Western News Style Guide

The Western News Style Guide is designed to offer consistency and clarity in writing style for all content developed by Western Communications. While developed specifically for Western Communications, the guide is available to all members of the Western community as a helpful reference. Style rules for formal material such as letters, invitations, certificates and the like can differ from these guidelines.

If not listed in this guide, Western follows The Canadian Press (CP) for style and Oxford Canadian Dictionary of Current English for spelling. Deviations and variations from these external references specific to Western can be found in the Western News Style Guide.

We consider this a living document that will be updated on an ongoing basis, when necessary.

How to use this guide

This guide is divided into three chapters: Acronyms; Capitalization; and Writing styles and format. Each chapter offers style and writing guidelines on some of the more commonly used words and phrases in Western News stories and Western-related content.

- ✓ Acronyms, abbreviations and short forms
- ✓ Capitalization
- ✓ Writing Style.

For easy reference, important keywords are bolded and ordered alphabetically. Each numbered line

pertains to usage, style and formatting related to these keywords.

Please forward questions, comments, additions or concerns to newseditor@uwo.ca.

RELATED RESOURCES

Western Libraries: Inclusive Language Guide

Office of Indigenous Initiatives: 12 Ways to Engage in Truth and Reconciliation at Western

Acronyms and Abbreviations

1. In general, spell out the word on first reference followed by their acronyms in closed parentheses, then use acronyms on succeeding reference.

- ✓ E.g., This is according to a recent study by Western's newest Canada Research Chair (CRC) Kaitlynn Mendes. A sociology professor at Western, Mendes has been named the new CRC in Inequality and Gender.

When a word is referenced only once in the whole story, acronyms are not necessary.

2. Use full name on first reference and short form on succeeding reference for affiliated university colleges.

- ✓ Huron University College (Huron)
- ✓ King's University College (King's)

3. Official **building names** are capitalized. Write full name on first reference, then the abbreviation or acronym on succeeding reference. For a list of Western's buildings and their acronyms, refer to this building list (PDF) from the Office of Institutional Planning and Budgeting.

4. Spell out **days of the week.**

5. It is acceptable to spell out or abbreviate academic **degrees**, depending on the context. University degrees are lowercase except when abbreviated. When abbreviating a degree, omit periods and punctuation marks.

- ✓ E.g., bachelor of arts, master's degree, doctor of philosophy, MA, PhD

When referencing a Western graduate, include degree and year of graduation, following the last name separated by a comma.

- ✓ E.g., Jane Smith, MA'10, is now pursuing doctoral work at Harvard University.

Undergraduate Degrees

- ✓ bachelor of arts - BA
- ✓ bachelor of arts (human ecology) - BA(HEc)
- ✓ bachelor of education - BEd
- ✓ bachelor of engineering science - BESc
- ✓ bachelor of fine arts - BFA
- ✓ bachelor of health sciences - BHSc
- ✓ bachelor of management and organizational studies - BMOS
- ✓ bachelor of medical sciences – BMSc
- ✓ bachelor of music - BMus
- ✓ bachelor of science - BSc
- ✓ bachelor of science (Foods and Nutrition) - BSc (FN)
- ✓ bachelor of science (Human Ecology) - BSc(HEc)
- ✓ bachelor of science in Nursing - BScN
- ✓ bachelor of social work - BSW
- ✓ bachelor of theology - BTh
- ✓ juris doctor - JD

Graduate Degrees

- ✓ doctor of musical arts - DMA
- ✓ education - professional – MPEd
- ✓ education - professional - EdD
- ✓ executive master of business administration - EMBA
- ✓ graduate diploma - GDip
- ✓ master of arts - MA
- ✓ master of business administration - MBA
- ✓ master of clinical science - MClSc
- ✓ master of clinical dentistry - MClD
- ✓ master of data analytics - MDA
- ✓ master of divinity - MDiv
- ✓ master of education - MEd

