

Document Last Updated: 9/14/15

The official style guide of the college is AP Style. Entries marked with a * differ from AP Style and reflect Valencia's internal style. For entries not listed here, please consult the AP Stylebook.

<p>Abbreviations and Acronyms</p>	<p>In general, avoid alphabet soup. Do not use abbreviations or acronyms that a reader would not quickly recognize.</p> <p>If using, spell out on first reference. <i>Intensive English Program (IEP)</i></p>
<p>Academic Degrees</p>	<p>No apostrophe: <i>associate degree</i> <i>Associate in Arts</i> <i>Associate in Science</i> <i>Bachelor of Arts</i> <i>Bachelor of Science</i></p> <p>Yes apostrophe: <i>bachelor's degree(s)</i> <i>He earned his master's.</i></p> <p>Use periods whenever abbreviating a degree: <i>A.A., A.S., B.S.</i></p>
<p>Addresses</p>	<p>Spell out numbered streets nine and under: <i>5 Sixth Ave.; 3012 50th St.; No. 10 Downing St.</i></p> <p>Use the abbreviations <i>Ave., Blvd. and St.</i> only with a numbered address: <i>1600 Pennsylvania Ave.</i></p> <p>Spell them out and capitalize without a number: <i>Pennsylvania Avenue.</i></p> <p>All similar words (<i>alley, drive, road, terrace, etc.</i>) always are spelled out.</p> <p>Always use figures for an address number: <i>9 Morningside Circle.</i></p> <p>Spell out and capitalize <i>First</i> through <i>Ninth</i> when used as street names; use figures for <i>10th</i> and above: <i>7 Fifth Ave., 100 21st St.</i></p> <p>Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: <i>222 E. 42nd St.</i> Do not abbreviate if the number is omitted: <i>East 42nd Street.</i></p> <p>Format for Full Mailing Address:</p>

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	<p>Valencia College Continuing Education West Campus, Building 10 1800 S. Kirkman Road Orlando, FL 32811</p> <p>Campus Locations (use as single line):</p> <p>Valencia’s East Campus, 701 N. Econlockhatchee Trail, Orlando</p> <p>Valencia’s Lake Nona Campus, 12350 Narcoossee Road, Orlando</p> <p>Valencia’s Osceola Campus, 1800 Denn John Lane, Kissimmee</p> <p>Valencia’s West Campus, 1800 S. Kirkman Road, Orlando</p> <p>Valencia’s Winter Park Campus, 850 W. Morse Blvd., Winter Park</p>
<p>&, and</p>	<p>Use “and” in all instances; do not use “&.”</p>
<p>Bullets – Paragraph Leading</p>	<p>Example Headline</p> <ul style="list-style-type: none"> • Indent bullets from headline. • Increase paragraph space between bullets when copy wraps to multiple lines. • Use circle bullets.
<p>Class; Course</p>	<p>Class: <i>Attend classes.</i></p> <p>Course: <i>Register for courses.</i></p>
<p>College; Campus</p>	<p>Capitalize and spell out the formal name: <i>Valencia College; East Campus.</i></p> <p>Lowercase plural combinations of campuses: <i>East and Osceola campuses</i></p> <p>Lowercase when used independently: <i>The college; He was on campus.</i></p> <p><i>Lake Nona Campus</i> (per a contract agreement, always include the word “campus” as part of the</p>

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	name)
Collegewide	There is no hyphen for words which end in <i>–wide</i> . Examples: <i>collegewide, citywide, statewide, nationwide, worldwide.</i>
Comma “,”	<p>IN A SERIES: Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: <i>The flag is red, white and blue. He would nominate Tom, Dick or Harry.</i></p> <p>Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: <i>I had orange juice, toast, and ham and eggs for breakfast.</i></p> <p>Use a comma also before the concluding conjunction in a complex series of phrases: <i>The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.</i></p> <p>PLACEMENT WITH QUOTES: Commas always go inside quotation marks.</p> <p>IN DATES: Separate words from words and numbers from numbers with commas. <i>Tuesday, June 2, 2015</i></p>
Copyright/Trademarks	<p>© 2013 Valencia College Job # DiSC® SHRM <i>Learning System</i>® Walt Disney® World Universal Orlando® Resort <i>iPad</i>®</p> <p>When using the Valencia copyright vertically, run from bottom to top. ↑</p>
County	<p>Capitalize when an integral part of a name: <i>Orange County, Osceola County</i></p> <p>Lowercase plural combinations: <i>Orange and Osceola counties</i></p>
DirectConnect to UCF DirectConnect	<p>Do not treat in all caps. Use uppercase/lowercase (camel case) in all instances.</p>

