University style book: AP Style Manual
Secondary manual: Chicago Manual of Style
Dictionary: Webster’s New World Dictionary, fourth edition

University Name
First mention: University of the Pacific
Second mention: “Pacific” or “the University”
Never “UOP” or “The University of the Pacific” (the definite article is not necessary)

Academic Schools and Programs:

<table>
<thead>
<tr>
<th>First Reference</th>
<th>Second Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arthur A. Dugoni School of Dentistry</td>
<td>Dugoni School of Dentistry</td>
</tr>
<tr>
<td>College of the Pacific</td>
<td>College of the Pacific; COP</td>
</tr>
<tr>
<td>Conservatory of Music</td>
<td>The Conservatory</td>
</tr>
<tr>
<td>Eberhardt School of Business</td>
<td>The Eberhardt School</td>
</tr>
<tr>
<td>Gladys L. Benerd School of Education</td>
<td>The Benerd School of Education</td>
</tr>
<tr>
<td>Office of Research and Graduate Studies</td>
<td>Graduate Studies office</td>
</tr>
<tr>
<td>School of Engineering and Computer Science</td>
<td>Same; the school (use judiciously), SOECS (use judiciously)</td>
</tr>
<tr>
<td>School of International Studies</td>
<td>Same; SIS</td>
</tr>
<tr>
<td>Thomas J. Long School of Pharmacy and Health Sciences</td>
<td>School of Pharmacy and Health Sciences</td>
</tr>
<tr>
<td>University of the Pacific McGeorge School of Law</td>
<td>Pacific McGeorge School of Law; Pacific McGeorge,</td>
</tr>
</tbody>
</table>

Academic Departments
Capitalize only when using the formal name of the department (“Department of Mathematics,” but “mathematics department”). Degree programs are lower case, with the exception of proper names in those programs, such as English, Spanish, Latin, etc.

Acronyms
Do not use acronyms as your first reference to a person, place, or thing, since you cannot assume that every reader will understand your reference. Acronyms may be used on second and subsequent references, but identify the acronym by placing it in parentheses following the first complete reference.

Example: “The lecture will be held in the Wendell Phillips Center (WPC).”

A listing of common University acronyms and their meanings can be found in Appendix A – Common Acronyms.
Alan and Olive Gardemeyer Field
A recreational field located directly behind Monagan Hall, the Alan and Olive Gardemeyer Field was named in honor of Alan Gardemeyer, a former Pacific employee. Subsequent references: Gardemeyer Field.

Alex and Jeri Vereschagin Alumni House
The full name is used for the first reference; second and subsequent references: The Vereschagin Alumni House. Named in honor of two distinguished Pacific alumni, Alex Vereschagin ’57, and Geraldine “Jeri” Verschagin ’57.

Alex G. Spanos Center
This athletic facility can be referred to as “The Spanos Center” on second and subsequent references. Please do not omit the “G” from the full reference. Named for philanthropist, businessman, and alumnus Alexander Gus Spanos ’47.

Alumni: This is the plural version of the noun “alumnus.” There is mass-confusion and misuse of this term on the Pacific campus. Use “alumni” ONLY when referring to them in the plural. Singular versions below:

Alumna=female, singular
Alumnus=male, singular

Due to extensive misuse, the singular and gender-neutral “alum” is preferred for informal settings.

Amos Alonzo Stagg Memorial Stadium
Named for “The Grand Old Man of Football,” Amos Alonzo Stagg, a pioneer of American football and the coach of University of the Pacific football from 1933-1946. Please note that there are two “Gs” in Stagg; please do not omit “Memorial” from the full stadium name. Second and subsequent: Stagg Stadium. The University announced the closure of Stagg Stadium in 2012.

Associated Students of University of the Pacific (ASuop)
This student body government association should always be referred to by its full name for the first reference, and can be shortened to ASuop thereafter. Please note that there are no spaces, and that “uop” is never capitalized in this instance. More information about ASuop can be found here.

