



## UCL house style



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## Abbreviations

The following abbreviations never carry full stops:

- contractions (abbreviations which end in the same letter as the full word), i.e. write Dr, Mr, Mrs, St, Jr, Sr;
- standard works of reference, e.g. OED, BMJ, THE;
- countries, institutions, societies and organisations, e.g. UK, BBC, RSA; WHO, UNESCO
- degree titles: BA, BSc, MA, MSc, MPhil, PhD, DEng, DPhil;
- am (for ante meridian), pm (for post meridian) and CV (for curriculum vitae).

However, initials of names (e.g. John D. Rockefeller, T. S. Eliot) and lower-case abbreviations of lower-case phrases carry full stops (e.g., i.e., and etc.) are punctuated.

## Alumni

Use alumnus (male, singular); alumna (female, singular); alumni (male plural, or mixed plural); and alumnae (female, plural).

When mentioning past students, provide their details in brackets after their name, followed by their year of graduation without a separating comma, e.g. Marie Curie (UCL Chemistry 1990).

## Ampersand

An ampersand (&) should only be used to replace 'and' in UCL subdivision names and titles (e.g. Department of Spanish & Latin American Studies) – it should not be used in normal prose.

## Bullet points

Numbered or bulleted lists are preceded by a colon and separated from the rest of the text by a blank line above and below.

1. Lists of items: start each new item with a capital letter; do not end an item with a punctuation mark, unless it is a necessary quotation mark – but you may end the last item in the list with a full stop if the sentence ends there.

For example:

The college organises three-week summer schools in the following subjects:

- Fine Art
- Physics
- Biology
- Theology.

2. Lists of full sentences: start each new sentence in the list with a capital letter, and end each sentence with a full stop, e.g.:

The society's three rules are:

- All members have to wear green when entering the Common Room.
- No speaking is permitted between lunch and tea-time.
- Members must never use the word 'blast'.

3. Lists of partial sentences: start each new line in lower case and end the list with a full stop, e.g.:

The researchers determined the following symptoms:

- a high fever accompanied by hallucinations
- discharge from the left eye
- wobbly knees.

### Capitalisation

Use capitals to denote proper nouns referring to people, organisations and places.

Do not capitalise articles, conjunctions or short prepositions, unless these occur at the beginning or end of the title; e.g.: *Decline and Fall*, *The Origin of Species*.

Foreign titles are capitalised according to their form in the original language, e.g. *Le Monde*, *Die Zeit*, *La Repubblica*.

### Compass points

These are usually lower case and hyphenated: south-east, north-western.

Capitalise compass directions only when they form part of a recognised geographical or political region, e.g. the West Midlands, South-East Asia.

### Currencies

All numbers associated with currencies should be spelt as figures.

Abbreviate dollars like this:

\$1 (US)

A\$1 (Australia)

HK\$1 (Hong Kong).

For amounts of money, the style is £X million/billion, but abbreviated to £Xm/bn, with no space between the currency symbol and the abbreviation.

### Dates

The general format for dates is 23 April 1964, or Sunday, 23 April 1964.

When referring to decades, an 's' without an apostrophe should be attached to the end (e.g. 1970s, 1420s).

For each century after the ninth, use figures (e.g. 19<sup>th</sup> century).

When using 'BC' or 'AD', leave a blank space between the number of the year and the 'BC' or 'AD'. 'BC' follows the year and 'AD' comes after.

Spans: Dates of lifespans should be given in full, connected by an en-dash (alt key + hyphen on a Mac), with no spaces on either side (e.g. 1913–1991).

When giving approximate dates, circa should be abbreviated as c. followed by a space (c. 145 BC, c. 1975).

When expressing a timespan in continuous prose, use words or en-dashes but not a mixture of both: 1826–1850 or from 1826 to 1850.

## Events

Lectures and all other events should be in roman type, with the first letter of each noun capitalised. Conjunctions (e.g. 'and', 'but') and pronouns ('the', 'an') should be lower case.

## Government

UCL style is to use government and the coalition in lower case.

Terms such as Conservative, Democratic, Independent, Liberal, Nationalist, Republican should be capitalised when they refer to specific political parties or movements, e.g. He was a lifelong Conservative, but his wife was more liberal in her views.

