Université Antonine

EDITORIAL STYLE GUIDE v2.0

P.O. Box 40016 Hadat–Baabda, Lebanon | +961 5 927000
Fax: +961 5 927001 | ua.edu.lb | communication@ua.edu.lb

@uAntonine

This living document is regularly updated to reflect evolving terminology, stylistic preferences, and standards of inclusive and professional writing.

In today's information-saturated world, the way we express ideas and convey messages shapes perceptions and builds **credibility**. Clear and consistent communication is essential, and even seemingly small details, such as capitalization, punctuation, or date formats, play a significant role in ensuring that Antonine University (UA) communicates with one **unified voice**: formal yet warm, confident yet humble, and grounded in **inclusivity** and respect for its Catholic ethos.

To support this shared commitment, the **UA Editorial Style Guide** serves as your go-to reference for maintaining accuracy, clarity, and coherence across all University communications. It is designed to support all members of the **UA community** (faculty, staff, and students) and reflects a collective responsibility to uphold the University's identity in both **internal and external communications**.

While adherence to general grammar and syntax rules remains fundamental, this guide goes further by providing practical direction on language, structure, and style to ensure consistency across the University's diverse units. It aligns primarily with the **APA 7th edition conventions**, with additional UA-specific rules and examples tailored to our academic, institutional, and cultural context.

This guide applies to all written, visual, and digital communications issued in the name of the University. These include, but are not limited to, official correspondence (letters, memos, circulars, and emails), institutional reports and policies, administrative templates, website content, press releases, news and newsletters, social media posts and campaigns, as well as event materials, signage, and digital presentations. Each section includes **examples of correct and incorrect usage** to make application simple and intuitive.

The guide does not apply to academic manuscripts, student theses, or scholarly publications. For faculty research outputs, scientific writing, or specialized technical documentation, discipline-specific conventions and publication guidelines take precedence.

By collectively applying these guidelines, we strengthen the clarity, consistency, and credibility of UA's communications. This shared effort reinforces the University's reputation for **excellence**, **integrity**, and **responsibility**, while fostering trust among all audiences, including students and their families, colleagues, academic partners, and the wider community.

How to Use This Guide:

- Refer to the **Table of Contents** to locate topics quickly.
- Use the **search function** to find specific rules or examples.
- When in doubt, consult the **Office of Communications** for guidance.
- Remember that this is a **living document**; your feedback helps keep it relevant and effective.

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I- Identifying the University

1. Official Name and Acronym

- Use the official name **Antonine University** and the acronym **UA** (all caps, no spaces or periods).
- On first reference, write **Antonine University (UA)**; use **UA** in subsequent mentions. Reintroduce the full name in longer texts or after section breaks to maintain clarity.
- Do not use "**the**" before "Antonine University" or "UA," except when followed by a singular noun.
- The possessive form (**'s**) is acceptable when followed by a singular noun.

EXAMPLES

- **Antonine University (UA)** launched a new initiative to support startups.
- **The UA community** is invited to the event; **UA students** should register early.
- **UA's Library** offers extended hours during exams.

- Do not shorten "Antonine University" to "Antonine" in formal communications.
- Do not translate, rearrange, or abbreviate the official name (not *University of Antonine*; not *Antonine Univ.*).
- Capitalize "**University**" when referring to Antonine University; lowercase it when used generically.

EXAMPLES

- The **University** is closed for the holidays.
- He is pursuing his **university** studies.

2. Campuses and Buildings

- UA operates on **three campuses**, each with an official name.
  Use an **en dash (–)**, not a hyphen (-), with **no spaces**:
  - Hadat–Baabda Campus
  - Nabi Ayla–Zahle Campus
  - Mejdlaya–Zgharta Campus
- On first reference, use the full official campus name.
  Subsequent references may use and capitalize "**the Campus**" when the meaning is clear.
- The **Hadat–Baabda Campus** may also be referred to as **UA's Main Campus**.

EXAMPLE

- On Open Day, **UA's Hadat–Baabda Campus** was crowded with students. **The Campus** buzzed with excitement.

