



Office of Marketing and Communications

PVAMU Editorial Style Guide



PVAMU Editorial Style Guide

2013-2014

The Prairie View A&M University Office of Marketing and Communications has created an official style guide for campus-wide use. This document serves as the guide for all written publications for marketing purposes. The recommendations found in this guide are based on the Associated Press format with some modifications made for PVAMU style.



Academic Degrees

The following are examples of formal names of academic degrees and their abbreviations:

- Bachelor of Science (BS)
- Bachelor of Arts (B.A.)
- Bachelor of Arts Social Work (B.A.S.W.)
- Bachelor of Science in Nursing (B.S.N.)
- Bachelor of Science in Agriculture (B.S.A.G.)
- Bachelor of Science in Dietetics (B.S.D.T.)
- Bachelor of Science in Family and Community Service (B.S.F.M.C.S.)
- Masters of Architecture (MArch)
- Bachelor of Business Accounting (B.B.A.)
- Bachelor of Science in Chemical Engineering (B.S.C.H.E.)
- Bachelor of Science in Civil Engineering (B.S.C.E.)
- Bachelor of Science in Electric Engineering (B.S.E.E.)
- Bachelor of Science in Mechanical Engineering (B.S.M.E.)
- Bachelor of Science in Computer Engineering Technology (B.S.C.E.T.)
- Bachelor of Science in Information Technology (B.S.I.T.)
- Bachelor of Science in Electrical Engineering Technology (B.S.E.E.T.)
- Bachelor of Science in Education Industrial Technology (B.S.T.C.H.)
- Master of Science in Accounting (M.S.A.)
- Masters of Science in Electrical Engineering (M.S.E.E.)
- Master of Science in Engineering (MSENGR)
- Master of Business Administration (MBA)
- Master of Arts (M.A.)
- Master of Science (M.S.)
- Master of Education (M.Ed.)
- Doctor of Education (Ed.D.)

- Doctor of Philosophy (Ph.D.)

The general terms for academic degrees are as follows:

- associate's degree
- bachelor's degree
- baccalaureate
- doctoral degree
- doctorate
- master's degree

Lowercase degrees if spelled out: **bachelor of arts, master of science, doctorate, doctor of philosophy**. Do not follow the name of a degree with the word *degree*. Use an apostrophe in the short form: **bachelor's degree, master's**. Try to avoid the abbreviations B.A., B.S., M.S., etc., but if you do abbreviate degrees, then be sure to use periods after all the letters (with the exception of MBA, no periods).

An alternative to listing degree abbreviations is to use a phrase describing the degree, for example, "John Jones, who has a doctorate in psychology ..."

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.

The plural forms are bachelor's degrees (B.A.s), master's degrees (M.A.s) and doctoral degrees (Ph.D.s).

Academic titles

Lowercase and spell out titles when not used with an individual's name.

The dean provided a list of students.

- The graduate assistant taught a class.
- The chancellor will speak today at noon.

Capitalize and spell out when a title precedes a name.

- Chancellor John Sharp met with Dean Jane Smith yesterday.

Very long titles are more readable when placed after a name.

- John Smith, vice president for business and administration, nominated the work-study student for a national award.

Accreditations

Prairie View A&M University Accreditations

- Institutional
- University (Regional Accreditation)
- Agency: Commission on Colleges of the Southern Association of Colleges and Schools, Inc. (COC-SACS)

College of Agriculture and Human Sciences

Area: Dietetics

Agency: Commission on Accreditation of Dietetics Education (ADA)

College of Architecture

Area: Architecture

Agency: National Architectural Accreditation Board (NAAB)

College of Arts and Sciences

Area: Chemistry

Agency: American Chemical Society

Area: Social Work

Agency: Division of Standards and Accreditation Council on Social Work Education

College of Business

Area: Business

Agency: Association to Advance Collegiate Schools of Business International (AACSB)

College of Education

Area: Teacher Education

Agency: National Council for Accreditation of Teacher Education (NCATE)

Agency: State Board for Educator Certification (SBEC)

