

## Introduction

Welcome to the DGH style guide – an evolving document. This document is intended to standardize English language usage across DGH documents and help create a uniform look on all our material.

DGH has selected the *Chicago Manual of Style* to be our general style guide; however, we have a few deviations based on widespread practices at DGH. We adhere to some, but not all, of the styles laid out by the [UW Style Guide](#).

## Formatting, Punctuation, and Usage

### comma (serial or Oxford)

- Serial commas can improve clarity and is applied preceding the conjunction in a series.
- Example: education, research, and service.  
*Note the last comma before the “and.”*

### spaces

- Only one space should be used after periods at the end of sentences.

### hyphen

- Joins words to avoid ambiguity or to form a single idea from two or more words.
- Use only to avoid ambiguity — not required on all compound modifiers.
- Use in compound modifiers except with “very” and words ending in “-ly”: a full-time job, a very good time, a 10- to 20-year contract.
- Capitalize the second word in a hyphen in a title (i.e. “Decision-Making”).
- Default to *Merriam-Webster’s Collegiate Dictionary* for hyphen usage not covered in this style guide.

### emdash

- Use to denote abrupt change in thought or emphatic pause, to offset a series in a sentence, or to attribute a quote.
- Use a space on either side of the emdash.
- Example: Shyam Gollakota, an Assistant Professor in the wireless lab at the UW, is developing battery-free devices — some just half the size of a credit card — that can reflect and absorb surrounding radio signals.
- Keyboard shortcut: Mac: Shift+Option+ - (minus sign) Windows: Alt+Ctrl+Num - (minus sign)
- HTML: &mdash;

### **endash**

- Use to connect continuing or inclusive numbers, such as dates, and between adjectival phrases containing two-word concepts.
- Use without spaces on either side of the endash.
- Examples: 2011–2014, pages 226–229, Seattle–San Francisco flight
- Keyboard shortcut: Mac: Option+ - (minus sign) Windows: Ctrl+Num+- (minus sign)
- HTML: &ndash;

### **percent**

- Use % signs instead of spelling out percent unless you are referring to a percentage under 10.
- Example: eight percent

### **numbers**

- Numbers below 10 should be spelled out.
- Example: nine

### **addresses**

- Use city, state abbreviation, and zip code.
- Example: Seattle, WA 98195-7965

### **bullets**

- With bullet lists, use periods at the end of each line unless very short (i.e. two-three words).

### **abbreviations**

- Spell out the full phrase before using an abbreviation.
- Examples: Institute for Health Metrics and Evaluation (IHME), International Training and Education Center on Health (I-TECH).
- Exceptions: AIDS, HIV, DNA, RNA, STI, STD

### **headings**

- Our heading style is “headline” style, meaning the first letter of every word is capitalized except for prepositions.
- Note: Although words such as “be” and “is” are short, they are verbs and should be capitalized. Similarly, pronouns (e.g., it, that, this, who, and which) are capitalized.

### **subheadings**

- Our subheading style is to capitalize just the first word.

### **journals, books, and movies**

- Use italics
- Example: *The Lancet*

### **articles**

- Place the title in quotation marks and do not italicize.
- Example: "Nine Facts about How Long We Live"

## Degrees and Titles

### **faculty and staff**

- Use degrees when referring to faculty and staff.
- Example: Jane Doe, MD, MPH.
- On second reference, we say Dr. Doe or Mr. Doe.
- Example: Associate Professor John Doe, MD, MPH, is known for his insightful lectures. Dr. Doe, Professor of Global Health at the University of Washington for nearly a decade, is an eloquent speaker.
- If the person has a PhD, we refer to them as a doctor after initially listing their PhD even if they are not a medical doctor.
- Position and titles should be capitalized whether they come before or after a name.
- Example: John Doe, PhD, MPH, Professor and Associate Chair of Curriculum, Department of Global Health.

### **professors**

- Adjunct Professor: Professor who has a permanent position in another department or school at the UW; at other institutions, adjunct professors may not have a permanent position at the university (definition is context dependent).
- Affiliate Professor: Instructor at the UW who doesn't have a permanent position
- Assistant Professor: A first-level professor at a college or university. Position may or may not be tenure track.
- Associate Professor: A mid-level, typically tenure-track professor. Position may or may not be tenure-track.
- Professor: Senior-level, typically tenured. Not all professors are tenure-track.
- Professor Emeritus: A professor who is retired.
- Visiting Professor: A professor teaching at the university as a visitor from another college or university and typically for a limited time.

## Event Listings, Time/Date

### **event and lecture titles**

- Our heading style is “headline” style, meaning the first letter of every word is capitalized except for prepositions.

