

Editorial Style Guide

About the University of Maine: As Maine's only public research university and a Carnegie R1 top-tier research institution, the University of Maine advances learning and discovery through excellence and innovation. Founded in 1865 in Orono, UMaine is the state's land, sea and space grant university with a regional campus at the University of Maine at Machias. Our students come from all over the world and work with faculty conducting fieldwork around the globe — from the North Atlantic to the Antarctic. Located on Marsh Island in the homeland of the Penobscot Nation with UMaine Machias located in the homeland of the Passamaquoddy Nation, UMaine's statewide mission is to foster an environment that creates tomorrow's leaders. As the state's flagship institution, UMaine offers nearly 200 degree programs through which students can earn bachelor's, master's, professional master's and doctoral degrees as well as graduate certificates. For more information about UMaine and UMaine Machias, visit umaine.edu/about/quick-facts and machias.edu/about-umm/umm-facts.

Standard for event announcements

For more information or a reasonable accommodation, contact (First and Last Name), 207.xxx.xxxx or xxxxxx@maine.edu.

Academic Terms and Usage

academic degrees

associate degree

B.A.

B.S.

Ed.D.

M.A.

M.F.A.

M.S.

Ph.D. (Ph.D.s, plural)

M.B.A.

M.P.A.

M.A.T.

C.A.S.

academic disciplines

She is majoring in art and music

Capitalize when referring to Department of Civil and Environmental Engineering, but not when referring to civil and environmental engineering (majors or minors and other academic disciplines)

academic honors

cum laude, magna cum laude, summa cum laude

alumna, alumnus, alumnae, alumni

alumna is female singular

alumnus is male singular

alumnae refers to a group of women who attended a school

alumni refers to a group of all men or men and women who attended

bachelor's degree; master's degree

She earned a master of business administration in 1998.

He earned a master of fine arts degree.

She received a bachelor's in science.

Plural

He earned bachelor's degrees in art and music.

She earned master's degrees in ...

biomedical engineering

formerly bioengineering

class year

first-year student, sophomore or second-year student, junior, senior

Class of '12

colleges

Maine Business School

Maine College of Engineering and Computing

College of Education and Human Development

College of Liberal Arts and Sciences

College of Earth, Life, and Health Sciences (note punctuation)

formerly College of Natural Sciences, Forestry, and Agriculture

Honors College

course numbers and titles

ENG 101 — College Composition; Engineering Economics

doctoral, doctorate

She is in the doctoral program. (adjective)

He will receive a doctorate. (degree received)

The graduates earned doctorates. (plural, instead of Ph.D.s, if preferred)

emerita, emeritus, emeriti

emerita *adj.* — a female retired college professor able to retain title as an honor

emeritus *adj.* — a male or female retired professor able to retain title as an honor

emeriti *n. pl.*

general education requirement (gen ed)

gen ed (acceptable second reference)

high school terms

Maine Principals' Association

Boys State/Girls State

programs

Honors Program

the Ph.D. program in spatial information science and engineering

semesters and sessions

spring and fall semesters; Summer University (not Summer Session); May Session (not May Term); Winter Session (not Winter Term); fall 2017

studies

women's, gender, and sexuality studies

Native American studies

Maine studies

Administration and Faculty Usage

past presidents, UMaine

Merritt Fernald	1868–71
Charles Allen	1871–78
Merritt Fernald	1879–93
Abram Harris	1893–1901
George Fellows	1902–10
Robert Aley	1911–21
Clarence Little	1922–25
Harold Boardman	1926–34
Arthur Hauck	1934–58
Lloyd Elliott	1958–65
Edwin Young	1965–68
Winthrop Libby	1969–73
Howard Neville	1973–79

Paul Silverman	1980–84
Arthur M. Johnson	1984–86
Dale Lick	1986–91
Frederick Hutchinson	1992–97
Peter Hoff	1997–2004
Robert Kennedy	2005–11
Paul Ferguson	2011–14
Susan J. Hunter	2014–2018
Joan Ferrini-Mundy	2018–

president, current

Joan Ferrini-Mundy
President

President Joan Ferrini-Mundy

Board of Trustees

University of Maine System Board of Trustees; never UMaine Board of Trustees. BOT as an abbreviation should be used sparingly