- Hyphenate "**on-campus**" when used as an adjective; do **not** hyphenate in a prepositional phrase.

EXAMPLES

- The workshop was an **on-campus** event.
- Training sessions will be held on campus throughout the year.

- Refer to buildings as **Building A**, **Building B**, **Building C**, etc.
- Capitalize "**Building**" when paired with the letter.
- Do not use "Block" or "Bloc."

3. Postal Addresses and Contact Details

Use the following official campus addresses **verbatim** in formal documents and correspondence:

- **Hadat–Baabda Campus**
  Antonine University, Hadat–Baabda Campus
  P.O. Box 40016 Hadat–Baabda, Lebanon
  Telephone: +961 5 927000

- **Nabi Ayla–Zahle Campus**
  Antonine University, Nabi Ayla–Zahle Campus
  P.O. Box 73 Nabi Ayla–Zahle, Lebanon
  Telephone: +961 8 902020 - 30 - 40

- **Mejdlaya–Zgharta Campus**
  Antonine University, Mejdlaya–Zgharta Campus
  Telephone: +961 6 669101 - 2

4. Academic and Administrative Units

- On first reference, use the **official name** followed by its **acronym in parentheses**.
  Use the acronym alone in subsequent references.
- Link the unit's name to the University on first mention, except for the **Antonine School of Business**. This rule may be eased in internal publications where the connection to UA is clear.

EXAMPLE

- UA's **Department of Nursing Sciences (DNS)** trains multi-purpose nurses. The **DNS** has earned an excellent reputation through exchange programs with its partners.

Faculties and Programmatic Departments

Use the following **alphabetical order** when listing faculties and departments:

- Antonine School of Business (ASB)
- Faculty of Engineering and Technology (FET)
  - Department of Computer and Communications Engineering (DCCE)
  - Department of Technology in Computer Science (DTCS)
- Faculty of Information and Communication (FIC)
- Faculty of Music and Musicology (FMM)
- Faculty of Public Health (FPH)
  - Department of Dental Laboratory Technology (DDLT)
  - Department of Nursing Sciences (DNS)
  - Department of Physical Therapy (DPT)
- Faculty of Sport Sciences (FSS)
- Faculty of Theology (FOT)

Administrative Units

Use the following **alphabetical order** when listing administrative units:

- Accounting Department
- Antonine Learning Lab (ALL)
- Antonine University Choir (UA Choir)
- Antonine University Press (UA Press)
- Center for Career Development (CCD)
- Center for Research on Musical Traditions (CRTM)
- Counseling Service
- Facilities and Maintenance
- Institute for Training of Trainers (ITT)
- *Laboratoire des 3S : Sport, Santé, Société* (L3S)
- Language Center (LC)
- Library
- Logistics and Services
- Office of Alumni Relations (OAR)
- Office of Athletics
- Office of Communications (OOC)
- Office of Event Management (OEM)
- Office of Examinations (OOE)
- Office of Human Resources (OHR)
- Office of Information Technology (OIT)
- Office of International Relations (OIR)
- Office of Orientation and Admissions (OOA)
- Office of Procurement (OOP)
- Office of Social Affairs (OSAf)
- Office of Strategic Initiatives and Quality Assurance (ISAQ)
- Office of Student Affairs (OSA)
- Office of the Bursar
- Office of the Rector
- Office of the Registrar (OOR)
- Pastoral Care
- Rectorate
- Secretariat General (SG)
- Sustainable Entrepreneurship and Economic Development Center (SEEDS Center)
- Student Academic Success Service (SASS)
- Telecommunications, Information, and Computer Key Enabling Technologies Laboratory (TICKET Lab)
- Upscale Hub
- Vice Rectorate for Academic Affairs (VRAA)
- Vice Rectorate for Administration (VRA)
- Vice Rectorate for Cooperation and Internationalization (VRCI)
- Vice Rectorate for Integral Human Development (VRIHD)
- Vice Rectorate for Research (VRR)
- Warehouse

EXAMPLE

- The Offices of Human Resources and Information Technology fall under the responsibility of the Vice Rector for Administration.