College of Engineering

Area: Computer Science

Computing Accreditation Commission of ABET, Inc. (CSAC of ABET)

Area: Engineering

Engineering Accreditation Commission of ABET, Inc. (EAC of ABET)

Area: Engineering Technology

Technology Accreditation Commission of ABET, Inc. (TAC of ABET)

College of Nursing

Area: Nursing

National League for Nursing Accrediting Commission (NLNAC)

Council on Collegiate Nursing Education (CCNE)

Board of Nurse Examiners for the State of Texas (BNE)

Abbreviations and Acronyms

Avoid using abbreviations and acronyms unless they are universally recognized, such as AIDS, FBI, GPA, NASA and ROTC. See the Associated Press Stylebook for guidelines on this point.

Addresses

When writing to an on-campus address, use the preferred order below:

Recipient Name

Department Name

Prairie View A&M University

Campus Box (number)

100 University Dr., Prairie View, TX 77446

For return addresses, the preferred order is:

Prairie View A&M University

Sender Name

Department Name

Campus Box (number)

100 University Dr., Prairie View, TX 77446

Receiving Mail: Faculty/Staff/Departments

USPS

Department Name

Faculty/Staff Name

P. O. Box 519, Mail Stop #

Prairie View, Texas 77446-0519

UPS/DHL/Fed-Ex

CENTRAL RECEIVING

PVAMU - Department Name

Anne Preston @ Reba Bland Evans
Prairie View, TX 77446
Attn: Employee Name

Receiving Mail: Students

University College

USPS

Student Name
Bldg #- Room#
P. O. Box 519
Prairie View, Texas 77446-0519

UPS/DHL/Fed-Ex

University College Housing

Student Name
Bldg Name – Room Number
Anne Preston @ E. M. Norris Street
Prairie View, Texas 77446-0519

University Village

USPS

Student Name
Bldg #- Room#
P. O. Box 519
Prairie View, Texas 77446-0519

UPS/DHL/Fed-Ex

University Village Housing

Student Name
Bldg Name – Room Number
Oscar Pipkin @ L. W. Minor
Prairie View, Texas 77446-0519

African American

Hyphenate only when used as a modifier: He is African American. NABJ is an organization for African-American journalists.

Ages

Use figures. When used as a modifier or a noun, use hyphens. This applies also to inanimate objects, animals, etc.

All Right

Never use alright.

Alma mater

Do not capitalize.

Alumna, alumnae, alumni, alumnus

An alumnus is a person, particularly a male, who has attended or is a graduate of a particular school, college or university; “alumni” is the plural form, referring to males as a group and males and females as a group. An alumna is a female alumnus; “alumnae” is the plural form, referring only to females as a group.

B

Building Names

Capitalize the proper names of buildings, including the word “building” if it is part of the proper name. On first reference to a campus building, use its proper name. Use informal or casual building names on second reference and beyond. Never use the abbreviation for building: “bldg.”

It is acceptable to use commonly abridged names for campus buildings and landmarks on first reference, but preference is to use a building’s proper name on first reference when a name may be unfamiliar to external audiences being addressed. Abridged names are not appropriate for printed materials associated with building dedications, commencements and other formal ceremonial events.

G.R. Woolfolk Social & Political Science Building

Gilchrist/C.L. Wilson Engineering Building

W.R. Banks Building

E.B. Evans Animal Industry Building

Hilliard Hall - Communications Building

May Hall Home Economics Building - Home Economics
William "Billy" J. Nicks Field House (Baby Dome)
Brewer Building - Navy ROTC
Burleson-Ware Hall - Army ROTC
Hobart Thomas Taylor, Sr. Hall
Austin Greaux Chemical Engineering Building
Wilhelmina Delco Building
Sam R. Collins Engineering Tech Building
Leroy G. Moore, Jr. Intramural Gymnasium
Graduate North West Campus
Nathelyne Archie Kennedy Architecture Building
Don K. Clark Building
E. E. O'Banion Science Building

C

Century

Lower case when used with a number: 20th century, 21st century. Avoid using superscript letters.

