In the journalism profession, it is always necessary to check material for accuracy. With this in mind, Florida Gulf Coast University has prepared this stylebook, which should serve as the first reference on style for the University.

Subsequent references on style questions should then be made to the newest Associated Press Stylebook and Briefing on Media Law, current dictionaries or other time-tested reference materials.

Style is constantly evolving and FGCU hopes to move with those changes. If you notice style that has changed, please let us know so that our document can remain current. The ultimate decision should be clarity for the sake of the reader.

Community Relations and Marketing
First Edition: June 2006

abbreviations, acronyms
Leave out the periods between letters. (FGCU, not F.G.C.U.) Use acronyms only if they are widely known or are spelled out on the first reference. Do not follow the full reference with the acronym in parentheses. However, the acronym may follow the full reference if the acronym is set off with commas. Use the acronym on the second and later references. Exceptions: See United States and degrees.

accept, except
Accept means to receive. Except means to exclude.

accreditation
Florida Gulf Coast University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, or SACS, to award associate, baccalaureate, and master’s degrees. FGCU received initial accreditation by SACS in 1999. To remain an accredited institution, FGCU like its peers, must periodically undergo a process of reaffirmation.

ACT
Acceptable on second reference for American Collegiate Testing.

addresses
Abbreviate avenue, boulevard and street only in numbered addresses. Spell out and capitalize when part of a formal street name without a number. Lowercase and spell out when used alone or with more than one street name. Spell out First though Ninth; use figures with two letters for 10th and above. Abbreviate compass points used to indicate directional ends of a street or quadrants of a city but do not
abbreviate if the number is omitted. FGCU’s general address is 10501 FGCU Blvd.S., Ft. Myers, FL 33965-6565.

**Adventure Training Concepts**
A program of the Lutgert College of Business, under the auspices of The Center for Leadership and Innovation.

**affect, effect**
As verbs, *affect* means to influence and *effect* means to put into place, as in to effect change. As nouns, *affect* is a technical psychological term and *effect* is a result. In general, affect is the verb you need, effect is the noun you need.

**ages**
Always use figures. Ages expressed before a noun are hyphenated. (A 19-year-old student, but the student is 19 years old.)

**All-America, All-American**
*All-America* is the adjective form and *All-American* is a noun. Use *All-America* when referring to a team. Use *All-American* when referring specifically to an individual.

**alma mater**

**Alumni Association**
FGCU alumni organization

**alumnus, alumni, alumna, alumnae**
Use *alumnus* (*alumni* for plural) when referring to a man who has graduated. Use *alumna* (*alumnae* for plural) for a similar singular reference to a woman. Use *alumni* to refer to a group of men and women. Use former student for a non-graduate.

**a.m., p.m.**
Always lowercase, with periods. Do not use 12; instead refer to as *noon* and *midnight*.

**ampersand**
Use only when part of a proper name, like AT&T.

**an**
Use before *FGCU*, or words that begin with a vowel, a vowel sound or an unpronounced *h*.

**ANGEL**
Web-based course management and collaboration portal utilized by FGCU for online courses.
annual

First should not be used with annual; an event has to have happened before to be annual. Annual should not be capitalized in a description of yearly events, unless it is part of the official name. (This is the seventh annual Opus Music Festival.)

B

Baldy’s

Pub-style snack bar in the Student Union.

boards

Lowercase board of directors, board of trustees, and other boards except when part of a proper name. Always lowercase board in a second reference.

Board of Governors

Use Board of Governors of the State University System of Florida on first reference. On subsequent references, use “Board of Governors” or “BOG” without periods.

Board of Regents

Use Florida Board of Regents, with Regents as a second reference.

Board of Trustees

Use Florida Gulf Coast University Board of Trustees on first reference. On subsequent references, use “Board of Trustees” or “BOT” without periods.

boy

Acceptable on all references to a male younger than 18. Students at FGCU are men.

buildings

When referring to buildings as a whole, use the list in Appendix A. When referring to a room in a building, use the room number first and the proper name second, omitting the word hall. (The workshop is in 102 Whitaker.)