- ✓ master of engineering - MEng
- ✓ master of engineering science - MESc
- ✓ master of environment & sustainability - MES
- ✓ master of financial economics - MFE
- ✓ master of fine arts – MFA
- ✓ master of health information science - MHIS
- ✓ master of laws – LLM
- ✓ master of library and information science - MLIS
- ✓ master of management of applied science - MMASc
- ✓ master of media in journalism and communication (MMJC)
- ✓ master of music - MMus
- ✓ master of nursing - MN
- ✓ master of physical therapy - MPT
- ✓ master of public administration - MPA
- ✓ master of public health - MPH
- ✓ master of science - MSc
- ✓ master of science in foods and nutrition - MScFN
- ✓ master of studies in law - MSL
- ✓ master of science in nursing - MScN
- ✓ master of science in occupational therapy - MSc(OT)
- ✓ master of social work - MSW
- ✓ doctor of dental surgery - DDS
- ✓ doctor of medicine - MD
- ✓ doctor of philosophy - PhD

Honorary Degrees

- ✓ doctor of laws (LLD)
- ✓ doctor of science (DSc)
- ✓ doctor of letters (DLitt)
- ✓ doctor of music (DMus)
- ✓ doctor of civil law (DCL)
- ✓ doctor of divinity (DD)

6. Use full name of **faculties** on first reference, and short form on succeeding references.

- ✓ Faculty of Arts and Humanities (Arts and Humanities)

- ✓ *Use ampersand (&) for web and social purposes but write out 'and' in paragraph form.*
- ✓ Don Wright Faculty of Music (Music)
- ✓ Faculty of Education (Education)
- ✓ Faculty of Engineering (Engineering)
- ✓ School of Graduate and Postdoctoral Studies (SGPS)
- ✓ Faculty of Health Sciences (Health Sciences)
- ✓ Faculty of Information and Media Studies (FIMS)
- ✓ Faculty of Law (Law)
- ✓ Ivey Business School (Ivey)
- ✓ Morrissette Institute for Entrepreneurship
- ✓ Morrissette Institute for Entrepreneurship, Powered by Ivey
- ✓ Morrissette Entrepreneurship
- ✓ Schulich School of Medicine & Dentistry
- ✓ (Schulich Medicine & Dentistry; Schulich Medicine when referencing the school of medicine alone; Schulich Dentistry (when referencing division of dentistry alone)
- ✓ Do not use 'Schulich School of Medicine' or 'Schulich School of Dentistry.'
- ✓ Faculty of Science (Science)
- ✓ Faculty of Social Science (Social Science)

[See capitalization for more information.](#)

7. Use the following short forms for the region's **hospitals**:

- ✓ Children's Hospital (no short form)
- ✓ London Health Sciences Centre (LHSC)
- ✓ University Hospital (University Hospital)
- ✓ Victoria Hospital (Victoria)
- ✓ St. Joseph's Parkwood Institute (Parkwood)
- ✓ St. Joseph's Health Care London (St. Joseph's)
- ✓ Regional Mental Health Care London (RMHC London)
- ✓ Regional Mental Health Care St. Thomas (RMHC St. Thomas)

8. Use the following acronyms for Western **labour groups:**

CTA-UWO - Clinical Teachers Association of UWO on first reference. CTA-UWO thereafter. CTA-UWO represents Clinical Academic Faculty with full-time appointments in the Schulich School of Medicine & Dentistry.

CUPE stands for Canadian Union of Public Employees. Use the acronym in first and succeeding references.

CUPE Local 2361 in all references. CUPE Local 2361 represents employees in Facilities Management who are engaged in the maintenance and service of buildings and grounds at Western.

CUPE Local 2692 in all references. CUPE Local 2692 represents the employees in the Hospitality Services Department at Western.

IUOE - represents the university's Operating Engineers and those individuals engaged primarily as their helpers in the main Power Plant and other remote plants.

OPSEU Local 102 – represents employees in the Western Special Constable Service.

PMA – Professional Management Association on first reference. PMA thereafter. The PMA represents full-time employees engaged on a permanent basis in managerial and professional roles across the university.

UWOFA – University of Western Ontario Faculty Association on first reference. UWOFA thereafter. UWOFA represents full-time professors of the university (other than clinical faculty) and also parttime faculty with duties equivalent to teaching at least 0.5 degree credit course in each of two of the last three fiscal years.

UWOFA-LA – University of Western Ontario Faculty Association. UWOFA-LA represents those employees of the university performing the work of librarians and archivists. Use Librarians and Archivists on first reference. UWOFA-LA thereafter.

