

# CAS OPERATIONS

## Shared Services Model Communications

### Editorial Guidelines for Bios

CAS Communications follows the UD Office of Communications and Marketing’s Editorial Style Guide for website text, including faculty bios. Below is an overview of UD’s editorial style. Full guidelines can be found in OCM’s [Editorial Style Guide](#).

### Degrees

- College degrees and degree programs are lowercase when spelled out in text—e.g., “associate in arts,” “bachelor of science,” “master of arts.” (Degrees listed in a headline style may be capitalized.)
- Degrees are capitalized and take periods when abbreviated: B.A., M.S., Ph.D.

### Capitalization:

- Capitalize “University” standing alone when referring to the University of Delaware
- Do not capitalize “college” or “department” when standing alone
- Capitalize the proper names of departments and offices—e.g., “Department of History,” “University of Delaware Honors Program.” However, in informal use, departments and offices are lowercase: “the history department,” “the honors program.”
- Courses of study and course titles are lowercase: biological sciences, sociology, history of rock.

### Names and titles

- Capitalize a title immediately preceding a name, but lowercase the title if it follows the name or stands by itself:
  - President Walter Hullahen BUT Walter Hullahen, president of the University
- Courtesy titles, such as Mr., Mrs., Ms., Miss and Dr., are not used—even on first reference—except when referring to the deceased.
- The titles of named professors are always capitalized: “Harry Angstrom, H. Fletcher Brown Professor of Mineralogy.”

### Punctuation

- One space follows all punctuation, including periods and colons.
- Italicize the titles of books, plays, long poems, collections of shorter works (e.g., anthologies, albums), newspapers, magazines, films and television programs. Enclose in quotation marks the titles of articles, essays, short stories and poems, book chapters and television episodes.
- The University does not use the serial comma (the comma following the second-to-last item in a series), in accordance with AP guidelines. When the absence of a serial comma compromises clarity, use the comma—even though it has not been used throughout.