C

Caloosahatchee River

Calusa Indians, Caloosa Indians

Cape Coral Center, FGCU

1020 Cultural Park Blvd. S., Cape Coral, FL 33990
capitalization
You should capitalize:

- official names of departments. (Department of History)
- ethnic groups. (African American, Asian American, Caucasian, Irish, Hispanic)
- actual course titles. (Psychology of Mass Communications)
- official names of boards. (Florida Board of Governors)

You should not capitalize:

- titles before or after a name. (Joe Shepard, vice president for Administrative Services)
- general department or committee names. (the physics department, the curriculum committee)
- semesters. (fall semester, spring semester)
- directions when referring to compass points. (Go west on Davis Boulevard.)
- board names when not a proper name. (board of directors)
- references to class subjects. (I flunked my psychology test.)
- majors, specializations, or concentrations of study. (She is majoring in sociology with a concentration in women’s studies.)
- second references if not using the proper name. (the center, the college, the department, the institution, the committee, the board)
- references to general education requirements. (He finished his general education courses.)
- general or generic program names. (honors program, tutoring program)

catalog
Not catalogue.

Center for Academic Achievement
Includes Supplemental Instruction, Tutoring, the Academic Retention Program, and the Eagle’s Wing Mentoring Program.

Center for Autism and Related Disabilities
A partnership of the College of Education.

Center for Civic Engagement
Houses the EaglesConnect service learning program, Circle of Friends Community Tutoring Partnerships and American Democracy Project.

Center for Environmental and Sustainability Education
A partnership of the College of Arts and Sciences.

Center for Leadership and Innovation, The
A partnership of the Lutgert College of Business, The CLI includes the Small Business Development Center, Certified Financial Planner Certification Education Program, Sponsored Projects and Programs, Center for Technology Education, HIPAA Education Programs, Florida Procurement Technical Assistance Center, Conflict Resolution Institute, Southwest Florida Library Network, The Institute for Entrepreneurship, Institute for Technological Innovation, Institute for Advances in Human Resources, Institute for Advances in Marketing, Institute for Chinese Studies and DaRT Management Development Certificate Program.

Center for Positive Aging
See Southwest Florida Interdisciplinary Center for Positive Aging

Center for Public and Social Policy
A partnership of the College of Professional Studies.

Charlotte Center, FGCU
26300 Airport Rd., Punta Gorda, FL 33950

chickee hut
An open-air style traditional dwelling of Native Indians designed for Florida’s warm, humid weather. It is made from cabbage palm fronds and a thick cypress log frame. “Chickee” means “house” in the Seminole and Miccosukee languages.

Coastal Watershed Institute
A partnership of the College of Arts and Sciences.

College
FGCU has five academic colleges. Capitalize references to colleges.
College of Arts and Sciences
Lutgert College of Business
College of Education
College of Health Professions
College of Professional Studies

College Reach Out Program (CROP)
CROP is funded by a grant from the Florida Department of Education through the Office of Post-secondary Education Coordination and Florida Gulf Coast University. CROP was established by the Florida Legislature in 1983 in order to identify, motivate and prepare disadvantaged middle and high school students to complete post-secondary education.

Collegium of Integrated Learning
The Collegium of Integrated Learning, under the College of Arts and Sciences, consists of 12 credit hours of core courses designed to create a community of inquiry.
comma

Use commas to separate items in a series. (The proposal included many important points, including the cost of the project, the main pros and cons, and the merits of the project.)

committees and task forces

Capitalize only complete committee names. Lowercase on second reference and when using general terms. (the committee, curriculum committee)

compounds

Join up common compounds such as lifestyle, lifelike, headache, statewide, mastermind. Hyphenate self-, half-, and all- adjective compounds. (self-conscious, half-baked, all-inclusive)

course titles

Capitalize actual course names, but don’t capitalize references to subjects. (I signed up for English Composition 1101. I flunked my psychology class.)

course work

Two words

courtesy titles

Refer to both men and women by first and last name. Do not use the courtesy titles Mr., Miss, Ms., Mrs. or Dr. except in direct quotations. Use the person’s last name on second reference.

D

dates

Place a comma between the day and the year. (Dec. 1, 1992, not Dec. 1 1992) Do not place a comma between a month and year when no date is given. (December 1992, not December, 1992) Use only figures to identify a date. Do not add suffixes to numerals. (Sept. 23, not Sept. 23rd) List dates in month/day/year format. (May 23, 1992, not 23 May, 1992) Abbreviate certain months if the day is included: Jan., Feb., Aug., Sept., Oct., Nov., Dec. Spell out March, April, May, June, July. Do not abbreviate any months when used alone or with a year but no date.

days of the week

Capitalize but do not abbreviate. Do not use a date for yesterday or tomorrow.

decades

Use 1960s, not 1960’s or the ’60s.

decision making
Without the hyphen, it’s a noun. (I am in the process of decision making.) With the hyphen it’s an adjective. (I am in the decision-making process.)