Board of Visitors

University of Maine Board of Visitors

dean

the dean; Dean Harriet Jones
dean's office
Office of the Dean

titles

Professor of Engineering Jane Doe; Jane Doe, professor of engineering

history, University of Maine

two primary references — “The First Century: A Brief History of the University of Maine, 1865–1965” by David C. Smith (1979); and “History of the University of Maine” by M.C. Fernald (1916)

University Preferences

Acronyms:

AFUM (Associated Faculties of the University of Maine System)
AMC (Advanced Manufacturing Center)
CCA (Collins Center for the Arts)

CCI (Climate Change Institute)
CEAC (Classified Employees Advisory Council)
CFRU (Cooperative Forestry Research Unit)
COLT (Clerical, Office, Laboratory and Technical Unit)
DIC (Department of Industrial Cooperation)
DMC (Darling Marine Center)
DTAV (Doris Twitchell Allen Village)
FBRI (Forest Bioproducts Research Institute)
LASST (Laboratory for Surface Science and Technology)
PEAC (Professional Employees Advisory Council)
SMS (School of Marine Sciences)
SPA (School of Performing Arts)
SSI (Sustainability Solutions Initiative)
UMPSA (Universities of Maine Professional Staff Association)

Admissions

Define tomorrow
note punctuation and capitalization

Buildings, Departments and Programs:

ADVANCE Rising Tide Center

UMaine's Rising Tide effort, part of NSF's Advancement of Women in Academic Science and Engineering Careers program

Advanced Structures and Composites Center (not AEWC)

UMaine Composites Center (second reference; note also there is no acronym)

DeepCwind Consortium

deepwater offshore wind energy (note single words)

wind blades

Bridge-in-a-Backpack™

Now known as Composite Arch Bridges

Alfond Sports Arena

Harold Alfond Sports Arena; Harold Alfond Stadium; Morse Field

alternative break

formally UMaine's LET'S (Learning and Exploration Through Service) Volunteer Alternative Spring Break Program. UMaine is a chapter of the national Break Away program; the first UMaine alternative break was in March 1998.

Alumni House

Robert D. Buchanan '44 Alumni House

ASAP Media Services (Association of Student and Administrative Publications)
now the New Media and Internet Technology Laboratory

Bear's Den Cafe & Pub

Blackstone Accelerates Growth

Blackstone Accelerates Growth is a three-year initiative of the Blackstone Charitable Foundation. Its goal is to accelerate the growth of innovative companies in Maine, to accelerate the next generation of entrepreneurs in Maine, and to connect companies and entrepreneurs to build successful businesses. For more information visit blackstonegrowth.com.

Canadian-American Center

capstone

capstone project

Clarence Beckett Track and Field Complex

Cohen Center

William S. Cohen Center for Leadership and Public Service (formerly the William S. Cohen Center for International Policy and Commerce); Cohen Center Lecture Series

Composite Arch Bridges

Formerly known as Bridge-in-a-Backpack™

Computer Connection

now Tech Center in University Bookstore

Computing and Information Science, School of

Cutler Health Center

Now EMMC University Medicine — Cutler Health Center

100 D.P. Corbett Business Building

W. Stanley Devino Auditorium

D.P. Corbett Business Building

not to be confused with Corbett Hall

Cyrus Pavilion Theatre

not Al Cyrus Pavilion Theater; named for Edgar Allan "Al" Cyrus

Darling Marine Center

DMC is not part of the School of Marine Sciences, but its students and faculty are. In other words, DMC students and faculty are in UMaine's School of Marine Sciences and based at the Darling Marine Center, Walpole, Maine.

Boilerplate:

About the Darling Marine Center: The Darling Marine Center is the marine laboratory of the University of Maine. It is located on the Damariscotta River Estuary in Maine's midcoast region, 100 miles south of the Orono campus. Resident faculty and students are associated with UMaine's School of Marine Sciences. Their research interests range from biogeochemistry, remote sensing and ocean optics to invertebrate taxonomy and ecology, deep-sea biology, phytoplankton physiology and marine archaeology.

departments

Department of Philosophy, History Department, the department
not Dept. in text

Development Office

as of 2016, University Development is now the University of Maine Foundation

dining facilities

not commons

Dwight B. Demeritt Forest

The part of the University Forest that is adjacent to campus. The Demeritt Forest covers 1,270 acres in Old Town and Orono. Also nearby is the Penobscot Experimental Forest. Statewide, the University Forest includes nearly 15,000 acres managed for education and research

