

WSU Style Guide

weber.edu/brand/figurespeech.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.

dates: capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. (Aug. 22, 2017). Spell out when using alone, or with a year alone (August 2017).

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)

