

USC Style Guide – Grammar and Punctuation

The following is USC Catalogue’s editorial guidelines for grammar and punctuation as well as university specific conventions, such as proper names of schools and departments. For the complete list, visit:

<http://catalogue.usc.edu/content.php?catoid=6&navoid=1507>

Academic degrees (Abbreviation & Capitalization)	<ul style="list-style-type: none"> Do not use periods for degrees, such as BA, BS, MBA, MFA, PhD, etc. Lowercase <i>bachelor's</i>, <i>master's</i> or <i>doctoral</i> degree. Uppercase <i>Bachelor of Science</i>, <i>Master of Arts</i>, etc.
Sessions and semesters (Capitalization)	<ul style="list-style-type: none"> Lowercase <i>fall</i>, <i>spring</i>, <i>summer</i>. Capitalize <i>Fall Semester</i> or <i>Fall 2017</i>
USC names, schools and campuses (Capitalization)	<ul style="list-style-type: none"> Capitalize the <i>University of Southern California</i> and <i>USC</i> but lowercase <i>the university</i>. USC Board of Trustees, USC Board of Directors. Trojan Family. Use a capital <i>F</i> for Family. Always use a capital <i>C</i> for Commencement. Capitalize the <i>USC Viterbi School of Engineering</i> or the <i>Viterbi School</i>
Office and departments (Capitalization)	<ul style="list-style-type: none"> Capitalize formal office names. – Orientation Programs, but lowercase orientation – USC Alumni Association; but lowercase alumni association – USC Bookstore; the bookstore
Numbers	<ul style="list-style-type: none"> Spell out one to nine. Use numerals for 10 and above. Exceptions: Use numerals for percentages, decimals, credit hours, GPAs, book sections and pages, quantities combining whole numbers and fractions, and when symbols rather than abbreviations are used for units of measure. Spell out numbers at the beginning of a sentence or rephrase the sentence to avoid beginning with a number. Per <i>AP</i>, the only exception is years, which can begin a sentence. Try to avoid this construction. Use numerals without double zeroes with a.m. or p.m. (lowercase letters) to indicate specific times. – 2 p.m., not 2:00 p.m. For GPAs, use only one zero. – He had a 3.0 GPA. For telephone numbers, area codes go in parentheses: (213) 740-2200. Use an en dash for a range of numbers. – See pages 30–40 of the text.