

Version: 1.0

Date: 06/05/16

Details: Word version of existing style guide to simplify and speed up the update process.

Version: 2.0

Date: 19/07/17

Details: Guide thoroughly overhauled to reflect current NTU usage.

Significant changes include:

- single spaces after full stops in all mediums
- major subject areas should no longer be capitalised
- unification of rules on bullet points
- new preferred dictionary
- how to treat URLs, email addresses and hashtags in various channels
- guidance on Oxford commas.

Version: 2.1

Date: 9/11/17

Details: Minor adjustments in response to user feedback.

These include:

- clarification on formal job titles versus informal role descriptions
- more advice on the formatting of bullet points

- some examples updated
- clarification on referring to the numbers of pages, chapters, plates and periodicals
- clarification on referring to ranges of letters as well as numbers.

Introduction

The purpose of this guide

This guide has been produced for use throughout Nottingham Trent University by anyone involved in writing, editing or proofreading. Online or offline, external or internal, print or web – this document is intended to ensure consistency across all mediums.

The guidance contained here is part of an agreed NTU house style. It may therefore differ from that presented in other popular style guides that are available.

Finding specific guidance

To make the best use of your style guide, simply press the Ctrl and F keys on your keyboard simultaneously and type the subject or word you are looking for into the search box.

Exceptions

The only time exceptions are made to NTU style are within official titles and proper names. Some publications and companies may, for instance, use ampersands or lower-case letters in their names. Their specific chosen spelling, casing, punctuation and style will then be taken to override our own guidelines.

Using a spellchecker

Please be aware that even the best spellcheckers are far from being completely reliable. Even if you know how to set yours to the correct language and get it to stay there, they may flag up things that are required under NTU style, and – worse – may pass things that are disallowed.

Spellcheckers are very useful tools, but they are no substitute for your copy being properly proofread in line with the current edition of the institutional style guide.

Need further assistance with spelling or grammar?

The spellings and usages favoured in NTU style are based on those found in the expanded and updated *Oxford Dictionary of English*. You can find it at <https://en.oxforddictionaries.com/> on the Oxford Living Dictionaries website.

If you're still in doubt about a matter of spelling or English usage, email styleguide@ntu.ac.uk to contact the copy team.

Questions and feedback

We'll be updating this document regularly, and we'd really appreciate it if you could feed into this process. Please send an email to styleguide@ntu.ac.uk if you'd like more detail to be added on a topic, if you spot an error, or if you see something that needs to be updated. We'll get back to you within two working days.

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Section 1 – Punctuation

1.1 Apostrophes

Apostrophes are never used to denote the plural.

Examples

We steam potatoes, vegetables and rice. ✓

Taste NTU serve the cheapest jacket potato's around. ✗

Apostrophes should only ever be used for one of two purposes.

1.1a To indicate possession

The placement of the apostrophe depends on whether the noun is singular or plural.

Examples

These are the key features of Karen's work. ✓

An innovative means to stimulate children's imaginations and thirst for knowledge. ✓

With over 50 years' experience in training teachers, we have a wealth of expertise. ✓

Please note that “Three years full-time” and similar phrases in course fact files and elsewhere do not have an apostrophe because this is not possessive.

Confusion commonly arises around the word “it”. “It” is only ever apostrophised when it is a contraction of “it is” or “it has”, and never to signify possession – in the same way that the words “his”, “hers”, “ours”, “yours” and “theirs” are not apostrophised either.

Further complications occur when apostrophising singular nouns that end in S. No one convenient rule governs this; instead, attention should be paid to how you would say the word aloud.

Examples

St James's Street connects Old Market Square to Maid Marian way. ✓

The doctors' surgery is open. ✓

Charles Dicken's novels were so long because they were published in instalments. ✗

In British English, it is common to rewrite sentences to avoid more awkward constructions. “The schnapps' flavour” can become “The flavour of the schnapps”, for example.

1.1b For contractions and omissions

Generally speaking, the use of contractions is perfectly acceptable in all but the most formal copy. For further advice, please consult our separate guide to NTU's tone of voice.

Examples

we are	we're ✓
you will	you'll ✓
do not	don't ✓
should have	should've ✓
it is	it's ✓
it has	it's ✓

Please note that this is not a complete list.

1.2 Bullet points

The rules surrounding the use of bullet points have been relaxed. There are no longer different guidelines for their use in print and web copy.

However, the rules do change slightly depending on your copy and where and how the bullet points are being used. Please read them carefully.

1.2a Where the bullet points form a list of very short phrases or single words

Where the bullet points form a list of very short phrases or single words, the first letter should be lower case, unless the point contains a proper name or formal title.

Example

Subject areas covered on this course include:

- poetry
- fiction
- drama.

However, these rules are relaxed for posters, banners, landing pages and flyers, which may have more visual impact if upper case first letters are used within bullet points. There is no need to use any punctuation at the end of the bullet points.

Example

Subject areas covered on this course include:

- Poetry
- Fiction
- Drama

1.2b Where the stem and the bullet points combine to form complete sentences

Where the stem and bullet points combine to form complete sentences, the lower case should be used for each bullet point, unless the point begins with a proper name or formal title.

Regardless of whether the copy is for print or web, there should be no punctuation at the end of each sentence, except the last bullet point, which should always end with a full stop.

Example

The City Campus has:

- a large £13m library with an extensive collections of books, journals and periodicals
- a new Students' Union building that contains bars, shops and services, and hosts regular events
- a range of support services dedicated to the needs of students.

1.2c If each bullet point is a complete sentence

If each bullet point is a complete sentence, then each sentence should start with a capital letter and end with a full stop.

Example

Before you submit your work, please consider the following points.

- Images can be of development or finished work – either original image files, or photos.
- Both colour and black and white examples are welcome.
- Files *must* be labelled with your name, course, and any specific title.

However, these rules are relaxed for posters, banners, landing pages and flyers, which may have more visual impact if no punctuation is used at the end of each bullet point.

Example

NTU is known for excellence in a number of areas.

- Nottingham Business School is a market leader in corporate education
- Students in the School of Architecture, Design and the Built Environment often win awards in high-profile national and international competitions
- The Centre for Broadcasting & Journalism has an excellent reputation for producing high-quality graduates

1.2d Bullet points with “and” or “or”

Some confusion has arisen regarding how to deal with bullet lists containing a mixture of additional and conditional points. This most commonly occurs when expressing entry requirements in course fact files.

It can be easily dealt with by breaking the list into clear parts, the contents of each being defined by the preceding stem.

Example**Entry requirements**

You'll require one of the following:

- A-levels – BBC
- BTEC Extended Diploma – DMM
- 112 UCAS Tariff points from three A-levels or equivalent qualifications.

You'll also require:

- GCSEs – English and Maths grade C.

Other requirements

You'll also need to:

- pass a fit-to-practise assessment
- complete a Disclosure and Barring Service (DBS) check
- attend an interview with a lecturer
- complete a successful application to become a special constable.

1.3 Colons

There are five situations in which a colon should be used.

1.3a Where a second clause adds specific information to an opening statement

Example

This year's event suggests what I would look for in future: an event run by a former student, through an organisation located in Nottingham, on a topic of major social importance. ✓

1.3b To introduce a quotation more emphatically than a comma would

Example

Professor Evans said: "I was honoured to receive such a prestigious award." ✓

1.3c To introduce a long list

Example

Our focus was on three issues: the position of NTU in the context of the current policy environment; the refinement of our academic structures in support of strategy implementation; and key emerging issues in making the strategy a reality. ✓

1.3d To introduce a set of bullet points where the text within the bullets follows on as part of a sentence

See the section on bullet points for examples.

1.3e To introduce a URL, email address or hashtag are the end of a callout box

A colon should be used before a URL, email address or hashtag that appears at the end of a callout box.

Never follow a URL, email address or hashtag with punctuation. See the section on full stops below for more information.

Examples

Discover more at: www.ntu.ac.uk/nottingham ✓

To find out about the language requirements, visit www.ntu.ac.uk/englishlanguage ✗

Please complete your application and email it to: NTUIncomingExchange@ntu.ac.uk ✓

For enquiries, contact the Admissions team at applications@ntu.ac.uk. ✗

1.4 Semicolons

There are two situations in which a semicolon should be used.

1.4a To suggest a link between two complete, independent sentences not separated by a full stop or joined by a conjunction

The semicolon implies a relationship between two clauses without stating it explicitly. They must make sense without each other, but still be related.

Examples

NTU is a great place to be; the city of Nottingham is vibrant and cosmopolitan. ✓

There is also a 1.5km alternative; this is just as well, as tests show that I could not have completed the 5km before it went dark. ✓

You have already been involved in these initiatives; over time, they will shape the roles that nearly all of us play in the University. ✓

They cannot be dependent clauses.