degrees
If mention of degrees is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology.* Use such abbreviations as *B.A.*, *M.A.*, and *Ph.D.* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use after the last name and set off by commas: *John Jones, Ph.D., spoke.* Use an apostrophe in *bachelor’s degree, master’s degree* when not used as part of the formal name of a degree. Do not use “degree” with the words *baccalaureate or doctorate*, or after the formal name or initials of a degree. Do not precede a name with a courtesy title such as *Dr.*

FGCU awards:
- **A.A.** Associate of Arts
- **B.A.** Bachelor of Arts
- **B.S.** Bachelor of Science
- **B.S.C.E.** Bachelor of Science in Civil Engineering
- **B.S.Env.E.** Bachelor of Science in Environmental Engineering
- **B.S.N.** Bachelor of Science in Nursing
- **B.S.W.** Bachelor of Social Work
- **M.A.** Master of Arts
- **M.B.A.** Master of Business Administration
- **M.Ed.** Master of Education
- **M.P.A.** Master of Public Administration
- **M.S.** Master of Science
- **M.S.N.** Master of Science in Nursing
- **M.S.W.** Master of Social Work

departments
Capitalize the formal name of a department. On second references, use *the department, the school or the division.* See also Appendix B.

directions
When giving directions lowercase the points of the compass. (Go west on Davis Boulevard.)

disabilities
Use disability, not handicap. Use disabled, not handicapped. Use person with a disability, not disabled person, the disabled, suffers from, afflicted with, victim of. Write *uses a wheelchair,* not confined to a wheelchair, wheelchair-bound.

dormitory
Use residence halls when referring to FGCU’s student housing. Avoid the word dormitory. Residence halls near the lake are collectively called North Lake Village.
**Eagle Café**
Buffet-style eating located in Howard Hall.

**Eagle EXPO**
Open house for prospective undergraduate students.

**Eagle News**
The official student newspaper of FGCU. Italicize and avoid capitalizing the word “the” before the name. Do not put in quotes.

**Eagle’s Eye**
The official FGCU student yearbook. Italicize and avoid capitalizing the word “the” before the name. Do not put in quotes.

**Eagles**
When used as a reference to the team, add only an apostrophe: *The Eagles’ home games, the Lady Eagles’ schedule.* Use singular form when referring to a person: *Eagle forward, Lady Eagle pitcher.*

**Edison-Ford Winter Estates**

**effect, affect**
As verbs, *affect* means to influence and *effect* means to put into place, as in to effect change. As nouns, *affect* is a technical psychological term and *effect* is a result. In general, affect is the verb you need, effect is the noun you need.

**Egan Astronomical Observatory**
A partnership of the College of Arts and Sciences.

**ensure, insure**
Ensure is to guarantee, insure is to buy an insurance policy. (*We ensure that you will have a good time at Fun-O-Rama, but we won’t insure your life.*)

**e-mail**
Use it with the hyphen. On business cards, uppercase as E-mail, but in text write as e-mail. Set address in lowercase because addresses are not case sensitive and lowercase letters are easier to read. In text, underline or italicize these addresses.

**etc.**
Do not use *and etc.*

**Everglades National Park**
except, accept

Accept means to receive. Except means to exclude.

Family Resource Center
A partnership of the College of Education.

farther, further

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

fax
Abbreviation for facsimile. Written as fax in text, but Fax on business cards.

fewer, less
Use fewer for individual items. Ex. Fewer than 400 people attended. Use less for bulk or quantity. Ex. The album cost less than $7.

First Year Convocation
Ceremony where faculty, staff, new students and their families officially convene to open the academic year.

First Year Experience
A multi-faceted program to help freshmen adjust successfully to the university community.

flier, flyer

Flier is the preferred usage. Flyer is a variant of flier and is also used in aviation terminology.

FGCU Collegiate High School
Early admission program.

FGCU Quarterly Report

Florida Gulf Coast University
Use full name on first reference in text; on second reference use FGCU.

Florida Gulf Coast University Foundation Inc.
Supports the educational mission of FGCU by encouraging, receiving and administering gifts for the advancement of FGCU.
Florida Inclusion Network
A partnership of the College of Education.

Florida Institute of Government, John Scott Dailey
Offers professional development seminars and workshops.

Florida Migrant Interstate Program
A partnership of the College of Education.

Fort Myers, Fort Lauderdale
Write out Fort when not used in a complete address.