### **times**

- Time ranges should be written like this: “5:30–7 p.m.” with an endash.
- Use Pacific Time, rather than Pacific Standard Time or Pacific Daylight Time.
- List in this order: day (optional), month, date, time, location.
- Example: Monday, May 4, 5–6:30 p.m., Foege Auditorium

### **a.m. and p.m.**

- Always lowercase with periods
- Follow this format: 3 p.m. if on the hour, or 1:30–3 p.m. Use an endash in between the beginning and end time.
- Endash keyboard shortcut: Mac: Option+ - (minus sign) Windows: Ctrl+Num+- (minus sign).

### **dates**

- Do not use superscript, e.g. September 1, 2018 not September 1<sup>st</sup>, 2018.

### **year ranges**

- For year ranges, write out the full year.
- Example: 2017–2018

### **seasons**

- When referring to seasons, use lowercase for spring, summer, fall, and winter.
- Not necessary to use a comma between the season and year.
- Example: spring 2018

### **phone numbers**

- Phone numbers should always be shown using periods rather than parentheses or dashes.
- Example: 206.685.7362

### **co-sponsored**

- Use a hyphen

## Common Phrases

**evidence-based**

- One hyphenated word

**global health**

- Lowercase in a sentence
- Example: I love global health.

**health care**

- Two words

**nonprofit**

- One word, no hyphen as above.

**courses**

- Courses not classes
- Use lowercase (i.e. global health) for subjects and general names.
- Capitalize when using a specific proper name.
- Example: G H 556 Global Mental Health
- Course number format should include spaces to match time schedule.
- Example: G H 556

**Global Health Minor**

- Can be stated as “Global Health Minor” and “minor in global health.”

**Master of Public Health, MPH**

- Upon first mention we spell out Master of Public Health (MPH) with no apostrophe or s; ok to abbreviate with “MPA” thereafter.
- Never use with the preposition “in” (i.e. Master’s in Public Health); always use “of.”
- master’s degree (lowercase, with an apostrophe).

**PhD, PhDs (plural)**

- No periods in degree abbreviation
- No spaces between letters
- No apostrophe when plural

**academic departments**

- Use lowercase (i.e. the history department) except when using specific proper nouns.
- Capitalize Department when standing alone.
- Example: The Department is collaborating with several schools and colleges, and University staff are rallying behind the new Department.

### **University**

- University of Washington
- Capitalize University when standing alone.
- Spell out on first mention, followed by abbreviation in parentheses.
- Example: University of Washington (UW)
- Do not use the abbreviations: University of WA, Univ of WA, Univ of Washington

### **northwest (adj.), the Northwest (n.)**

- Capitalize when naming "the Northwest" as a specific region.
- "northwest Washington" (the adjective remains lowercase).

### **Washington state, State of Washington**

- Use formal "State of Washington" if at all possible.
- Do not capitalize "state" when using "Washington state" as it is not the formal name.
- Refrain from using "WA" abbreviation other than in a mailing address.

### **United States**

- Use the abbreviation U.S. when used as an adjective.
- Example: U.S. allies are united around a new plan for peace.

### **low- and middle-income countries**

- DGH preference is to avoid the term "developing countries."
- Additional examples:
  - resource-limited countries
  - resource-poor countries
  - countries in the Southern Hemisphere

### **alumni/alums**

- Alums (plural) is acceptable and a gender-neutral reference to alumni.
- Alum is singular; alums or alumni plural. Be consistent; do not vacillate from alums to alumni.
- Gender-specific, and also correct, examples:
  - alumnus: singular, male
  - alumni: plural, male/female
  - alumna: singular, female
  - alumnae: plural, female

### **internet, the internet**

- Not capitalized

**website**

- One word, no capitalization (following the *New York Times*).

**more than / over**

- More than: Refers to numerical relationships.
- Over: Refers to spatial relationships, above.

**fewer / less**

- Fewer: Refers to individual items; applies to plural (count) nouns; is the correlative of *much*.
- Less: Refers to bulk or quantity; emphasizes degree, level, or threshold; applies to singular (mass) nouns; is the correlative of *many*.
- Accordingly, *many* is used with count nouns, *much* is used with mass nouns.
- Examples:
  - less documentation but fewer documents
  - less whispering but fewer remarks
  - much confusion but many confusing questions

**capital / capitol**

- Capital: Assets, wealth (monetary); a government seat.
- Capitol: A building or place where a state legislature or other government body meets; also the proper spelling of Seattle's Capitol Hill neighborhood.