UWOSA - University of Western Ontario Staff Association on first reference. UWOSA thereafter. UWOSA represents employees engaged in administrative and research support roles employed on a continuing or sessional (e.g. academic year) basis.

PSAC Local 610 – represents registered graduate students who are engaged in supervised teaching-related activities across the various faculties and schools.

PSAC Local 610 - Unit 2 – represents postdoctoral associates at the university, who are engaged in research and are employees of the university.

SAGE – Select Administrative Group Employees on first reference. SAGE thereafter. SAGE represents university employees engaged in administrative roles that may require access

to confidential employment and labour relations information, necessitating their exclusion from the University of Western Ontario Staff Association bargaining unit.

9. Use **2SLGBTQ+** as the inclusive acronym for references to those who identify as two-spirit, lesbian, gay, bisexual, transgender, questioning and/or queer, and all other gender identities such as intersex, asexual, pansexual, polyamorous.

10. Write full **library name** on first reference, then abbreviations and short forms in parentheses in second reference.

- ✓ Archives and Research Collections Centre (ARCC)
- ✓ C.B. 'Bud' Johnston Library (Business Library)
- ✓ Education Library (Education Library)
- ✓ John & Dotsa Bitove Family Law Library (Law Library)
- ✓ Music Library (Music Library)
- ✓ Allyn and Betty Taylor Library (Taylor)
- ✓ Map and Data Centre (Map and Data)
- ✓ The D.B. Weldon Library (Weldon)

11. Abbreviate names of **months** more than five letters when followed by specific date. Otherwise, spell out.

- ✓ E.g., Jan. 1, Feb. 1, March 1, April 1, May 1, June 1, July 1, Aug. 1, Sept. 1, Oct. 1, Nov. 1 and Dec. 1; January 2020, February 2020

12. Use the **professional title** "Dr." only in reference to licensed medical practitioners and/or dentists, and then only on the first reference. Do not use Dr. for PhD or doctorate degrees.

- ✓ E.g., Dr. John Smith performed the first-of-its-kind operation. Smith said it was his crowning achievement.
- ✓ Do not use Dr. for **PhD or doctorate degrees.**

13. The names of **provinces, territories and districts** may be abbreviated when they follow the name of a city, town, village or geographical feature.

Follow CP Style for province abbreviations and short forms:

- ✓ Alberta – Alta.
- ✓ British Columbia – B.C.
- ✓ Manitoba – Man.
- ✓ New Brunswick – N.B.
- ✓ Newfoundland – N.L.
- ✓ Northwest Territories – N.W.T.
- ✓ Nova Scotia – N.S.

14. **Research**. For a list of research centres and institutes at Western, including abbreviations and short forms, visit the Western Research page.

U15 refers to Canada's leading research-intensive universities. Members include: Western, Alberta, British Columbia, Calgary, Dalhousie, Laval, Manitoba, McGill, McMaster, Montreal, Ottawa, Queen's, Saskatchewan, Toronto and Waterloo. Use U15 in all references (although use this reference sparingly in news stories, as it does not have wide recognition beyond academics at research-intensive universities themselves).

15. **Sports**. U Sports is the national governing body of university sport in Canada. Use U Sports in all references.

Ontario University Athletics is Ontario's governing body of university sport. Use Ontario University Athletics on first reference, and OUA on succeeding references.

16. **Use** Western on first and subsequent references. Although The University of Western Ontario remains the university's legal name, do not use The University of Western Ontario or UWO in any reference. Do not capitalize "university" when standing alone, even in reference to Western.

E.g. Western issued the statement yesterday. Western officials said the new policy will be implemented next month and the university will move forward with plans in September.

Writing styles and formats

1. Whenever possible, always use **active voice over passive voice** in sentences. Active voice shows the subject doing the action.

✓ E.g., Jane loves Western.

✓ (Avoid) Western is loved by Jane.

Passive voice is not incorrect; it's just not the best way to phrase ideas within news stories or broad communication. Utilizing active voice can tighten writing and avoid awkward, vague or wordy sentences.

2. **Bullet lists** must have simple and consistent formatting within a story. Punctuation use and capitalization will depend on the length and type of content. As a general rule, short lists don't need punctuation or need not be capitalized. For standardization, use en dash for lists.