Example

NTU is a great place to be; as the city of Nottingham is vibrant and cosmopolitan. ✗

They cannot be unrelated.

Example

NTU is a great place to be; history is an interesting subject. ✗

If either one cannot stand alone, a semicolon cannot be used.

Example

NTU is a great place to be; good library and Student's Union. ✗

1.4b To break up long or complicated lists, particularly where individual items in the list contain the word "and" or commas

Example

Deputy Deans, responsible for the quality of teaching and learning across Schools; Associate Deans for Research, responsible for taking forward the School research plans; and Heads of Department, with responsibility for the development and performance of our academic disciplines. ✓

1.5 Full stops

For both print and web, there should always be one space after a full stop at the end of each sentence.

Ensure that sentences do not end with a URL, email address, Twitter handle or hashtag.

Examples

Visit www.ntu.ac.uk for more information. ✓

For more information, go to www.ntu.ac.uk. ✗

Please email styleguide@ntu.ac.uk for more information. ✓

If you have any questions, email the Accommodation team at accommodation@ntu.ac.uk. ✗

An exception may be made for URLs and email addresses that appear at the end of a callout box. In these cases, precede the URL or email address with a colon. Do not follow them with punctuation.

Examples

Discover more at: www.ntu.ac.uk/nottingham ✓

To find out about the language requirements, visit www.ntu.ac.uk/englishlanguage ✗

Please complete your application and email it to: NTUIncomingExchange@ntu.ac.uk ✓

For enquiries, contact the Admissions team at applicatons@ntu.ac.uk. ✗

1.6 Hyphens and dashes

There are only two types of dash you will see in NTU copy: hyphens (-) and en dashes (–), also known as “en rules”.

Hyphens

Hyphens do not have spaces either side of them.

There are four situations in which we use a hyphen.

1.6a To avoid ambiguity where a word would have a different meaning without a hyphen

Examples

re-form reform

re-sign resign

1.6b Where a word might be difficult to read or pronounce correctly without a hyphen

Examples

de-ice ✓ deice ✗

pre-empt ✓ preempt ✗

1.6c To join a prefix to a noun or adjective

Examples

pre-1990s ✓ pre 1990s ✗
ex-directory ✓ exdirectory ✗

Please note that words that would have a capital letter retain it after the addition of prefix.

Examples

pre-Masters ✓ pre-masters ✗
mid-Atlantic ✓ midatlantic ✗

1.6d In compounds that precede a noun

Examples

a range of careers in technology and computer-based industry ✓
active, experiential and student-centred learning approaches ✓
Your one-stop shop for key information about life at NTU. ✓

En dashes or en rules

The en dash, or the en rule, always has a space to either side of it. It is longer than a hyphen. Some word processing packages turn hyphens into en dashes automatically in the correct context. In Microsoft Windows, you can manually produce an en dash with the keyboard shortcut Alt + 0150.

1.6e En dashes, or en rules, should be used for parenthetical statements

Example

NTU – one of the UK's largest universities – has an exemplary graduate employment record. ✓

1.6f En dashes, or en rules, should be used to stand in for the word “to” when expressing a range of numbers or letters

Examples

7 am – 4 pm ✓
21 – 30 September ✓
2013 – 2016 ✓
£4.30 – £13.00 ✓
A – Z ✓

Please note that this does not apply in the middle of sentences. Whole words always partner whole words. “From” always partners “to”. “Between” always partners “and”.

Examples

Market growth in the sector is estimated at 21.54% annually from 2013 to 2018. ✓
Visitors are welcome between 4 pm and 6 pm at the CELS building. ✓
Search from A to Z, by keyword, or by School or department. ✓
The blocks between K and T are known collectively as Lincoln Court. ✓

This will of course be overridden if a different formation appears in a publication title, the name of a company, or in other external branding.

Examples

Geographers' A-Z Map Company Ltd is now the largest independent map-publishing company in the UK. ✓
Their publications include the *Great Britain A-Z Road Atlas 2018*. ✓

1.7 Quotation marks and emphasis

Quotation marks can also be referred to as “inverted commas” or “speech marks”.

1.7a Quotation marks

Double quotation marks should be used to mark quotations.

Examples

Professor Baback Yazdani said: “This course was the pioneer of in-company degrees.” ✓
‘We know increased educational capacity is likely to result in less criminal activity,’ he said. ✗

1.7b Nested quotation marks

Single quotation marks should be used to indicate a quotation within a quotation.

Examples

“Their innovative approach to legal education impressed the panel, and their ‘teaching law firm’ model shows they are pioneers within higher education.” ✓

He told us: ‘One student said, “I consider it quite crucial”, in fact.’ ✗

1.7c Titles

Single quotation marks should also be used to denote the title of a single article, chapter, story, poem, song, or other section of a larger publication, book or album.

Examples

Samuel Taylor Coleridge’s ‘Rime of the Ancient Mariner’ is probably the poet’s most widely recognised work. ✓

Perhaps even better known is William Wordsworth’s “I Wandered Lonely as a Cloud”. ✗

1.7d Emphasis

Neither single nor double quotation marks should be used to suggest emphasis. If emphasis is absolutely necessary, italics may be used.

Examples

Files *must* be labelled with your name, course and any specific work title. ✓

You must ‘not’ work more hours than allowed. ✗

Bold text should not be used for emphasis. It should only appear in NTU copy for titles and subheadings, and to make URLs, email addresses, telephone numbers, postcodes, hashtags, and the first mention of forthcoming dates stand out from the body text when they appear in print.

1.7e Jargon

Double quotation marks can also be employed the first time an unfamiliar word or phrase, or a technical term, appears. They should not be used with subsequent appearances, as it is assumed to have been assimilated.

Examples

NTU scientists have shed light on the elusive “dewetting” process. ✓

Cells can acquire the invasive and migratory properties needed for metastasis by reactivating a programme called ‘epithelial-to-mesenchymal transition’. ✗

1.7f “Scare” or “sneer” quotes

Double quotation marks can also function almost as a replacement for the phrase “so called”, holding the term between them up for inspection. Similarly, they can also be used to indicate the apologetic employment of a vulgar or colloquial expression. This device should be employed very sparingly.

Examples

The frustrating task was presented as an “opportunity” to the reluctant “volunteers”. ✓

The wonderful old Victorian bathrooms were destroyed as part of the ‘redevelopment’. ✗

1.7g Words or terms under discussion

Double quotation marks should also be employed when a term itself, rather than the concept it signifies, is under discussion. There are instances of this throughout this style guide.

Examples

Articles (“a”, “an”, and “the”), conjunctions (“and”, “or”, “but”) and prepositions (“at”, “under”, “near”, “upon”, “by”, “of”) are written with lower case letters unless they start the title. ✓

For labelling purposes, EU law defines ‘meat’ as skeletal muscle. ✗

Use a hyphen to stand in for the word to between numbers. ✗

1.8 Slashes

Slashes (/), also known as “strokes”, “obliques” or “solidi” (singular “solidus”), should only ever be used to denote the word “or”, or a choice between two possibilities – never to stand in for “and” or “to”.

Wherever possible, use the word “or” rather than a solidus.

Where a solidus is used, there should be a space either side of it, unless it comes in the middle of a word or between two numbers – this includes between two years.

The solidus should also be used when signifying academic years, as these straddle two calendar years. See the section on academic years below.

Examples

Applicants must have a diploma in a related subject, and / or possess relevant professional experience. ✓

For those applying in 2017/2018, up-to-date information on fees will be available online nearer the time. ✓

Please note that the construction “s/he” must no longer appear in NTU publications. All instances should be replaced with the gender-neutral pronoun “they”. This is more inclusive, more dignified, and significantly more elegant.

Examples

Communication is always most effective when the reader feels that they are being addressed directly. ✓

Written notification that s/he has been involved in the assessment process. ✗

When signifying “place or places”, brackets should be used rather than the oblique.

Examples

Book your place(s) online. ✓

Book your place/s online. ✗

1.9 Ellipses

Generally you should not use ellipses (singular “ellipsis”) in NTU copy.

There are two circumstances in which they are permitted, and even then they should be used only sparingly.

1.9a To signify an incomplete statement

If you absolutely must use an incomplete statement, or show that a speaker is trailing off without concluding their words, the ellipsis should be formatted as three full stops followed by a space. This is also known as “points of suspension”.

Example

Why NTU is a great place... to study Maths. ✓

1.9b To indicate that matter has been omitted from a quotation

If you absolutely must use a quotation from which you have elided matter, the omission should be signified with an ellipsis contained within square brackets, with a space to either side.