- Capitalize **Department**, **Faculty**, **Office**, **Service**, and **Vice Rectorate** when referring to specific entities; lowercase when used generically.

EXAMPLE

- The Counseling Service has moved **offices** but stayed in the same building.

See also Section V: Acronyms for guidance on UA-approved abbreviations.

5. Degrees, Courses, and Programs

- Capitalize the official names of UA **degrees**, **majors**, **minors**, **concentrations**, and **courses**. Do not use quotation marks.
- Lowercase general fields of study when not referring to an official UA program.
- Use UA-approved degree abbreviations in **all caps**, with **no periods**: BA, BS, BBA, MA, MS, MBA, PhD.

EXAMPLES

- The ASB offers a **Bachelor of Business Administration**, and the FET offers several **computer engineering** degrees.
- Students must pass **Research Methods** before enrolling in **Senior Project**.

- Refer to the **official academic degree listings** on the Majors and Programs webpage.

6. Programs and Workshops

- **Capitalize** the official titles of UA programs and workshops.
- **Lowercase** "the," "program," and "workshop" unless they are part of the official title.

EXAMPLES

- the UA Plus **Program**; the Antonine Learning Lab **program**

7. Alumni Identification

- On first reference, include UA degree(s) and graduation year(s).
- **Narrative form:** Name, Degree (spelled out if helpful), Class of YYYY.
  Short form (lists or captions): Name (Degree 'YY); use a right (curly) apostrophe (').
- For multiple UA degrees, list each in chronological order: Degree 'YY; Degree 'YY.

EXAMPLES

- Kevin Saad, Bachelor of Advertising – Graphic Design, Class of 2010.
- Rania Khoury (BS '18; MS '21) joined the DNS as a clinical instructor.

- Use **alumnus** (one male), **alumna** (one female), **alumni** (mixed group or all male), and **alumnae** (two or more females).

II- Names and Titles

1. Courtesy Titles and Honorifics

- Use **standard English courtesy titles**, abbreviated and punctuated according to APA style:
  - **Mr.** / **Ms.** (default, unless the individual prefers *Miss* or *Mrs.*)
  - **Dr.** (for medical doctors and for individuals holding a doctoral degree)
  - **Prof.** (for Full Professors only)
  - **Clerical and religious titles: Fr.** (Father), **Sr.** (Sister), **Br.** (Brother), **Rev.** (Reverend)
- For **higher ecclesiastical ranks**, use the appropriate honorific when required by protocol:
  - **H.B.** (His Beatitude), **H.G.** (His Grace), **H. Em.** (His Eminence), **H.H.** (His Holiness / His Highness)
- For **civil and diplomatic titles**, use:
  - **H.E.** (His/Her Excellency)
- For **military and official titles**, use standard abbreviations:
  - **Gen.** (General), **Col.** (Colonel), **Lt.** (Lieutenant), **Capt.** (Captain), **Cmdr.** (Commander)
- When a **diplomatic or ecclesiastical honorific** accompanies a courtesy title, separate them with **one space** and **no comma**.

  EXAMPLE
  - **H.E. Mr.** Elias Bou Saab visited UA's Hadat–Baabda Main Campus.

- **Locally recognized professional honorifics** (e.g., **Eng.**, **Arch.**, **Adv.**) may be used if preferred by the individual or required by protocol. Otherwise, identify the person's role in English.

  EXAMPLE
  - The event featured **Eng.** Walid Nohra, an expert in advanced technologies.

- Do **not** use both a courtesy title and an equivalent post-nominal. Choose **one form only**.

  EXAMPLE
  - Dr. Marie Haddad **or** Marie Haddad, PhD

- Capitalize civil, military, religious, academic, and professional titles when they **precede a name** or **follow it in apposition** (set off by commas).

  EXAMPLES
  - **V**ice **R**ector for **R**esearch Antoine El Samrani
  - Dr. Soutou, Dean of the Faculty of Sport Sciences, addressed the students.

- Lowercase titles when used **alone** or in a **generic sense**.

  EXAMPLE
  - The Hiking Club must appoint a **p**resident.