Barbara Bechtel Davies Lecture Hall
Located on the first floor of the Biological Sciences Center, this 180-seat lecture hall is located in Room 101 on the first floor. When referring to this facility by its full name, please include the location and room number, as this facility is most commonly referred to as “Biology 101.”
Bechtel International Center
The Bechtel International Center is the home of International Programs and Services. Seconds and subsequent references: Bechtel Center.

Bill Simoni Softball Field
Home to Pacific Softball, the Bill Simoni Softball Field is named for long-time Pacific Softball supporter Bill Simoni, who played fast-pitch softball for over 30 years. This facility is adjacent to Knoles Field. Second and subsequent references: Simoni Softball Field, Bill Simoni Field. Please note that both Knoles Field and Bill Simoni Softball Field are specifically related to the sports that they host, and cannot be used interchangeably to denote each other. See also: Knoles Field, Sunken Field.

Biological Sciences Center
The home of the Department of Biological Sciences, this facility is commonly referred to as the “Biology Building.” Please use Biological Sciences Center in first and subsequent references.

Biology 101
Please see “Barbara Bechtel Davies Lecture Hall.”

Burns Tower
See “Robert E. Burns Tower”

Centers and Institutes
Full name should be used in the first reference for the center, and the appropriate truncated name should be referenced thereafter. For example, the first reference should be Global Center for Business & Development. Global Center may be used on second and subsequent references. The first reference would be the Harold S. Jacoby Center for Public Service and Civic Leadership; all subsequent references would be the Jacoby Center.

Chris Kjeldsen Aquatics Complex
Home to Pacific Swim and Water Polo. Acceptable second and subsequent references include Kjeldsen Aquatics Complex, and Chris Kjeldsen Pool, and Kjeldsen Pool.

Class Year
Generally, use John Doe ’08. If desired, the degree program may be specified as in John Doe BUS ’08.

Commas
Use open-style commas (a list containing X, Y and Z, omitting the last comma in the list) unless the sentence would be unclear without the last comma.
Comprised/comprises: Don’t use it. Most people use this term incorrectly and there are always other ways of saying it (e.g. includes, is composed of, etc.)

Dates
Always use Arabic figures without st, nd, rd or th. Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec.; always spell out March, April, May, June and July. Spell out all months when using alone or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.
Examples: February 1981 was a cold month.
   May 22 is the day she will arrive.
   Sept. 16 was the coolest day of the month.
   Her birthday is Nov. 27, 1962.
Use an s without an apostrophe to indicate a span of a decade or century: the 1890s, the 1900s. Years are the lone exception to the general rule that figures cannot be used to start a sentence: 1976 was a very good year.

Degrees
Degree programs are lowercase, with the exception of proper names in those programs, such as English, Spanish, Latin, etc.

Also:  bachelor’s degree or BA
       master’s degree or MA
       doctorate or PhD

DeMarcus Brown Studio Theatre Building
The DeMarcus Brown Studio Theatre Building houses classrooms for the theatre arts department, as well as the DeMarcus Brown Studio Theatre. This facility is named in honor of Professor Emeritus DeMarcus Brown, who was a theatre instructor at Pacific from 1924-1969. Please note: there is no space in DeMarcus, and the “M” is always capitalized. Second and subsequent references: the DeMarcus Brown Studio, the DeMarcus Brown Theatre.

Don and Karen DeRosa University Center
The full name of this facility is the Don and Karen DeRosa University Center. In most instances, the DeRosa University Center is the preferred second and subsequent reference for this facility. The DeRosa University Center is referred to casually as The DUC, The University Center, or The UC, but these conventions should be avoided in written and formal communications. Note that there is no space in “DeRosa.”
Dugoni School of Dentistry

Faculty
A common error is to omit the “C” in “faculty,” resulting in references to “faulty and staff.” Since faulty is spelled correctly, many spell-checkers will not highlight this as an error. Please be sure to double-check any references to faculty in your content.