Examples

“I really enjoyed getting my hands dirty [...] You learn things that you could never be taught in a classroom.” ✓

1.10 Commas

Commas indicate slight pauses in a sentence. They help make meaning clear by herding words around, separating them or keeping them together.

Some organisations have very rigid rules about using commas, especially the so-called “Oxford” or “serial” comma – the one that may or may not come before the final item on a list.

We consider it to best practice to take a more intuitive approach. Remember that a comma signifies a natural pause; if in doubt, read the sentence you have written aloud, paying special attention to where the pauses naturally occur.

In some sentences, Oxford commas affect little more than the rhythm.

Examples

We offer a challenging, hands-on and rewarding educational experience. ✓

We offer a challenging, hands-on, and rewarding educational experience. ✓

Both of these sentences are correct. Some writers will find the first sentence to be more lively and immediate. Others will prefer the pleasing three-beat structure of the latter. The choice will depend on the context.

However, in other sentences, the presence of an Oxford comma can affect its meaning.

Examples

It really matters to us that you are inspired, challenged and motivated by your studies. ✓

It really matters to us that you are inspired, challenged, and motivated by your studies. ✓

Again, both of these sentences are correct, but their meanings are slightly different.

The first, without an Oxford comma, implies that the University believes it is important for students to find their studies inspiring, motivating, and challenging.

The second, with an Oxford comma, implies that the University believes it is important for students to be inspired and challenged in general, and to be motivated by their studies in particular.

This sort of difference is subtle, but can be important. Please contact the Editorial team for assistance if you are concerned about the finer points of comma usage.

If the writer feels uncertain about employing an Oxford comma, such sentences can always be rewritten in a way that eliminates the ambiguity.

Examples

It really matters to us that you are motivated by your studies, inspired, and challenged. ✓

It really matters to us that your studies are inspiring, challenging and motivating. ✓

Section 2 – Style

2.1 Ampersands

The ampersand (&) should only be used in the situations listed below. At all other times, the whole word “and” should be used.

2.1a Where it is part of the accepted formal title of an NTU department

There are only two instances of this.

Examples

School of Art & Design ✓

Centre for Broadcasting & Journalism ✓

These are the only exceptions. All other departments should use the whole word “and”.

2.1b Where it is part of the accepted formal title of a course

Examples

BA (Hons) Media and Film & TV ✓

BA (Hons) Communication & Society and Global Studies ✓

2.1c Where it appears as part of a proper name

Ampersands sometimes feature in the names of companies, publications or organisations.

Examples

Marks & Spencer ✓

H&M ✓

Abercrombie & Fitch ✓

British Universities & Colleges Sport ✓

People & Planet ✓

2.1d In abbreviations

Examples

R&D (research and development) ✓

Q&A (question and answer) ✓

D&T (design and technology) ✓

2.2 Titles and subheadings

Ideally, titles and subheadings should be of no more than seven words.

2.2a Main titles

All main titles for print and web publications should be written in title case. This means that you should only use capital letters to start the principle words in the title. Articles (“a”, “an”, and “the”), conjunctions (“and”, “or”, “but”) and short prepositions (“at”, “by”, “of”) are written with lower case letters unless they start the title.

Ideally, a main title should include no more than seven words.

Examples

Undergraduate Open Day Guide ✓

Fees and funding for international students ✗

2.2b Subheadings

These should be expressed in sentence case. This means that only the first word in the subheading should have a capital letter at the beginning of it.

Examples

How to apply ✓

Book On An Open Day ✗

2.2c Publications

The titles of albums, books, films, journals, magazines, newspapers, plays, television programmes and video games should be presented in italics. Only include the definite article if it is part of the publication's title.

Examples

Shortlisted in the Outstanding Support for Students category by *Times Higher Education*. ✓
'Structured Mayhem' was published in *The Times* and *The Law Society Gazette*. ✓
The new MA Creative Writing anthology, *Monster*, will be launched at the Canalhouse. ✓

2.2d Chapters

The titles of lectures, articles, chapters, poems, songs, stories, or any section of a larger album, book or publication should be presented in single quotation marks. See also the section on titles above.

Examples

Samuel Taylor Coleridge's 'Rime of the Ancient Mariner' is probably the poet's most widely recognised work. ✓
We'll be welcoming Matthew Blain to deliver his lecture 'The Path to Better Jobs'. ✓
Perhaps even better known is William Wordsworth's "I Wandered Lonely as a Cloud". ✗

2.2e Events

The names of events are presented in title case. Do not italicise them or use inverted commas.

If the name of an event includes the title of a publication, the title of the publication is italicised.

Examples

Enabling Innovation: Introduction to 3D Printing ✓
The Times BFI London Film Festival ✓
With Manchester and Bristol conquered, Dot to Dot festival arrives in Nottingham ✓
How NTU can help your business ✗

2.2f Open events

The official titles of our open events are presented in title case. General references are presented in sentence case.

Examples

School of Arts and Humanities Open Day ✓

This open day is designed for students who are considering postgraduate courses. ✓

Brackenhurst campus postgraduate open event ✗

2.2g Awards

The names of awards are presented in title case.

If the name of an award includes the title of a publication, the title of the publication is italicised.

Examples

The Amnesty International Media Awards recognise excellence in human rights reporting. ✓

NTU has been shortlisted for three prizes in the coveted *Times Higher Education Awards*. ✓

The 50 Shakespeare Street building was joint winner in the *Best Non-Domestic Retrofit* category in the 2015 Buildings and Energy Efficiency Awards. ✗

2.3 Listing contact details

2.3a General contact details

These can be neatly slotted into a template to maintain consistency.

Template

[Name of contact, if available and appropriate]

[School or department of the University]

Nottingham Trent University

[Campus address,
including the city
and the postcode]

Tel: +44 (0)115 848 [enter four-digit extension number]

Email: [username]@ntu.ac.uk

Web: [www.ntu.ac.uk/\[enter URL\]](http://www.ntu.ac.uk/[enter URL])



Only promote the relevant social media channels. If a particular School does not have a Snapchat account, for example, please omit the icon.

Please note that the NTU website should always be listed before social media.

Do not use the word "telephone" in full when presenting the information in this manner.

Example

Professor Josephine Bloggs
School of Architecture, Design and the Built Environment
Nottingham Trent University
Maudslay Building
Goldsmith Street
Nottingham
NG1 5JS

Tel: +44 (0)115 848 4200

Email: josephine.bloggs@ntu.ac.uk

Web: www.ntu.ac.uk/adbe



Please note that the word "building" in the above example is only capitalised because of the format in which the address it is laid out. Since "building" is not part of a formal name, it is not capitalised when it appears in body text.

Examples

The Hive is located in the Maudslay building on Goldsmith Street. ✓

Some undergraduate modules are taught in the Newton Building and we often hold events. ✗

2.3b Avoid using long URLs

Web addresses should be given in the simplest and most easily readable form possible. Only use "http://" or "https://" where "www" does not appear as part of the address. If setting up short URLs, please email marketing.requests@ntu.ac.uk to make sure they are tracked and logged with the Operations team.

Examples

www.ntu.ac.uk ✓

<https://www.ntu.ac.uk> ✗

2.3c URLs, email addresses and hashtags in print documents

Where URLs, email addresses and hashtags appear in the body text of print documents, please embolden them for clarity.

Remember to keep them away from any punctuation.

Examples

Go to **www.ntu.ac.uk/pgadvice** to find out more. ✓

Please email **admissions@ntu.ac.uk** if you have any questions regarding your application. ✓

You can use **#NTUDegreeShow** to keep up to date with work in progress. ✓

Visit **www.ntu.ac.uk/ugbursaries** for information about the eligibility criteria. ✗

For more details, email us at **job.vacancies@ntu.ac.uk**. ✗

2.3d URLs, email addresses and hashtags in web publications

In web publications, URLs and email addresses should not be left exposed.

Links should be embedded behind the name or a description of the destination page.

Examples

Take some time to browse **our accommodation** to get a real feel for each of our residences. ✓

Visit **www.ntu.ac.uk/pgadvice** for ideas about where to look for other sources of funding. ✗

You can click **here** to register your details. ✗

Email addresses should also be made a link, and embedded behind the word "email".

Examples

If you have any questions or queries, then please contact us via **email** or by telephone. ✓

Just email **sci.enquiries@ntu.ac.uk** and we'll be happy to help. ✗

Hashtags can just be made a link, but remember to keep them away from punctuation.

Examples

You can use **#NTUDegreeShow** to keep up to date with work in progress. ✓

Follow **#NTUGraduation**, where you can share your photos and memories of the day. ✗

2.3e URLs and email addresses in CRM emails

In customer relationship management (CRM) emails, URLs should be made a link, and embedded behind the name or a description of the destination page.