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	<p>DirectConnect is one word. No periods in UCF.</p>
Departments	<p>Use lowercase except for words that are proper nouns or adjectives: <i>the department of history, the history department, the department of English or the English department.</i></p> <p>Use uppercase when <i>department (or center or office)</i> is part of the official and formal name: <i>Valencia College Testing Center.</i></p> <p>Lowercase <i>the department</i> whenever it stands alone. Do not abbreviate department in any usage.</p> <p>Avoid acronyms when possible. A phrase such as <i>the department</i> is preferable on second reference because it is more readable.</p>
Dimensions	<p>Use figures and spell out inches, feet, yards, etc., to indicate depth, height and width. Use the apostrophe to indicate feet and quote marks to indicate inches (5' 6") only in very technical contexts.</p>
Directions and Regions	<p>In general, lowercase <i>north, south, northeast, northern</i>, etc., when they indicate compass direction; capitalize these words when they designate regions.</p> <p><i>He drove west. The Northeast depends on the Midwest for its food supply.</i></p>
\$, Dollars	<p>Always lowercase. Use figures and the \$ sign in all cases, except casual references or amounts without a figure: <i>The book cost \$4. Dad, please give me a dollar.</i></p> <p>For amounts more than \$1 million, use up to two decimal places: <i>The budget is \$2.24 million.</i> For amounts less than million, use figures: <i>\$5, \$150,000.</i></p>
email	<p>Acceptable in all references for <i>electronic mail</i>.</p>
Facebook	<p>[Pair with Facebook icon] To receive updates and connect with other students, visit: facebook.com/valenciacollege</p>

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*fire fighter	Two words (Note: this differs from AP Style to align with industry standards)
Headlines	<ul style="list-style-type: none"> - Capitalize the principle words, including prepositions and conjunctions of four or more letters. - Capitalize an article – <i>the, a, an</i> – or words of fewer than four letters if it is the first or last word in a title.
health care	Two words
*Hyphens, Dashes	<p>Hyphens - Use for phone numbers or to manually hyphenate a word: <i>407-582-1000; state-of-the-art</i></p> <p>En Dash –</p> <ul style="list-style-type: none"> • Use an en dash (option+-) when typesetting a duration of time or a range; use a single space on either side of the en dash. <i>Monday – Friday, 8:00 p.m. – 9:00 p.m.</i> (Academic years are an exception: <i>2015-2016</i>) • Also use when introducing a piece of related content (similar to colon usage). <i>Saturday – Dance Performances</i> <i>Sunday – Music Performances</i> • Use En dash when attributing a quote. <i>“Who steals my purse steals trash.”</i> <i>– Shakespeare</i> <p>Em Dash— Use an em dash (option+shift+-) when typesetting a pause, or emphasis of a statement; no spaces on either side of the em dash. <i>I have a favorite piece of punctuation—the em dash.</i></p>
Jargon	Avoid the use of jargon – the special vocabulary and idioms of a particular class or occupational group. Include an explanation of any words likely to be unfamiliar to most readers.

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Lake Nona Campus	<i>Lake Nona Campus</i> Per a contract agreement, always include the word "campus" as part of the name.
Magazine Names	Capitalize the initial letters of the name but do not place it in quotes or italics. Lowercase <i>magazine</i> unless it is part of the publication's formal title: <i>Harper's Magazine, Vitae magazine</i>
No.	Use as an abbreviation for <i>number</i> with a figure to indicate position or rank. <i>Valencia was ranked No. 1 in the nation.</i>
Numbers	In general, spell out one through nine: <i>The Yankees finished second. He had nine months to go.</i> Spell out at the start of a sentence: <i>Fifteen students were admitted.</i> Use figures for: <ul style="list-style-type: none"> - Numbers 10 and above - Academic course numbers: <i>Philosophy 101</i> - Addresses: <i>210 Main St.</i> Spell out numbered streets nine and under: <i>5 Sixth Ave.</i> - Ages: <i>a 6-year-old girl</i> - Dates, years and decades: <i>Class of '66, the 1950s.</i> For the Sept. 11, 2001, terrorist attacks, <i>9/11</i> is acceptable in all references. - Dimensions to indicate depth, height, length and width - Millions, billions, trillions: Use a figure-word combination. <i>1 million people</i> - Rank: <i>Valencia was ranked No. 1 in the nation</i> (Note abbreviation for "Number") - Temperatures (except zero)
%, percent	Use % symbol for advertising purposes, i.e., headlines pull quotes and components for graphical impact. Use <i>percent</i> in body copy or news articles.
Phone Numbers	Format: 407-582-1507, ext. 6

