

## Editorial Style Guide

This style guide is drawn from *The Chicago Manual of Style*, fifteenth edition, 2003; UCLA University Communications Dictionary of Style, available online at <[http://www.identity.ucla.edu/resources/styleguide\\_jul2005.pdf](http://www.identity.ucla.edu/resources/styleguide_jul2005.pdf)>; and *Wired Style: Principles of English Usage in the Digital Age*, 1999.

### Names of Libraries

The UCLA Library is a campus-wide network of libraries. When describing the overall system, use “UCLA Library” in the first instance; “Library” with an uppercase L is acceptable in subsequent references. When describing an individual library, use the full name in the first instance; “library” with a lowercase l is acceptable in subsequent references.

These names follow the campus recommendation to use full, formal words/phrases for facilities, programs, and departments rather than nicknames to avoid confusing readers for whom English is not their first language.

#### Arts Library

- Performing Arts Special Collections

Louise M. Darling Biomedical Library – use the full name in the first instance; “Biomedical Library” is acceptable in subsequent references. Do not use “Biomed” in public materials.

- Louise M. Darling Biomedical Library History and Special Collections for the Sciences
- The Biomedical Library also houses the regional medical library for and administrative offices of the National Network of Libraries of Medicine, Pacific Southwest Region.

William Andrews Clark Memorial Library -- use the full name in the first instance; “Clark Library” is acceptable in subsequent references. *Note: The Clark Library is administered by UCLA's Center for Seventeenth- and Eighteenth-Century Studies; since its head does not report to the university librarian, it is not administratively part of the UCLA Library system, although its collections are reflected in the UCLA Library Catalog.*

College Library – located in the Powell Library Building. Parts of the building (e.g., the Rotunda, the Reading Room) should be characterized as part of the Powell Library Building; aspects of the undergraduate library (e.g., reserves, circulation desk, collections) should be characterized as part of the College Library.

Richard C. Rudolph East Asian Library – use the full name in the first instance; “East Asian Library” is acceptable in subsequent references.

Hugh and Hazel Darling Law Library – use the full name in the first instance; “Law Library” is acceptable in subsequent references. *Note: The Law Library reports to the dean of the School of Law, not to the university librarian, so it is not administratively part of the UCLA Library system, although its collections are reflected in the UCLA Library Catalog.*

Eugene and Maxine Rosenfeld Management Library – use the full name in the first instance; “Management Library” is acceptable in subsequent references.

#### Music Library

- Performing Arts Special Collections

Charles E. Young Research Library – use the full name in the first instance; “Research Library” is acceptable in subsequent references. Do not use “Young Research Library” or “YRL” in public materials.

- Charles E. Young Research Library Department of Special Collections

Science and Engineering Library – use the full name in the first instance; “SEL” is acceptable in subsequent references if used in parentheses after the first instance of the full name. This library is housed in three separate locations:

- SEL/Chemistry

- SEL/Engineering and Mathematical Sciences
- SEL/Geology-Geophysics

University Archives – always use the full name; since there are many archives on campus, using just the word “Archives” in subsequent references – unless very close to the first reference – may result in confusion.

### Other Library Facilities

Center for Oral History Research – part of the UCLA Library system but not a library location, since its collection is not housed in its administrative office.

College Library Instructional Computing Commons – use the full name in the first instance in narrative text; “CLICC” is acceptable in subsequent references if used in parentheses after the first instance of the full name.

Southern Regional Library Facility – although located on the UCLA campus, this is a University of California facility that serves the five southern campuses. Use the full name in the first instance; “SRLF” is acceptable in subsequent references if used in parentheses after the first instance of the full name.

### Other Campus Collections

*Note: The heads of these collections report through other campus departments or schools rather than to the university librarian, so they are not administratively part of the UCLA Library system, although their collections are reflected in the UCLA Library Catalog.*

- American Indian Studies Center Library
- Asian American Studies Center Reading Room/Library
- Ralph J. Bunche Center for African American Studies Library and Media Center
- Chicano Studies Research Center Library and Special Collections
- Grace M. Hunt Memorial English Reading Room
- Ethnomusicology Archive
- Film and Television Archive
- Institute for Social Science Research Data Archives
- Instructional Media Library
- Lesbian Gay Bisexual Transgender Campus Resource Center
- University Elementary School Gonda Family Library

### Library Information Systems and Online Resources

California Digital Library – use the full name in the first instance; “CDL” is acceptable in subsequent references if it is used in parentheses after the first instance of the full name.

