

Cheat sheet: UC Santa Cruz styleguide

TIP #1: CAPITALIZATION OF TITLES

Capitalize formal or courtesy titles —“president,” “chancellor,” “senator”—that directly precede names of individuals.

Lowercase titles after names and when they are used descriptively.

- Dean Tyler Stovall met with students.
- The dean of the Division of Graduate Studies has retired.
- Chancellor George Blumenthal chaired the committee.
- George Blumenthal, the chancellor, agreed to the plan.
- The magazine was on its way to the printer when editor Gwen Jourdonnais noticed a typo ("editor" is descriptive).

TIP #2: CAPITALIZATION OF UNIVERSITY

Capitalize “University of California”; lowercase “university” when not using the formal title.

- The University of California has revised its policy on smoking.
- The university’s current drug policy is consistent with previous policies.

TIP #3: CAPITALIZATION OF DEPARTMENT NAMES, MAJORS

Capitalize full names of academic divisions and departments:

- Astronomy and Astrophysics Department
- Department of Sociology

Lowercase the names of disciplines, majors, and undergraduate and graduate programs when not part of a formal name:

- biology
- Earth sciences courses
- legal studies major
- Eli is a math major, while Elizabeth is in the M.S. program in applied economics and finance.

TIP #4: COMMAS SEPARATING WORDS IN A SERIES

Use a comma before the conjunction:

- "I like strawberries, raspberries, and bananas," said Sarah.
- Not "I like strawberries, raspberries and bananas," said Sarah.

TIP #5: TIME OF DAY

For time of day and time ranges, use the following style:

- 8 a.m.
- 6 p.m.
- 8–9:10 a.m.
- 4:15–11 p.m.

Note the slightly longer "en dash" (option +hyphen) rather than regular dash in the time spans. The en dash is used in spans of numbers.

TIP #6: SINGLE SPACE BETWEEN SENTENCES

Use a single space (not double spaces) between sentences: The double space was originally needed to provide proper spacing in typewritten documents, but it is no longer used.