Full-time, full time
Hyphenate when used as a compound adjective: She has a full-time job. Otherwise: He works full time.

Freshman/freshmen
Freshman is singular, freshmen for plural when used as a noun. When used as an adjective, use the singular version (i.e. freshman class, freshman seminar)

Gary V. Schaber Memorial Student Center (McGeorge School of Law)
The hub of student life at Pacific McGeorge, the Gary V. Schaber Student Center houses the bookstore, Café Bon Appetit, and student housing. Second and subsequent references: Schaber Student Center; Student Center. The Student Center is named in honor of Gary V. Schaber, former Associate Dean of Administration for Pacific McGeorge.

Gordon D. Schaber Law Library (McGeorge School of Law)
Pacific McGeorge’s library is named in honor of lawyer and philanthropist Gordon D. Schaber, who served as Dean of McGeorge School of Law for 34 years, and oversaw its accreditation. Second and subsequent references: Schaber Law Library. Please note, there is only one “E” in “Schaber.” Note: this facility is in the Legal Studies Center.

Gladys L. Benerd School of Education
Can be referred to as “The Benerd School of Education” on second reference. Please note that there is only one “R” in Benerd – a common error is to refer to it as the “Bernerd” school. Named after Gladys L. Benerd, a life-long supporter of the School of Education, and a former public school teacher.

The Janet Leigh Theatre
Please refer to the full title of the theatre in all references to The Janet Leigh Theatre, in order to distinguish it from other movie theatres in the area. While the marquee outside the building refers to the facility as “Pacific’s Janet Leigh Theatre,” this nomenclature is to be avoided. The Janet Leigh Theatre is named for actress Janet Leigh, who attended Pacific from 1943-1946 and received a Honorary Doctorate from the University in 2004.
Known previously as The Pacific Theatre, this facility was re-christened as The Janet Leigh Theatre on June 25, 2010

Jeanette Powell Art Center
This facility currently houses classroom and studio space for the Department of Art, as well as the Reynolds Gallery. Second and subsequent references: Powell Art Center. The Powell Art Center is named for philanthropist and former University regent, Jeanette Powell.

Knoles Knotes
Pacific life was indelibly shaped by former University president Tully C. (Cleon) Knoles, who oversaw many advances including the move of Pacific’s campus to Stockton in 1924. Subsequently, many facilities and scholarships have been named in his honor, giving rise to various ways in which people might misspell his name. Please take note of the following Knoles references, and above all, remember that there is no “W” in “Knoles.”

- Knoles Field – Currently used by Pacific Soccer for their athletic events, this facility is also commonly referred to as the “Sunken Field” or Bill Simoni Field. Please note that both Knoles Field and Bill Simoni Softball Field are specifically related to the sports that they host, and cannot be used interchangeably to denote each other. Sunken Field is not recognized on any Pacific maps or signage, and should be avoided when possible. Second and subsequent references: Knoles Field, Sunken Field (internal content only).
- Knoles Hall – Currently the home of the Office of Admissions, Financial Aid, the Registrar’s Office, Veteran’s Affairs, and many other administrative units. Again, please note that there is no “W” in “Knoles” – the most common occurrence of this mistake is usually in reference to Knoles Hall.
- Knoles Lawn – The lawn directly in front of Knoles Hall.
- Tully Knoles Professor of the Humanities – An endowed position held by a faculty member within the Humanities.

Morris Chapel
Completed in 1942, this Stockton landmark was named for Percy and Lillie Morris. Second and subsequent references: Morris Chapel; the chapel.

McGeorge School of Law
Use “University of the Pacific, McGeorge School of Law” on first reference, and “Pacific McGeorge School of Law” or “Pacific McGeorge” thereafter. “The law school” is also appropriate on second and subsequent references.

NutriCat
The official mascot of Pacific Wellness (PacWell). Please note that, unlike Powercat, the “Cat” is capitalized. Incorrect formats: Nutri-Cat, Nutri Cat, Nutricat.
**Part-time, part time**  
Hyphenate when used as a compound adjective: She has a part-time job. Otherwise: He works part time.