G

gender questions
Avoid using he/she, s/he, and other combinations to represent both sexes. It is better to rewrite the sentence to avoid mentioning a specific gender or to use he or she. When referring to humanity as a whole, avoid the use of man or mankind. Instead, use human beings, humanity, women and men, people, or individuals. Also, replace manmade with artificial, handmade, machine-made, manufactured, constructed, or produced, as appropriate. Avoid terms that assume that the male is the standard. For example, use author for both male and female writers. Eliminate the use of co-ed. Use chairwoman or chairman when the gender is known.

girl
Acceptable on all references to a female younger than 18. Students at FGCU are women.

grade point average or GPA
Written without hyphens or periods. Unlike most acronyms, GPA is acceptable on first reference.

Gulf Coast
Capitalize when referring to the region of the United States lying along the Gulf of Mexico.

H

height
In sports, use figures with a hyphen to separate feet from inches. Do not use either the word feet or its symbol to signify feet or the word inches or its symbol to show inches. Ex. He is 6-5. The 6-7 center scored 19 points.
Meetings and other events cannot be held. A person would need large hands to hold a meeting. *Ex. The board had its meeting. The meeting was Tuesday night.*

Use one or the other but not both at the same time.

Use as one word.

Acceptable on all references to an FGCU student identification card.

A decentralized, worldwide network of computers than can communicate with each other. Always capitalize. Avoid *the Net.*

Italicize names of books, newspapers, journals, films, full-length plays, symphonies, operas, ships, and airplanes. Use quotation marks for titles of articles, poems, songs, one-act plays, TV programs, and sculptures.

The word *it’s* is a contraction for “it is” or “it has.” (It’s hot in here.) The word *its* is a possessive. (The bird turned its head.) Use *its* with collective nouns (athletic teams, the University, colleges) and anything non-human.

A program of the Lutgert College of Business, under the auspices of The Center for Leadership and Innovation.

A partnership of the Lutgert College of Business that falls under the auspices of The Center for Leadership and Innovation.

A partnership of the College of Arts and Sciences.

A partnership of the College of Professional Studies.
**JK**

**kids**

*Use *children* in reference to people. Use *kids* only for goats or in direct quotations.*

**Kleist Health Education Center**

*A partnership of the College of Health Professions.*

**L**

**lady**

*Do not use as a synonym for woman.*

**Learning Academy, The**

*A residential learning community at FGCU that provides a supportive learning foundation for first year students.*

**legislative titles**

*Use Rep., Reps., Sen. and Sens. before names. Spell out and capitalize before the name in direct quotes. Spell out and lowercase in all other uses. Don’t confuse a state representative with a U.S. representative. Add *U.S.* or state before a title only if necessary to avoid confusion.*

**Lucas Institute for Real Estate Development and Finance**

*A partnership of the Lutgert College of Business that falls under the auspices of The Center for Leadership and Innovation.*

**M**

**majors**

*Lowercase majors, disciplines, programs, specializations, or concentrations of study. (She studies physics. She is studying sociology with a concentration in women’s studies.)*

**man**

*Applicable for a male 18 or older.*

**midnight**

*Do not put a 12 in front of it.*

**midterm**
millions, billions
The correct format in text is $12 million, not twelve million dollars or $12,000,000.

months
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. Spell out months when used alone or with a year alone. Ex. February 1989 was the coldest month of the year. Do not separate the month and year with commas. When a phrase mentions a month, day and year, set off the year with a comma. Ex. February 3, 1989 was the coldest day of the year.

musical works
In classical music the works are referred to with a capitalized Major and a lowercased minor. (Aria in G Major, Sonata in G minor.)

National Writing Project at FGCU
A partnership of the College of Education.

Naples Center, FGCU
1010 Fifth Ave. S., Naples, FL 34102

net
Do not use the Net or the ‘net. Internet, with a capital I, is preferred above others.

No.
Use as the abbreviation for number with a figure to indicate rank or position.

non
It is not hyphenated except when a double “n” is created, as in non-native.

nonprofit
One word and is not hyphenated.

noon
Do not put a 12 in front of it.

numbers
Write out numbers one through nine, use figures for numbers 10 and above. Write out first through ninth, use figures starting with 10th. Use numerals for dollar amounts ($5, not five dollars) Use commas in numbers larger than 999. (1,234, not 1234) Use numerals for credit hours. (3 credit hours, not three credit hours)
When the number is at the beginning of the sentence, either rewrite the sentence or just spell out the number.

**O**

**offices**

Capitalize office when it is part of an official name. Ex. Office of Enrollment Services. On second references use a general office name. On second references use the department, or a general office name.

**OK, OK’d, Oking, Oks**

Do not use okay, okayed, okaying, okays.

