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

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>Texas A&amp;M University-San Antonio</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of Building)</td>
</tr>
<tr>
<td>One University Way</td>
</tr>
<tr>
<td>San Antonio, TX 78224</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. Abbreviated form is Madla Building.
- Central Academic Building, Suite 418. Please note that Central Academic Building must be spelled out, do not use CAB.
- Patriots’ Casa, Ceremony Room
- Science & Technology Building
- Esperanza Hall. Please note that it is a residence hall, not a dorm.

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.
- Do not use superscripts (th, st, nd) when using numbers.

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.
• **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.

**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.

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**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
• actual physical address and office location
• sponsoring department name, phone number, email and other contact information