- On **first reference**, use the person's full name and appropriate title.
  On **subsequent references**, use the courtesy title and last name only.

  EXAMPLE
  - **Fr. Michel Saghbiny** celebrated UA's 28th anniversary on the Hadat–Baabda Campus. In his annual address, **Fr. Saghbiny** highlighted the University's commitment to its mission.

2. Academic Ranks and Administrative Titles

- Use the individual's **earned academic rank**.
- Do **not** use "Professor" as a generic courtesy title or as a synonym for "instructor."
- Common academic ranks: **Lecturer**, **Senior Lecturer**, **Assistant Professor**, **Associate Professor**, and **Full Professor**.
- Refer to individuals overseeing academic or administrative units as follows:
  - **Vice Rectorate:** Vice Rector for [Area] (e.g., Vice Rector for Research)
  - **Faculty:** Dean of [Faculty]
  - **Programmatic Department:** Head of [Department]
  - **Sub-programmatic Department:** Chairperson of [Department]
  - **Administrative Unit:** Director of [Unit]

III- Punctuation

1. Comma (,)

- Use the **serial (Oxford) comma** before the final "and" or "or" in a list of three or more items.

  EXAMPLE
  - The table may be covered with three kinds of items: gifts, food, and flowers.

- Use commas to set off **names or appositives** that provide nonessential information.

  EXAMPLE
  - She introduced her husband, David, to the mayor.

- Use a comma before a **coordinating conjunction** (for, and, nor, but, or, yet, so) that joins two **independent clauses**.
- Do not use a comma to separate **compound predicates** that share the same subject.

  EXAMPLES
  - Jean-Paul went to the meeting, **and he** took notes.
  - Jean-Paul went to the meeting **and** took notes.

2. Colon (:)

- Use a colon to introduce an **explanation**, **list**, **rule**, or **formal quotation**.
- Capitalize the first word after a colon if it begins a **complete sentence**, a **title**, or a **proper noun**.
- Do not use a colon after "such as," "including," or "for example," as these already signal a list.
- Use **one space** after a colon, and none before it.

EXAMPLES

- We have two options: either stay in the country or move elsewhere.
- In his address, Father Rector said: "I assert that the University is a source of hope and inspiration for its students and their ideas."

3. Semicolon (;)

- Use a semicolon to link **closely related independent clauses** that could stand as separate sentences.
- Use semicolons to separate **complex list items** that already contain commas.

EXAMPLES

- The weather was stormy; Diana was afraid to leave the house.
- The headquarters are located in King County, Washington; Harris County, Texas; and Broward County, Florida.

4. Bulleted and Numbered Lists

- Maintain **parallel grammatical structure** throughout a list. If one item begins with a verb, all items should do so.
- Do not use periods at the end of short items or sentence fragments.

EXAMPLE

UA will achieve its mission and vision while abiding by its core values:

- Truth
- Excellence
- Diversity
- Integrity
- Responsibility
- Beauty

- End bullet points with a **period** when they form complete sentences.

EXAMPLE

We encourage our students to follow the club rules below:

- Each club must have a minimum of 10 members.
- Members will have to attend three to four meetings per semester.

- When bullet points form **incomplete phrases** linked to an introductory clause, end each with a **semicolon** and the final one with a **period**.

  EXAMPLE
  The Office of the Registrar secures its efforts to:
  - reduce enrollment complications;
  - provide accurate policy information through all communication channels.

- Use **numbered lists** only when sequence or order is important.

  EXAMPLE
  To request a make-up exam:
  1. Submit the relevant petition form.
  2. Include all required documents.
  3. Track the status on SIS and follow up as needed.

5. Ellipsis (. . .)

- Use **three spaced periods** to indicate omitted words within a single sentence.
- Maintain a **single space before and after** each ellipsis point.
- If the preceding words form a complete sentence, add a **period**, a **space**, then the **ellipsis**.

  EXAMPLES
  - Antonine University is **. . .** nationally recognized and internationally engaged.
  - UA is a leader in education**. . . .** It offers a variety of programs to suit different needs.

