The following entries are intended to apply to general text uses. “Display” usages, such as on publication covers, advertisements, etc., can differ depending on what seems logical or practical. Artistic variations or departures from style for design purposes are allowed when appropriate and good judgment is used. Variations may also arise for technical purposes, such as on websites.

This document will be revised, updated and posted as necessary.

abbreviations/acronyms/initialisms

An abbreviation is a shortened version of a word. Gov. for Governor and Rep. for Representative are examples for titles; etc. is universally understood as standing for the Latin phrase et cetera.

An acronym uses initials or parts of words to form a pronounceable word. Examples are AIDS, for acquired immune deficiency syndrome; Interpol, for International Criminal Police Organization; or NATO, for North Atlantic Treaty Organization.

An initialism is composed of letters that are sounded out one by one. Examples are the FBI, for Federal Bureau of Investigation; CEO, for chief executive officer; rpm, for revolutions per minute; UHF, for ultra-high frequency; or PSA, for public service announcement. Plurals for popular initialisms, such as IRAs (individual retirement accounts) or CPAs (Certified Public Accountants), do not take an apostrophe, unless one is needed to prevent confusion.

Academic titles: Do not abbreviate Professor when it is used before a name. The preferred practice is to list the academic rank and field after the name on first use, and then use only the last name afterwards. President is also not abbreviated. The abbreviation “Dr.” is used only for those with a doctoral degree in a medical field [see the entry for Dr.], except when it occurs in direct quotes. Professor, President or Dean would be used in subsequent instances only to prevent confusion with another person in the text with the same last name.
Religious titles: Reverend is abbreviated as Rev. and used with “the” preceding it, except in headlines. An example would be, “The Rev. James Gordon will present the invocation.” Both A.P. and New York Times specify Monsignor, Father and Sister to be spelled out in full and not abbreviated.

The A.P. Stylebook has a lengthy section on abbreviations, abbreviations vs. acronyms, etc.

**A.D./B.C./C.E./B.C.E.**

These use periods. A.D. stands for anno Domini, in the year of the Lord. Technically, the phrase would read, “in the year of the Lord 88 (or other year).” The abbreviation A.D. would precede the figure for the year: A.D. 88. Most of the time, “A.D.” is understood, and it does not need to be used. Citations for B.C., or before Christ, use the opposite order. An example would be 88 B.C.


**ad hoc**

An adjective meaning for a single or special purpose (usually an ad hoc committee), it is two words with no hyphen.

**addresses/streets**

Spell out if not referring to a specific address: University Avenue, Second Avenue North, North 42nd Street, Desiree Lane, Bygland Road. Numbers from 1 to 9 are spelled out; 10 and above use figures.

When citing a specific address with a number, use figures for all numbers. Abbreviations are used for Avenue (Ave.), Street (St.) and Boulevard (Blvd.); all others — Circle, Lane, Road, Drive, etc. — are not abbreviated. Compass points (N., E., W., S., S.E., N.W., etc.) are abbreviated.

The format specified by Campus Postal Services for UND addresses does not place a comma between the street and the stop number. Example: 3264 Campus Road Stop 9021.

Campus locations can be designated in either simple or more formal terms: 301 Twamley Hall, 301 Twamley or Twamley 301 (one can usually assume that “Hall” will be understood), or Twamley Hall, Room 301. As more facilities within buildings are named for persons or entities, the room numbers should be included. Examples: … the Edna Twamley Room (404) in Twamley Hall, or the Page Marketing Center (Room 118) in Gamble Hall.
Do not abbreviate building, especially when it is part of the structure's name (such as the Education Building).

**advisor/adviser**

Use advisor. This is an exception to the *A.P. Stylebook* and *New York Times* style manual.

**ages**

Figures are always used for people and animals, both for years and months. For inanimate objects, the standard rule applies: spelled out for one to nine; figures for 10 and over.

The words “age” or “aged” generally do not need to be used, as the context will make it clear. Example: Men 50 and older are advised to get regular physical examinations. At other times, using the word “ages” will make a phrase or sentence read better. Example: Children ages 6 to 10 are eligible to participate in the contest.

**alma mater**

In general text use, alma mater would not be capitalized except for reference to the title of the UND song. Capitalization may be useful for promotional purposes.

**alumna/alumnae/alumni/alums/alumnus**

The terms apply to both former students and graduates. Alumna (alumnae is plural) refers to a woman only. Alumni and alums are both used for groups of men and women. Alumnus is for one male graduate or former student. A graduate is someone who has earned a degree.

**and/&**

In general text applications, the ampersand (&) is only used when it is part of the formal name of a company, firm or organizations. Examples: the Energy & Environmental Research Center, Larivee & Light (law firm).

The ampersand may be used in logo creation and as an artistic element in a design exercise, and also in creating charts and lists.
Apple products

The iPad, iPhone, and iPod use the lowercase i and no hyphen. A.P. style has the i capitalized when the word starts a sentence or headline. In these situations, try to rewrite it so the word does not start the sentence, or put Apple in front of it.

assistant professor/associate professor/professor

Do not abbreviate assistant, associate or professor, except when necessary for creating tables and charts.

biannual / biennial

Biennial (describing, for example, the session of the North Dakota Legislature) means every two years. Biannual means twice a year, and means the same thing as semiannual.

book titles

Use italics for book titles, unless technical factors prevent it. In that case, put all book titles in quotation marks except for the Bible and reference works.

Building

In general text, do not abbreviate building, especially as part of a structure's name. On the UND campus, there is only one structure with “Building” in its formal name: the Education Building. While not a part of its formal name, Facilities may be called the Facilities Building when necessary to avoid confusion between the unit and the structure.

Canada

Do not abbreviate the names of the Canadian provinces (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador [usually referred to as just Newfoundland], Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan) and territories (the Yukon, the Northwest Territories, and Nunavut).
capitalization

Capitalization in “display” usages (publication covers, advertisements, invitations, etc.) is dictated by what seems appropriate and logical.

Colleges, Departments, Offices, Centers, etc.
Capitalize standing UND units, both as formal names and shortened forms. This departs somewhat from both A.P. and New York Times style. However, the intent is to make it clear that there is a specific UND entity you are referring to or directing people to. Also, it just follows what people naturally do.

Examples:
Department of Biology, or the Biology Department
School of Medicine and Health Sciences, or the UND Medical School
The School of Law, or Law School
Office of Accounting Services, or Accounting Services (such as “… to discuss billing matters, stop in at Accounting Services in 201 Twamley or call…”
Budget Office, or Budget (such as “… then deliver reports to Budget for further review…”
School of Engineering and Mines, or Engineering and Mines
University Senate Committee on Committees, or the Committee on Committees (presuming that University Senate has been referenced earlier)

Fields of Study
Fields of study, subject areas and academic disciplines in their general sense are NOT capitalized, except for such obvious proper terms as English, Spanish, German, etc.