✓ E.g., Features of the new building include:

✓ a cafeteria

✓ a library

✓ a research lab

For longer copy, or those that could stand on their own as a sentence, capitalize the first letter of the first word of each bullet and use a period at the end of each line.

✓ E.g., The research aims to:
– Reduce the risks of post-partum depression in new mothers.
– Provide guidance on how to support new parents.
– Update existing guidelines on post-partum care.

3. Use **commas** to separate elements of a series but not before the final element preceded by "and," "or" or "nor" – except when not putting a comma would cause confusion.

4. Do not use **courtesy titles** such as Mr., Mrs., Miss and Ms. They should be avoided unless deemed culturally necessary for specific documents.

5. Canadian **currency** is assumed in most cases. When clarity is required, use C$ preceding the figure. When referring to US currency, use US$ preceding the figure.

✓ E.g., C$30 million, US$20 million

As best practice, always convert foreign currencies to Canadian dollar equivalent and clarify with phrases like "the equivalent of C$200."

Other commonly used currency codes, include CNY (China yuan renminbi), EUR (Euro) and GBP (British pounds).

6. **Cutlines/captions** are treated as an independent element, with all names and references requiring first-use rules. Do not assume a reader will read both the story and the cutline. In photos with multiple people, identify individuals from top, then left to right.

Photo source attribution must always follow a cutline, and enclosed in parentheses. Attribution should contain the name of the photographer, if applicable, followed by a forward slash and the name of the organization, if applicable. Follow this format regardless of whether the image is internally (Westerns Communications or faculty) or externally sourced (stock photos, submitted photos).

- ✓ E.g. Members of the judging committee include: (top, L-R) John Smith, Mary Chen, Rodrigo Diaz; (bottom, L-R) Muhammad Singh, Christine Martinez and Randy Stark. (Chris Summers/Western Communications)

For images submitted by a source but with unknown origin, attribution will follow this format: cutline (submitted photo)

- ✓ E.g. Dr. Muhammad Ali receiving the Order of Canada (submitted photo)

7. **Datelines and placelines** precede the lead in a story to tell readers where the writer is reporting from and where the story took place. Use placelines only for stories outside London, Ont., AND if a writer is reporting from that location.

In general, it should include the city/municipality and province/state, if it's in Canada and in the U.S. For all other countries, the city/municipality is followed by the country.

- ✓ E.g., SURREY, B.C. IQUALUIT, Nunavut SYDNEY, Australia

Follow the guidelines above, except for these well-known cities in Canada:

- ✓ CALGARY

- ✓ CHARLOTTETOWN
- ✓ EDMONTON
- ✓ FREDERICTON
- ✓ HALIFAX
- ✓ HAMILTON
- ✓ MONTREAL
- ✓ OTTAWA
- ✓ QUEBEC
- ✓ REGINA
- ✓ SASKATOON
- ✓ TORONTO
- ✓ VANCOUVER
- ✓ VICTORIA
- ✓ WHITEHORSE
- ✓ WINNIPEG
- ✓ YELLOWKNIFE

For a list of well-known U.S. cities that don't require mention of state, refer to the CP Style Guide.

Do not assume all readers are from London, Ont. Always include the province when referring to the city of London (i.e., London, Ont.).

8. Avoid using **gendered terms** in alumni references. As best practice, use: alum or graduate, regardless of gender, for singular; alumni for plural

Alumni are referred to by full name, degree and graduation year, if applicable, on first reference, unless in the lede of the story, and by last name only in subsequent references. Program may be included, but not necessary.

- ✓ E.g., Jane Smith, BA'85, MBA'00, is taking risks in her latest role as chair and CEO. In July 2009, Smith made the transition from president of the organization.

Jane Smith, BA'97 (English and writing studies), is open to talking about her new book.

9. For consistency, always use **en dash (–)**

Use en dashes in cases of mid-sentence lists that are separated by commas, or in instances when using a comma would be confusing.

- ✓ E.g., The new program is a cross-faculty collaboration – engineering, health sciences and education – aimed at increasing real-world skills.

The Smith sisters – Jane and Julia – both went to Western.

10. **Gender-neutral pronouns.** In stories about people who identify as neither male nor female or ask not to be referred to as he/she/him/her, they/them/their is acceptable as a singular and/or gender-neutral pronoun.