Examples

Join our **live web chat**, hosted by our current biosciences students. ✓

Visit **www.ntu.ac.uk/current_students/studying/hear** for more information on the HEAR. ✗

Email addresses, however, should be left exposed in at least one instance, for the benefit of recipients whose email clients do not support embedded email links.

Examples

Just email **sci.enquiries@ntu.ac.uk** and we'll be happy to help. ✓

Just **email** us and we'll be happy to help. ✗

Hashtags should be treated in the same way as in a web publication – make them a link, but remember to keep them away from punctuation.

Examples

You can use **#NTUDegreeShow** keep up to date with work in progress. ✓

Follow **#NTUGraduation**, where you can share your photos and memories of the day. ✗

2.3f Telephone numbers

International phone numbers should be given wherever possible. This ensures our publications meet the needs of the University's increasingly international student base.

Examples

Tel: +44 (0)115 848 4200 ✓

Tel: 0115 848 4200 ✗

Where telephone numbers appear in the body text of a print document, please embolden them for clarity.

Examples

Call us on **+44 (0)115 848 6060** and leave a voicemail. ✓

You can reach us by telephone at **+44 (0)115 941 8418**. ✗

Where telephone numbers appear on our website, they should be made a clickable link in the same manner as a URL or an email address. Please see the relevant digital guide on the DMCS website.

Examples

Call us on **+44 (0)115 848 6060** and leave a voicemail. ✓

You can reach us by telephone at **+44 (0)115 941 8418**. ✗

2.3g Extension numbers

When providing only an extension number, always preface it with “Ext” or “ext”.

Examples

Ext 4200 ✓

Ex 4200 ✗

X 4200 ✗

2.3h Postcodes

Where postcodes appear in body text, please embolden them for clarity.

Examples

If you are using a satnav to find us, the campus postcode is **NG1 4FQ**. ✓

The Clifton Campus postcode is NG11 8NS. ✗

2.3i Virtual adviser

Our virtual adviser, Ask NTU, is part of our enquiry management process. It needs to be included in all externally facing student recruitment publications.

In print, the URL should be exposed, emboldened, and subject to the usual rules for URLs.

Examples

You can just ask NTU at **www.ntu.ac.uk/askntu** if you have any questions. ✓

Any questions? Just ask NTU: **www.ntu.ac.uk/askntu** ✓

In web publications, it should be embedded under “ask NTU” and subject to the usual rules.

Examples

Questions? Just ask NTU. ✓

You can ask NTU if you have any questions. ✓

2.4 Abbreviations

Abbreviations are used for the convenience of the reader, not the writer.

2.4a Truncated words

A full stop should be used to indicate that a word has been cut short.

Examples

Reference

ref. ✓

ref. ✗

miscellaneous

misc. ✓

misc ✗

There are two exceptions to this rule.

Examples

Professor

Prof ✓

Prof. ✗

Right Honourable

Rt Hon ✓

Rt Hon. ✗

2.4b Omitted letters

No full stop should be used if the abbreviation ends with the same letter as the full word.

Examples

Mister

Mr ✓

Mr. ✗

Doctor

Dr ✓

Dr. ✗

Department

Dept ✓

Dept. ✗

Reverend

Revd ✓

Revd. ✗

2.4c Initialisms and acronyms

An “initialism” is an abbreviation comprised of the first letters of each word (NTU, BBC, NHS). An “acronym” is an initialism that can be said aloud as a word (UCAS, NASA, UNESCO).

Generally speaking, the name, title or term should be written out in full the first time it is mentioned, and then followed with the abbreviation in brackets.

Examples

Nottingham Trent University (NTU) ✓
Higher Education Statistics Agency (HESA) ✓
Nottingham Business School (NBS) ✓

However, exceptions can be made if the abbreviation is absolutely familiar to a very general audience. The author should exercise their own discretion, but should take great care to keep the reader’s understanding and engagement in mind.

Examples

British Broadcasting Corporation (BBC) ✗
United Nations Educational, Scientific and Cultural Organisation (UNESCO) ✗
National Aeronautics and Space Administration (NASA) ✗

The initialism or acronym can then be used for each subsequent mention in your document.

Examples

A specialist NHS hospital providing life-changing reconstructive surgery. ✓
Those with larger networks were particularly at risk of FOMO and its consequences. ✓
Molecules will be assessed for their ability to generate strong anti-GBM tumour immunity. ✓

Do not use full stops in any initialisms or acronyms.

Examples

These research areas will make further use of the MRI scanner. ✓
The design and testing of various M.R.I. contrast agents. ✗

2.5 Numbers

2.5a Numbers below ten

Generally, these should be written out as words where they appear in text.

Examples

The framework covers seven areas of digital practice. ✓

This half-day symposium will examine 2 themes. ✗

There are, however, exceptions to this – please see below.

2.5b Numbers above ten

These should be written as numerals, with commas to separate thousands.

Examples

11 ✓

426 ✓

1,169 ✓

5,426,158 ✓

Eleven ✗

Four hundred and twenty-six ✗

1169 ✗

5426158 ✗

2.5c Numbers above and below ten proximity

When writing about a range of numbers either side of ten, use numerals.

Examples

9 to 12 ✓

Jog 5 kilometres in 30 minutes ✓

Nine to 12 ✗

Jog five kilometres in 30 minutes ✗

2.5d Numbers at the beginning of sentences

Use words rather than numerals when there is a number at the beginning of a sentence.

Examples

Seventy people attended the event. ✓

70 people attended the event. ✗

If the number at the beginning of the sentence is particularly large, or is unwieldy to write out, rewrite the sentence.

Examples

The event was attended by 1,467 people. ✓

One thousand, four hundred and sixty-seven people attended the event. ✗

It is acceptable to begin a key statement with a percentage, but do not start a paragraph with one. If in doubt, rewrite the sentence.

Examples

100% of students from this course go on to work or further study within six months. ✓

95% of NTU's postgraduates were in employment or further study just six months after graduating from NTU, according to the newly published 2014/15 statistics from Destinations of Leavers from Higher Education (DLHE) survey. ✗

2.5e Page numbers in publications

These should not be expressed with words, even when below ten.

Example

To get a flavour of the opportunities available, please see page 9. ✓

Turn to page five for more details. ✗

This also applies to the numbers given to chapters and "plates", such as images and diagrams, and to the issue number of periodicals.

2.5f Credit points or similar

These should be expressed with numerals. The words "credit points" should be appear in full the first time they are mentioned.

Example

British Cinema History (20 credit points) ✓

Subsequent instances can be abbreviated to "CP".

Example

Postcolonial Cinema (20 CP) ✓

2.5g Certain course titles

Numerals in course titles are strongly discouraged, with a few exceptions.

This following example is permitted as it is covered by the rule for referring to qualification levels.

Examples

Certificate in Professional Marketing (Level 4) ✓

Diploma in Professional Marketing (Level Six) ✗

Unfortunately, at least two courses already exist that have been created with this error in place. Although strictly incorrect, this is how they have been registered.

Examples

Business Management (1 Year In-Company) ✓

Business Management (Two Year In-Company) ✗

When in doubt, check the registered title of the course in Banner.

Any new courses created should not have numerals in their registered titles.

Examples

Business Management (One Year In-Company) ✓

Business Management (2 Year In-Company) ✗

2.5h The years in primary and secondary education

These should be expressed with numerals, even when under ten.

Examples

Year 7 pupils ✓

The teacher's Year Nine class ✗

2.5i Numbers in tables

Always use numerals rather than words in tables.

Examples

Date	Number of students	Year of study	
13 September 2016	39	Year 1	✓
11 October 2016	35	Year 3	

Date	Number of students	Year of study	
8 November 2016	31	Year Three	✗
13 December 2016	22	Year Two	

Please note that this overrides the rule about presenting the names of years and terms in words rather than numerals.

2.6 Measurements, percentages and money

Use numerals followed by units when providing precise figures.

2.6a Measurements

There should not be a space between the numerals and the units. Note the difference between this and the manner in which we express times.

Examples

16m 89cm ✓	16 m 89 cm ✗
2lbs 15oz ✓	2 lbs 15 oz ✗
13° ✓	13 ° ✗

2.6b Percentages

When giving precise percentages, always use the percentage symbol (%) rather than “per cent” or “percent”. Never abbreviate it to “pc”. There is no space between the numerals and the symbol.

Examples

Our 2016 student satisfaction rate is 89% – a record high for NTU. ✓
 In the 2014 Scottish referendum 85 per cent of the eligible voters turned out. ✗

2.6c Money

When writing sums of money, there are no spaces between the numerals and the currency symbols.

Examples

£161 ✓	£ 161 ✗	161 pounds ✗
57p ✓	57 p ✗	57 pence ✗
£12,000 ✓	£12000 ✗	£12k ✗

Mixed sums never use the pence symbol.

