

Pacific Northwest University of Health Sciences (PNWU)
Editorial Style Guide

Revised February 2012

The PNWU Editorial Style Guide provides guidelines for producing written (print and electronic) materials for PNWU and for giving those materials a consistent look. The guide also includes terminology and editorial style specific to PNWU.

For comments or questions regarding this style guide, please use the [feedback form](#).

Style Guides

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010.

Used for nonscientific publications, including the PNWU website, promotional materials, reports, and correspondence.

AMA Manual of Style: A Guide for Authors and Editors. 10th ed. New York: Oxford University Press, 2007.

Used for scientific publications and for student papers written for class unless the publication or faculty member requires another style.

The Associated Press Stylebook and Briefing on Media Law, 45thed. New York: Perseus Publishing, 2011.

This may be used for submissions to newspapers or other media if indicated.

Dictionaries

Webster's Third New International Dictionary of the English Language, Unabridged. Springfield, MA: Merriam-Webster, 1993.

Merriam-Webster's Collegiate Dictionary. 11th ed. Springfield, MA: Merriam-Webster, 2003.

If these two sources contradict each other, use *Merriam-Webster's Collegiate Dictionary*. Both can also be found online at <http://www.merriam-webster.com/>

Numbers and Dates

0-9 spell out

42.6 acres (size of the PNWU campus)

46,000 square feet (size of Butler-Haney Hall)

Abbreviations

Omit periods from academic degrees; e.g., DO, MD, PhD unless needed for clarification in correspondence.

a.m. and p.m. for time

AOA COCA

PNWU

PNWU-COM

Capitalization

Capitalize the full names of PNWU committees but not the shortened forms or generic forms.

PNWU Curriculum Committee; Curriculum Committee; the committee
the PNWU Board of Trustees; the Board of Trustees of PNWU; the board
The university has a board of trustees.

Pacific Northwest University of Health Sciences; the university

Academic subjects and medical specialties are capitalized only if they are part of a department name or an official course name or are proper nouns (e.g., English, Spanish).

Campus Addresses and Locations

3113 Inspiration Drive (location of Cadwell Student Center)

200 University Parkway (location of Butler-Haney Hall)

111 University Parkway, Suite 202 (location of administrative offices)

Degrees and Affiliations

Lowercase academic degrees in running text or when used generically (a doctor of osteopathic medicine) but capitalize degrees on business cards, diplomas, or when used as titles.

a master's degree in biology (lowercase)

doctoral degree or doctorate, but not doctorate degree

Punctuation

Use the serial comma; e.g., dogs, cats, and birds

One space after a period or colon, not two

A-C

Butler-Haney Hall

coursework

D-G

full-time (adj before a noun)

full time (after a verb)

H-M

health care (n, adj)

http:// (Omit from website addresses unless needed; test the URL to confirm.)

N-Q

Pacific Northwest (not five-state region for describing our service area)

Pacific Northwest University of Health Sciences (but not Pacific Northwest University)

Pacific Northwest University of Health Sciences College of Osteopathic Medicine

part-time (adj before a noun)

part time (after a verb)

postbaccalaureate

PNWU

R-T

sign in (v)

sign-in (adj)

self-study (n)

triannual

U-Z

US rather than U.S.

vice-chairman

website

Yakima Valley