Examples:
“John Student, a biology major, is examining…”
“Andrea Anyone, associate professor of computer science,…”
“JoAnn Student, a sophomore majoring in English literature,…”
“Paul Pupil completed three courses in history to meet the requirement…”

Music
Capitalize titles of musical compositions. Put nonmusical, descriptive titles in quotation marks.

Examples: Mozart’s Symphony No. 40 in A Minor; Stravinsky’s “The Firebird”

Titles
Formal titles are capitalized when used before a name and lower case after.

Examples:
President Robert Kelley, or Robert Kelley, president, …
First Lady Marcia Kelley, or Marcia Kelley, first lady of the University, …
Honorific titles are capitalized; because of length, they are used after the name and only on the first incidence. Subject areas are capitalized because it looks a little awkward when not.

Examples:
Robert Nordlie, Chester Fritz Distinguished Professor of Biochemistry and Molecular Biology
Bradley Myers, Randy H. Lee Professor of Law
Simona Barbu, assistant professor and Burgum Endowed Chair of Cello

Functional or informal titles are not capitalized, even if they precede a name.

Examples:
“Investment guru Martin Moneysmart advises …”
“According to industry analyst Janelle Jones, the market is poised …”
“After debate, committee chair Derek Smith ruled that the motion …”

The UND Web address
The “UND” portion of any University of North Dakota Web address should be capitalized.

University
When referring specifically to the University of North Dakota, “University” alone is capitalized. Example: “If you desire a personalized tour of the University, contact Admissions at …”

century
Except when it is part of the title of a work or part of the formal name of an organization (like 20th Century Fox), century is not capitalized.

chair
Use chair, and not chairman, chairwoman or chairperson. It usually looks better to use this title after the name. Example: “Jane Jones, chair of the Biology Department, assigned …” This is a departure from A.P. style.

commencement
In general text, both commencement and the season are lowercase. Examples: general commencement, summer commencement. Usually, the year would precede the term (summer, winter, general or spring) when there is a reason to include it, such as the 2013 winter commencement. In “display” use (a publication or an advertisement), the season and commencement would be capitalized.
Congress, Congressman/Congresswoman

The U.S. Congress includes both the Senate and the House of Representatives. However, only a member of the U.S. House of Representatives can be referred to as a congressman or congresswoman. Capitalize before a name; use lowercase after the name or without the name.

Cultural/ethnic/racial identification

Officials in UND’s Division of Student Affairs recommend using the following terms when relevant:

American Indian
African American
Latino-American, Latina-American
Asian/Pacific American

Both Native American and American Indian are in use on the campus (American Indian Student Services, Native American Law Students Association, UND Indian Association, and Native Media Center, for example). In general use, the preferred term is American Indian. The term for the major group is American Indian/Alaska Native.

Race or heritage should be included only when it is an important aspect of the story. If individuals are featured, follow their preferences when such identification is important.

The Division of Student Affairs also cites this information from the U.S. Census Bureau:

The U.S. Census Bureau must adhere to the 1997 Office of Management and Budget (OMB) standards on race and ethnicity which guide the Census Bureau in classifying written responses to the race question:

White — A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black or African American — A person having origins in any of the Black racial groups of Africa.
American Indian or Alaska Native — A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Native Hawaiian or Other Pacific Islander — A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

The 1997 OMB standards permit the reporting of more than one race.
dash mark

The dash mark is seriously overused. Review your writing to see if use of parentheses or the colon mark would not be more appropriate. Think of the dash phrase as a speed bump: Use it only when necessary.

daylight saving time

Not capitalized; saving is singular. The combination with a time zone is capitalized. Example: Central Daylight Time, or CDT.

days/months/years

Do not abbreviate days of the week, except as necessary in charts, tables and calendars.

Whether as specific dates or in general use, these months are NOT abbreviated, except as necessary for charts and tables: March, April, May, June, and July.

Months are not abbreviated in text when no specific date is cited. Examples: January 1989, April 1997, October 2012. No comma is used.

When a reference cites both a date and year, commas are used after both the date and year when the text continues. Example: “The first debate is set for Feb. 12, 2012, in the Memorial Union Ballroom.” It is also helpful to add days of the week to such references. Example: “The first debate is set for Sunday, Feb. 12, 2012, in the Memorial Union Ballroom.”

A comma is NOT used between a time and day when citing a specific event. Example: “The board meeting will be at 3 p.m. Wednesday, March 14, in 303 Twamley Hall.”

Do not use “military” dates, such as 27 March 2012.

Do not include “nd,” “rd” or “th” on day dates (like 22nd, 23rd, 27th).

degrees (academic)

Use the apostrophe for the general references: bachelor’s degree, master’s degree.

Doctoral is an adjective, and doctorate is a noun. Examples: “Bob Smith received his doctoral degree in biology.” “Mary Smith holds a doctorate in geology.”
In general, abbreviations are okay for the first reference for familiar degrees, such as B.A. for the Bachelor of Arts, M.S. for the Master of Science, or Ph.D. for the Doctor of Philosophy. Spell out and capitalize for degrees that are not as familiar. For example, use Bachelor of Science in Social Work on first reference before using B.S.S.W., or Master of Public Administration before using M.P.A.

Abbreviations for degrees use periods. Examples: B.A., B.S., M.A. Ph.D., Ed.D. This distinguishes academic degrees from initialisms used for various professional and other certifications, etc., such as CPA for Certified Public Accountant, RN for Registered Nurse, or even JP for Justice of the Peace. These initialisms are large in number and sometimes duplicative, such as CRM for customer relationships management, composite risk management, or certified records manager.

**Dr.**

In the first reference, only use Dr. before the name of an individual holding the degree of Doctor of Dental Surgery, Doctor of Medicine, Doctor of Optometry, Doctor of Osteopathy, or Doctor of Podiatric Medicine. Do not use Dr. in subsequent references, except in direct quotes.

Do not use Dr. before the names of individuals with academic doctorates, except in direct quotes. Do not use degree abbreviations after their names in general text uses.

Do not use Dr. before the names of individuals who hold only honorary doctorates.

