

Information for Contributors

ENCYCLOPEDIA SURVEY STYLE SHEET

Version 2, November 2018 (last updated 11/3/2018)

Titles of entries and sections:

The title of each entry should be the name of the unit, in boldface type and centered.

The Department of Political Science

The Kelsey Museum of Archaeology

The Office of the Vice President for Research

Some entries cover only certain periods of time. In these cases, it's okay to include the years, thus:

The Department of English, 1945-2014

Many entries are divided into sections. Section titles should appear after a space break, flush left, in boldface roman type, thus:

The Crenshaw Era

The University of Michigan:

On first reference in each entry:

the University of Michigan

On second and later references:

the University

Also okay, if it suits the context:

Michigan (especially if in contrast to other universities)

U-M (not *UM* or *the U*)

Unit names:

Colleges and schools:

On first reference in an entry:

the College of Literature, Science and the Arts

On later reference:

LSA (not *LS&A* or *LS and A*) or
the College

On first reference:

the College of Engineering

On later reference:

Engineering (if the reference is obviously to the College at Michigan, as in: *In Engineering, the usual practice was to....*) or *the College* (if obvious which college)

Named schools and colleges (Rackham, Ross, Taubman, Stamps, Ford):

On first reference:

the Taubman College of Architecture and Urban Planning

the Ross School of Business

On later reference:

the College (if obvious which college) or *Taubman* or *Ross* (if the reference is obviously to the College or the School) or *the Ross School*

Other schools:

On first reference:

the School of Natural Resources and Environment

On second reference:

SNRE or *the School* (if obvious which school). SNRE is the only school or college for which an acronym is used.

On first and later references:

the Medical School

the Law School

On first reference for Education; Kinesiology; Dentistry; Information; Pharmacy; Nursing; Social Work; Public Health; Music, Theater and Dance:

the School of Education

On later reference:

the School

Education, as in: *Many faculty members in Education decided to...*

Academic departments:

On first reference:

the Department of History

On later reference:

the Department (if obvious which department)

History as in: *...the practice in History was different...*

But ... the word *departmental* is never capitalized unless it begins a sentence.

Academic programs and centers:

Check the usage of the particular programs in their own documents.

Museums and libraries:

Check the usage of the particular libraries and museums in their own documents.

Other Offices or Units

On first reference:

the University of Michigan Press
the Office of the Registrar

On later reference:

the Press
the Office or the Registrar

Job titles:

[Following Chicago Manual of Style]

Job titles are capitalized only when they precede a name:

Dean Edie Goldenberg

Job titles are not otherwise capitalized:

the president of the University in that era was James J. Duderstadt
the dean died suddenly and was succeeded by Dean Alice Sawyer
several professors designed the new program
Victor Katch came as an assistant professor in 1971
Talalay was joined by Todd Gerring as public programs assistant (later community outreach supervisor) in 1996

The same practice should be used for “chair” and “chief”:

She was appointed chair of the Department in 1998...

Dr. Thomas Corbett took over as the chief of service in 1963.

Named professorships are always capitalized:

Alice Jones was named the Arthur Thurnau Professor of Electrical Engineering

...and the second member of the committee was Alice Jones, Arthur Thurnau Professor of Electrical Engineering

Degrees and titles

[Following the practice of the original Encyclopedic Survey]

Ph.D. or doctorate

Pharm.D. Ed.D. J.D. M.D. etc.

master's degree, not Master's Degree

master of arts in first reference, then M.A.

master of science in first reference, then M.S.

master of fine arts in first reference, then M.F.A.

Do not place degrees or degree initials after names.

The department hired Jennifer Jones, ~~Ph.D.~~

Do not use honorifics: ~~Dr., Mr., Ms.~~ (This may vary in the Medical School's entries.)

About citations and sources:

Some authors have included source notes and/or a list of sources at the end of the entry. This is okay but not required.

Typography:

Use the em-dash. [on a Mac keyboard, shift-option-hyphen]

Insert one space, not two, after a period.

Tense:

Tense is a tricky business in this publication. We're using a historical voice not only in reference to events in past but also in reference to matters that continue in the here and now. This is for the sake of readers in years to come, who will be looking back at the present of today.

Thus:

NO: *After earning his dental degree from Michigan in 1980, he joined the School of Dentistry faculty as a part-time clinical instructor. He **has been** a full-time faculty member since 1990.*

YES: *After earning his dental degree from Michigan in 1980, he joined the School of Dentistry faculty as a part-time clinical instructor, then **became** a full-time faculty member in 1990.*

Miscellaneous:

Numbers and numerals:

Spell out numbers below 10. Use numerals for numbers 10 and above.

The professor had nine children and 74 grandchildren.

A number at the beginning of a sentence is spelled out.

Seventeen undergraduates and 44 graduate students occupied the dean's office.

percent, not per cent or %

Decades: *the 1960s*, not *the 60s* or *the '60s* or the *60's* or *the sixties*. If the context strongly calls for an abbreviation, and it's clear which century is meant, use an apostrophe before the numeral but not before the s — *the '60s*.

Centuries: *the 19th century*, *the 20th century*

Hyphenate when using a particular century as an adjective:

...this represented a change from the 19th-century practice of roasting ants for snacks...

Names of courses: Capitalize each word; do not use quotation marks or italics:

The course was titled Perspectives on Health and Health Care ...

Tables, Charts and Images:

Tables and charts or graphs may be included but should be limited in number.

At this time we are *not* including photos or images in the Encyclopedic Survey. Some departments have elected to republish their entries on their own websites, with images included.