Chair

Use discretion in selecting the appropriate term: chair, chairperson, chairman, chairwoman.

Class year

When referring to an alumnus in text, include the last two digits of his or her class year after the name with an apostrophe. When referring to an alumnus with multiple degrees, list the degrees in the order in which they were received. When referring to a couple who are both alumni of the same university, include the last two digits of the class year with an apostrophe after each person's name.

- Roy G. Perry College of Engineering is the namesake of '78.
- "The campus has changed since I was a student," said John O'Reilly '44, '46 (MBA).
- Marvin '70 and Marlene Finkelstein Smith '70

Coed

No hyphen.

Commas and Periods

Do not use a comma before the conjunction in a series. Put periods and commas inside an end quote.

Correct: Her shirt is red, white and blue.

Correct: She replied, "Yes, that's true."

Conference Titles

The full, official name of conferences should be capitalized and spelled out on first reference.

Commencement vs. Graduation

Capitalize when referring to the Prairie View A&M University event. Lowercase general references.

Commencement refers to the ceremony, officiated by the President of the University. Graduation, on the other hand, is a three-step process consisting of submitting an Application for Graduation form, completing all academic requirements for your degree, and settling all financial obligations.

Committee names

Capitalize the names of committees. (e.g., the Academic Affairs Committee will meet on Thursday.)

Convocation vs. General Assembly

Convocation is a ceremonial assembly of members of a college or university. General assembly is the gathering of the student body that will be governed by the president of the university.

Courses

A course may be identified by its course number (ENGL 305, for instance) or by its name (for example, American Literature I).

Courtesy Titles

Courtesy titles include Mr., Mrs., Ms. and Miss.

Curricula, Curriculum

Curriculum is the singular form; curricula are the plural form.

Curriculum vitae

No italic; the plural is curricula vitae. Also referred to as CV; plural: CVs.

D

Data

Data is a plural noun, and normally takes plural verbs and pronouns.

Example: The data have been gathered. This sentence is referring to individual pieces of data.

Exception: When data is referred to as a unit, it becomes a collective noun and takes singular verbs and pronouns. The data is accurate.

Dates

Follow the AP guide entry for “dates,” “months” and “days of the week.” When writing the name of the day with the date, set the date in commas: Monday, Jan. 28, is the day of... Never use ordinal numbers; use only cardinals:

Nov. 6, not Nov. 6th in times of day, use only necessary digits: 8 p.m., not 8:00 p.m., or 10-11:30 a.m. Note that “a.m.” and “p.m.” are lowercase, and periods are used except when space is limited.

On programs, invitations and the like, use numerals for the date and time of day: May 16, 2010, at 3 p.m. In very formal invitations, the date and time may be written in words: May Sixteenth at Three O'clock.

Departments

On first reference, use a department’s formal name (for instance, the Department of Music). After this reference, you may use the informal name (the music department) or (the department.) For the proper title of a particular department, refer to our website, www.pvamu.edu.

Directions and Regions

In general, lowercase north, south, southeast, etc. when they indicate compass directions. Capitalize when they designate regions.

Dr.

The title Dr. may be used in front of a person’s name when that person holds an earned doctoral degree. Do not use it along with a courtesy title or along with another title such as Dean, Professor, Chancellor or The Rev. in front of a name.

Correct: Dr. Joe Smith, dean of the School of Arts and Humanities, addressed the audience.

Incorrect: Dean Dr. Joe Smith addressed the audience.

Donor lists

- Note: Donor lists originate from the Office of Development.
- In lists, donors will be listed using a standard format which reflects name preferences defined in the university-wide donor database.
- For anonymous donor(s), list “Anonymous” before other donor names. For multiple anonymous donors include the number of donors in parenthesis (e.g., “Anonymous (17)”).
- When a list has multiple paired donors, such as a couple, consistently indicate the joint gifts throughout the list, using either “and” or ampersand “&.”
- If not specified by the donor, use salutations (e.g., Mr., Mrs.) when two donors share the same line for a joint gift; otherwise list a sole donor’s name without salutation (e.g., “Mr. and Mrs. Wit E. Wisdom” or “Wit E. Wisdom”).
- In lists, do not use a comma before personal suffixes Jr., III, etc.; do use commas before degrees (e.g., “Lumin Smith, III”).
- Sample donor list:
 - Anonymous (17)
 - Hon. Mary Future
 - Penny Philanthropist, PhD
 - Lumin Smith, III MD
 - Mr. and Mrs. Wit E. Wisdom
 - Wit E. Wisdom, Jr.