**electronic terms**

- Blackboard
- Bluetooth: one word.
- CD, DVD, Blu-ray: Blu is capitalized and there is no “e.”
- cellphone, smartphone: one word.
- database
- eBay: no hyphen.
- email: as shown in the following entry, one word with no hyphen.
- GB, KB, MB: gigabyte, kilobyte and megabyte.
- Google (noun), google (verb)
- home page
- Idm (Identity Management)
- Internet, Web: both capitalized in all uses; not interchangeable, as the Web is a subset of the Internet.
- iPad, iPhone, iPod: lower-case “i” and no hyphen.
- mailto
- mobile phone
• offline, online: no hyphen.
• RAM, ROM: acceptable in all uses for random access memory, read-only memory.
• touch screen (noun, two words), touch-screen (adjective, hyphenated).
• Web page, Web feed: two words, Web is capitalized.
• website, webcam, webcast, webmaster: one word, not capitalized.

Coinages like “phablet” may need to be defined if there is question as to how familiar the audience might be with such terms.

email

Use email, lowercase without hyphen, in general text. The Associated Press has revised its style, which previously used the hyphen (e-mail). A.P. style retains the hyphen in other “e” terms, such as e-commerce, e-book, etc.

email addresses, UND

UND should be written in all capital letters when including email addresses in the article or item. The current form is:  firstname.lastname@UND.edu

emeritus

Emeritus status is a distinction conferred upon certain retiring faculty and high administrators (such as president emeritus) by the University, with approval from the State Board of Higher Education. The word emeritus follows the academic rank or title. Examples: Omer Larson, professor emeritus of biology; Charles Kupchella, president emeritus; Clair Rowe, dean emeritus of the College of Business and Public Administration. In general, the title should follow the name and be used only on the first incidence. When two individuals with the same last name occur in text, one might wish to distinguish between the two by using a shortened version of the title before the name. Example: “Professor Emeritus Smith disagreed with the proposal …”
Emerita may be used instead of emeritus for women.

faculty

Users of Microsoft Word will often see faculty flagged for grammar when that word is used with the plural form of a verb. For example, in the phrase “the UND faculty are recognized for their teaching abilities,” “faculty are” would be marked with a green line. Word seems to prefer “faculty is …” When we are using faculty as a collective noun, it generally reads better to follow it with a plural verb form.
**fax**

All lowercase, except at the start of a sentence: fax.

**Fieldhouse/field house**

While the *A.P. Stylebook* specifies two words, the former name for the UND structure is one word. The grammar feature in Microsoft Word may flag this. The Fieldhouse was expanded and renamed the Hyslop Sports Center in 1984 in honor of UND benefactor Kenneth Hyslop. Many people in Greater Grand Forks still call it the Fieldhouse.

**First Lady**

Capitalized before the name and lowercase following the name. When both the first lady and president are the subjects, use both full names and precede with the titles. Example: President Robert Kelley and First Lady Marcia Kelley will present welcoming remarks to the guests.

**Fort**

Always spelled out and not abbreviated.

**fractions**

In general text, spell out fractions less than 1, using a hyphen. Examples: one-third, two-fifths, fifteen-sixteenths. For more than 1, use figures with decimal equivalents for the fraction. Example: 4.375 (for four and three-eighths).

**GED**

The *A.P. Stylebook* specifies that this should be used as an adjective and not as a noun: a GED diploma or GED certificate. GED stands for General Educational Development.
**holidays/special days**


Other common celebrations or notable events are Super Bowl Sunday, Groundhog Day, Valentine’s Day (short for St. Valentine’s Day), St. Patrick’s Day, Good Friday, Easter, April Fools’ Day, Mother’s Day, Father’s Day, Flag Day, and Halloween.

**Internet/Web**

Internet is always capitalized. The *A.P. Stylebook* specifies capitalization for the Web, a shortened form of World Wide Web. The *Stylebook* points out that the Web is not the same thing as the Internet, but a subset. Except when these words start a sentence, website, webcam, webcast and webmaster are not capitalized. Web page and Web feed are two words, per A.P. style.

The “UND” portion of any University of North Dakota Web address should be capitalized.

**Junior/Senior**

Abbreviate as Jr. or Sr. and use only with the full name of the individual. Do not separate Jr. or Sr. from the name with a comma. Example: Joseph Kennedy Jr.

**Legislature**

Capitalize when preceded by the name of the state (the North Dakota Legislature) and when standing alone but referring specifically to that body (“On Tuesday the Legislature will convene a joint session …”)

The specific names are the North Dakota Legislative Assembly and the Minnesota State Legislature.

**military rank**

Do not use the military abbreviations. Use the abbreviations and practices specified in the *A.P. Stylebook*. A list is attached as an appendix to this document.
money

Under a dollar, cents is always spelled out and figures are always used. For a dollar or more, use the dollar sign and figures. If dollar amounts are even, do not use the decimal point and 00. Examples: 8 cents; 52 cents; $1.65; $5; $20; $20.02.

music

Capitalize titles of compositions. Descriptive titles with non-musical terms, such as Beethoven’s “Eroica” Symphony or Gershwin’s “Rhapsody in Blue,” should be in quotation marks.

9/11

Use the slash mark and numbers to refer to the terrorist attacks.

No.

When indicating a position or rank, use the abbreviation No. (always capitalized) and number, such as the No. 1 spot, the No. 3 choice. Do not use the “pound” or “number” sign (#) in general text, but it can be used in graphic or artistic applications, or in charts. Rankings or positions could also be written as “the top choice” or “the third option,” etc.

numbers

Consult the A.P. Stylebook, as a large number of situations apply here.

online

This is one word and lowercase. Example: The University offers a wide range of online courses.

page numbers

When citing specific pages or directing the reader to them, capitalize Page and use numbers: Page 25, Pages 36-42.
percent

Spell out the word percent in general text. Figures are always used for percentages. Use the percent symbol (%) only in charts or tables, or sometimes for artistic effect as a design element.

periodicals/programs

The names of media that appear on a periodic or regular basis, such as newspapers, magazines, radio shows and TV programs, are capitalized; in our applications, they will also be italicized. Examples: Grand Forks Herald, The Forum, Time, The New England Journal of Medicine, Popular Science, CBS Evening News, Dateline, Big Bang Theory, American Idol, The Late Show. Individual article titles or episode titles would be in quotation marks.

political parties/identification

The proper term is the Democratic Party, not “Democrat Party.”