6. Hyphen (-)

- Use a **hyphen**, with a **space on each side**, to separate numbers.
- Use hyphens in **compound adjectives** that appear before a noun.

  EXAMPLES
  - The Office of the Registrar can be reached at +961 5 927000 ext. **1102 - 1104**.
  - a **full-time** instructor; a **well-known** actor; a **20-year** sentence

- Use a **hyphen** with certain prefixes to avoid ambiguity or awkward letter combinations (e.g., pre-existing, re-sign vs. resign).
- Do **not** hyphenate familiar or closed compounds that appear as single words in standard dictionaries (e.g., nonprofit, email, multicultural).
- Use hyphens for other **e-words** (e.g., e-book, e-commerce, e-business).

7. En Dash (–)

- Use an **en dash**, without spaces, to indicate **ranges** (numbers, dates, times, or pages).

  EXAMPLES
  - September–December 2013; pages 45–48; 1:00–3:00 PM

- In narrative text, spell out "**to**" instead of using an en dash.

  EXAMPLE
  - The Lebanese Civil War took place from 1975 **to** 1990.

- Use an en dash to indicate a **connection** or **relationship** between equal or paired terms.

  EXAMPLES
  - the teacher–student ratio; the Syria–Lebanon border area

8. Em Dash (—)

- Use the **em dash**, without spaces, for a **break in thought** or a **parenthetical aside**. Avoid overuse.

  EXAMPLES
  - John offered a plan—an unprecedented plan to raise revenues.
  - She was—despite all odds—determined to graduate.

9. Parentheses ( )

- Use parentheses for **nonessential clarifications**; avoid overuse.
- Place punctuation **outside** the parentheses unless it belongs to the parenthetical or the parenthetical is a **complete sentence**.

  EXAMPLES
  - The event was a success. (Many attendees provided positive feedback.)
  - She loves to travel (especially to Europe)**.**

10. Quotation Marks (“ ”)

- Use **smart quotes** (“ ”), not straight quotes (" ").
- Avoid French quotation marks (« ») unless quoting text in French.
- Always place **periods** and **commas inside** the closing quotation mark.
- Place **question marks** and **exclamation points inside** if the quotation marks only if they belong to the quoted material, and **outside** if they apply to the whole sentence.

  EXAMPLES
  - He shouted: “I need help!”
  - Did you hear her say “I need your help”?

- Use **single quotation marks** only for a quote within a quote.

  EXAMPLE
  - She said, “He told me, ‘I finished the report.’”

- Use **double quotation marks** for titles of books, movies, plays, poems, operas, TV and radio programs, albums and songs, conferences, works of art, and computer or video games.
- Do **not** use quotation marks for the names of journals, magazines, or newspapers.

EXAMPLE
- The play "Hamlet" is a tragedy.

- Do **not** use quotation marks for emphasis; use **italics** or rephrase instead.

EXAMPLE
- She described the project as *transformative* for the community.

11. Apostrophes (')

- For **singular, proper** and **common nouns**, add **'s**.
  If the next word begins with **s**, adding only the apostrophe is acceptable.

EXAMPLES
- the witnes**s's a**nswer
- **James's** thesis; Achille**s's** heel
- the witnes**s' s**tory **or** the witnes**s's s**tory

- For **plural nouns ending in s**, add only an apostrophe.
  For **plural nouns not ending in s**, add 's.

EXAMPLES
- **students'** classes; women**'s** rights

- For **nouns plural in form but singular in meaning**, add an apostrophe.

EXAMPLE
- **politics'** true meaning

- For **joint possession**, add the apostrophe to the final noun only.

EXAMPLE
- I visited my aunt **and** uncle**'s** apartment.

- Do not use apostrophes to make **acronyms** or **numbers plural**.

EXAMPLES
- the 1980s; the **'80s;** PhDs

- Avoid **contractions** (use "**do not**" instead of "don't").