Melyl Catalog – online information system for the holdings of all nine UC campuses and other California and national organizations. Use the full name in the first instance; “Melyl” is acceptable in subsequent references.

UCLA Library Catalog – the Library’s online information system. Use the full name in the first instance; “Catalog,” with an uppercase C, is acceptable in subsequent references.

### Names and Titles

#### Chief Administrative Personnel

Gary E. Strong – University Librarian

Susan Parker – Deputy University Librarian and Chief Financial Officer

Judy Consales – Associate University Librarian for Sciences; Director, Louise M. Darling Biomedical Library

Pat Hawthorne – Director, Library Human Resources

Sharon E. Farb – Associate University Librarian for Collection Management and Scholarly Communication

Sarah Barbara Watstein – Associate University Librarian for Research and Instructional Services

**Other Administrative Personnel**

Teresa Barnett – Head, Center for Oral History Research

Colleen Carlton – Director, Southern Regional Library Facility

Stephen Davison – Head, Digital Library Program

Lisa Kemp Jones – Director, Library Computing Services, and Manager, College Library Instructional Computing Commons

Jacob Nadal – Preservation Officer

John Riemer – Head, Cataloging and Metadata Center

Heidi Sandstrom – Associate Director, National Network of Libraries of Medicine, Pacific Southwest Region

Dawn Setzer – Director, Library Communications

Don Sloane – Head, Charles E. Young Research Library Access Services

Amy Smith – Executive Director, Library Development

Germaine Wadeborn – Head, Acquisitions Department

Zheng (John) Wang – Web Services Coordinator

Sarah Barbara Watstein – Interim Head, Charles E. Young Research Library Collections, Research, and Instructional Services

**Heads of Individual Libraries and Special Collections in the UCLA Library System**

Arts Library – Gordon Theil; Head

Biomedical Library – Judy Consales; Director

College Library – Alison Armstrong; Head

East Asian Library – Amy Tsiang; Head

Management Library – M. Rita Costello; Head Librarian

Music Library – Gordon Theil; Head

Performing Arts Special Collections – Peggy Alexander; Librarian

Research Library Department of Special Collections – Victoria Steele; Head

**Heads of Other Campus Libraries**

William Andrews Clark Memorial Library – Bruce Whiteman; Head Librarian

Hugh and Hazel Darling Law Library – Kevin Gerson; Director

**Frequently Used Electronic Terms**

Email – one word, no hyphen, lowercase “e” except at the beginning of a sentence

E-[new word] – when adding an “e” to a word to create a new word to convey an electronic usage, use a hyphen (e.g., e-bulletin).

Homepage – one word, lowercase “h” except at the beginning of a sentence

Internet – uppercase “I”

Internet service provider – uppercase “I” in “Internet”; “ISP” acceptable in subsequent references

Intranet – lowercase “i” except at the beginning of a sentence

World Wide Web – use entire phrase in first instance; “Web” (uppercase “W”) is acceptable in subsequent references. “Web site” is two words and is not hyphenated.

Format for email addresses or URLs in narrative text:

- Either enclose in angle brackets (preferred) or italicize. Examples: <dsetzer@ucla.edu>, <http://www.library.ucla.edu>
- Spell out the full URL, including “http://www”
- If it’s necessary to break a URL between lines, break before a punctuation mark and place the punctuation mark at the beginning of the following line. Don’t break at a hyphen, and don’t add a hyphen at the break.

Format for email addresses or URLs in non-narrative text:

- Spell out the full URL, including “http://www”
- If it’s necessary to break a URL between lines, break before a punctuation mark and place the punctuation mark at the beginning of the following line. Don’t break at a hyphen, and don’t add a hyphen at the break.