When party designation is needed, use any of these for the federal level:
Democratic Sen. Kent Conrad of North Dakota said …
Sen. John Hoeven, R-N.D., said …
Reps. Rick Berg (R-N.D.) and Collin Peterson (D-Minn.) spoke in favor …

For party designation at the state level:
Sen. Ray Holmberg, R-Grand Forks, introduced …
Rep. Bernie Lieder (DFL-Crookston) argued against …

If no party identification is needed or appropriate, it may still be necessary to indicate the level of representation. Examples: U.S. Sen. John Hoeven; State Rep. Ray Holmberg.

powwow

One word, no hyphen. A powwow is usually a part of the UND Indian Association’s Time-Out Week activities.

quotations

If a direct quote is lengthy or includes more than one sentence, try to put the quote source at the first logical break or pause.
A direct quote is something that has happened. The verb with attribution takes the past tense. Example: “The experiment shows that the proposition is sound,” said Jones. Said, not says.

An indirect quote that is not specific to a point in time can take the present tense of the verb. Example: UND is among the nation's leaders in preparing family physicians, notes Dave Dodds of the University Relations office.

In some cases, a direct quote that also is not specific to a point in time might take the present tense. Example: “There’s no better time to apply than today,” UND officials say.

**Punctuation:** The period and the comma are always placed within the quotation marks. The *A.P. Stylebook* specifies, “The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.”

**racial identification (see cultural/ethnic/racial identification)**

**religious titles**

Reverend is abbreviated as Rev. and used with “the” preceding it, except in headlines. An example would be, “The Rev. James Gordon will present the invocation.” Both A.P. and the *New York Times* specify Monsignor, Father and Sister to be spelled out in full and not abbreviated. Mother is used in the same way for the woman who heads a group of nuns. The A.P. Stylebook has further information on religious titles.

**room numbers**

When listing a specific room in a building, capitalize Room and use a number: Room 27 in Gamble Hall, or Gamble Hall, Room 27. This can also be shortened by putting the number in front of the building: “The class will meet in 27 Gamble Hall.”

It is helpful to include room number with descriptive room names. Example: “The reception will be held in the Edna Twamley Room (404), Twamley Hall.”

**Saint (in addresses)**

Abbreviate as St. for cities and other places. Note the exceptions in the *A.P. Stylebook*: Saint John (the city in New Brunswick) and Sault Ste. Marie.
season

Lowercase, including uses with academic terms and commencement. “Display” uses for publication covers, advertisements, etc., may be capitalized, depending on what is logical.

semester/terms

In general text, lowercase. The spring semester, summer sessions, fall semester. If there is need to specify the year, it should precede the season. Example: Registration for the 2013 spring semester will open on Nov. 21.

software names

The names of software are not italicized and not put in quotation marks. Follow the capitalization practices of the manufacturers. If necessary, check their websites for accuracy.

spacesuit

As activity in this area has made headlines for UND, note that spacesuit is one word. There may be other, more specific descriptions, such as planetary exploration suit.

state abbreviations

Use postal state abbreviations only in addresses or in a chart, or possibly in an artistic arrangement for a design element.

The names of states are not abbreviated if they are standing alone and not being linked with a city.

In general text, a state following a city will be preceded and followed by commas. This is because the state is a modifier for the city. Example: The tour group will stop in Bakersfield, Calif., before continuing to Oregon. The abbreviation “Calif.” modifies “Bakersfield.”

Eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah. The abbreviations for the other states are:
N.M. N.Y. N.C. N.D. Okla.
Ore. Pa. R.I. S.C. S.D.
Wyo.

telephone numbers

In general text, use hyphens, not periods or parentheses. Example: 701-777-2731. The use of periods in general text can create problems with line breaks and page jumps. As a stand-alone design item, periods are okay.

Always designate when a number is for a fax machine.

time

Use a.m. and p.m. in lowercase with periods.

With even hours, there is no need to use the colon mark and 00. Examples: 10 a.m., 4 p.m. In schedules, the colon and 00 may be used if it helps the appearance or clarity.

In designating a time span (such as for a class or meeting) in general text, it is preferable to use the word “to” instead of a dash mark. Examples: 11 a.m. to 1 p.m.; 1:30 to 3:30 p.m.

There is no need to use “12” with noon or midnight. Noon is noon, and midnight is midnight.

Time Out and Wacipi

Time Out (or Time-Out Week) refers to the program of educational events and related activities sponsored by the UND Indian Association, usually in April. Wacipi designates the powwow and associated activities at the end of this week.
titles (compositions, speeches, etc.)

Titles of articles, speeches, presentations, episodes, etc., are put in quotation marks. All principal words, including prepositions and conjunctions of four letters or more, are capitalized.

24/7

Use the slash mark for this descriptive phrase indicating around-the-clock access or activity.

UAS/UAV

A major educational and research effort at UND is in the field of UAS, or Unmanned Aircraft Systems. UAVs, or Unmanned Aerial Vehicles, are a component of this field. UAS embraces a large spectrum of education, research, applications, technology and policy.

Spell out Unmanned Aircraft Systems or Unmanned Aerial Vehicles on the first instance.

United States/U.S.

The instruction in earlier versions of the A.P. Stylebook was to use U.S. only as an adjective. The current version accepts U.S. as both a noun and an adjective. In noun form, it still reads better to use United States.

vice

Use two words and no hyphen for titles including vice: vice president, vice chairman, etc.

Web

Web, designating the World Wide Web, is always capitalized. Web page and Web feed are two words, with Web capitalized. These are lowercase: website, webcam, webcast, webmaster.

The “UND” portion of any University of North Dakota Web address should be capitalized. The University’s main Web address is UND.edu.
Web addresses
There is no longer a need to include “www.” and “http://” when including or displaying Web addresses.

wide
As a suffix, it does not take a hyphen: campuswide, worldwide, nationwide, statewide, industrywide.  As a prefix, it usually takes a hyphen: wide-angle, wide-eyed, wide-open.  Widespread is an exception.

Writers Conference
There is no apostrophe.  Writers is plural, not possessive.
APPENDIX I
Confusing and Misused Words

annual event

An event cannot be described as “annual” until it has been held in at least two consecutive years.

broad-based

This term does not appear in any standard dictionaries. Technically, this usage would indicate that the object of this term is “based on a broad.” The desired term is “broadly based,” with no hyphen connecting those words.

comprise/compose

Comprise is the poster child for abused terms. Most of the time you see it in print (or in audio), it is being used incorrectly. As Mark Davidson puts it in Right, Wrong, and Risky, “If words were automobiles, a special license would be required for the use of the much-abused verb comprise.”

“Comprise” is an active verb that means “contain.” The whole comprises the parts. Example: The University of North Dakota comprises nine major academic divisions. It is always wrong (albeit tragically common) to say that something “is comprised of” some things. The proper word to use with “is” and “of” is “composed.” Instead, consider using “includes.”