E

Email

This term is the commonly used term for electronic mail; sometimes it is written e-mail. In listing an email address, lowercase all letters and characters.

Correct: joesmith@pvamu.edu

Ethnic designations

Hyphenate African-American, Asian-American, Mexican-American, Cuban-American, etc. Use Anglo rather than white in contexts in which there are also references to Hispanics, Latinos, etc. When summarizing enrollment data, etc., use these designations as a preferred alternative to U.S. Census designations or other government usage: Anglo, African-American, Hispanic, Mexican-American, Asian-American, American Indian (or Native American), Foreign.

F

Farther/Further

Farther refers to physical difference. Further refers to an extension of time or degree.

Correct: He walked farther into the woods.

Correct: They decided to research the issue further before making a decision.

First Year Freshman, Freshman

Be sure to distinguish the difference between first year freshman and freshmen categorized by colligate completion.

Fiscal Year

Capitalize when referring to a specific fiscal year e.g., Fiscal Year 2009. Abbreviated FY. Use FY only once when referring to a range of years.

Example: FY 2006 - 2001 and not FY 2006 - FY 2001.

Flags

They are lowered to half-staff, not half-mast.

Flagship

Do not use. Use "top-tier" instead.

Full time, full-time

Hyphenate as an adjective. Otherwise, two words. He is a full-time faculty member. He teaches full time. (See hyphens.)

Fundraiser, fundraising

Example:

A veteran development executive has been named Prairie View A&M University's chief fundraiser.

Dallas is a community with a strong tradition of charitable fundraising.

The telethon represents a yearlong fundraising effort.

For information about fundraising, please email the director.

G

Graduate School

When referring to the formal institution, capitalize the name; in general references, lowercase.

Correct: Dr. Jane Smith is dean of the Graduate School.

Correct: She went to graduate school.

Grammar

- “ly” compounds are not hyphenated: “recently written” (as adjective) not “recently-written.” • “Faculty” is plural.
- Avoid contractions in formal writing.
- Use active voice: “The president appointed a committee,” not “A committee was appointed by the president.”
- Italics should be used for foreign words only if they are not in Webster’s and then only on the first occurrence. For science terms, both genus and species names should be italicized, but only genus names are capitalized.
- Use “that” restrictively and “which” non-restrictively: “PVAMU is the university that was presided over by General Sherman,” but “PVAMU, which is located in Texas, is accredited by...”
- Use “such as” rather than “like” when introducing a series of representative examples: “land-grant universities such as PVAMU, North Carolina State, and Auburn.”
- Use “due to” only as a subject complement (usually placed after a form of the verb “to be”): “PVAMU’s excellence is due to the dedication of its faculty,” not “PVAMU is excellent due to the dedication of its faculty.” (In the second construction, substitute “because of” for “due to.”)
- Use “more than” instead of “over” when expressing quantities.
- Do not substitute “feel” for “believe”: “Faculty believe their concern is valid,” not “Faculty feel their concern is valid.”
- Do not use “hopefully” except when referring to an action done in a hopeful manner: “The University undertook the project hopefully,” not “Hopefully, PVAMU will be reaffirmed.” Do not use the suffix “ize” or “wise” to create adjectives or adverbs when more standard ones already exist.
- Avoid use of “etc.” Appropriate replacements include “and the like” or “and so forth.”
- Avoid unnecessary words, such as “there is,” “there are,” and “it is” constructions: “No committee addresses the problem,” not “There is no committee addressing the problem.”
- Remove unnecessary phrases from your copy. For example, there is no need for the phrase “in order” in this sentence: “In order to participate, students must attend the informational workshop.”