**Percentages**  
While Pacific follows AP style for most style conventions, percentages do not follow AP guidelines on Pacific websites. Use the number and the percent symbol 100% of the time; do not spell out numbers or “percent.”

**Phone Numbers**  
Phone numbers are always formatted with periods. There are no dashes, and parentheses are not used around area codes.  
Correct: 209.946.1234  
Incorrect: (209) 946-1234

**Powercat**  
The official mascot for the University of the Pacific, Powercat is one word, and only the first letter is capitalized. Do not separate into two words or adjust the capitalization (e.g. Power Cat, PowerCat).

**p.m., a.m.**  
Lowercase, with periods.

**President**  
Dr. Pamela A. Eibeck became the 24th president of the University. Her presidency officially began on July 1, 2009, and her formal installation took place on March 19, 2010. Spouse: William (Bill) Jeffery. Use full name on first reference; use “President Eibeck” thereafter. Short version “Pam Eibeck” may be used in some informal situations.

**Provost**  
Dr. Maria G. Pallavicini, appointed 2011.

**Punctuation**  
In general, follow AP Style. Here are some highlights:  
En-dash (–): use to separate dates and times (April 3 – 5, 2008)  
Em-dash (—): use to make an abrupt change in a sentence  
Ellipses (...): treat as a word, with spaces before and after  

Note that all three of these use spaces on both side of the punctuation.

**Robert E. Burns Tower**  
One of Stockton’s most beloved and recognized landmarks, Robert E. Burns Tower is named for former University president Robert E. Burns, who served from 1946 to 1971.
Please use the full name on first reference; second and subsequent references may use Burns Tower.

**Schools and Colleges**
Use the full name on first-use; the shortened version of each school’s name may be used thereafter. For the long and short-form names for schools and colleges, please see “Academic Schools and Programs.”

**Spanos Center**
See “Alex G. Spanos Center”

**Stagg Stadium**
See “Amos Alonzo Stagg Memorial Stadium”

**Sunken Field**
Sunken Field is only to be used internally as a second or subsequent reference when denoting “Knoles Field.” Sunken Field is not recognized on any campus map, so referring to Sunken Field in any content that will be viewed and used by the public may result in no end of confusion. For soccer games, please direct visitors to Knoles Field. For softball games and events, please use Bill Simoni Softball Field. When in doubt, please refer to Knoles Field. For more information, please see “Bill Simoni Softball Field” and “Knoles Knotes – Knoles Field.”

**Ted Baun Student Fitness Center**
Named for Dr. Ted Baun ’27, one of the first graduates from Pacific’s Stockton campus, and a former regent for the University. Dr. Baun is also honored with Baun Hall, an academic building for the School of Engineering and Computer Science. Second and subsequent references: Baun Fitness Center.

**Ted and Chris Robb Garden**
Pacific’s sustainable, student-run garden is named for Ted Robb ’02 and Chris Robb ’06, sons of Regent Walter Robb. Second and subsequent references: Robb Garden.

**Theatre**
The British spelling ending in “-re” is preferred when referring to the discipline, the academic field or a building without its proper name. In cases where a building has a proper name, use the spelling associated with that name. Examples: Department of Theatre Arts, the Janet Leigh Theatre, Long Theatre.

**Titles and Degrees (directly from the AP Stylebook)**
Use an apostrophe in bachelor’s degree, a master’s, etc., but there is no possessive in Bachelor of Arts or Master of Science.
Use abbreviations - B.A., M.A., LL.D. and Ph.D. – when appropriate, and only use these after a full name – never just a last name.
When used after a name, an academic abbreviation is set off by commas: John Snow, Ph.D., spoke.
Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference: Dr. John Snow, Ph. D.

University: Capitalize when referring to University of the Pacific, where the reference is clear and in context. Otherwise, especially when referring to other universities, lowercase. No definite article is necessary when referring to the University by its complete name – it is always “University of the Pacific,” and never “The University of the Pacific.”