Examples: The book is composed of a foreword, 16 chapters, and an appendix. The book includes a foreword, 16 chapters, and an appendix. The book comprises a foreword, 16 chapters, and an appendix.

continual/continuous

The A.P. Stylebook defines continual as “a steady repetition, over and over again” and continuous as “uninterrupted, steady, unbroken.” Bill Bryson suggests “intermittent” in place of continual, and “incessant” or “uninterrupted” for continuous. Mark Davidson offers a faucet illustration: dripping faucet, continual; flowing faucet, continuous.
ensure/insure

Ensure means to guarantee. Insure applies to the commercial practice of insurance.

entitled/titled

Entitled means the right to have something or do something. Titled means citing the specific name of a work or composition.

fewer/less

The A.P. Stylebook says “use fewer for individual items, less for bulk or quantity.”

orientate

A word that should not exist. The verb sense of orient means the same thing. “Orientate” is but one example of a term that has muscled its way into the language and dictionaries through widespread use (or misuse).

premier/premiere

Aside from the government title, premier means first in importance or time. A premiere is the first performance of a play, musical work, etc.

preventative

Just like “orientate,” “preventative” is a word that is not necessary. Preventive is the word.

record

A record is a record. It is redundant to say “new” record.

under way

“Under way” is two words in nearly all uses. If you see it as one word, you are almost certainly seeing it misused.
unique

“Unique” means one of a kind. There are no shades of “unique.” Do not use less, more, rather, very, totally, relatively, absolutely, or other modifier with unique.

y-

A hyphen is almost never used to link a word ending with the letter “y” and another word to make a compound modifier. Examples: a rarely seen event, a carefully drawn plan, a poorly considered excuse. If the first word ends with “y,” about the only time it would be appropriate to use a hyphen is when that word is a noun. Examples: a toy-related incident or baby-sized steps.
APPENDIX I
UND Initialisms and Acronyms

Major Divisions

Vice President for Academic Affairs ................................................................. VPAA
Vice President for Finance and Operations .................................................. VPF&O
Vice President for Health Affairs (School of Medicine and Health Sciences) .... VPHA
Vice President for Research and Economic Development .......................... VPR&ED
Vice President for Student Affairs ................................................................. VPSA
Vice President for University and Public Affairs ........................................... VPU&PA

Colleges and Schools

John D. Odegard School of Aerospace Sciences ............................................. AERO
College of Arts and Sciences ........................................................................ A&S
College of Business and Public Administration .......................................... BPA
College of Education and Human Development ........................................... EHD
College of Engineering and Mines ................................................................. CEM
The Graduate School .................................................................................... TGS
School of Law ................................................................................................ LAW
School of Medicine and Health Sciences ...................................................... SMHS
College of Nursing ....................................................................................... NURS

Academic Departments, Programs and Courses

The following are used mainly with course listings and descriptions. These come from UND’s 2011-2013 Academic Catalog.

Accountancy, Department of .................................................................. Acct
Aerospace Studies (U.S. Air Force ROTC) ................................................... AS
Anatomy and Cell Biology, Department of ............................................... Anat
Anthropology, Department of .................................................................. Anth
Art and Design, Department of ................................................................. Art
Atmospheric Sciences, Department of ..................................................... AtSc
Aviation, Department of ........................................................................... Avit
Biochemistry and Molecular Biology, Department of ............................... BMB
Biology, Department of ........................................................................... Biol
Business Administration, Minors in ......................................................... BAdm
Chemical Engineering, Department of ....................................................... ChE
Chemistry, Department of
Civil Engineering, Department of
Clinical Laboratory Science, Courses in
Communication Program
Communication Sciences and Disorders, Department of
Computer Science, Department of
Counseling Psychology and Community Services, Department of
Criminal Justice Studies Program
Cytotechnology Program
Economics, Department of
Educational Leadership, Department of
Electrical Engineering, Department of
Engineering Science, Minor in
English Language and Literature, Department of
Entrepreneurship Program
Family Medicine, Department of
Finance, Department of
Fine Arts, Courses in
Geography, Department of
Geology and Geological Engineering, Department of (Geology)
Geology and Geological Engineering, Department of (Geological Engineering)
History, Department of
Honors Program
Humanities Program
Indian Studies, Department of
Information Systems and Business Education, Department of
Interdisciplinary Studies
Modern and Classical Languages and Literatures, Department of
Leadership Minor
Linguistics
Management, Department of
Marketing, Department of
Mathematics, Department of
Mechanical Engineering, Department of
Medical Laboratory Science Program
Courses (100, 205) from the School of Medicine and Health Sciences
Microbiology and Immunology, Department of
Military Science (U.S. Army ROTC)
Music, Department of
Non-profit Leadership Program
Nursing, College of
Nutrition and Dietetics, Department of
Occupational Safety and Environmental Health, Program in
Occupational Therapy, Department of
Peace Studies Program .......................................................... PS
Petroleum Engineering, Department of .......................... PrtE
Pharmacology, Physiology and Therapeutics, Department of ........... PPT
Philosophy and Religion, Department of (Philosophy) ............. Phil
Philosophy and Religion, Department of (Religion) .............. Rels
Physical Education, Exercise Science and Wellness, Department of ........ PXW
Physical Therapy, Department of .................................. PT
Physics and Astrophysics, Department of ......................... Phys
Political Science and Public Administration, Department of .......... Pols
Psychology, Department of ........................................... Psyc
Recreation and Tourism Studies Program ......................... RTS
Rehabilitation and Human Services Program ..................... RHS
Social Work, Department of .......................................... SWK
Sociology, Department of ............................................. SOC
Space Studies, Department of ....................................... SpSt
Teaching and Learning, Department of ............................ T&L
Technology, Department of .......................................... TECH
Theatre Arts, Department of .......................................... Thea
University Courses ....................................................... UNIV
Women and Gender Studies Program .............................. WS

Other UND Entities

In general text use, these initialisms/acronyms would be used only after the name of the unit or program is written out in full on the first instance.