I

Insure v. Ensure

Use insure only in the commercial sense, as in auto, life and health insurance. Use ensure in the more general sense to mean guarantee or make certain.

Internet

Lowercase unless it is the first word in a sentence.

L

Lecturers, Lectureships

The title “lecturer” or “adjunct lecturer” should be considered an occupational title rather than a formal title and as such be lowercased even before an individual’s name: Feature writing lecturer William Smith

Logo

For logo information, visit <http://www.pvamu.edu/pages/957.asp>.

M

Marketing Slogan v. Motto

A marketing slogan is usually used to try to sell something while a motto is usually a phrase or saying that's associated with an institution.

Military Titles

Army

Commissioned Officers

- Brigadier general -- Brig. Gen.
- Captain -- Capt.
- Colonel -- Col.
- First lieutenant -- 1st Lt.
- General -- Gen.
- Lieutenant colonel -- Lt. Col.
- Lieutenant general -- Lt. Gen.
- Major -- Maj.
- Major general -- Maj. Gen.
- Second lieutenant -- 2nd Lt.

Warrant Officers

- Chief warrant officer -- Chief Warrant Officer
- Warrant officer -- Warrant Officer

Enlisted Personnel

- Command sergeant major -- Command Sgt. Maj.
- Corporal -- Cpl.
- First sergeant -- 1st Sgt.
- Master sergeant -- Master Sgt.
- Private -- Pvt.
- Private first class -- Pfc.
- Sergeant -- Sgt.
- Sergeant first class -- Sgt. 1st Class
- Sergeant major -- Sgt. Maj.
- Sergeant major of the Army -- Sgt. Maj. of the Army
- Specialist -- Spc.
- Staff sergeant -- Staff Sgt.

Navy, Coast Guard

Commissioned Officers

- Admiral – Adm.
- Captain – Capt.
- Commander -- Cmdr.
- Ensign – Ensign
- Lieutenant – Lt.
- Lieutenant commander – Lt. Cmdr.
- Lieutenant junior grade – Lt. j.g.
- Rear admiral lower half – Rear Adm.
- Rear admiral upper half – Rear Adm.

- Vice admiral – Vice Adm.

Warrant Officers

- Chief warrant officer – Chief Warrant Officer

Enlisted Personnel

- Master chief petty officer – Master Chief Petty Officer
- Master chief petty officer of the Navy – Master Chief Petty Officer of the Navy
- Petty officer first class – Petty Officer 1st Class
- Petty officer second class – Petty Officer 2nd Class
- Petty officer third class – Petty Officer 3rd Class
- Seaman – Seaman
- Seaman apprentice – Seaman Apprentice
- Seaman recruit – Seaman Recruit
- Senior chief petty officer – Senior Chief Petty officer

Marine Corps

- Corporal – Cpl.
- First sergeant – 1st Sgt.
- Master sergeant – Master Sgt.
- Sergeant – Sgt.
- Sergeant major – Sgt. Maj.
- Sergeant major of the Marine Corps – Sgt. Maj of the Marine Corps
- Staff sergeant – Staff Sgt.

Air Force

- Airman – Airman
- Airman basic – Airman
- Airman first class – Airman 1st Class
- Chief master sergeant – Chief Master Sgt.
- Chief master sergeant of the Air Force – Chief Master Sgt. of the Air Force
- Master sergeant – Master Sgt.
- Senior airman – Senior Airman
- Senior master sergeant – Senior Master Sgt.
- Staff sergeant – Staff Sgt.
- Technical sergeant – Tech. Sgt.

Retired Officers

A military rank may be used in first reference before the name of an officer who has retired if it is relevant to a story. Do not, however, use the military abbreviation Ret.

N

Names of Colleges & Schools

College of Agriculture and Human Sciences
Marvin D. and June Samuel Brailsford College of Arts and Sciences
College of Juvenile Justice and Psychology
Graduate School
Northwest Houston Center
University College
Undergraduate Medical Academy
College of Business
Roy G. Perry College of Engineering
Whitlowe R. Green College of Education
College of Nursing
School of Architecture

National Collegiate Athletic Association

NCAA is acceptable on first reference.