Examples

£161.57 ✓	£161.57p ✗
-----------	------------

Amounts over a million may use the words "million", "billion" and "trillion" etc. Where space is an issue, abbreviations may be used, but this should be applied consistently.

Examples

£421 million ✓	£421m ✓	£421 m ✗
----------------	---------	----------

Please make an effort to use the correct currency symbol rather than just writing out the currency's name after the sum. The pound (£) and dollar (\$) are almost universally common on British keyboards, and an increasing number have a euro (€) key too. If not, the keyboard shortcut Alt + 0128 should produce it in Microsoft Windows.

Examples

A loan of up to €12,000 is available for a one-year Masters degree. ✓
The industry generates revenue of more than 400 million euros. ✗

2.7 Ages

When writing ages, pay close attention to where you put the hyphens, as their placement can entirely alter your meaning. Remember that it is the responsibility of the writer to communicate clearly, and it is not up to the reader to deduce what you meant from context.

Examples

A 21-year-old student is aged 21, and is 21 years old. ✓

Two year-old horses are both aged one, and both of them are one year old. ✓

A three-year old course is an old course that lasts three years. ✓

Ages written in brackets, where appropriate, should always appear in figures.

Examples

John Brown (3) ✓

John Brown (three) ✗

2.8 Dates, seasons and times

2.8a Days, months and years

Days and months begin with a capital letter and should be written out in full. Years should not be abbreviated either.

Examples

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday ✓

Mon, Tues, Wed, Thurs, Fri, Sat, Sun ✗

January, February, March, April, May, June, July, August, September, October, November, December ✓

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec ✗

2016, 2017, 2018, 2019, 2020 ✓

'16, '17, '18, '19, '20 ✗

2.8b Dates

Within text, dates should be written out in the following manner.

Examples

11 October 2016 ✓

11th October 2016 ✗

11 October '16 ✗

Tuesday 11 October ✓

Tues 11 October ✗

Tuesday 11 Oct ✗

The first time a forthcoming date appears in body text, please embolden it.

Examples

Thank you for booking a place at our drop-in event on **Wednesday 7 December 2016**. We're really looking forward to meeting you. ✓

If you would like to meet on Friday 17 February 2017, please email me to arrange an appointment. ✗

2.8c Times

When specifying the time, there should always be a space between the numerals and the suffix. Omit the minutes when the time is on the hour.

When using the twelve-hour clock, the hours and minutes should be separated by a full stop.

Examples

9 am ✓

9.00 am ✗

nine o'clock ✗

6.30 pm ✓

6:30 pm ✗

half past six ✗

12 noon ✓

12 pm ✗

midday ✗

12 midnight ✓

12 am ✗

midnight ✗

In publications intended for an international audience, use the 24-hour clock.

When using the 24-hour clock, the hours and minutes are separated by a colon rather than a full stop.

Examples

09:00 ✓

09.00 ✗

09:00 am ✗

13:30 ✓

1330 hours ✗

2.8d Academic years

Use a slash (/) when referring to an academic year.

Examples

The closing date for applications for the 2016/17 academic year has passed. ✓

Over 18,000 hours of volunteering during the 2011-12 academic year. ✗

2.8e Seasons

Seasons should be all lower case.

Examples

Undergraduate courses begin in the autumn term of each academic year. ✓

University accommodation can be booked online from Spring onwards. ✗

2.8f Decades

Decades should always be presented in numerals. This avoids any uncertainty over how to refer to the first two decades of the 21st Century.

Examples

During the early 2000s there were only a handful of biotechnology incubators in the UK. ✓

Masculinity in 90s British cinema ✓

A trend that is straight from the good old nineties. ✗

Please note that there are no apostrophes.

2.8g Centuries

Centuries should be written as follows, except when used adjectivally.

Examples

Lectures on the space race of the 20th Century. ✓

Between the 14th and 15th Centuries. ✓

The work of labouring-class writers of the eighteenth and nineteenth centuries. ✗

When employed adjectivally, the word “century” does not need to be capitalised, and a hyphen should be used.

Examples

A beautifully restored 19th-century building. ✓

Examine aspects of 20th century Spanish culture. ✗

Rural life in eighteenth-century English poetry. ✗

2.9 Referencing the University

The correct way of referring to the University depends on context.

2.9a First reference

The name of the University should always be given in full the first time it appears in body text.

Example

Nottingham Trent University is a very popular choice for students selecting undergraduate courses. ✓

2.9b Subsequent references

For the sake of brevity, and for avoiding repetition, the abbreviation “NTU” can be used in subsequent references.

Example

NTU is a teaching-intensive university; we put our students ahead of any other priority. ✓

When referring specifically to Nottingham Trent University without mentioning its name, always capitalise the word “University”.

Examples

The University has an exemplary graduate employment record. ✓

You are invited to attend an interview at the university. ✗

When referring to university or universities in general, do not capitalise the word “university”.

Examples

Staying in university accommodation is a key part of the student experience. ✓

It’s important to look after yourself while at university. ✓

Tuition fees are payable for each year that you are at University. ✗

2.9c Partial references

It is also acceptable to refer to “Nottingham Trent”. The ruling over this has recently been relaxed, so as not to alienate alumni who attended the institution when it was a polytechnic.

We do not use “Trent” in official University copy, but Nottingham Trent Students’ Union (NTSU) may use it in theirs. It may also appear in quotations, to help preserve the written voice of the speaker.

Examples

The Guardian calls Nottingham Trent “the most environmentally friendly university in the country”. ✓

“Best of luck for the year ahead and I hope you all have an amazing time at Trent.” ✓

2.10 Schools and Colleges

The Academic Schools (note the upper case A and S) are the outward-facing sections of the University, whereas the Colleges (note the upper case C) are administrative groupings.

2.10a Academic Schools

When listing multiple Schools, please do so in alphabetical order, following the sequence below.

Nottingham Business School
Nottingham Institute of Education
Nottingham Law School
NTU Doctoral School
School of Animal, Rural and Environmental Sciences
School of Architecture, Design and the Built Environment
School of Art & Design
School of Arts and Humanities
School of Science and Technology
School of Social Sciences

Please note that the terms “Nottingham Business School”, “Nottingham Institute of Education” and “Nottingham Law School” are not preceded by the definite article.

Examples

Nottingham Institute of Education is based on our Clifton Campus. ✓

Leaflets about the programmes offered by the Nottingham Institute of Education. ✗

Each of the Academic Schools belongs to one of our Colleges. See the following section for a breakdown of which School is part of which College.

2.10b Colleges

As a rule, do not refer to the Colleges in publications intended for an external audience. One notable exception to this is our Graduation materials.

There are currently three Colleges.

College of Art, Architecture, Design and Humanities
College of Business, Law and Social Sciences
College of Science and Technology

Our College of Art, Architecture, Design and Humanities is comprised of the following Schools.

School of Architecture, Design and the Built Environment
School of Art & Design
School of Arts and Humanities

Our College of Business, Law and Social Sciences is comprised of the following Schools.

Nottingham Business School
Nottingham Law School
School of Social Sciences

Our College of Science and Technology is comprised of the following Schools.

School of Animal, Rural and Environmental Sciences
School of Science and Technology

2.10c Subsequent references to Schools and Colleges

Once the full name of the School, College or Institute has been established in a passage of text, subsequent references may be shortened to “the School”, “the College” or “the Institute”. Do not alter the order of the words in the School’s name.

Examples

Nottingham Business School has won many awards for its courses, facilities and teaching. ✓

Please contact your administration team within the School for assistance. ✓

Research within the Institute has been funded by various bodies. ✓

Get involved with all the Law School has to offer. ✓

the School of Law ✗

the Education Institute ✗

It is also acceptable to use initialisms for subsequent references to Nottingham Business School, Nottingham Institute of Education, and Nottingham Law School.

Examples

If you've already graduated from NBS, you can keep in touch through our alumni office. ✓

For more about the programmes offered by NIoE, please make a course information request. ✓

This involved a visit to NLS to observe their teaching and conduct interviews with students. ✓

In internal documents only, it is acceptable for subsequent references to the other Schools and Colleges to be presented as abbreviations too.

College of Art, Architecture, Design and Humanities	CAADH
College of Business, Law and Social Sciences	BLSS
College of Science and Technology	CST
School of Architecture, Design and the Built Environment	ADBE
School of Art & Design	A&D
School of Arts and Humanities	AAH
School of Social Sciences	S3
School of Animal, Rural and Environmental Sciences	ARES
School of Science and Technology	SAT

2.11 Qualifications

Please adhere to the following formats when listing qualifications.

2.11a Entry qualifications

The academic qualifications required for entrance to the University should be presented in the following manner.

