Texas A&M University-San Antonio: Correct formats in order of preference. Note the capitalization of University when used alone.

1. Texas A&M University-San Antonio on first reference.
2. Texas A&M-San Antonio, A&M-San Antonio or the University are also correct.
3. The abbreviation A&M-SA for more informal documents on the third reference.

academic departments: Capitalize academic schools and departments if referring to a specific department or other 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

BUT: She is a professor in the division and teaches history.

academic titles: Lowercase and spell out titles when not used with an individual’s name. Very long titles are more readable when placed after a name. Do not capitalize when it follows a name or stands by itself. **Exception:** In formal contexts as opposed to running text, such as a displayed list of names for promotional items and titles in a report, titles are usually capitalized even when following a name.

Note the format when using military titles and Dr. Matson’s full name.

- Dr. Cynthia Teniente-Matson is the president of Texas A&M University-San Antonio.
- Dr. Melissa Mahan is vice president for student affairs. OR Vice President Dr. Melissa Mahan…
- John Sharp, chancellor of The Texas A&M University System, spoke to the Legislature. OR Chancellor John Sharp…
- The president of the faculty senate was late, but the chairman of the Board of Regents was on time.
- Brian Brantley, Ph.D., will teach the Intro to Mass Communication class next semester.

referencing A&M System: Use The Texas A&M University System on **first reference** (with a capital "T" in "the") and the A&M System or Texas A&M System on second reference. When listing other universities, agencies and the health science center, always use the institution’s complete name on first reference and its acronym or abbreviation on second reference.

- To prevent confusion in publications for external audiences, always use the A&M System or Texas A&M System on second reference, not just system alone.
- In internal publications, the word system (lowercase) can be used alone on second reference.
- Incorrect: TAMUS, TAMU System, TAMU-San Antonio

University: Capitalize only when referring to A&M-SA, not universities in general. (Specific to A&M-SA)

- Correct: The University recently moved to One University Way.

campus information:

<table>
<thead>
<tr>
<th>Main Campus</th>
<th>A&amp;M-SA North Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>One University Way</td>
<td>(Alamo University Center)</td>
</tr>
<tr>
<td>San Antonio, TX 78224</td>
<td>8300 Pat Booker Rd.</td>
</tr>
<tr>
<td></td>
<td>Live Oak, TX 78223</td>
</tr>
</tbody>
</table>
listing room locations: Separate room location from name of campus with a comma. Preferred abbreviation: Rm. or Ste.
  • Sen. Frank L. Madla Building, Room 204/207
  • Central Academic Building, Suite 418

In general, follow AP Style guidelines. This includes using only one space between sentences and no superscripts (Correct: 81st. Incorrect: 81st).

degrees: bachelor's degree, master's degree, Bachelor of Arts, Master of Arts, Doctor of Philosophy, and Doctor of Education. 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.
  • INCORRECT: a Bachelor’s degree; MA; MBA

numbers: Use numerals for numbers 10 and above, but spell out numbers one through nine when they appear in a sentence by themselves (Exception: when multiple numbers occur in text, it may be necessary to use numerals for clarity). Use numerals with percents, ages, and credit hours. Spell out fractions less than 1; use numerals above 1.
  • 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 just 3 credit hours to graduate with a bachelor's degree.

South Side: n. community in San Antonio: residents of the South Side, the South Side is growing.
  • Southside: specific to organization: Southside Reporter, Southside ISD
  • south San Antonio: 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.
  • When a time falls on the hour, do not include “:00” in the listing. When listing two times both in the morning or both after noon, only list a.m. or p.m. once: 1–4 p.m.; 9 to 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 second reference), Veteran's Day, Veterans of Foreign Wars (VFW second reference); 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 instead of “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.
For purposes of this guideline, written approval is required for purposes which include, but not necessarily limited to, all registered marks of the University's name, abbreviations, symbols, emblems, logos, mascot, slogans, marketing themes, official insignia, uniforms, landmarks, or songs.

**Publication Tips for Official Documents and Communication Pieces:**

Include:
- the full university name at least once: Texas A&M University-San Antonio
- the A&M-SA logo somewhere prominent; you can request logos from the Office of University Communications
- actual physical address and office location
- sponsoring department name, phone number, email, and other contact information

- **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 headline.
- **St. Philip’s College:** Note spelling and use of apostrophe in this member of the Alamo Colleges.
- **web/website/web page:** Not capitalized; website is one word with no hyphen.
- **Facebook:** Capitalize, one word, no hyphen.
- **Twitter:** Capitalize. Tweet, as it “composing a tweet” or “tweeting about the event” is lowercase.
- **YouTube:** Note the special capitalization. One word, no hyphen.
- **commas:** Do not use a comma before the and or other conjunctions in a series. Elsewhere, use commas only when the potential for confusion exists without them, such as complex sentences, or before the concluding conjunction of a series if one of the elements 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.