Numbers

In writing dates, use cardinal numbers, i.e., avoid "rd," "th," and "st" with dates. Write May 3, or March 12, or May 21, not May 3rd, 12th, or 21st. Decades may be written as either 1920s, '20s, or twenties, but not 1920's. When referring to sums of money, use only those digits that are necessary: \$40, not \$40.00. Write \$40 million, not \$40 million dollars.

Numbers

Spell out whole numbers below 10 or at the beginning of a sentence; use figures for 10 and above. For ordinals, spell out first through ninth; starting with 10th, use figures. Exception: for percentages, dimensions and ages, use figures, even for 1-9. If you must start a sentence with a number, spell the number out. When writing a span of numbers, do not combine a preposition with a hyphen or en-dash.



Office

Capitalize office only when it is part of an official name:

Correct: Office of Student Affairs

Correct: Stop by the admissions office for details.

The Office for Alumni Relations:

- Serves as University liaison to the Prairie View A&M University National Alumni Association
- Attends quarterly Executive Board Meetings of the National Alumni Association
- Represents the Office for Alumni Relations at official National Alumni Association special functions to include banquets, luncheons, alumni class meetings, homecoming activities, recognition programs and other event
- Serves as the University liaison in nurturing and building relationships with alumni reunion classes including the fiftieth year classes
- Works in partnership with the Prairie View A&M University National Alumni Association in publishing an Alumni Directory, every 5 years
- Maintains an open door policy for alumni and friends of the university
- Identifies and nominates alumni to national organizations for the purpose of recognizing the accomplishments of PVAMU alumni in the arts, business/industry, community service, education, entertainment, government/law, medicine, science, and for lifetime achievement. Fifty-four graduates have been recognized for distinguished service during the past six years. The Office for Alumni Relations works in partnership with the National Association for Equal Opportunity in Higher Education, the National Black College Alumni Hall of Fame and the Thurgood Marshall Scholarship Fund National Alumni Council
- Maintains Alumni Relations website, the Alumni HUB. This vehicle enables the Alumni Relations Office to update alumni records, post program events, and to inform alumni about special programs at the University
- Serves on the Steering Committee of the Capital Campaign Cabinet
- Collaborates with professionals, in similar offices, for the purpose of sharing challenges and opportunities in higher education alumni relations

Online

It is one word, not hyphenated when used in reference to computer communication. Otherwise, when used as an adjective, it is hyphenated and two words.

P

Prairie View A&M University Athletics/Intramurals

- “Prairie View A&M University Athletics” refers to men's and women's intercollegiate athletics teams.
- When referring to women athletics they will be referred to as “Panthers” and also “Lady Panthers”
- All-America honors – "All-America" is correct in all instances (e.g., "This year several Prairie View A&M University football players garnered All-America honors.")
- Refer to home games as [Opponent School Name] vs. PVAMU [team]. When games are played at neutral sites the term “at” will be used.

For more information on PVAMU Intramural Sports visit pvamu.edu.

President

Capitalize when used before a name; lowercase after a name. The names and terms of those who served as PVAMU Presidents follow:

President E.B. Evans (1948-1966)

President Alvin I. Thomas (1966-1982)

President Percy A. Pierre (1983-1989)

President Julius W. Becton, Jr. LTG. (Ret.) (1989-1994)

President Charles A. Hines (1994-2004)

President George C. Wright (2003-Present)

Vice Presidents:

E. Joahanne Thomas-Smith:

Provost and Senior Vice President for Academic Affairs

Office of Academic Affairs

Willie F. Trotty:

Vice President for Research & Dean of the Graduate School

Research & Development

Lauretta F. Byars:
Vice President for Student Affairs & Institutional Advancement
Office of Student Affairs & Institutional Relations

Corey S. Bradford:
Senior Vice President for Business Affairs
Business Affairs

Fred E. Washington:
Vice President for Administration & Auxiliary Services
Administration and Auxiliary Services

Professor

Capitalize when the term precedes a name; lowercase when it follows a name.