Advanced Learning Technologies ...................................... ALT
African, Latino, Asian, and Native American ....................... ALANA
Air Traffic Control .......................................................... ATC
Airborne Environmental Research Observational Camera .............. AEROCam
American Indian Student Services ................................... AISS
Biochemical Organic Radiological Disaster Educational Response System .......... BORDERS
Board of Student Publications ....................................... BOSP
Building Roads Into Diverse Groups Empowering Students .................. BRIDGES
Bureau of Business and Economic Research ....................... BBER
Bureau of Educational Services and Applied Research ............... BESAR
Bureau of Governmental Affairs ...................................... BOGA
Center of Biomedical Research Excellence – Pathophysiological Signaling
  in Neurodegenerative Disorders .................................. COBRE
Center of Excellence in Life Sciences and Advanced Technology ...... COELSAT
Center for Instructional and Learning Technologies .................. CILT
Center for Rural Education and Communities ........................ CREC
Center for Rural Health ................................................. CRH
Center for Student Involvement and Leadership .......................................................... CSIL
Conflict Resolution Center ......................................................................................... CRC
Council of State Employees ......................................................................................... COSE
Disability Services for Students ................................................................................ DSS
Earth System Science and Policy ............................................................................... ESSP
Energy & Environmental Research Center ............................................................... EERC
English as a Second Language .................................................................................... ESL
Environmental Analysis Research Laboratory ......................................................... EARL
Environmental Training Institute .............................................................................. ETI
Era Bell Thompson Multicultural Center ..................................................................... EBTMC
Gay, Lesbian, Bisexual and Transgender Students .................................................... GLBT
Government Rural Outreach ....................................................................................... GRO
Grand Forks Air Force Base ......................................................................................... GFAFB
Graphic and Photography Society .............................................................................. GaPS
Health Insurance Portability and Accountability Act .................................................. HIPAA
Higher Education Computing Network ...................................................................... HECN
Human Nutrition Research Center ........................................................................... HNRC
Idea Network of Biomedical Research Excellence .................................................... INBRE
Indians Into Medicine Program .................................................................................. INMED
Indians Into Psychology Doctoral Education ............................................................ INPSYDE
Institutional Review Board ......................................................................................... IRB
Interactive Video Network .......................................................................................... IVN
International Space Station Agricultural Camera ..................................................... ISSAC
Laboratory Education for North Dakota ...................................................................... LEND
Leading Edge of Earth and Planetary Science ............................................................ LEEPS
Multicultural Awareness Committee .......................................................................... MAC
Multicultural Student Services ................................................................................... MSS
National Center for Hydrogen Technology ................................................................ NCHT
National Suborbital Education and Research Center ................................................ NSERC
Native Americans Into Criminal Justice Association ................................................ NACJA
North Dakota Experimental Program to Stimulate Competitive Research ................. ND EPSCoR
North Dakota Public Employees Retirement System ................................................ NDPERS
North Dakota State University .................................................................................... NDSU
North Dakota University System ................................................................................. NDUS
Northern Interscholastic Press Association ............................................................... NIPA
Northern Plains Center for Behavioral Research ....................................................... NPCBRR
Online Dakota Information Network .......................................................................... ODIN
Osher Lifelong Learning Institute ................................................................................. OLLI (OLLI@UND)
President's Advisory Council on Women's Issues ...................................................... PAC-W
Ralph Engelstad Arena ............................................................................................... REA
Recruitment/Retention of American Indians Into Nursing ......................................... RAIN
Red River Valley Writing Project ............................................................................... RRVWVP
Regional Weather Information Center ....................................................................... RWIC
Research Development and Compliance .................................................................... RD&C
Research Enterprise and Commercialization ............................................................. REAC
Reserve Officer Training Corps.................................................................ROTC
Rural Opportunities in Medical Education ........................................ROME
Scientific Computing Center .................................................................SCC
Senate Scholarly Activities Committee .............................................SSAC
Small Business Development Center ..................................................SBDC
Small Group Instructional Diagnosis ....................................................SGID
State Board of Higher Education .........................................................SBHE
Student Activities Committee ...............................................................SAC
Student Athlete Advisory Committee ..................................................SAAC
Student Aviation Management Association .......................................SAMA
Student Managed Investment Fund ....................................................SMIF
Student North Dakota Education Association ....................................SNDEA
Student Success Center .....................................................................SSC
Students in Free Enterprise .................................................................SIFE
Summer Institute of Linguistics ...........................................................SIL
Sustainable Energy Research and Supporting Education Initiative ........SUNRISE
Teachers Insurance and Annuity Association/College Retirement Equities Fund ........TIAA-CREF
Ten Percent Society ............................................................................TPS
TRIO Programs (Upward Bound, Student Support Services, Talent Search, Educational Opportunity Center, McNair Post-Baccalaureate Achievement Program) .........................TRIO
UND Indian Association ......................................................................UNDIA
University Information Technology Council .......................................UITC
University Program Council .................................................................UPC
University Within the University .........................................................U2
Unmanned Aerial Vehicle ....................................................................UAV
Unmanned Aircraft Systems ................................................................UAS
Upper Midwest Aerospace Consortium ...............................................UMAC
Western Undergraduate Exchange .......................................................WUE
Writing Across the Curriculum ............................................................WAC
# APPENDIX II
## UND Academic Degrees and Abbreviations

### Graduate School
- Doctor of Philosophy .............................................................. Ph.D.
- Doctor of Education ............................................................... Ed.D.
- Doctor of Physical Therapy .................................................. D.P.T.
- Doctor of Arts (History) .......................................................... D.A.
- Specialist Diploma (Spec.Dip.) .................................................
- Master of Accountancy ........................................................... M.Acc.
- Master of Arts ................................................................. M.A.
- Master of Business Administration ....................................... M.B.A.
- Master of Education .............................................................. M.Ed.
- Master of Engineering ........................................................... M.Engr.
- Master of Environmental Management ............................... M.E.M.
- Master of Fine Arts .............................................................. M.F.A.
- Master of Music ............................................................... M.M.
- Master of Occupational Therapy .......................................... M.O.T.
- Master of Physician Assistant Studies ................................. M.P.A.S.
- Master of Public Administration ........................................... M.P.A.
- Master of Science ............................................................... M.S.
- Master of Science in Applied Economics ............................. M.S.A.E.
- Master of Social Work ....................................................... M.S.W.

### School of Medicine and Health Sciences
- Doctor of Medicine .............................................................. M.D.
- Bachelor of Science in Athletic Training ................................ B.S.A.T.
- Bachelor of Science in Clinical Laboratory Science .............. B.S.C.L.S.
- Bachelor of Science in Cytotechnology ................................. B.S.Cyto. (?)

### School of Law
- Juris Doctor ............................................................................ J.D.

### College of Arts and Sciences
- Bachelor of Arts .................................................................... B.A.
- Bachelor of Fine Arts ............................................................ B.F.A.
- Bachelor of General Studies .................................................. B.G.S.
- Bachelor of Music ............................................................... B.Mus.
- Bachelor of Science ............................................................ B.S.
- Bachelor of Science in Chemistry ........................................ B.S.Ch.
- Bachelor of Science in Criminal Justice Studies .................. B.S.C.J.S.
Bachelor of Science in Fisheries and Wildlife Biology ......................................................... B.S.F.W.B.
Bachelor of Science in Geology .......................................................................................... B.S.Geol.