## Hyphens

Use a hyphen for the following:

- numbers (e.g. twenty-four, five-year-old; 12-month period)
- words with the prefix 're-' that begin with an 'e' (e.g. re-entry, re-emerge, re-examine)
- words with the prefix 'cross' and 'multi' (e.g. cross-disciplinary, multi-disciplinary) but note 'interdisciplinary' is one word
- those following 'non-', 'anti-' or 'pro-' (e.g. non-invasive, anti-inflammatory, pro-life)
- those following 'semi-', 'quasi-', 'ex-' and 'vice-' (e.g. semi-quaver, Vice-Provost)
- constructions with prefixes and combining forms before a capitalised name, numeral or date (e.g. pre-1950, mid-August).

Follow towns or cities' own conventions for hyphenation (e.g. Newcastle upon Tyne, but Stratford-upon-Avon).

## -ise

Use '-ise' and '-isation' (e.g. capitalise, nationalisation).

## Italics

Italicise foreign (including Latin and Ancient Greek) words that have not passed into regular English usage, e.g. *trompe l'oeil*, *abaya*, *Chung Yung*, *logos*, *Lieder*, and Latinate or other foreign scientific terms (e.g. *Canis lupus*, *C. difficile*, *phospholipase C zeta*).

Words such as genre, avant-garde, status quo, vice versa, angst and leitmotif are, therefore, not italicised.

Punctuation should not be italicised, unless it falls within the title of a publication or work of art, e.g. *Cry*, *the Beloved Country* or *The Lord Of The Rings: The Two Towers*.

## Measures

Abbreviate as follows:

centimetre/s cm

kilogram/s kg

kilojoule/s kJ

kilometre/s km

feet ft

metre/s m

millimetre/s mm

pounds lb

square metre/s m<sup>2</sup>

Close up a number written in figures and a subsequent abbreviated unit of measurement, weight or percentage (e.g. 5kg).

If both miles and metres are referred to in the same text, continue to spell these out, even when abbreviating other weights and measures.

Do not mix numbers given as words with abbreviations (e.g. fifty inches, not fifty in.).

### Numbers

One, two, three, four, five, six, seven, eight and nine should be spelt out in words.

Numbers from 10 upwards should be written as digits.

First, second, third, fourth, fifth, sixth, seventh, eighth and ninth should be spelt out.

10th upwards should be written as digits, with unpunctuated abbreviation.

Except for dates, all numbers at the beginning of sentences should be written in words (e.g. Fifteen candidates were interviewed).

Use figures for volume, part, chapter, section, and page numbers, except when used descriptively (e.g. In the second chapter, he elaborates on the theory outlined in the first).

Numbers higher than 999 are written with commas separating the thousands, e.g. 2,589; 125,397; 9,999,000,000.

### Obliques (slashes)

Obliques should be used with no spaces on either side (e.g. Tea/coffee will be served).

### Percentages

Percentages are given in the form of either 23% (when writing numbers in figures) or three per cent (when writing numbers in words).

### Publications

Italics are used for the titles of all works individually published under their own titles, i.e. books, journals, newspapers, reports, plays, longer poems (e.g. Wordsworth's *Prelude*), pamphlets, films, radio programmes, albums, substantial musical compositions, works of art, and any other entire works published in one medium or another.

Titles of newspapers and magazines: in the course of a sentence, italicise English newspaper titles but not a preceding 'the' (i.e. write the *Times*, the *Guardian*, the *New York Times*, the *British Journal of Psychiatry*).

Exceptions: the Bible, Koran, Talmud and Upanishads, which are printed in roman without inverted commas, as are the Bible's constituent books.

Capitalise foreign titles according to the publication's own convention (e.g. *Le Monde*, *Die Zeit*, *La Repubblica*).

Chapters in books, articles in books or journals and individually named episodes of television or radio series should be in roman type, enclosed within single quotation marks.

Poems, first lines of poems used as titles, short stories, or essays that form part of a larger volume or other whole should also be in roman type and single quotation marks (e.g. 'Ode on a Grecian Urn'; 'Of Superstition').

## Qualifications

A level

Bachelor's degree, Master's degree

First class, upper second class, lower second class, third class – these should be hyphenated when used immediately before a noun, i.e. 'she was awarded an upper second-class degree'.

Also 2:1 and 2:2.

## Quotation and reported speech

UCL style uses double inverted commas for quotations, with single inverted commas reserved for a quotation within a quotation.

## Students

Reference current students in the following format: John Smith, Psychology BSc, Second year.

## Telephone numbers

Tel: 020 7111 4444

Mobile: 07777 111 444

International telephone style

Tel: +44 (0)20 7111 4444

## Time

Write all times in the 12-hour format, adding 'am' and 'pm' immediately after the number (e.g. The event starts at 4pm).