**over, more than**

*Over* should be used with statements of location. (She drove over the hill.) *More than* should be used with quantities. (More than 50 people, more than $50 million)

**P**

**percent**

In text use percent instead of %. Write it as one word. Use % in tables or charts.

**PERFORMANCE E-newsletter of Professional Accomplishments**

Monthly electronic newsletter showcasing faculty and staff achievements. Located at http://itech.fgcu.edu/newsletter/PerformanceArchives.asp.

**phone numbers**

Write phone numbers with the area code in parentheses, as in (239) 590-9999.

**p.m., a.m.**

Always lowercase, with periods. Do not use 12; instead refer to as noon and midnight.

**pound**

Spell out. Do not use the abbreviation lb.

**president**

Capitalize before a name.

**prior to**

*Before* is less stilted for most uses.

**Public Schools Enrichment Partnership**
A partnership of the College of Education.

**Quality Enhancement Plan**
FGCU’s plan to develop in students an ecological perspective and foster community involvement through experiential learning, scholarly dialogue, and interdisciplinary engagement.

**quotation marks**
Punctuation marks that go outside the quotation marks: colon and semicolon. *(He wrote a list of “things to do”: run errands, do laundry)* Punctuation marks that go inside the quotation marks: comma, period. Exclamation points and question marks go outside unless they are part of the quoted material. *(What was your reaction when he said, “You’re fired”?)* For quotes within quotes, alternate between double quotation marks ( ‘’ ) and single marks ( ‘’ ) *Ex. “That reminds me of a scene in ‘Batman,’” she said.* Note the space between single and double quotation marks.

**R**

**ratios**
Use figures and a hyphen. *Ex. A 2-to-1 majority.*

**Renaissance Academy, FGCU**
Offers continuing education courses.

**Regional Economic Research Institute**
A program of the Lutgert College of Business, under the auspices of The Center for Leadership and Innovation.

**residence hall**
Use instead of dormitory or dorm.

**résumé**

**Rev.**
When this description is used before an individual’s name, precede it with the word “the” because unlike the case with *Mr.*, the abbreviation *Rev.* does not stand for a noun.

**room numbers**
Use the room number first and the proper name second, omitting the word hall. *(The workshop is in 102 Whitaker.)*
SAC
Staff Advisory Council

Scholars Club
A partnership of the College of Education and a program of the Public Schools Enrichment Partnership

school
FGCU has three academic schools. Capitalize references to schools.
- School of Health and Rehabilitation, under the College of Health Professions
- School of Nursing, under the College of Health Professions
- U.A. Whitaker School of Engineering, under the Lutgert College of Business

seasons
Lowercase winter, spring, summer, fall and derivatives such as summertime unless part of a formal name. Ex. Spring Break

self-
Always hyphenate self-worth, self-image, and similar terms.

semesters
Always lowercased. (spring semester, 1996 fall semester)

semicolons
Use semicolons when the items in a series contain commas. (She’s earned degrees from the College of Agriculture; the College of Architecture, Planning and Design; and the College of Business Administration.)

skunk ape
A large, smelly humanoid creature covered in reddish-brown fur said to live in the Everglades.

Small Business Development Center
A partnership of the Lutgert College of Business in affiliation with the U.S. Small Business Administration that falls under the auspices of The Center for Leadership and Innovation.

Southwest Florida
Use when referring to this region. Preferred over Southwestern Florida.
Southwest Florida Interdisciplinary Center for Positive Aging
A partnership of the College of Health Professions.

Southwest Florida Professional Development Partnership
A partnership of the College of Education.

SPAN
Use Safe Passage At Night on first reference.

Spring Break

State University System of Florida
Use *State University System of Florida* on first reference. On subsequent references, use “SUS” with no periods. See Appendix D.

states
When they stand alone, spell out the names of all 50 U.S. states in textual material. In conjunction with the name of a city, abbreviate according to the list below, except for Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah, which are spelled out. Use the two-letter postal abbreviation in nontext addresses.