Earth and Climate Sciences, School of

not the Department of Earth Sciences

EMMC University Medicine — Cutler Health Center

On first reference only. Cutler Health Center or Cutler Health okay on second reference

E. James and Eileen P. Ferland Engineering Education and Design Center

Ferland EEDC on second reference

Field House

New Balance Field House

Fogler holdings

Fogler Library *houses* approximately 1 million volumes (books, etc.), subscribes to more than 4,000 periodicals and serial titles and serves as a depository for more than 2.2 million government documents (February 2011)

Foster Center for Student Innovation

The University of Maine Foster Center for Student Innovation, founded with a grant from the Foster family, offers a degree program in innovation engineering, as well as innovation engineering training for business leaders in Maine. For more information visit foster.target.maine.edu.

Franco American Programs (no hyphen)

Franco American Programs includes both Franco American Studies and the Franco American Centre.

Franco American Centre (no hyphen; fact checked 12.16.19)

Franklin

Center for Cooperative Aquaculture Research (CCAR) in Franklin, Maine

Graduate School of Biomedical Science and Engineering

note: science; engineering

Greek

Fraternities and sororities are Greek organizations

The Department of Modern Languages and Classics teaches Greek

Harold Alfond Stadium and Morse Field

Honorary degree

Susan Collins '11 Hon.

Honorary class member

Norman Minsky '52H

Honors College

Honors Program

honors student, graduating with honors

Hudson Museum

Maya (not Mayan)

pre-Columbian

Palmer Collection

Initiative for One Health and the Environment
not Center for One Health and the Environment

Innovation Engineering®

Innovative Media Research and Commercialization Center (IMRC)
APPE Performance Space or APPE (note punctuation)

IT
Information Technologies

Jenness
Process Development Center

Kelley Road (not Kelly)

King Plaza
Dr. Martin Luther King Jr. and Coretta Scott King Memorial Plaza

King Scholarships
Edward M. Holmes Scholar Award

Linda G. and Donald N. Zillman Art Museum – University of Maine
formerly the University of Maine Museum of Art. Acronym is ZAM
Mission statement/boilerplate: The Linda G. and Donald N. Zillman Art Museum –
University of Maine, a cultural resource of the state and the University of Maine,
promotes an understanding of, and engagement with, visual art through its diverse
contemporary exhibitions, permanent collection focusing on works of art since 1945, and
educational programming.

Lobster Institute at the University of Maine (not The Lobster Institute)

Lyle E. Littlefield Ornamentals Trial Garden

Mahaney Dome

Maine Agricultural and Forest Experiment Station

Maine Business School
not the College of Business

MaineCard

Formerly *MaineCard* (*note change in italics*)

Maine EPSCoR at the University of Maine

The Experimental Program to Stimulate Competitive Research (EPSCoR) is a program directed at states that have historically received lesser amounts of federal R&D funding. Through this program, states develop partnerships between their higher education institutions, industry, government, and others to effect lasting improvements in their R&D infrastructure, capacity, and national competitiveness. Maine EPSCoR at the University of Maine oversees and implements the state's NSF EPSCoR programs.

Maine Sea Grant College Program at the University of Maine
(note capitalization)

Mall

Margaret Chase Smith Library, Skowhegan

The Margaret Chase Smith Library is owned by the Margaret Chase Smith Foundation and operated under its auspices by the University of Maine.

Margaret Chase Smith Policy Center

also referred to as Smith Center or Margaret Chase Smith Center

McIntire Room

in Buchanan Alumni House

Miller's Café

Located in the Collins Center for the Arts

Minsky Recital Hall

Leonard and Renee Minsky Music Recital Hall, School of Performing Arts,
Class of 1944 Hall

Multicultural Student Affairs

Museum of Art Permanent Collection

National Poetry Foundation

Center for Poetry and Poetics in May 2020

NCGIA

National Center for Geographical Information and Analysis

located on three sites; ours is NCGIA-Maine

New Balance Student Recreation Center

New Balance Field House

Plant, Soil, and Environmental Sciences, Department of (note punctuation)

PRE-VUE

President's Request for Vision of University Excellence

Pulp & Paper Foundation

Residence Hall Association

formerly Residents on Campus

RiSE

Maine Center for Research in STEM Education

ROTC, UMaine

Army and Navy

RSVP (no punctuation)