Use a colon to separate hours and minutes (e.g. 11:30pm).

For time ranges, use an en-dash (e.g. 2–5pm, 3pm–5pm, 11am–1pm).

Do not mix up words and dashes (e.g. either the seminar takes place from 1 to 2 pm, or the seminar takes place 1–2pm). Close up spaces either side of the dash where it links two digits.

## Titles

Capitalise professional titles (e.g. Professor Henry James, Head of UCL English Language & Literature, was absent), unless the title is used in the abstract (e.g. Clare had always wanted to be an administrator).

Always capitalise the titles of UCL President & Provost and Vice-Provost.

## Web conventions

Use lower case for web, website, homepage, webpage, email and internet.

When you link to another website from your webpage, use descriptive text, (e.g. For more information, visit the [UCL Events blog](#)). This helps users with accessibility problems and aids search engine optimisation.

If you do need to write out a URL in continuous text do not include http:// in the address if the address includes 'www', e.g. [www.ucl.ac.uk](http://www.ucl.ac.uk) If there is no 'www', spell out the entire address, e.g. <http://blogs.ucl.ac.uk/events>.

## APPENDIX: UCL specifics

### Alumni

If known, state a graduate's department and year of graduation in brackets after their name. Include the abbreviation of second degrees e.g.:

Dan Dare (UCL Biology 1962)

Anna Karenina (UCL Economics 1985; PhD Computer Science 2001)

### Departments

Academic departments take the following format:

UCL English

UCL Mathematics

Use 'Department' in lists of three or more departments (e.g. The event was organised by the Departments of Geography, Anthropology and Cell & Developmental Biology).

Use an ampersand in all UCL subdivision names (e.g. UCL Spanish & Latin American Studies, and UCL Civil, Environmental & Geomatic Engineering).

Only capitalise the word 'department' when used in the name of a department.

### Divisions

For the correct, full format for UCL division names, see the UCL listings:

i. For an alphabetical list of departments, see

[www.ucl.ac.uk/departments/a-z/](http://www.ucl.ac.uk/departments/a-z/)

ii. For faculties, and departments by faculty, see

[www.ucl.ac.uk/departments/academic-departments](http://www.ucl.ac.uk/departments/academic-departments)

iii. For interdepartmental and cross-faculty research groups and centres by research theme, see

[www.ucl.ac.uk/research/departments/themes](http://www.ucl.ac.uk/research/departments/themes)

First reference:

In the first reference to a UCL faculty, school, department, centre, institute, committee, etc., the full official name is given, prefixed by 'UCL' (e.g. Student numbers have soared in UCL Biochemistry & Molecular Biology).

Subsequent references:

Abbreviations are fine – these should be introduced in brackets after the first reference, e.g. the UCL Centre for Intercultural Studies (UCL CICS).

Retain 'UCL' and 'at UCL' for abbreviations.

Note that the definite article is always given in lower case (e.g. the UCL Centre for Intercultural Studies).

Special cases:

i. The UCL Bartlett Faculty of the Built Environment should be used in the first instance and the UCL Bartlett subsequently

ii. The UCL Slade School of Fine Art may be referred to as 'the UCL Slade School'

Certain centres and institutes have 'at UCL' in their name instead, often for funding reasons (e.g. ESRC Deafness Cognition and Language Research Centre at UCL, the Wolfson Institute for Biomedical Research at UCL).

### Faculties

Only capitalise the word 'faculty' when used in the name of a faculty.

UCL is in the process of grouping sets of faculties into schools; the Faculties of Biomedical Sciences and Life Sciences have already undergone this process, and are now called collectively the 'School of Life & Medical Sciences'.

The faculties will remain the primary academic and financial unit.

Only capitalise the word 'school' when used in the name of a school.

### Professor

Always spell out in full.

### Pro-Provost

Capitalised, hyphenated.

### Provost

Malcolm Grant should be referred to as 'UCL President & Provost, Professor Malcolm Grant', or 'Professor Malcolm Grant, UCL's President & Provost' (the reason for this is that it is a single, not combined title).

### Terms

Capitalise Autumn Term, Spring Term, Summer Term because these are the names of the terms; when combining two or more terms in a date range, capitalise only the season (e.g. the seven seminar series will run throughout the Spring and Summer terms), since 'terms' in this context is a generic word.

### UCL

UCL is always UCL; the only exception is the UCL address, which is University College London, Gower Street, London WC1E 2BT.

UCL can also be referred to as 'the university' or as an 'institution'.

### Vice-Dean

Capitalised, hyphenated.