<table>
<thead>
<tr>
<th>State Abbreviation</th>
<th>Full Name</th>
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</thead>
<tbody>
<tr>
<td>Ala. (AL)</td>
<td>Alabama</td>
</tr>
<tr>
<td>Ill. (IL)</td>
<td>Illinois</td>
</tr>
<tr>
<td>Miss. (MS)</td>
<td>Mississippi</td>
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<tr>
<td>N.C. (NC)</td>
<td>North Carolina</td>
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<tr>
<td>Vt. (VT)</td>
<td>Vermont</td>
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<tr>
<td>Ariz. (AZ)</td>
<td>Arizona</td>
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<tr>
<td>Ind. (IN)</td>
<td>Indiana</td>
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<td>Mo. (MO)</td>
<td>Missouri</td>
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<tr>
<td>N.D. (ND)</td>
<td>North Dakota</td>
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<td>Va. (VA)</td>
<td>Virginia</td>
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<tr>
<td>Ark. (AR)</td>
<td>Arkansas</td>
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<tr>
<td>Kan. (KS)</td>
<td>Kansas</td>
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<td>Mont. (MT)</td>
<td>Montana</td>
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<td>Okla. (OK)</td>
<td>Oklahoma</td>
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<td>Wash. (WA)</td>
<td>Washington</td>
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<td>Calif. (CA)</td>
<td>California</td>
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<td>Ky. (KY)</td>
<td>Kentucky</td>
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<tr>
<td>Neb. (NE)</td>
<td>Nebraska</td>
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<td>Ore. (OR)</td>
<td>Oregon</td>
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<td>W.Va. (WV)</td>
<td>West Virginia</td>
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<td>Colo. (CO)</td>
<td>Colorado</td>
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<tr>
<td>La. (LA)</td>
<td>Louisiana</td>
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<td>Nev. (NV)</td>
<td>Nevada</td>
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<td>Pa. (PA)</td>
<td>Pennsylvania</td>
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<td>Wis. (WI)</td>
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<td>Conn. (CT)</td>
<td>Connecticut</td>
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<td>Md. (MD)</td>
<td>Maryland</td>
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<td>N.H. (NH)</td>
<td>New Hampshire</td>
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<td>R.I. (RI)</td>
<td>Rhode Island</td>
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<td>Wyo. (WY)</td>
<td>Wyoming</td>
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<tr>
<td>Del. (DE)</td>
<td>Delaware</td>
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<tr>
<td>Mass. (MA)</td>
<td>Massachusetts</td>
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<td>N.J. (NJ)</td>
<td>New Jersey</td>
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<tr>
<td>S.C. (SC)</td>
<td>South Carolina</td>
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<tr>
<td>Fla. (FL)</td>
<td>Florida</td>
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<td>Mich. (MI)</td>
<td>Michigan</td>
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<tr>
<td>N.M. (NM)</td>
<td>New Mexico</td>
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<tr>
<td>S.D. (SD)</td>
<td>South Dakota</td>
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<tr>
<td>Ga. (GA)</td>
<td>Georgia</td>
</tr>
<tr>
<td>Minn. (MN)</td>
<td>Minnesota</td>
</tr>
<tr>
<td>N.Y. (NY)</td>
<td>New York</td>
</tr>
<tr>
<td>Tenn. (TN)</td>
<td>Tennessee</td>
</tr>
</tbody>
</table>

street
See addresses. Campus and nearby roads include: FGCU Boulevard South, FGCU Lake Parkway West, Ben Hill Griffin Parkway, Interstate 75, Alico Road (Exit 128), Corkscrew Road (Exit 128), and U.S. 41.

student-athlete

Student Government Association
SGA on second reference.

Teacher Certification Workshop
A partnership of the College of Education.
Teacher Immersion Program Academy
A partnership of the College of Education.

That, which
Use that and which in referring to inanimate objects and animals without a name. That and which are not interchangeable. That is more specific and requires no commas before and after its clause. A dependent clause starting with which often requires commas. (This is the house that Jack built. Jack’s circular house, which he built, is the only one of its kind.)

the
In text, lowercase the before an organization name or publication title. (I read the Naples Daily News.)

The Eagle
The former official student newspaper of FGCU published between 1997 and 2003. The current official student newspaper is called the Eagle News.

The Perch
Food court located in the Student Union.

theater, theatre
Use theater, except when theatre is part of a proper name.

their, there, they’re
Their is plural possessive pronoun. There is an adverb indicating direction. They’re is a contraction for they are.

time, day, date, place
Preferred usage is time, day, date, place in that order in any and all uses.

times
8 a.m., not 8:00 a.m.
Don’t use o’clock. (10 o’clock)
Lowercase and use periods for a.m. and p.m.
Use midnight or noon lowercased, not 12 midnight, 12 noon, or 12:00 a.m.
Avoid 10 p.m. tonight. It is redundant.

titled, entitled
They are not interchangeable. (Eric Lax’s book is titled Woody Allen: A Biography. Employees are entitled to certain benefits.)

titles
Capitalize and spell out formal titles such as chairman, dean and director when they precede a name. Lowercase elsewhere.