**College of Business and Public Administration**
Bachelor of Accountancy ........................................................................................................ B.Acc.
Bachelor of Business Administration ...................................................................................... B.B.A.
Bachelor of Science in Graphic Design Technology .............................................................. B.S.G.D.T.
Bachelor of Science in Industrial Technology ........................................................................ B.S.I.T.
Bachelor of Science in Public Administration ........................................................................ B.S.P.A.

**College of Education and Human Development**
Bachelor of Science in Education .......................................................................................... B.S.Ed.
Bachelor of Science in Physical Education, Exercise Science and Wellness ....................... B.S.P.X.W.
Bachelor of Science in Recreation and Tourism Studies ...................................................... B.S.R.T.S.
Bachelor of Science in Rehabilitation and Human Services .............................................. B.S.R.H.S.
Bachelor of Science in Social Work ..................................................................................... B.S.S.W.

**School of Engineering and Mines**
Bachelor of Science in Chemical Engineering .................................................................... B.S.Ch.E.
Bachelor of Science in Civil Engineering ............................................................................. B.S.C.E.
Bachelor of Science in Environmental Geoscience ............................................................... B.S.E.G.
Bachelor of Science in Geological Engineering .................................................................... B.S.G.E.
Bachelor of Science in Electrical Engineering ...................................................................... B.S.E.E.
Bachelor of Science in Petroleum Engineering ..................................................................... B.S.P.E.

**John D. Odegard School of Aerospace Sciences**
Bachelor of Science in Aeronautics ....................................................................................... B.S.Aero.
Bachelor of Science in Atmospheric Sciences ...................................................................... B.S.A.S.
Bachelor of Science in Computer Science .......................................................................... B.S.C.S.

**College of Nursing**
Bachelor of Science in Community Nutrition ....................................................................... B.S.C.N.
Bachelor of Science in Dietetics ............................................................................................ B.S.D.
Bachelor of Science in Nursing ............................................................................................ B.S.N.
# APPENDIX III

## U.S. Military Ranks and Abbreviations

### U.S. Army Rank Abbreviations

<table>
<thead>
<tr>
<th>Rank</th>
<th>Military</th>
<th>A.P Style</th>
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<tbody>
<tr>
<td>Private (E-1)</td>
<td>PVT</td>
<td>Pvt.</td>
</tr>
<tr>
<td>Private (E-2)</td>
<td>PV2</td>
<td>Pvt.</td>
</tr>
<tr>
<td>Private First Class</td>
<td>PFC</td>
<td>Pfc.</td>
</tr>
<tr>
<td>Specialist</td>
<td>SPC</td>
<td>Spc.</td>
</tr>
<tr>
<td>Corporal</td>
<td>CPL</td>
<td>Cpl.</td>
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<tr>
<td>Sergeant</td>
<td>SGT</td>
<td>Sgt.</td>
</tr>
<tr>
<td>Staff Sergeant</td>
<td>SSG</td>
<td>Staff Sgt.</td>
</tr>
<tr>
<td>Sergeant First Class</td>
<td>SFC</td>
<td>Sgt. 1st Class</td>
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<tr>
<td>Master Sergeant</td>
<td>MSG</td>
<td>Master Sgt.</td>
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<tr>
<td>First Sergeant</td>
<td>1SGT</td>
<td>1st Sgt.</td>
</tr>
<tr>
<td>Sergeant Major</td>
<td>SGM</td>
<td>Sgt. Maj.</td>
</tr>
<tr>
<td>Command Sergeant Major</td>
<td>CSM</td>
<td>Command Sgt. Maj.</td>
</tr>
<tr>
<td>Sergeant Major of the Army</td>
<td>SMA</td>
<td>Sgt. Maj. of the Army</td>
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<tr>
<td>Warrant Officer (W-1)</td>
<td>WO1</td>
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</tr>
<tr>
<td>Chief Warrant Officer 2 (W-2)</td>
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<td>Chief Warrant Officer 3 (W-3)</td>
<td>WO3</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td>Chief Warrant Officer 4 (W-4)</td>
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<td>Master Warrant Officer (W-5)</td>
<td>WO5</td>
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<tr>
<td>Second Lieutenant</td>
<td>2LT</td>
<td>2nd Lt.</td>
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<tr>
<td>First Lieutenant</td>
<td>1LT</td>
<td>1st Lt.</td>
</tr>
<tr>
<td>Captain</td>
<td>CPT</td>
<td>Capt.</td>
</tr>
<tr>
<td>Major</td>
<td>MAJ</td>
<td>Maj.</td>
</tr>
<tr>
<td>Lieutenant Colonel</td>
<td>LTC</td>
<td>Lt. Col.</td>
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<tr>
<td>Colonel</td>
<td>COL</td>
<td>Col.</td>
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<tr>
<td>Brigadier General</td>
<td>BG</td>
<td>Brig. Gen.</td>
</tr>
<tr>
<td>Major General</td>
<td>MG</td>
<td>Maj. Gen.</td>
</tr>
<tr>
<td>Lieutenant General</td>
<td>LTG</td>
<td>Lt. Gen.</td>
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<tr>
<td>General</td>
<td>GEN</td>
<td>Gen.</td>
</tr>
<tr>
<td>General of the Army</td>
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<td>Gen. of the Army</td>
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### U.S. Air Force Rank Abbreviations

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<tr>
<th>Rank</th>
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<tr>
<td>Airman Basic</td>
<td>AB</td>
<td>Airman</td>
</tr>
<tr>
<td>Airman</td>
<td>Amn</td>
<td>Airman</td>
</tr>
</tbody>
</table>
Airman First Class  A1C  Airman 1st Class
Senior Airman  SrA  Senior Airman
Staff Sergeant  SSgt  Staff Sgt.
Technical Sergeant  TSGT  Tech. Sgt.
Master Sergeant  MSGT  Master Sgt.
First Sergeant  1STSGT  1st Sgt.
Chief Master Sergeant  CMSGT  Chief Master Sgt.
Command Chief Master Sergeant  CMSAF  Chief Master Sgt.
Chief Master Sergeant of the Air Force  CMSAFAF  Chief Master Sgt. of the Air Force
Second Lieutenant  2D LT  2nd Lt.
First Lieutenant  1ST LT  1st Lt.
Captain  CAPT  Capt.
Major  MAJ  Maj.
Lieutenant Colonel  LTCOL  Lt. Col.
Colonel  COL  Col.
Brigadier General  BRIGGEN  Brig. Gen.
Major General  MAJGEN  Maj. Gen.
Lieutenant General  LGEN  Lt. Gen.
General  GEN  Gen.
General of the Air Force  GENAF  Gen. of the Air Force