## **General Editorial Usage Guidelines**

Addresses – use full building names (e.g., “Charles E. Young Research Library” rather than “YRL”) and spell out abbreviations (e.g., “Room” instead of “Rm.”).

And – the ampersand (&) is a typographic symbol, not a word; use “and” instead.

Between/among – use “between” when describing a one-to-one relationship (e.g., “between you and me”); use “among” when describing collective relationships (e.g., “among the UC libraries”).

Bi/semi, biannual, semiannual, biennial – “bi” generally means two (e.g., “biweekly” means every two weeks), and “semi” generally means half (e.g., “semiweekly” means twice a week). However, “biannual” and “semiannual” both mean twice a year, and “biennial” means every other year. To avoid confusion, it may be simplest just to write the time period (e.g., “every two weeks,” “every other year”).

Can/may – “can” conveys ability (e.g., “users can access Library resources from home”); “may” conveys possibility or permission (e.g., “undergrads may be instructed to use certain resources”).

Commas – separate all items in a series of three or more by commas. Example: books, journals, and other items.

Course names – capitalize simple course names but do not enclose in quotation marks (e.g., English 2); enclose descriptive course names in quotation marks and use appropriate capitalization (e.g., “Women and Religion in Early Modern England”).

Degrees – do not use periods in abbreviations (e.g., BA, MA, PhD); use apostrophes with words (e.g., bachelor’s degree, master’s degree). Use only one type (either abbreviations or words) in a single sentence.

Department names – the formal usage is “Department of [Discipline],” with both the word “Department” and the discipline name capitalized; the informal usage is “[discipline] department,” with no words capitalized.

Fewer/less – use “fewer” with countable amounts and “less” with uncountable amounts. Examples: less than one million grains of sand per cubic inch; fewer than one thousand books on sand.

Lend/loan – as general verbs, “loan” refers only to money; “lend” refers to all other things that are meant to be returned. In library terms, use “circulation desk” rather than “loan desk.”

Numbers – spell out whole numbers from one to ninety-nine and spell out any of those followed by hundred, thousand, million, etc.; spell out any number used to begin a sentence; use figures for other numbers.

Over/more than – use “over” with uncountable amounts and “more than” with countable amounts. Examples: over one million grains of sand per cubic inch; more than one thousand books on sand.

Phone numbers – use periods as separators (e.g., 310.825.0746); if using campus extensions, spell out the word “extension” (e.g., extension 50746). If unsure about whether to use the full number or the extension, use the full number.

Punctuation with closing quotation marks – enclose periods and commas inside closing quotation marks (single or double); place colons, semicolons, question marks, and exclamation points following closing quotation marks, unless the punctuation is part of the quotation.

That/which – use “that” with restrictive clauses: i.e., when the clause is not separated from the item it qualifies by a comma (e.g., “any book that is oversized will be shelved in another location”). Use “which” with nonrestrictive clauses: i.e., when the clause is separated from the item it qualifies by a comma and the sentence still makes sense without the clause (e.g., “art exhibition catalogues, which are generally oversized, are shelved in another location”).

Time– use lower-case letters and periods for a.m. and p.m.; do not use :00 for hours (e.g., 6 p.m., not 6:00 p.m.); place a space between the figure and the a or p (e.g., 6 p.m., not 6p.m.); use noon and midnight, not 12 noon and 12 midnight or 12 a.m./p.m. For hour spans, place a space before and after the dash (e.g., 4 – 6 p.m., not 4-6 p.m.).

Titles of people – uppercase a title when it precedes a name, and lowercase a title when it follows a name (e.g., University Librarian Gary E. Strong; Gary E. Strong, university librarian) and when it is used without the name (e.g., “The university librarian said...”). UCLA style employs the honorific Dr. only in the case of medical doctors.

UCLA – this is the preferred usage in all circumstances rather than “University of California, Los Angeles.”

University of California/UC – be guided by the audience the piece is intended for: when creating a communication that will only go to campus recipients, UC is acceptable. If it will go to any off-campus recipients, including donors, use “University of California” in the first instance followed by “UC” in parentheses, then use “UC” in subsequent references. Similar usage applies to campus names: University of California, Berkeley in the first instance, UC Berkeley in subsequent references.