



TEXAS A&M UNIVERSITY
SAN ANTONIO

Writing Style Guidelines

Rev.
08/23/2022

University Marketing and Communications
(210) 784-1100

Texas A&M University-San Antonio: Correct formats in order of preference. Note the capitalization of *University* when used alone.

1. *Texas A&M University-San Antonio* on first reference.
2. *Texas A&M-San Antonio*, *A&M-San Antonio* or *the University* are also correct.
3. The abbreviation *A&M-SA* for more informal documents on the third reference.
4. Some INCORRECT formats: Texas A&M - San Antonio, Texas A&M – San Antonio, TAMU-SA, TAMUSA, Texas A&M-SA, Tamusa, TAMSA, Texas A&M University at San Antonio

academic departments: Capitalize academic schools and departments if referring to a specific department or other academic unit by its full proper name; otherwise, use lower case.

College of Education & Human Development College of Business College of Arts & Sciences

Department of English Department of Educator and Leadership Preparation

BUT: She is a professor in the division and teaches history.

academic titles: Lowercase and spell out titles when not used with an individual's name. Very long titles are more readable when placed after a name. Do not capitalize when it follows a name or stands by itself.

Exception: In formal contexts as opposed to running text, such as a displayed list of names for promotional items and titles in a report, titles are usually capitalized even when following a name.

Note the format when using military titles and Dr. Matson's full name.

- Dr. Cynthia Teniente-Matson is the president of Texas A&M University-San Antonio.
- Dr. Melissa Mahan is vice president for student affairs. OR Vice President Dr. Melissa Mahan...
- John Sharp, chancellor of The Texas A&M University System, spoke to the Legislature. OR Chancellor John Sharp...
- The president of the faculty senate was late, but the chairman of the Board of Regents was on time.
- Brian Brantley, Ph.D., will teach the Intro to Mass Communication class next semester.

referencing A&M System: Use *The Texas A&M University System* on **first reference** (with a capital "T" in "the") and *the A&M System* or *Texas A&M System* on second reference. When listing other universities, agencies and the health science center, always use the institution's complete name on first reference and its acronym or abbreviation on second reference.

- To prevent confusion in publications for external audiences, always use *the A&M System* or *Texas A&M System* on second reference, not just *system* alone.
- In internal publications, the word *system* (lowercase) can be used alone on second reference.
- Incorrect: TAMUS, TAMU System, TAMU-San Antonio

University: Capitalize only when referring to A&M-SA, not universities in general. (Specific to A&M-SA)

- Correct: The University recently moved to One University Way.

campus information:

Main Campus One University Way San Antonio, TX 78224	A&M-SA North Campus (Alamo University Center) 8300 Pat Booker Rd. Live Oak, TX 78223
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listing room locations: Separate room location from name of campus with a comma. Preferred abbreviation: *Rm.* or *Ste.*

- Sen. Frank L. Madla Building, Room 204/207
- Central Academic Building, Suite 418

In general, follow **AP Style guidelines**. This includes using only one space between sentences and no superscripts (Correct: *81st*. Incorrect: *81st*).

degrees: bachelor's degree, master's degree, Bachelor of Arts, Master of Arts, Doctor of Philosophy, and Doctor of Education. B.A., B.S., M.A., M.S., Ph.D, and Ed.D (periods with no spaces between letters). Do not combine a courtesy title with the degree abbreviation in the same reference. Use these only after the person's full name, and set the abbreviation off by commas.

- Texas A&M-San Antonio offers a variety of bachelor's and master's degrees.
- John received his Master of Arts.
- John Wimberly, Ph.D., is president of the National Skydiving Association.
- INCORRECT: a Bachelor's degree; MA; MBA

numbers: Use numerals for numbers *10* and above, but spell out numbers *one* through *nine* when they appear in a sentence by themselves (Exception: when multiple numbers occur in text, it may be necessary to use numerals for clarity). Use numerals with percents, ages, and credit hours. Spell out fractions less than 1; use numerals above 1.

- He has finished four of the five chapters in his dissertation.
- Alumni giving was up 5 percent over last year.
- The 19-year-old student needed just 3 credit hours to graduate with a bachelor's degree.

South Side: *n.* community in San Antonio: *residents of the South Side, the South Side is growing.*

- Southside: specific to organization: *Southside Reporter, Southside ISD*
- south San Antonio: directional: *They live south of San Antonio.*

time: 8 p.m., 9:30 a.m., 10 o'clock in the morning, noon, 10:30 a.m. - 12 p.m.

- When a time falls on the hour, do not include "00" in the listing. When listing two times both in the morning or both after noon, only list a.m. or p.m. once: *1-4 p.m.; 9 to 10 a.m.*
- INCORRECT: 1:00 p.m. to 3:00 p.m.; 8 am - 10 am, 9 PM- 11 PM

veterans: Veterans Affairs (VA second reference), Veteran's Day, Veterans of Foreign Wars (VFW second reference); lowercase unless part of organization name or holiday. Example: "veterans benefits are ..."

Miscellaneous:

- **percent:** One word. Spell out in a sentence (8 percent), but write as % in a table or graph.
- **annual:** An event cannot be *annual* until it has been held for two years. Use **inaugural** instead of "first annual."
- **academic semesters:** *summer 2010, fall 2010* and *spring 2011* (only exception is *Spring Break*)
- **dean's list:** Lowercase.
- **e-book:** Lowercase, use a hyphen.
- **email:** Lowercase, no hyphen.
- **faculty:** When used as a collective noun, faculty is singular.

- **health care:** Two words, no hyphen, in all cases.
- **Internet:** Capitalize. Use Internet instead of 'Net or the Net.
- **land-grant university:** Hyphenate when used as an adjective.
- **multicultural:** Do not hyphenate.
- **iPad:** Note the special capitalization rule. Use *iPad* only when the word starts a sentence or headline.
- **St. Philip's College:** Note spelling and use of apostrophe in this member of the Alamo Colleges.
- **web/website/web page:** Not capitalized; *website* is one word with no hyphen.
- **Facebook:** Capitalize, one word, no hyphen.
- **Twitter:** Capitalize. Tweet, as it "composing a tweet" or "tweeting about the event" is lowercase.
- **YouTube:** Note the special capitalization. One word, no hyphen.
- **commas:** Do not use a comma before the and or other conjunctions in a series. Elsewhere, use commas only when the potential for confusion exists without them, such as complex sentences, or before the concluding conjunction of a series if one of the elements in the series contains a conjunction.

Use of University Name and Indicia: Texas A&M University-San Antonio requires written approval for the use of any of its registered symbols, insignia, or other identifying marks.

Publication Tips for Official Documents and Communication Pieces:

Include:

- the full university name at least once: Texas A&M University-San Antonio
- the A&M-SA logo somewhere prominent; you can request logos from the Office of University Communications
- actual physical address and office location
- sponsoring department name, phone number, email, and other contact information