- Correct: Professor Joe Smith teaches MTH 312.
- Correct: Joe Smith, professor emeritus of music, teaches MUS 312.

Professorships And Scholarships

Capitalize named scholarships and professorships, even when they follow a person's name.

- Correct: Jane Moore was named Distinguished University Research Professor.
- Correct: Distinguished University Research Professor Jane Moore enjoys reading.

*When referring to an endowed professorship on first reference, the official title should be used.

S

Seasons

Use lowercase, even when in reference to an issue of a Publication.

Service Learning

Do not hyphenate unless used as an adjective.

Southern Association of Colleges and Schools

On second reference, use SACS.

Southwestern Athletic Conference

SWAC is acceptable on first reference.

Syllabus/Syllabi/Syllabuses

Technically the plural is syllabi, the accepted plural is syllabuses. Both can be used for plural situations.

T

Theatre/Theater

The university preferred spelling for all generic references to auditoriums is "theater." Use the "re" ending only if part of the proper name of a building or when in reference to the arts. In general, references to buildings use "theater," and references to people, performances and the arts use "theatre." i.e. They are going to the theater. There is an 1000-seat theater in the MSC. He is a theatre arts major and theatre actor. She is studying theatre in the Department of Music and Theatre.

Time

When using "a.m." or p.m." include periods after each letter.

Use figures except for noon and midnight. Use a colon to separate hours from minutes.

The construction 4 o'clock is acceptable, but time listings with a.m. or p.m. are preferred.

Titles

Capitalize a title when it immediately precedes a person's name. Lowercase when it follows a person's name or when it is used alone in text.

Correct: Prairie View A&M University

National Alumni Association President Jane Doe lives in Prairie View, TX.

Correct: Jane Doe, president of the Prairie View A&M University National Alumni Association, lives in Prairie View, TX.

Titles of works (refer to "The AP Stylebook" for additional information). Place the titles of the these works in quotation marks: books, poems, stories, book chapters, essays, academic articles, dissertations, television programs, lectures, speeches, presentation titles, musical compositions, movies, plays, works

of art (paintings, drawings, sculptures). Do not place the titles of these works inside quotation marks or in italics: magazines, newspapers, journals.

The Texas A&M University School System

Prairie View A&M University is part of the 18-campus of Texas A&M University School System. Texas A&M University refers only to the 18-campus university. Following are the official names of the 18 institutions as designated by the Texas A&M University:

Tarleton State University

Texas A&M International University

Texas A&M University-Commerce

Texas A&M University-Corpus Christi

Texas A&M University-Kingsville

Texas A&M University-Texarkana

West Texas A&M University

Texas A&M University - Texarkana

Texas A&M University - Central Texas

Texas A&M University - San Antonio

Health Science Center's academic units:

- Baylor College of Dentistry
- College of Medicine
- College of Nursing
- Graduate School of Biomedical Sciences
- Institute of Biosciences and Technology
- Irma Lerma Rangel College of Pharmacy
- School of Rural Public Health
- The Health Science Center also includes relationships with the colleges of nursing at five A&M System universities – Prairie View A&M, Tarleton State, Texas A&M International, Texas A&M-Corpus Christi and West Texas A&M – as well as joint programs with the A&M System agencies.

University Programs/Acronyms

COMPASS- Center for the Oversight and Management of Personalized Academic Student Services

ACCESS- Academy for Collegiate Excellence and Student Success

PAWS- Position Attribute Website System

PALS- Panther Advisor Leaders

SPIT- Students Participating In Transcendent Knowledge

SGA- Student Government Association

CAB- Campus Activity Board

CEP- Cooperative Extension Program

For any other programs not mentioned, please visit www.pvamu.edu.

University Reference

The “A&M” no longer stand for Agriculture & Mechanical. We do not use “n” in replacement of “&”. These are the titles used in reference of the university:

Prairie View A&M University
PVAMU

V

Vice Chancellor, Vice President

Do not use hyphens. For instance, Jane Doe is the vice chancellor for business and finance.

W

World Wide Web (www)

Examples: web, web page, website.