Weber Hall
Weber Hall is currently home to the Eberhardt School of Business, and was one of the first buildings constructed when the University moved to its Stockton campus in 1924. Weber Hall was named for the founder of the city of Stockton, Captain Charles Weber. Please note that there is only one “B” in “Weber.”

Websites: capitalize World Wide Web, and the Web, but not website. It is preferable to drop the “http://” from URLs if possible, beginning URLs instead with “www.” For promotional use on brochures, advertisements, it is preferable also to drop the “www” (e.g. “pacific.edu”)

Wendell Phillips Center
Named for abolitionist and orator Wendell Phillips, the Wendell Phillips Center currently houses many of the academic units of the College of the Pacific. Referred to by the majority of campus as “WPC,” please spell out the full title of the Wendell Phillips Center in all first references, out of courtesy to those unfamiliar with campus. Please note that there are two Ls in both “Wendell” and “Phillips.”

William Knox Holt Memorial Library
The William Knox Holt Memorial Library provides resources in the humanities, fine arts, social sciences, music, business, education, natural and physical sciences, and engineering. Second and subsequent references can omit the “Memorial.” The library is named in honor of William Knox Holt, father of Benjamin Holt, founder of Holt Manufacturing. Benjamin Holt’s wife, Anna Brown Holt, was a University regent for 25 years.
Appendix A – Common University Acronyms

<table>
<thead>
<tr>
<th>African, Latino, Asian and Native American Center</th>
<th>ALANA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Students, University of the Pacific</td>
<td>ASuop</td>
</tr>
<tr>
<td>Brubeck Institute Jazz Quintet</td>
<td>BIJQ</td>
</tr>
<tr>
<td>Center for Professional and Continuing Education</td>
<td>CPCE</td>
</tr>
<tr>
<td>Center for Community Involvement</td>
<td>CCI</td>
</tr>
<tr>
<td>College of the Pacific</td>
<td>COP</td>
</tr>
<tr>
<td>Creating Opportunities Via Education</td>
<td>COVE</td>
</tr>
<tr>
<td>Curriculum, Advising and Program Planning</td>
<td>CAPP</td>
</tr>
<tr>
<td>Don and Karen DeRosa University Center</td>
<td>DUC</td>
</tr>
<tr>
<td>Education Resource Center</td>
<td>ERC</td>
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<tr>
<td>Gender, Humanities, and Ethnic Studies Center</td>
<td>GHES Center</td>
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<tr>
<td><strong>Legal Studies Center</strong></td>
<td>LSC</td>
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<tr>
<td>Math, Engineering, Science Achievement</td>
<td>MESA</td>
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<tr>
<td>Mountains, Ocean, Valleys Experience</td>
<td>MOVE</td>
</tr>
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<td>Osher Lifelong Learning Institute</td>
<td>OLLI</td>
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<td>Pacific Arts and Lectures Committee</td>
<td>PALC</td>
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<tr>
<td>Pacific Academia de Matematicas</td>
<td>PAM</td>
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<tr>
<td><strong>Pacific Center for Special Care</strong></td>
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<td>Pacific Roam Online Articulation Reports</td>
<td>Pacific ROAR</td>
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<td><strong>Project Homeless Connect</strong></td>
<td>PHC</td>
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<td>Promoting Respect in Diverse Environments Center</td>
<td>PRIDE Center</td>
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<tr>
<td>Reach Out and Read</td>
<td>ROAR</td>
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<tr>
<td>Saturday Partners in Education</td>
<td>Saturday PIE</td>
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<tr>
<td>School of International Studies</td>
<td>SIS</td>
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<td><strong>Student Community Outreach for Public Education</strong></td>
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<td>Wendell Phillips Center</td>
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<td>West Coast Conference</td>
<td>WCC</td>
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</table>

Yellow=Dugoni; Green=McGeorge