

Writing Style Guidelines
University Marketing and Communications
(210) 784-1122

Texas A&M University-San Antonio: Correct formats below. Capitalize University when used alone.

- 1st reference: Texas A&M University-San Antonio
- 2nd reference: Texas A&M-San Antonio or A&M-San Antonio or the University
- 3rd reference: A&M-SA for more informal documents including internal.

Academic Departments: Capitalize academic schools and departments if referring to a specific department or academic unit by its full proper name; otherwise, use lower case.

- College of Education & Human Development
- College of Business
- College of Arts & Sciences
- Department of English
- Department of Educator and Leadership Preparation (ELP)
- BUT: She is a professor in the division and teaches history.

Academic Titles: Capitalize academic titles when they directly precede a name. Lowercase titles when not used with a name, when they follow a name, or stand by themselves.

- Dr. Salvador Hector Ochoa is the president of Texas A&M University-San Antonio.
- President Salvador Hector Ochoa addressed students, faculty and staff today.
- John Sharp, chancellor of The Texas A&M University System, spoke today.
- Chancellor John Sharp spoke to the Legislature.

Referencing A&M System: For additional details, see the [A&M System Written Style Guidelines](#).

- First reference: The Texas A&M University System
- Second reference: A&M System or Texas A&M System

Campus Room Locations: Separate room location from building name with a comma.

- Sen. Frank L. Madla Building, Room 204/207
- Central Academic Building, Suite 418

AP STYLE GUIDELINES - Use only one space between sentences and no superscripts (Correct: 81st Incorrect: 81st). Find details on [AP Style online](#), or get tips and guidelines on Twitter and Facebook (@apstylebook).

Degrees: bachelor's degree, master's degree, Bachelor of Arts, Master of Arts, Doctor of Philosophy. B.A., B.S., M.A., M.S., Ph.D., and Ed.D (periods with no spaces between letters). Do not combine a courtesy title with the degree abbreviation in the same reference. Use these only after the person's full name and set the abbreviation off by commas.

- Texas A&M-San Antonio offers a variety of bachelor's and master's degrees.
- John received his Master of Arts.
- John Wimberly, Ph.D., is president of the National Skydiving Association.

Numbers: Use numerals for numbers 10 and above. Spell out numbers one through nine. Use numerals with percent, ages, dimensions and credit hours.

- He has finished four of the five chapters in his dissertation.
- Alumni giving was up 5 percent over last year.
- The 19-year-old student needed 3 credit hours to graduate.

South Side: Capitalize when referring to the community in San Antonio.

- Specific to organization: Southside Reporter, Southside ISD
- Directional: They live south of San Antonio.

Time: 8 p.m., 9:30 a.m., 10 o'clock in the morning, noon, 10:30 a.m.-12 p.m. (en dash no spaces)

- When time falls on the hour, do not include “:00”.
- When listing two times both in the morning or afternoon, only list a.m. or p.m. once:
 - 1-4 p.m.; 9-10 a.m.
- INCORRECT: 1:00 p.m. to 3:00 p.m.; 8 am – 10 am, 9 PM- 11 PM

Veterans: Veterans Affairs (VA), Veteran's Day, Veterans of Foreign Wars (VFW); lowercase unless part of organization name or holiday. Example: “veterans benefits are...”

Miscellaneous:

- percent: One word. Spell out in a sentence (8 percent), but write as % in a table or graph.
- annual: An event cannot be annual until it has been held for two years. Use inaugural not “first annual.”
- academic semesters: summer 2010, fall 2010 and spring 2011 (only exception is Spring Break)
- dean's list: Lowercase.
- e-book: Lowercase, use a hyphen.
- email: Lowercase, no hyphen.

- faculty: When used as a collective noun, faculty is singular.
- health care: Two words, no hyphen in all cases.
- Internet: Capitalize. Use Internet instead of “Net’ or the ‘Net’
- land-grant university: hyphenate when used as an adjective.
- multicultural: do not hyphenate.
- iPad: Note the special capitalization rule. Use iPad only when the word starts a sentence or a headline.
- St. Philip’s College: Note spelling and apostrophe in this Alamo Colleges member.
- web/website/web page: Not capitalized; website is one word with no hyphen
- Facebook: Capitalize, one word, no hyphen..
- X (formerly Twitter): Posts, reposts and quotes: Not “Tweets”
- YouTube: Note special capitalization. One word, no hyphen.
- Commas: Do not use a comma before the “and” or other junctions in a series. Elsewhere, use commas only when the potential for confusion exists without them such as in complex sentences or before the concluding conjunction of a series if one phrase in the series contains a conjunction.

Use of University Name and Indicia: Texas A&M University-San Antonio requires written approval for the use of any of its registered symbols, insignia, or other identifying marks

Publication tips for official documents and communications

- Include the full university name at least once: Texas A&M University-San Antonio
- Include the logo somewhere prominent. Visit our logo download page online for approved logos.
- Include the physical address and office location.
- Include sponsoring department name, phone number, email and contact information.