Schonberger Lecture

the annual Howard B. Schonberger Peace and Social Justice Memorial Lecture

School of Food and Agriculture

merger of the departments of Animal and Veterinary Sciences, Food Science and Human Nutrition, and Plant, Soil and Environmental Sciences

Senator George J. Mitchell Center for Sustainability Solutions

SPIFFY

University of Maine Student Portfolio Investment Fund of the University of Maine Foundation

Student Heritage Alliance Council (SHAC)

Student Life

formerly Student Affairs

Tech Center

formerly Computer Connection, located in University Bookstore

Telephone numbers

207.581.XXXX (not 207-581-XXXX, 207/581-XXXX or (207) 581-XXXX)

University Bookstore

Location: Memorial Union, lower level

University of Maine Cooperative Extension

UMaine Extension (second reference)

Boilerplate: About University of Maine Cooperative Extension: As a trusted resource for over 100 years, Extension has supported UMaine's land and sea grant public education role by conducting community-driven, research-based programs in every Maine county. UMaine Extension seeks to build thriving communities and grow the food-based economy, focusing on aspects from production and processing to nutrition, food safety and food security. Extension also conducts the most successful out-of-school youth educational program in Maine through 4-H which offers hands-on projects in areas like health, science, agriculture and civic engagement and creates a positive environment where participants are encouraged to take on proactive leadership roles.

University of Maine Foundation

never UMaine Foundation

as of 2016, University Development is now the University of Maine Foundation

University of Maine Graduate & Professional Center

Maine Center (second reference)

University of Maine, UMaine, university

University of Maine, Orono; University of Maine, located in Orono. Never UMO or UM

University of Maine System

never UMaine System. Note — System is singular, not plural, when referring to the system office

University Collection

the largest fine arts collection owned entirely by the citizens of Maine

UMAD COWS

University of Maine Applied Dairy Cooperative of Organized Working Students

VEMI Laboratory

preferred first reference. Virtual Environment and Multimodal Interaction Laboratory if

needed for reference

Versant Power Astronomy Center

home of the Maynard F. Jordan Planetarium

Preferred reference: Maynard F. Jordan Planetarium in the Emera Astronomy Center

Visitors' Center

Collins-Clement Visitors' Center is located in Buchanan Alumni House

Wildlife, Fisheries and Conservation Biology, Department of
formerly the Department of Wildlife Ecology

Witter Center

J.F. Witter Teaching and Research Center

women's, gender, and sexuality studies

Woolley Room, Doris Twitchell Allen Village

York Complex

never York Village

Dining Terms and Guidelines

Tagline

Nourishing minds and bodies one appetite at a time

UMaine Dining text-specific spellings

Bleu cheese

Sauté and sautéed

Entrée

Hyphenate the following:

Gluten-free

Dairy-free

Usage

All you care to eat vs. All-you-care-to-eat

Hyphenate for active voice (ie. "Students dine at UMaine Dining's
all-you-care-to-eat dining halls.")

No hyphens for reference to the halls as a noun (such as listing in a header)

UMaine Dining uses an ampersand in the Bear's Den Cafe & Pub

No accent marks over the "e" in cafe for either Oakes Room Cafe or Bear's Den Cafe & Pub

Dining facilities

Memorial Union

Bear's Den, Bear's Den Cafe & Pub, Union Central Market

Fogler Library

Oakes Room Cafe, University Club

Hilltop

Hilltop Market, Hilltop Dining (all-you-care-to-eat), UMaine Dining central office

Wells

Wells Central, Wells Conference Center, UMaine Catering

All-you-care-to-eat facilities

Hilltop Dining (located at Hilltop)

York Dining (located at York Hall)

Wells Central (located on the bottom floor of at Wells Conference Center)

Athletic Terms and Organizations

sports seasons

preseason, postseason, midseason

Bananas

University of Maine mascot

Bear Necessities Fan Shop

Black Bears

Maine Black Bears, Black Bear basketball; never Lady Black Bears

Stein Song

Verified by Special Collections (9/21/15) (updated 10/21)

Music by E. A. Fenstad
Arrangement by A. W. Sprague
Words by Lincoln Colcord
New Arrangement by Rudy Vallée

Fill the steins to dear old Maine
Shout 'til the rafters ring
Stand and drink a toast once again
Let every loyal Maine fan sing

Drink to all the happy hours
Drink to the careless days
Drink to Maine, our alma mater
The college of our hearts always.