Clarity is a top priority; gender-neutral use of singular "they" is unfamiliar to many readers. If they/them/their use is essential, explain in the text that the person prefers a gender-neutral pronoun. Be sure that the phrasing does not imply more than one person.

Following CP Style, avoid using other gender-neutral pronouns such as xe or ze.

11. Use a hyphen when you join two words to form a compound modifier.

- ✓ E.g., First-year course; part-time studies; government-mandated budget cuts.

In general, a hyphen should not be used to join a prefix to a root/base except to avoid doubling a vowel, tripling a consonant, duplicating a prefix or when the context is confusing or to provide clarity.

- ✓ E.g., co-operation, co-operate; multidisciplinary; anti-inflammatory

Use a hyphen with the prefix 're' where the word would otherwise be confusing.

- ✓ E.g., re-coiled the rope (as opposed to recoiled in horror) i ire-covered a chair (as opposed to recovered from an illness).

Never hyphenate -ly modifiers.

- ✓ E.g., Internationally known researcher

Health care/health-care. Use hyphen when used as an adjective followed by a noun. No hyphen when standing alone as a noun.

- ✓ E.g., The health-care sector needs to be restructured.
  Health care is among the topics discussed at a recent meeting.

Hyphenate: post-graduate, post-secondary. In line with the School of Graduate and Postdoctoral Studies, do NOT hyphenate postdoctoral

12. Use the Canadian spelling of the word – **honours** – in all instances except when used in the phrase **'honorary degree(s),'** in which case the u is dropped.

13. Use **internship** as a catch-all term used for external, general audiences, including media. Use covers all internships, co-ops and practicums

14. **Italicize** the titles of books, journals, periodicals, newspapers, pamphlets, proceedings, collections, theses, dissertations, plays, movies, television shows, operas, oratorios, paintings, drawings, sculptures and other works of art.

Italicize words and phrases that are not part of the English language or a foreign language translation of an English word or phrase.

- ✓ E.g., She graduated magna cum laude 10 years ago.

Italicize Indigenous translations, phrases and words.

- ✓ E.g., The course was initially hosted by Jacobs' community on Walpole Island First Nation (Bkejwanong), located southwest of Wallaceburg.

15. When writing **measurements**, The Canadian Press suggests using the metric system for most measurements, although it stresses clarity as key to the decision. Much of that clarity is at the writer's discretion taking audience into consideration.

In most cases, when an imperial figure must be used, it should be accompanied by its metric equivalent. If exact measurements are not required, round figure to the nearest whole number.

Do not change quotations to reflect style, simply refer to metric in parentheses.

    ✓ E.g., "The float was nearly 100-feet (30-metres) tall," said John Smith. "No wonder it couldn't clear that underpass."

Among the exceptions are more conventional references, such as personal height and weight, two-by-fours, quarter-inch screws, etc.

    ✓ E.g., Smith, who was a six-foot, 250-pound linebacker for the 1948 Mustangs football team, never fully embraced the change of coaches and transferred the next season.

Speed and distance are expressed in kilometres/hour and kilometres.

    ✓ Do not mix imperial and metric measurements when possible.

16. When referencing issues of **mental health**, do not describe an individual as 'mentally ill' unless pertinent to a story and diagnosis is properly sourced, or it is part of a quote. When used, identify the source for the diagnosis.

Everyone has mental health; mental illness is a term that refers only to diagnosed mental health issues.

Mental illness is a general condition. Specific disorders are types of mental illnesses and should be used whenever possible:

    ✓ E.g., He was diagnosed with schizophrenia, according to court documents.

       She was diagnosed with anorexia, according to her parents.

Avoid descriptions that connote pity, such as 'afflicted with,' 'suffers from' or 'victim of.'

    ✓ E.g., He has obsessive-compulsive disorder.

17. Use **Mustangs** in reference to athletes and athletic teams, but not for general student population. Avoid using Mustang when referring to a single athlete.

18. Always write the first and last **name** of a person on first reference. Use last name only on succeeding reference, unless first name is needed for clarity (for instance, quoting multiple members of a family with the same last name).

   ✓ E.g., Dave and Laura Smith are both Western students. Laura is graduating this year.

19. As a rule, spell out **numbers** between zero and nine, use numerals for 10 and higher.

Always spell out a number that begins a sentence. If the number is large or would be cumbersome to spell out, reword the sentence so the number doesn't appear at the beginning. The goal is readability.