Examples

A2-level	BTEC	M-level
A-level	GCSE	O-level
AS-level	GNVQ	Vocational A-level (6 units)
AVCE	HND	

Subject names should be capitalised when giving entry requirements.

Examples

A-levels – BBC, including Geography grade C ✓

GCSEs – English and Maths grade C ✓

A-levels – ABB, excluding general studies ✗

2.11b University qualifications

See below for the appropriate abbreviations with which to refer to University qualifications.

Examples

AdvDip	Advanced Diploma
BA	Bachelor of Arts
BArch	Bachelor of Architecture
BEng	Bachelor of Engineering
BSc	Bachelor of Science
BPTC	Bar Professional Training Course
Cert	Certificate
Cert Ed	Certificate in Education
Cert HE	Cert HE – Certificate of Higher Education
DArts	Higher Doctorate of Arts
DBA	Doctor of Business Administration
DDes	Higher Doctorate of Design
DDM	Doctor of Digital Media
DFA	Doctor of Fine Art
DFI	Doctor of Fashion Industry
Dip	Diploma
DipHE	Diploma of Higher Education
DLegalPrac	Doctor of Legal Practice
DLitt	Doctor of Letters
DMedSci	Doctor of Medical Science
DPsych	Doctor of Psychology
DSc	Doctor of Science
DSocPrac	Doctor of Social Practice
EdD	Doctor of Education
FdA	Foundation Degree in Arts
FdEng	Foundation Degree in Engineering
FdSc	Foundation Degree in Science
Grad Dip	Graduate Diploma
GDL	Graduate Diploma in Law
GTP	Graduate Teacher Programme
LLB	Bachelor of Laws
LLD	Doctor of Laws
LLM	Master of Laws
LPC	Legal Practice Course
MA	Master of Arts
MArch	Master of Architecture

MBA	Master of Business Administration
MChem	Master of Chemistry
MFA	Master of Fine Art
MPhys	Master of Physics
MEng	Master of Engineering
MPA	Master of Public Administration
MPhil	Master of Philosophy
MRes	Master of Research
MSc	Master of Science
MSci	Master of Science
PGCE	Postgraduate Certificate of Education
PGCHE	Postgraduate Certificate of Higher Education
PGCM	Postgraduate Certificate in Management
PGDE	Postgraduate Diploma in Education
PGDMS	Postgraduate Diploma in Management Studies
Prof GCE	Professional Graduate Certificate of Education
PG Cert	Postgraduate Certificate
PG Dip	Postgraduate Diploma
PhD	Doctor of Philosophy
Prof Cert	Professional Certificate
Prof Dip	Professional Diploma
Prof Doc	Professional Doctorate
RPT	Registered Project or Thesis

2.11c Bachelors degrees

Capitalise the word “Bachelors”, and do not include an apostrophe.

Examples

Bachelors degree ✓
 bachelors degree ✗
 Bachelor’s degree ✗
 bachelor’s degree ✗
 Bachelors’ degree ✗
 Bachelors’ degree ✗

2.11d Masters degrees

Capitalise the word “Masters”, and do not include an apostrophe. Please note that the capital letter is retained even when preceded by a prefix.

Examples

Masters degree ✓
masters degree ✗
Master’s degree ✗
master’s degree ✗
Masters’ degree ✗
masters’ degree ✗

2.11e Honours degrees

Capitalise the word “honours” when it appears as part of the formal title of the qualification.

Examples

BA (Hons) English ✓
BSc (hons) Mathematics ✗

Do not capitalise the word “honours” when it appears in a sentence.

Examples

An honours degree includes a written dissertation as part of the final year workload. ✓
She graduated with the award of a first-class Honours degree. ✗

This also applies to the terms “single honours” and “joint honours”.

Examples

Build your perfect degree course from our range of joint honours humanities subjects. ✓
Alternatively, you can study Media as a Single Honours degree. ✗

Please note that the position of the brackets around “Hons” changes when making reference to alumni, their degree, and their current occupation.

Examples

Charlotte Hallam (BA Hons Childhood Studies 2013), Teaching Assistant ✓

Jon Burgerman, BA (Hons) Fine Art 2001, NTU’s Alumnus of the Year 2016 ✗

2.11f Foundation degrees

Capitalise the word “Foundation”, in line with our usage of “Bachelors” and “Masters”.

Examples

A range of Foundation degrees to help you develop the skills and qualities employers are looking for. ✓

Students can progress from a foundation degree into the final year of an honours degree. ✗

2.11g Qualification levels

Capitalise the word “Level”, when referring to levels of qualification. These are usually expressed with numerals, even for numbers below ten.

Examples

Our Diplomas and Extended Diplomas are all Level 3 qualifications. ✓

Level Two qualifications such as GCSEs. ✗

It must contain at least 60 credits at level 6. ✗

2.12 Subject areas, course names and module titles**2.12a Subject areas**

When referring to major subject areas, do not capitalise the first letter.

Examples

You’ll find biomedical engineering is a very diverse field that is developing rapidly. ✓

This course is ideal for those who do not wish to specialise in a particular area of law. ✓

This unique course retains the core areas of Physics while exploring practical examples. ✗

2.12b Course names

The names of courses should be capitalised.

Examples

Our Biomedical Engineering course is highly practical. ✓

The modules on the LLM Oil, Gas and Mining Law provide students with the foundations for a future career. ✓

Our BSc (Hons) physics and astrophysics students say that staff are enthusiastic. ✗

2.12c Module titles

Module titles should also be capitalised. They do not require quotation marks.

Examples

Dr Redgate lectures on a number of modules, including Assessment of Equine Behaviour. ✓

Year One core modules currently include 'Psychological research in context'. ✗

2.12d Changes in course titles in profiles

Occasionally NTU publications will feature profiles covering individuals who earned their qualification when that course carried a different name. Always refer to what the course was called when the student started it or earned their degree in it. Add an asterisk (*) as a note cue leading to the new title of the course.

Example

Rachel Hardwick BSc (Hons) Forensic Biology*

*now BSc (Hons) Forensic Science

2.12e Sandwich year or work placement?

Although some courses incorporating a work placement have the term "sandwich" in their formal titles, please refer to this as a "placement" where possible.

Examples

I would definitely recommend a work placement year to any student joining NTU. ✓

There is a sandwich year built into the course. ✗

A “year in industry” should be referred to as a “work placement year”.

Examples

This is a four-year course including a work placement year. ✓

You will complete two semesters of study here followed by a year in industry. ✗

When writing for the Web, you may use “placement” when space is limited.

Example

Contact us if you would like to find out more about your placement opportunities. ✓

When in doubt, check the registered title of the course in question in Banner.

Any new courses created should not have the word “sandwich” in their registered titles.

2.12f Course or programme?

When referring to courses, there are only three circumstances in which the term “programme” should be used.

When referring to a suite of courses:

Example

The University Language Programme (ULP) provides a range of language courses to our students. ✓

When referring to a staged Masters incorporating a PG Cert or a PG Dip:

Example

On staged Masters programmes, where the PG Cert or PG Diploma is routinely awarded. ✓

When referring to a research degree such as a PhD, which is not normally regarded as a traditional course, and which may not have a conventional subject title:

Example

A doctoral researcher on the PhD programme within the centre has accepted the position. ✓

2.12g Degree classification

There are five correct terms used to refer to degree classifications.

Examples

First ✓
2.1 ✓
2.2 ✓
Third ✓
Pass ✓

2.13 Years, terms and semesters

2.13a Years of study

When directly referring to years of study within a degree course, capitalise both words, as these are effectively the “title” of the year. However, also see the rules regarding tables above.

Examples

Year One, Year Two, Year Three ✓
Years One, Two and Three ✓
year one, year two, year three ✗
Year 1, Year 2, Year 3 ✗

Do not capitalise either word when referring to the year indirectly.

Examples

first year, second year, third year, final year ✓
first, second and third years ✓
First Year, Second Year, Third Year, Final Year ✗
1st year, 2nd year, 3rd year ✗

The expression “final year” never functions as the “title” of a year. It should therefore not appear with both words capitalised, except in circumstances where the whole sentence would be rendered in title case.

2.13b Terms

When referring to the terms within an academic year, capitalise both words, as these are effectively the “title” of the term. However, also see the rules regarding tables above.

Examples

Term One, Term Two, Term Three ✓ ✓
Terms One, Two and Three ✓ ✓
term one, term two, term three ✗
Term 1, Term 2, Term 3 ✗

Do not capitalise either word when referring to the term indirectly.

Examples

first term, second term, third term ✓ ✓
first, second and third terms ✓ ✓
First Term, Second Term, Third Term ✗
1st term, 2nd term, 3rd term ✗

2.13c Semesters

The term “semester” hardly ever appears in NTU copy, although some of our partner institutions still use it.