U.S. Navy Rank Abbreviations

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<tr>
<th>Rank</th>
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<td>SR</td>
<td>Seaman Recruit</td>
</tr>
<tr>
<td>Seaman Apprentice</td>
<td>SA</td>
<td>Seaman Apprentice</td>
</tr>
<tr>
<td>Seaman</td>
<td>SN</td>
<td>Seaman</td>
</tr>
<tr>
<td>Petty Officer Third Class</td>
<td>PO3</td>
<td>Petty Officer 3rd Class</td>
</tr>
<tr>
<td>Petty Officer Second Class</td>
<td>PO2</td>
<td>Petty Officer 2nd Class</td>
</tr>
<tr>
<td>Petty Officer First Class</td>
<td>PO1</td>
<td>Petty Officer 1st Class</td>
</tr>
<tr>
<td>Chief Petty Officer</td>
<td>CPO</td>
<td>Chief Petty Officer</td>
</tr>
<tr>
<td>Senior Chief Petty Officer</td>
<td>SCPO</td>
<td>Senior Chief Petty Officer</td>
</tr>
<tr>
<td>Master Chief Petty Officer</td>
<td>MCPO</td>
<td>Master Chief Petty Officer</td>
</tr>
<tr>
<td>Master Chief Petty Officer of the Navy</td>
<td>MCPON</td>
<td>Master Chief Petty Officer</td>
</tr>
<tr>
<td>Warrant Officer First Class</td>
<td>WO1</td>
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</tr>
<tr>
<td>Chief Warrant Officer Second Class</td>
<td>CW2</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td>Chief Warrant Officer Third Class</td>
<td>CW3</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td>Chief Warrant Officer Fourth Class</td>
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<tr>
<td>Master Warrant Officer</td>
<td>MWO</td>
<td>Master Warrant Officer</td>
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<tr>
<td>Ensign</td>
<td>ENS</td>
<td>Ensign</td>
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<tr>
<td>Lieutenant Junior Grade</td>
<td>LTJG</td>
<td>Lt. j.g.</td>
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<td>Lieutenant</td>
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<td>Lt.</td>
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<tr>
<td>Lieutenant Commander</td>
<td>LCDR</td>
<td>Lt. Cmdr.</td>
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</table>
**U.S. Marine Corps Rank Abbreviations**

<table>
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<tr>
<td>Private</td>
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<td>Pvt.</td>
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<td>Private First Class</td>
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<td>Pfc.</td>
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<td>Lance Corporal</td>
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<td>Corporal</td>
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<td>Cpl.</td>
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<tr>
<td>Sergeant</td>
<td>Sgt</td>
<td>Sgt.</td>
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<tr>
<td>Staff Sergeant</td>
<td>SSGt</td>
<td>Staff Sgt.</td>
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<tr>
<td>Gunnery Sergeant</td>
<td>GySgt</td>
<td>Gunnery Sgt.</td>
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<tr>
<td>Master Sergeant</td>
<td>MSgt</td>
<td>Master Sgt.</td>
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<tr>
<td>First Sergeant</td>
<td>1stSgt</td>
<td>1st Sgt.</td>
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<tr>
<td>Master Gunnery Sergeant</td>
<td>MGySgt</td>
<td>Master Gunnery Sgt.</td>
</tr>
<tr>
<td>Sergeant Major</td>
<td>SgtMaj</td>
<td>Sgt. Maj.</td>
</tr>
<tr>
<td>Sergeant Major of the Marine Corps</td>
<td>SgtMagMC</td>
<td>Sgt. Maj. of the Marine Corps</td>
</tr>
<tr>
<td>Warrant Officer</td>
<td>WO-1</td>
<td>Warrant Officer</td>
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<tr>
<td>Second Lieutenant</td>
<td>2ndLt</td>
<td>2nd Lt.</td>
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<tr>
<td>First Lieutenant</td>
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<td>1st Lt.</td>
</tr>
<tr>
<td>Captain</td>
<td>Capt</td>
<td>Capt.</td>
</tr>
<tr>
<td>Major</td>
<td>Maj</td>
<td>Maj.</td>
</tr>
<tr>
<td>Lieutenant Colonel</td>
<td>LtCol</td>
<td>Lt. Col.</td>
</tr>
<tr>
<td>Colonel</td>
<td>Col</td>
<td>Col.</td>
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<tr>
<td>Brigadier General</td>
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<td>Brig. Gen.</td>
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<tr>
<td>Major General</td>
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<td>Maj. Gen.</td>
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<tr>
<td>Lieutenant General</td>
<td>LtGen</td>
<td>Lt. Gen.</td>
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<tr>
<td>General</td>
<td>Gen</td>
<td>Gen.</td>
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</table>

**U.S. Coast Guard Rank Abbreviations**

<table>
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<tr>
<th>Rank</th>
<th>Military</th>
<th>A.P Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seaman Recruit</td>
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<td>Seaman Recruit</td>
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<td>Seaman Apprentice (Rating O-2)</td>
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<td>Seaman Apprentice</td>
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<td>Fireman Apprentice (Rating O-2)</td>
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<td>Fireman Apprentice</td>
</tr>
<tr>
<td>Airman Apprentice</td>
<td>AA</td>
<td>Airman Apprentice</td>
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<tr>
<td>Ranks</td>
<td>Abbreviations</td>
<td>Title</td>
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<td>-------------------------------</td>
<td>---------------</td>
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<tr>
<td>Seaman SN Seaman</td>
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<td>Seaman</td>
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<tr>
<td>Fireman FN Fireman</td>
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</tr>
<tr>
<td>Airman AN Airman</td>
<td></td>
<td>Airman</td>
</tr>
<tr>
<td>Petty Officer Third Class PO3</td>
<td></td>
<td>Petty Officer 3rd Class</td>
</tr>
<tr>
<td>Petty Officer Second Class PO2</td>
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<td>Petty Officer 2nd Class</td>
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<tr>
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<td>Capt.</td>
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<tr>
<td>Rear Admiral (Lower Half) RDML</td>
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<tr>
<td>Rear Admiral (Upper Half) RADM</td>
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<tr>
<td>Vice Admiral VADM</td>
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<tr>
<td>Admiral Chief of Naval Operations / Commandant of the Coast Guard ADM</td>
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