Use numerals for the following: ages, days of the month, degrees of temperature, dimensions, house numerals, percentages, proportions, scores, serial numbers, speeds, sums of money, time of day, votes and years.

Use "to' when writing a range of numbers. Avoid using hyphen.

   ✓ E.g., 15 to 20 / five to six grams of sugar

When writing in digits, use comma to separate figures in blocks of three digits.

   ✓ E.g., 1,000; 500,000

Use period for decimal marks

   ✓ E.g., 67.5 per cent; 3.2 points

20. **Per cent** is spelled with two words, not percent. Always use figures and decimals, avoid spelling out numbers and fractions unless necessary for clarity.

   ✓ E.g., 1 per cent, 2.5 per cent, 0.6 per cent, 30 per cent, a third of a per cent
   ✓ Do not use the % symbol in stories. Do not use the % symbol unless it is in a factbox

21. By definition, a **PhD** student is someone who is enrolled in doctoral coursework and working toward their degree. A PhD candidate is someone who has completed all course requirements and exams but has not completed their thesis or dissertation.

When identifying a source as a PhD candidate or PhD student, bear in mind the above definition, and use the term that applies.

22. In *Western News stories* , do not distinguish between assistant **professors** , associate professors and full professors unless it is relevant to the story. Refer to all types as 'professor,' with the exception of professor emeritus, in which case, use the full designation.

Never abbreviate as prof., except when used in headlines or for social media posts.

23. Double **quotation marks** should be used only in cases of direct quotations no matter the length.

Single quotation marks should be used in cases of colloquial and emphasis.

Use single quotations in headlines to use a phrase from a direct quote.

24. Use Celsius when referencing **temperatures**, unless in quotation or necessary for scientific explanation (e.g., Kelvin). In most cases, when an imperial figure must be used, it should be accompanied by its metric equivalent. Write C following the number and a space.

- ✓ E.g., Western researchers braved 130 F (54 C) heat to get the necessary research.

25. **Tensein** stories may be past or present. In general, use past tense when quoting sources for stories that have a news element.

- ✓ E.g., Smith announced the new plan in a press conference. "This is our new path forward," he said.

For longer, feature articles, present tense may be used.

- ✓ E.g. She pauses as she heads out the door. "See you soon," she yells as she continues to walk away.

26. Write all information in **time, day/date, location**

- ✓ E.g., The meeting has been moved to 9:30 a.m., Tuesday, Nov. 11, in University College 2130.

Do not use suffixes -st, -nd, -rd, -th. Instead, spell out when possible.

   ✓ E.g. They placed first in the finals. (not: They placed 1 st in the finals.)

When writing **time**, use figures except for noon and midnight. Use a colon to separate hours from minutes.

   ✓ E.g., 5 p.m.; 10:30 a.m.

When writing a span of time, separate them with "to". Avoid using hyphen.

   ✓ E.g., 5 p.m. to 6 p.m.

27. When referencing **Western students** in stories, it is best practice to use this format on first reference: full name, year and program, affiliated institution.

   ✓ E.g., "This is amazing research," said John Smith, a first-year health sciences student at Brescia University College.

28. Use **year** only when referring to one other than the current year.

   ✓ E.g., The group first met on April 5, 2009. They have accomplished little since that date. At a Sept. 13 meeting, they hope to get back on track.

For consistency, use "to" when writing a range of years. Do not use hyphen to separate the first and last years. Write both years in full.

   ✓ E.g., He worked at Western from 2001 to 2008.

Capitalization

1. Capitalize official names of **awards and scholarships**

✓ E.g., Angela Armitt Award for Excellence in Teaching by Part-Time Faculty

2. Capitalize Western's **Board of Governors**, but lowercase when referring to "the board" alone. Avoid using the acronym BOG to refer to the board.

3. Lowercase **course titles and programs**.

✓ E.g., Her sister is in engineering.

4. Lowercase **committee names.**

5. Write **COVID-19** in all caps. Lowercase the general term, novel coronavirus or coronavirus, but capitalize its adopted formal name SARS-CoV-2.

