -or is the preferred usage

**ages:** always use numerals

**buildings:** Shepherd Union (omit building and capitalize), Student Services Center (omit building and capitalize)

**web URLs:** *Right:* weber.edu/studentaffairs | *Wrong:* http://www.weber.edu/studentaffairs

**web terms:** email (not e-mail or Email), e-newsletter, Internet (capitalize), website, web page (2 words), World Wide Web or just Web (capitalize)

**degrees:** academic degrees are not capitalized, and the preferred form is to avoid abbreviation unless producing catalog-type materials.

Use an apostrophe in associate’s degree, bachelor’s degree and master’s degree.

Abbreviations B.A., M.A. and Ph.D. (except for on web, omit the periods for content on weber.edu: BA, MA, AAS, PhD)