To the trees, to the sky
to the spring in its glorious happiness
To the youth, to the fire
to the life that is moving and calling us

To the Gods, to the Fates
To the rulers of all of our destinies
To the lips, to the eyes
To the ones who will love us some day

Oh, fill the steins to dear old Maine
Shout 'til the rafters ring
Stand and drink a toast once again
Let every loyal Maine fan sing

Drink to all the happy hours
Drink to the careless days
Drink to Maine, our alma mater, the college of our hearts always.

General Usage

adviser
not advisor

American
Do not hyphenate ethnic identifications (i.e., African American, Asian American, Native American, North American)

blackfly

by-product

campuswide

chairperson, chair

co-author

coursework

Culturefest

Dean's Council

Dean's List

disabilities

person with disabilities, not disabled person

Downeast

formerly Down East

E. coli

fact sheet

Farmers Market

field trip, fieldwork

general education requirements

geographic locations

central Maine, eastern Maine

groundbreaking

health care

Homecoming

home page

in-state, out-of-state (adjectives)

Indigenous Peoples Day

Internet

land grant university, sea grant, space grant institution (no hyphen)

lifelong

long-standing

midcoast

Mt. Desert, not Mount

new media

New Student Orientation

nondiscrimination statement

Long-form notice:

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity and Title IX Services, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5713, 207.581.1226, TTY 711 (Maine Relay System).

Short-form notice:

The University of Maine System is an equal opportunity institution committed to nondiscrimination.

nonprofit

North Woods

nontraditional

on-campus, off-campus (modifiers)
off-campus housing; living off campus

part-time, full-time
part-time student; attending classes part time

Patriots Day

postdoctoral

preK

pre-med

Presidents Day

preregistration

proactive

scientific names
lobster — *Homarus americanus*

startup

state of Maine

teenager

travel-study
travel-study course

3D

under way (two words)

Veterans Day

well-being

work force

workplace

Work-Study

Work-Study students; Federal Work-Study

zebrafish

AP Basics

Capitalization

The “T” in the University of Maine is capitalized at the start of a sentence; lowercased when used in a sentence. The university is lowercased on second and further references. (e.g. The University of Maine is in Orono. She attends the University of Maine. At the university (or at UMaine), classes are in session.)

Conventions

ampersand

do not use an ampersand as a replacement for “and” unless it is in official title

data

takes a plural verb

dates

the 1960s, '60s

September 1991; Sept. 12, 1991

July 10, July 12, July 14; not July 10, 12, 14

exclamation points

do not use an exclamation point to accentuate a sentence or thought

noon

noon, not 12 noon or 12 p.m.

numbers

one through nine spelled out; 10 and higher as numbers

1,500 (note punctuation)

percent

not % unless used in a table

time

AP style: 4 p.m.; 4:15 p.m.; noon; midnight

titles

uppercase before a name, lowercase after

Web addresses

www is not needed when citing most addresses in editorial content. The most effective ways to cite Web addresses in a sentence is to contain them in parentheses: for more information, go online (umaine.edu). Internet and Web are always capitalized; website is lowercase and one word

Editorial Notes

editor's note (Web)

Editor's note: Full-length versions of stories included.

correction

Correction: An earlier version of this article referred incorrectly to xx xx. He was xx.

Hyphens

compound adjectives are hyphenated when preceding the noun they modify

well-known scholar

time-consuming tasks

do not hyphenate compound adjectives that appear after the noun

that pianist is well known

those tasks are time consuming

do not hyphenate compound adjectives that end in -ly

widely accepted initiative

highly promoted campaign

hyphenate phrases used as adjectives

spur-of-the-moment decision

off-the-record remark

hyphenate compound adjectives that are suspended

right- or left-handed users (note spacing)

micro- and macroeconomics

hyphenate prefixes that cause a letter repetition

re-enact

re-envision

Punctuation

commas

omitted before the “and” in a simple series, as per AP style

UMaine name exceptions:

-College of Earth, Life, and Health Sciences

-Department of Plant, Soil, and Environmental Sciences

em dash is used to set off or emphasize a phrase or clause

enrollment is — by far — the highest we have had in years

(Use spaces on either side of the em dash)

en dash is used between numbers in times

the show is from 11 a.m.–2 p.m.

period, spacing

single space after a period