Title:
USC editorial style guide

Word Count:
472

Summary:
Why a University Style Guide?

This online version of the University Publications Editorial Style Guide
contains several revisions and additions, which we indicate throughout with a
symbol for easy reference.

Some of these changes address issues specific to Web content and are indicated
with a symbol.

We first published the Editorial Style Guide in March 1996 to provide
consistency among members of our own department and among the many offices
throughout the University. We also wanted to advise our clients of the rules we
would apply when editing copy submitted to this office.

There are available many guides to writing style, so why couldn't we simply
choose one of those? As with any organization, there are certain language
conventions that are specific to the University of South Carolina. A single
document that contains these conventions enables every unit of every campus to
properly and consistently represent its parent organization—the University of
South Carolina.

As we developed the guide, it also became clear that many grammatical issues
arise every day and that a quick reference to these would be helpful. For
answers to other questions of style and spelling, we consult the Associated
Press Stylebook and Libel Manual, the American Heritage Dictionary, and
Webster's New Collegiate Dictionary.

Of course, matters of style and usage continue to evolve, and as they do we will
continue to review and update the guide. We encourage you to become familiar
with the Editorial Style Guide and to apply its rules to any text you write on
behalf of the University. Please contact us with your comments or any matters
you feel should be addressed in future editions.

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Http://www.powerpostings.com

Keywords:
UNIVERSITY OF SOUTH CAROLINA

Article Body:
I. UNIVERSITY OF SOUTH CAROLINA

A. General

1) Lowercase the when making formal reference to the University of South
Carolina. Capitalize University when referring informally to USC. When using the
name as a stand-alone title or referring to the University in a tabular list or
address, omit the.

More than 350 degree programs are offered at the University of South Carolina.
More than 350 degree programs are offered at the University.

2) Shorter form written reference to the University as USC is acceptable. Do not
use periods or word spaces between the letters.

B. Campuses

1) When referring to all eight campuses, the use of system is no longer
acceptable, except in certain legal statements. The name University of South
Carolina or the University is officially defined as a reference to all campuses.

2) Formal written reference to a campus should consist of University of South
Carolina followed by a word space and the name of the individual campus. USC may
be used in place of University of South Carolina for a more informal reference
to a campus. Do not use a hyphen, dash, or comma before the campus name. Do not
use prepositions such as in or at.

University of South Carolina Columbia or USC Columbia
University of South Carolina Aiken or USC Aiken
University of South Carolina Beaufort or USC Beaufort

Campuses other than Columbia may refer to themselves informally with the use of

initials as a second reference: USCA, USCB, USCS. Periods or word spaces should not be used between the letters.

3) The Columbia campus may be referred to as the University of South Carolina's main campus. The primary designation shall be the University of South Carolina Columbia.

4) Aiken, Beaufort, and Upstate may be referred to as senior or four-year campuses.

5) Lancaster, Salkehatchie, Sumter, and Union may be referred to as regional campuses. They should not be referred to as two-year or branch campuses.

6) When referring informally to any campus, do not capitalize the word campus.

The Sumter campus will hold graduation ceremonies on May 7.
Funds were sought for renovations on the USC Beaufort campus.

Note: With this language, USC and the University become the official reference for all eight campuses. A particular campus should be referred to in one of the ways noted above.

C. Named Schools

1) Use Moore School of Business for all standard references. The full name--The Darla Moore School of Business--should be used only for formal occasions (e.g., commencement) for legal purposes. Moore School is an acceptable second reference.

2) Use Arnold School of Public Health for all standard references. The full name --The Norman J. Arnold School of Public Health-- should be used only for formal occasions (e.g., commencement) or for legal purposes. Arnold School is an acceptable second reference.

3) The with an initial capital "T" is part of the official name of The Graduate School.