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<p>Quotation Marks</p>	<p>Do not use in Q and A formats</p> <p>Use to identify composition titles: "Of Mice and Men"</p> <p>Placement with other punctuation:</p> <ul style="list-style-type: none"> - The period and the comma always go within the quotation marks. - The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted material only. They go outside when they apply to the whole sentence. <p>Examples of Usage in Quoted Text: "I have no intention of staying," he replied. "I do not object," he said, "to the report." Franklin said, "A penny saved is a penny earned." A speculator said the practice is "too experimental."</p>
<p>Room, Building Numbers</p>	<p>Use figures and capitalize <i>room</i> when used with a figure: <i>Building 6, Room 215</i></p> <p>Do not abbreviate <i>Room</i> or <i>Building</i></p>
<p>Seasons, Semesters, Terms</p>	<p>Lowercase <i>spring, summer, fall, winter</i> and derivatives such as <i>springtime</i> unless part of a formal name: <i>Fall Convocation</i></p>
<p>* Times</p>	<p>List times with <i>a.m.</i> and <i>p.m.</i> Use an en dash for time ranges.</p> <p>11:30 a.m. 2:00 p.m. 10:00 a.m. – 2:30 p.m.</p>
<p>Titles (Academic, Occupational)</p>	<p>Capitalize and spell out formal titles when they precede a name: <i>President Sanford Shugart; Dean John Jones.</i></p> <p>Lowercase in other uses: <i>Sanford Shugart, president of Valencia; John Jones, dean of social sciences; the president. She is the director of development.</i></p> <p>Abbreviate certain titles when used before a full name: <i>Dr., Gov., Mr., Mrs., Rep., etc.</i></p> <p>Use <i>Dr.</i> in first reference before the names of</p>

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	<p>individuals who hold a doctoral degree. Do not continue the use of <i>Dr.</i> in subsequent references.</p> <p>After a full name, set off the abbreviation of a degree or a title by commas: <i>John Snow, Ph.D.</i></p>
Titles (Creative Works)	<p>Apply to the titles of books, computer games, movies, songs, radio and television programs, lectures, speeches and works of art:</p> <ul style="list-style-type: none"> - Capitalize the principle words, including prepositions and conjunctions of four or more letters. - Capitalize an article – <i>the, a, an</i> – or words of fewer than four letters if it is the first or last word in a title. - Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. - Names of most websites and apps are capitalized without quotes: <i>Facebook, Foursquare</i>
United States, United State of America	<p>Abbreviation – <i>U.S.</i> (use periods)</p> <p>Abbreviation – <i>USA</i> (no periods)</p>
University of Central Florida, UCF	<p>UCF is allowed on first reference for a local audience (marketing purposes only).</p> <p>For an international audience, use full name on first reference.</p> <p>DirectConnect to UCF – use in all references</p> <p>No periods in UCF</p>
* URLs, Internet addresses	<p>Omit protocol at the start of the Web address, such as <i>http://</i> and <i>ftp://</i></p> <p>If an Internet address within body copy falls at the end of a sentence, use a period.</p> <p>If the Internet address is being used as a call to action, do not use a period after the URL; use a colon before. <i>Visit our website: valenciacollege.edu</i></p> <p>If an address breaks between lines, split it directly after a slash or a dot that is part of the address, without an inserted hyphen.</p>

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	<p>Avoid URLs that are particularly lengthy and complicated unless essential to guide the reader to a particular document. Consider a vanity URL or a URL abbreviation service such as bitly.</p> <p>Use bold, red for call to action: valenciacollege.edu</p> <p>Use bold, black within body copy: valenciacollege.edu</p>
<p>Valencia, Valencia College</p>	<p>Use full name in formal writing and when directed at an international audience.</p> <p><i>Valencia</i> may be used for informal writing or on second reference.</p> <p>Never abbreviate to <i>VC</i>.</p>
<p>Web</p>	<p>Capitalize when using as short form for World Wide Web: <i>the Web</i> <i>Web page</i> <i>Web browser</i></p> <p>Lowercase when part of another word: <i>website</i> <i>webcam</i> <i>webcast</i> <i>webmaster</i></p>