COMPOSITION TITLES: Books, movies, plays, songs and television programs – Capitalize the first word and other principal words, including prepositions and conjunctions of four and more letters. Capitalize an article, such as the, a, an, or words of fewer than four letters if it is the first or last word in a title. Put quotation marks around the names of such works except the Bible and books that are primarily catalogs of reference material. Do not italicize or boldface them. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, handbooks and similar publications. Place song titles in quotation marks. Put album names in italics.

COURTESY TITLES: Avoid using courtesy titles such as Mr., Mrs., Ms., Miss and Dr. except in direct quotations. Use the person’s last name on second reference.

FACULTY, STAFF AND ADMINISTRATIVE TITLES: Consult the most recent faculty/staff directory. Put titles of three or more words after the individual’s name.

MAGAZINE NAMES: Capitalize and do not place in quotes nor italicize. Lowercase magazine unless it is part of the publication’s formal title.

MOVIE TITLES: Place in quotation marks.

NEWSPAPER NAMES: Do not capitalize “the” preceding the name unless it is the beginning of the sentence or part of the newspaper’s name.

toll-free, toll free
Hyphenate the adjective, separate the adverb. (Call our toll-free number. Call toll free.)

T-shirt
Not t-shirt or tee-shirt.

TV
Acceptable as an adjective but do not use as a noun unless in a direct quotation.

UCF at FGCU Ed.D.
A partnership between the University of Central Florida and Florida Gulf Coast University. The degree is awarded by UCF and all coursework is offered at FGCU.
University
Capitalize on second and subsequent references when referring to Florida Gulf Coast University and standing alone.

University Lecture Series

United States
Use as an adjective on all references for United States. Spell out United States when used as a noun. Use periods with the abbreviations: U.S. Constitution.

URL
Acceptable abbreviation for Uniform Resource Locator. In a sentence, set URL addresses in italics so that they stand apart, except in a directory listing like a business card. When a long URL won’t fit on a single line, either recast the sentence so the URL can be listed flush-left on the next line, or break before a period or after a slash or colon so it’s obvious that the address continues. Don’t insert a hyphen.

V
vice
Do not hyphenate. Capitalize before a name.

Vision
The quarterly FGCU newspaper for faculty, staff, alumni and friends. Do not add an s to the end of the Vision.

W
Web
Shortened name for the World Wide Web, the global system of linking documents, images, sounds and other files across the Internet. The Web is acceptable and capitalized. Also, Web site and Web page, but webcast and webmaster are not.

WGCU, WMKO
Public media licensed by, and provided as a member-supported service of, FGCU. RADIO: National Public Radio stations, use together as WGCU-FM 90.1 and WMKO-FM 91.7.
TELEVISION: Public Broadcasting System WGCU-TV PBS/3.

which, that
See that.
**Whitaker Center for Science, Mathematics and Technology Education**
A partnership of the College of Arts and Sciences, and the College of Education.

**who, whom**
Use who and whom for references to people and animals with pet names. Who is a nominative pronoun. Use it as a subject: *I asked who saw him.* Whom is an objective pronoun. Use it as the object of a verb or object of a preposition: *I asked whom he saw.*

**wide**
Do not use a hyphen to separate as a suffix. (campuswide, not campus-wide)

**woman**
Applicable for a female 18 or older.

**World Wide Web**
Three words with caps. On second reference: Web is preferred over WWW. If you use WWW, capitalize it.

**Writing Center, The**
Located in 237 Reed Hall. Assists student writers through free, accessible, learning-based writing consultations.

**Y**

**years**
1920s, not 1920’s

**youth**
Applicable to boys and girls from ages 13 to 17. Use man or woman for an individual 18 or older.

**Z**

**ZIP codes**
Use the additional four numbers when they are available. They are used by campus mail and USPS to sort mail faster and more accurately. FGCU’s ZIP code is 33965-6565.
Appendix A – Campus Buildings

Academic:
- Academic Building III
- Academic Building V
- Alico Arena
- Arts Complex
- Egan Astronomical Observatory
- FGCU Cape Coral Center
- FGCU Charlotte Center
- FGCU Marine Research and Education Laboratory at Rookery Bay
- FGCU Naples Center
- Griffin Hall
- Library
- Library Expansion
- Lutgert Hall (planned)
- Reed Hall
- Sugden Hall for Resort and Hospitality Management (planned)
- Whitaker Hall

Administrative
- Campus Support Complex
- Howard Hall
- McTarnaghan Hall
- Student Health Services