Examples

Semester One, Semester Two ✓ ✓
Semester s One, Two and Three ✓ ✓
semester one, semester two ✗
Semester 1, Semester 2 ✗

Do not capitalise either word when referring to the semester indirectly.

Examples

first semester, second semester ✓ ✓
first and second semesters ✓ ✓
First Semester, Second Semester ✗
1st semester, 2nd semester ✗

Please note that the words “semester” and “term” are not synonymous. A semester is half an academic year, whereas an academic year consists of three terms.

2.14 Names, job titles and role descriptions

Please note the use of upper- and lower-case letters, hyphenation, punctuation and spelling in the following examples.

2.14a Personal names

When referring to an individual, begin each of their names with a capital letter. Do not break up any initials with full stops.

Examples

Groundbreaking work by Professor Frederic Stanley Kipping led to the discovery. ✓

DH Lawrence studied in the building. ✓

This was once the learning place of celebrated author D. H. Lawrence. ✗

2.14b Job titles

Job titles should be presented in title case when referring to a specific person. Please note that formal job descriptions are distinct from informal role descriptions – see the following section for more on how to approach role descriptions.

Examples

Maranda is a Senior Lecturer in Human Resources Management, and module leader for People Resourcing and Talent Management. ✓

As an NTU English graduate, you could start a career as a teacher, a marketing executive, or a writer. ✓

Particularly significant job titles can follow forms such as these.

Examples

Vice-Chancellor

VC

Pro Vice-Chancellor

Dean of the School of Social Sciences

Acting Associate Dean

Professor of Gambling Studies

Director of Human Resources

Research Fellow in the School of Arts and Humanities

President of the Students' Union

Chancellor

The title “Head of College” should not appear in publications intended for external audiences, as Colleges are not to be mentioned in this context. The preferred alternative title is “Pro Vice-Chancellor”. Take care to ensure that this title especially appears in full before it is abbreviated, to avoid confusion over the common initialism “PVC”.

Examples

Pro Vice-Chancellor for Art, Architecture, Design and Humanities ✓

Head of the College of Art, Architecture, Design and Humanities ✗

There are two notable exceptions to this: “Head of College” may appear in Graduation programmes, and in festive greeting cards.

Examples

Head of College: Professor Cillian Ryan BA MA PhD FRSA ✓

2.14c Role descriptions

Role descriptions should be presented in sentence case, to differentiate them from job titles. Someone might have a job title like “Senior Site Maintenance Officer”, but the description of their role would be “school caretaker”. Only the former would be capitalised.

These can often include duties that an individual carries out as part of the job that confers their title – it is not uncommon for someone whose job title is “Senior Lecturer” to also be a course leader, for example.

Examples

As first years, you’ll be seeing a lot of the Year One module leader. ✓

She was previously a research assistant and sessional lecturer at the School. ✓

This day of practice exchange aims to inspire and empower course leaders. ✓

He is Course Leader for BA (Hons) Politics and International Relations. ✗

2.15 Boards, committees, departments, services and teams

2.15a Boards, committees, departments and services

The first mention of a University board, committee, department or service should use its correct formal name in full, and should be in title case.

Examples

The Membership and Nominations Committee shall consider nominations for membership. ✓

The University's board of governors has overall legal and constitutional responsibility. ✗

Subsequent references can be truncated, and should not have a capital letter. The preceding definite article is never capitalised, with the exception of The Hive.

Examples

Members of the committee also frequently raised the concerns of their student cohort. ✓

It is vital to refresh the Board with new members of outstanding experience. ✗

Without The Hive we wouldn't be where we are today. ✓

By completing the course at the Hive we could trial our ideas. ✗

In all cases, these bodies should be considered singular rather than plural.

Examples

The board is responsible for the referred or deferred assessment of students. ✓

The Hive is the ideal place to start your business. ✓

The department are now in the process of developing strategies for engaging with individual learners. ✗

2.15b Teams

Please be aware that the word “team” is typically not part of a formal title and should therefore generally not be capitalised.

Examples

The Editorial team create copy for online and offline publication. ✓

Contact the NTU Admissions Team if you have any queries. ✗

One notable exception to this is the University Executive Team (UET). Here, “team” is part of the body’s formal title, and is therefore capitalised.

Examples

The Vice-Chancellor leads the University Executive Team. ✓

Two key appointments have been to Nottingham Trent's University Executive team. ✗

2.16 Nottingham Trent Students’ Union

Please refer to Nottingham Trent Students’ Union in full the first time it is mentioned. There are three acceptable abbreviations that may be used in subsequent references – “NTSU”, “the Students’ Union”, and “the SU”.

Examples

Nottingham Trent Students' Union is a democratic, member-led organisation. ✓

You’ll be able to enjoy NTSU’s varied programme of entertainment. ✓

The Students’ Union will be a big part of your university experience. ✓

The SU building is the perfect place to take a breather. ✓

Section 3 – Glossary and notes

3.1 Glossary

While some of these may seem counterintuitive, please remember that English language is considered correct through precedence rather than prescription.

Please note the capitalisation throughout.

A

Adjustment, with a capital A, when referring to the part of Clearing.

adviser, not “advisor”.

admission panel

Admissions Portal, with subsequent references abbreviated to “the portal”.

all-weather floodlit pitch

antisocial

appendix is singular.

appendices is the plural of “appendix”, not “appendixes”.

Applicant Portal, not “Application Portal”.

Asperger’s syndrome, named after Hans Asperger (1906 – 1980).

audiovisual

award-winning

B

Bachelors degree, not “Bachelor’s” or “bachelors”.

benefited, not “benefitted”. Note the single T.

block release, not “block-release”.

boardroom

build up, verb, as in “The course allows you to build up your legal knowledge.”

build-up, noun, as in “The build-up towards your final exams.”

C

café retains the acute accent on the E. In Microsoft Windows this character can often be obtained with the keyboard shortcuts Alt Gr + E or Alt + 0233.

Campus is capitalised when it appears as part of the name of one of our campuses – City Campus, Clifton Campus, Brackenhurst Campus and Creative Quarter Campus – but not in general use.

campuses remains uncapitalised even when listing the campuses by name, as in “There are branch libraries on our Clifton and Brackenhurst campuses.”

case study, noun.

case-study when used as a modifier, as in “case-study work”.

check in, phrasal verb, as in “This allows you to automatically check in at the practice without having to tell the receptionist.”

check-in, noun, as in “Below you’ll find your express check-in ticket to help you beat the crowds.”

childcare

Clearing has a capital C when referring to the annual process.

competence, plural “competences”, is a broad concept that encompasses demonstrable performance outputs as well as behaviour inputs. It may relate to a system or set of minimum standards required for effective performance at work.

competency, plural “competencies”, is a behaviour (and, where appropriate, technical attribute) that individuals must have, or must acquire, to perform effectively at work. The term focuses on the personal attributes or inputs of the individual.

computer-aided design, CAD, has a hyphen.

cooperate and all its derivatives are unhyphenated.

coordinate and all its derivatives are unhyphenated.

coursemates, like “classmates”, “housemates”, “flatmates”, “shipmates”, and “tablemates”.

continuing professional development (CPD), not “continuous” or “continual”. Do not capitalise these terms unless they are part of an official name or title.

criteria is plural.

criterion is singular.

CV, not “c.v.”, for curriculum vitae.

D

D&T is an acceptable abbreviation for “Design and Technology” if the circumstances are appropriate.

distance learning should not be hyphenated. “Distance-learning students” would only refer to students who are learning about distances.

drop in, verb, as in “drop in to our enrolment helpdesk”.

drop-in, noun, as in “themed drop-in sessions”.

dreamed, not “dreamt”. “Dreampt” is just incorrect.

decision-maker is hyphenated as both a noun and a modifier. Contrast with “policymaker” below.

decision-making is hyphenated as both a noun and a modifier. Contrast with “policymaking” below.

E

e.g. means “for example”. From the Latin “*exempli gratia*”. Do not confuse with “i.e.”.

E.ON, the electricity company, is rendered in all capitals, with a full stop after the E.

eAssessment

eBook

eduroam, not “Eduroam”. If this appears at the start of a sentence, rewrite the sentence.

eFeedback

eJournal

eLearning

email is a single unhyphenated word.

en suite should never be hyphenated in NTU copy, regardless of the context.

ePublication

eSubmission

etc. should be rendered with the full stop. From the Latin “*et cetera*”, meaning “and the rest”.

extracurricular

eZine

F

Facebook

fact file is two words.

factfinder

fair trade when used in a generic sense.

Fairtrade when referring to the Fairtrade Foundation, the Fairtrade Mark, or anything carrying that mark.