Capitalize names of variants of concerns: Delta, Omicron

6. Capitalize the proper name of **faculties and schools** but lowercase informal or general terms. Do not capitalize **department names.**

✓ E.g., Faculty of Education, but education faculty
        department of anthropology
        Arthur Labatt Family School of Nursing, but nursing school

When referencing departments as standalone terms, lowercase except when containing a proper noun, in which case use uppercase only for the proper noun.

✓ E.g., department of biology; English department; department of Earth sciences

7. Capitalize **formal titles** immediately preceding a name. Lowercase when standing alone or separated from the name. In general, formal titles are those that can be used with the surname alone, including government titles, religious titles and military titles. Lowercase all university titles except for president, and then only when preceding the name of the current president.

✓ E.g., President Alan Shepard issued the statement.
        Alan Shepard, Western president, issued the statement.
        Minister Smith; Bishop Warren; General Murray

8. Capitalize **funded chairs**, but lowercase department chairs

✓ E.g., Canada Research Chair
        i .chair of the department of geography and environment

9. Capitalize **graduating class** references and use full, not abbreviated, date.

✓ E.g., The Class of 1979 gathered to honour their retiring professor.

Lowercase **convocation** in all references, including Western's convocation.

10. **Honorary degrees** are lowercase when spelled out. Use uppercase when abbreviated.

See Acronyms & Abbreviations for more information.

11. Capitalize **Indigenous Peoples** in all instances. The term Indigenous Peoples is an all-encompassing term that includes the First Peoples of Canada.

First Nation(s) – Capitalize in all instances.

First Peoples – Capitalize in all instances. First Peoples is an all-encompassing term that includes Inuit, First Nations and Métis.

Métis – capitalize in all instances. The term refers to a collective of cultures and ethnic identities that resulted from unions between Indigenous and European people in Canada. This term has general and specific uses, and the differences between them are often contentious. It is sometimes used as a general term to refer to people of mixed ancestry, whereas in a legal context, Métis refers to descendants of specific historic communities.

Innu – Capitalize in all instances. Innu are a First Nations group located in northeastern Quebec and central Labrador.

Inuit – Capitalize in all instances. Refers to a member of an Indigenous People of northern Canada and parts of Greenland and Alaska.

Native – Avoid using this term when referring to Indigenous Peoples.

Lowercase **indigenous when used as an adjective** to refer to a thing that is naturally occurring or originating from a place.

✓ E.g., The pawpaw tree is indigenous to southwestern Ontario.

12. Lowercase **internet, website and email** (not e-mail). Capitalize **Twitter**, but lowercase when used as a verb (i.e., tweet, tweeted).

13. Capitalize **names of units** at Western

✓ E.g., Western International, Student Experience, Office of Indigenous Initiatives.

14. Capitalize the proper names of **nationalities, peoples, races and tribes.**

Capitalize Black in racial reference, but do not capitalize white

In the United States, African-American is also used; in Canada, African-Canadian may be used when necessary for context, but avoid if possible. Use Black or Black Canadians instead.

15. Lowercase **occupational titles and descriptions**, including officials of companies and organizations.

✓ E.g., The study's co-author, chief scientist Jane Smith, said the research is timely.

16. Write **Orientation Week** in uppercase when referencing Western's Orientation Week. Lowercase general references to first-year orientation week outside of Western.

Use **OWeek** as a short form for Western's Orientation Week.

17. Lowercase **professor** at all times, including when preceding a name.

✓ E.g., Western University professor John Smith may understand the book better than anyone on Earth.

John Smith, a Western University professor, may understand the book better.

18. Capitalize **proper names** of people, places, events, organizations.

19. **Sports**. Do not capitalize sports teams unless it's an official name.

   ✓ E.g., The women's hockey team took home the title.
   .The Western Mustangs are playing against the home team.

20. Use **Western University** on first reference, then Western on succeeding reference. Although The University of Western Ontario remains the university's legal name, do not use The University of Western Ontario (or UWO) in any reference.

Do not capitalize "university" when standing alone, even in reference to Western.

   ✓ E.g., Western University issued the statement yesterday. The university will implement the changes next month.

21. Capitalize **Western Libraries** when referring to Western's entire library system.

22. Capitalize the formal reference to **Western University Senate**, but lowercase senate when standing alone.

NOTE: If not specified in this WN Style Guide, follow CP Style.