Recreational:
- Arts Complex art gallery
- Arts Complex black box theater
- FGCU Softball Complex
- FGCU Tennis Complex
- intramural field
- Lee County/FGCU Aquatics Center
- Student Services Plaza
- Student Union
- Swanson Stadium

Residential Housing:
- Commons
- Gresham-Kite Pilot Scholarship House
- North Lake Village

Others:
- Broadcast Building
- Central Energy Plant
- Family Resource Center
Information Booth
Kleist Health Education Center
Margeret S. Sugden Welcome Center
parking garage (under construction)
Sugden Clock Tower
WCI Green Building Demonstration and Learning Center (planned)
Appendix B – Academic Departments by College

College of Arts and Sciences
  Department of Biological Sciences
  Department of Communication and Philosophy
  Department of Language and Literature
  Department of Marine and Ecological Sciences
  Department of Physical Sciences and Math
  Department of Social and Behavioral Sciences
  Department of Visual and Performing Arts

Lutgert College of Business
  Department of Computer Information Systems, Computer Science and Decision Sciences
  Department of Finance, Accounting and Economics
  Department of Management and Marketing

School of Engineering
  Department of Bioengineering
  Department of Environmental and Civil Engineering

College of Education
  Division of Undergraduate Programs
  Division of Graduate Programs

College of Health Professions
  Division of Health Sciences
  Department of Occupational Therapy and Community Health
  Department of Physical Therapy and Human Performance
  School of Nursing

College of Professional Studies
  Division of Justice Studies
  Division of Public Affairs
  Division of Social Work
  Division of Resort and Hospitality Management
Appendix C – Degree Programs

**College of Arts and Sciences**

Bachelor of Arts in Liberal Studies (B.A.):
- Anthropology
- Art
- Biology
- Chemistry
- Communication
- English
- Environmental Studies
- History
- Marine Science
- Mathematics
- Music
- Psychology
- Social Sciences
- Spanish
- Theatre

Bachelor of Science (B.S.):
- Biotechnology

Master of Arts (M.A.):
- English

Master of Science (M.S.):
- Environmental Science

**Lutgert College of Business**

Bachelor of Science (B.S.):
- Accounting
- Computer Information Systems
- Computer Science
- Finance
- Management
- Marketing

Master of Science (M.S.):
- Accounting and Taxation
- Computer Information Systems

Master of Business Administration (M.B.A.)

Executive Master of Business Administration (EMBA)
School of Engineering
Bachelor of Science (B.S.):
   Bioengineering

Bachelor of Science in Civil Engineering (B.S.C.E.)

Bachelor of Science in Environmental Engineering (B.S.Env.E.)

College of Education
Bachelor of Arts (B.A.):
   Early Childhood Education
   Elementary Education
   Secondary Education
   Special Education

Master of Arts or Master of Education (M.A. or M.Ed.):
   Counseling
   Curriculum and Instruction
   Educational Leadership
   Elementary Education
   Special Education

Master of Education (M.Ed.):
   Reading

College of Health Professions
Bachelor of Science (B.S.):
   Athletic Training
   Community Health
   Health Science
   Human Performance

Bachelor of Science in Nursing (B.S.N.):
   Nursing and RN-BSN Accelerated Pathway

Master of Science (M.S.):
   Geriatric Recreational Therapy
   Health Science
   Occupational Therapy
   Physical Therapy

Master of Science in Nursing (M.S.N.):
   Nursing and RN-MSN Pathway

Certificates
Geriatric Physical Therapy
Gerontology
Health Services Administration
Occupational Therapy with Elders
Primary Health Care Nurse Practitioner
Therapeutic Recreation

**College of Professional Studies**

*Bachelor of Arts (B.A.):*
  - Political Science

*Bachelor of Science (B.S.):*
  - Criminal Forensic Studies
  - Criminal Justice
  - Human Services
  - Legal Studies
  - Resort and Hospitality Management

*Bachelor of Social Work (B.S.W.)*

*Master of Public Administration (M.P.A.)*

*Master of Social Work (M.S.W.)*
Appendix D – State University System of Florida

1. Florida Agricultural and Mechanical University  Tallahassee
2. Florida Atlantic University  Boca Raton
3. Florida Gulf Coast University  Fort Myers
4. Florida International University  Miami
5. Florida State University  Tallahassee
6. New College of Florida  Sarasota
7. University of Central Florida  Orlando
8. University of Florida  Gainesville
9. University of North Florida  Jacksonville
10. University of South Florida  Tampa
11. University of West Florida  Pensacola