Faithful+Gould is presented exactly that way, with the two names connected by a plus sign with no spaces to either side.

falconcam is all one word, modelled upon "webcam".

fast track, compound noun, as in "putting you on the fast track to a top career".

fast-track, verb or adjective, as in "choose to fast-track onto Level 5 of the BSc" and "three year fast-track courses".

feed back, phrasal verb, as in "the opportunity to feed back to staff".

feedback, noun, as in "participant feedback from Student in Classrooms schemes."

field trip

fieldwork

first come, first served has a comma and no hyphens, as in "Places are allocated on a first come, first served basis."

first hand, phrase, as in "You will experience conservation management at first hand".

first-hand, adverb or adjective, as in "data obtained first-hand from students" and "a first-hand experience of university life".

focused, not "focussed".

focusing, not "focussing".

Freshers' Fair

full-time

fundraising

further education can be abbreviated to “FE”, but is never capitalised as “Further Education” unless part of a formal title.

FutureHub begins with a capital letter, is all one word, and has an upper case H in the middle.

G

Gift Aid

government, the, is not capitalised in general references, such as “This is seen as the future of business education by the government” or “The British government came under mounting pressure”. Compare with **Her Majesty’s Government** below.

Graduation, when referring specifically to the event.

graduation, when making a more general reference.

groundbreaking, adjective, as in “Learn about our groundbreaking research activities”.

group work, noun. Contrast with “teamwork”.

H

hall of residence, singular, is not capitalised.

halls of residence, plural, is not capitalised.

Heart of the Campus is the name of the Clifton redevelopment. Not to be confused with any locations described as being “at the heart of the campus”.

help desk is two words when in general usage.

Her Majesty’s Government, or **HM Government** as per its current branding, is the official name of the British government. Note the effect that this has on the capitalisation of the word “government”. See also **government, the** above. May be abbreviated to “HMG” in subsequent references.

Helpdesk, capitalised and run together as a single word, sometimes appears as the title of a University service, as in “Online Payment Helpdesk”.

higher education can be abbreviated to “HE”, but is never capitalised as “Higher Education” unless part of a formal title.

Hive, The has both words capitalised – the definite article is part of the name.

Homestay is the name of a programme, so it is capitalised.

honorary graduate

I

i.e. means “that is to say”. From the Latin “id est”. Do not confuse with “e.g.”.

in depth, phrase, as in “you will examine a specific field in depth”.

in-depth, adjective, as in “You will gain in-depth knowledge and understanding”.

Instagram

interdisciplinary

Internet, noun, begins with a capital I.

interpersonal

J

John van Geest Cancer Research Centre, The is capitalised, apart from the “van”. This includes the definite article, which is part of the name. Mentions subsequent to the first can be abbreviated to “the centre”, all lower case.

judgement is the normal spelling in general contexts.

judgment is conventional in legal contexts.

K

knowledgeable, not “knowledgable”.

kick off, phrasal verb, as in “All matches kick off at 2 pm on Wednesday afternoons”.

kick-off, noun, as in “NTU have possession after the kick-off”.

L

Library OneSearch

lifelong

like-minded

like-mindedness

line up, phrasal verb, as in “Don't expect the image to line up exactly”.

line-up, noun, as in “The line-up features well-known DJs and chart-topping acts”.

Link Lounge, the, or the **NBS Link Lounge**, does not include the definite article as part of the name.

LinkedIn

logbook

log in, phrasal verb, as in “Simply log in using your NTU username and password”.

login, noun, as in “you will already have received your login and password”.

M

marketplace

Masters degree, not “Master's” or “masters”.

masterclass

mindset

multicultural

multidisciplinary

multimedia

multimillion

multinational

N

NB means “take special note”. From the Latin “nota bene”.

NBS Link Lounge, the, or just the **Link Lounge**, does not include the definite article as part of the name.

nightlife

note-taker

noticeboard

Notts TV

NOW, the Nottingham Trent University Online Workspace.

O

off campus, as in “Find out about the range of services available to you off campus”.

off-campus, adjective or adverb, as in “Information about off-campus access to IS services”.

on campus, as in “Parking is available on campus”.

on-campus, adjective or adverb, as “On-campus graduate housing is available”.

one-to-one

ongoing

online

Orangery, The, is the name of the bar on our Brackenhurst Campus. It includes the definite article, and both words are capitalised.

P

part-time

phone line

photo shoot

pickup, noun, as in “a free pickup service from London Heathrow Airport.”

policymaker is a single word. Contrast with “decision-maker” above.

policymaking is a single word. Contrast with “decision-making” above.

postcode

postcolonial

postgenomic

postgraduate

postmodernism

poststructuralist

practice, noun, as in “a sound understanding of the demands of modern legal practice”. If in doubt regarding the difference between “practice” and “practise”, remember that it maps onto the difference between “advice” and “advise”.

practise, verb, as in “I used to practise at least three times a week”. If in doubt regarding the difference between “practice” and “practise”, remember that it maps onto the difference between “advice” and “advise”.

pre-Masters

problem-solving is hyphenated both as a modifier and as a mass noun.

purpose-built

Q

Q&A is acceptable as an abbreviation of “questions and answers” if the circumstances are appropriate.

queen when referring to a female monarch in general terms, the chess piece, or a reproductive female in a colony of eusocial insects, as in “Swarming occurs when the queen bee leaves a hive”.

Queen when referring to a specific female monarch, as in “the Queen’s 2014 speech”. Please note that the definite article is not capitalised unless part of an official title.

R

R&D is an acceptable abbreviation of “research and development” if the circumstances are appropriate.

real life, mass noun, as in “seeing things in real life helps me to make sense of the theory”. This also applies to “real world”, “real time”, and other similar constructions.

real-life, modifier, as in “students can get a real-life example of NTU success”. This also applies to “real-world”, “real-time”, and other similar constructions.

runNTU

S

scholarship when making a general reference, as in “NTU offers a variety of scholarships to new as well as current students”.

Scholarships when used in an official title, as in “Dean’s Scholarship Award for Academic Excellence”.

School Direct

second hand, noun, refers to the hand which marks the seconds in an analogue clock or watch.

second-hand, adjective or adverb, as in “There may also be a supply of second-hand books available” and “the information gathered was at best second-hand”.

semester very rarely appears in NTU copy. Some of our partner institutions insist on using it, and its usage should be mapped onto how we use “year” and “term”.

shortlist, noun or verb, as in “the shortlist has now been finalised” and “Nottingham Trent University has been shortlisted for three prizes in the coveted *Times Higher Education Awards*”.

showcase, noun or verb, as in “making it a showcase for energy efficiency” and “your submission is an opportunity to showcase your work”

Smartcard

smartphone

state of the art, phrase, as in “The facilities at NTU are state of the art and accessible”.

state-of-the-art, modifier, as in “an inspiring state-of-the-art teaching and learning environment.”

Student Ambassador

Student Mentor

Student Portal

Study Abroad is capitalised when referring specifically to the programme, as in “Want to come to NTU as an exchange or Study Abroad student?”

study abroad remains uncapitalised when used in general terms, as in “students may have the chance to study abroad for a year.”

supervisor, not “superviser”.

T

TBC may only appear where space does not permit “to be confirmed” to be used.

TBD may only appear where space does not permit “to be decided” to be used.

teacher training should not be hyphenated.

teamwork

teamworking

term time

textbook

time management

top up, phrasal verb, as in “Top up your Smartcard”.

top-up, noun or modifier, as in “I’ll just get a top-up” and “This one-year top-up degree”.

transferable, not “transferrable”.

T-shirt always has a capital T. The garment is the shape of an upper-case letter T, not a lower-case one.

television is preferred over “TV”, although the abbreviation is acceptable. The colloquial “telly” is discouraged.

Twitter

U

undergraduate

up to date, adverb or adjective, as in “it’s important to keep up to date with developments” and “ensure that your vaccination records are up to date”.

up-to-date, modifier, as in “maintaining an up-to-date record of student attendance and absence”.

V

video game is two words, except in references to “The National Videogame Arcade”, who render it as a single word in their branding.

W

Web, the, when referring specifically to the World Wide Web. Please note that when paired with another word – such as “web page” or “webcam” – it loses the capital letter.

web chat

web page

webcam

website

wellbeing

well-equipped

Wi-Fi is a trademark, and thus has capital letters.

will, as in the legal document instructing what should be done after one's death.

work-based learning

working with you, despite being the name of a programme, is lower case throughout.

working with you... is the title of one of our newsletters. Please note that it is lower case throughout and ends in an ellipsis.

workplace

worldwide is a single unhyphenated word.

X

X-ray

Y

YouFirst

year-long, modifier, as in "apply for a year-long work placement".

You Said, We Did