IV- Numbers

1. General Number Rules

- If a sentence begins with a number, **spell it out** or **restructure** the sentence.
- **Spell out** numbers from **zero** through **nine**; use **numerals** for **10 and above**.
- Use **numerals** when a number is followed by a **unit of measurement**, **quantifiable reference**, or **percentage**.
  *See **Section XI: Measurements** for related rules on distances, weights, and temperatures.*
- Use a **comma** in numbers with **four or more digits** and a **period** as the decimal separator.

  EXAMPLES
  - Antonine University has **three** campuses and **85** full-time faculty members.
  - One hundred ten candidates were accepted.
  - The crowd was estimated at 2,350.
  - Nearly 55.8% of UA students benefit from financial aid.

- For **large numbers**, use numerals combined with words.

  EXAMPLES
  - 400,000; 2 million; 5.3 billion

2. Ordinals, Ratios, and Percentages

- Spell out **first** through **ninth**; use **numerals** for **10th and above**.
- **Superscript ordinal endings** (e.g., 1st, 2nd) may be used, but are **optional** and must be applied consistently throughout the document.
- **Hyphenate** century expressions when they appear as modifiers before a noun.

  EXAMPLES
  - the fifth century
  - She ranked third; her brother ranked 15th.
  - 10th-century manuscripts **or** 10th-century manuscripts

- For **ratios**, use numerals separated by a colon, without spaces.

  EXAMPLE
  - The ratio of male to female students was 3:1.

- For **percentages**, use numerals followed directly by the percent symbol (**%**), without spaces.

  EXAMPLE
  - A **20%** increase was recorded in student enrollment.

3. Dates and Date Ranges

- Use the format **Month day, year**, with a **comma** after the day and after the year in running text, unless only the month and year are given.
- Capitalize the **days of the week** when referring to a specific day.

EXAMPLES
- The Opening Ceremony was held on September 4, 2024.
- She was born on Monday, September 21, 2002, in Lebanon.
- The last meeting was held in March 2024.

- For **date ranges**, use an **en dash (–)** with no spaces.
  Omit the century in the second year if unchanged.

EXAMPLES
- the 2025–26 academic year
- 1866–2016

- If a range falls within the **same month or year**, mention the month or year **only once**.

EXAMPLE
- The Welcome Week is from September 9 to 12, 2025.

4. Time and Time Zones

- Use the **12-hour clock** format with uppercase **AM/PM** and a **space** after the numeral.
- Use an **en dash (–)** without spaces for **time ranges**. If both are AM/PM, state it once at the end.
- When listing multiple time ranges, separate them with **semicolons**.

EXAMPLES
- The meeting will begin at 6:00 PM.
- Monday: 10:00 AM–4:00 PM; Friday: 10:00–11:00 AM

- Avoid *noon*, *midnight*, and *midday*; use **12:00 PM** and **12:00 AM** instead.
- Include **time zones** in communications involving multiple regions or audiences.

EXAMPLE
- The webinar will start at 3:00 PM (Beirut Time).

5. Ages

- Use **numerals** for ages, except when an age begins a sentence (or rephrase).
- **Hyphenate** age as a **compound modifier** before a noun, do **not** hyphenate when the age follows the noun.

EXAMPLES
- The ages of the volunteers are 12, 22, and 25.
- an 8-year-old girl; the girl is 8 years old

6. Currency and Monetary Values

- Apply the same numeric conventions to currency as to other numerals.
- Use **numerals** preceded directly by the **currency symbol** without a space.

  EXAMPLES
  - That book will cost LBP900,000.
  - A fee of $1 per entry will be applicable for all vehicles entering the parking.

- For **large sums**, write the amount in numerals, using **decimals** for fractions.

  EXAMPLES
  - 1.5 hundred thousand dollars
  - 3.7 billion Lebanese pounds

- When a sentence **begins with a currency amount**, spell out both the **number** and the **currency**.

  EXAMPLES
  - Seven million dollars were raised during the fundraiser.
  - Two hundred thousand Lebanese pounds are to be paid at the bank.

- Use a **singular verb** when referring to a **specific amount of money**, even if the noun is plural.

  EXAMPLES
  - Five dollars **is** a lot of money.
  - We are pleased to announce that $200 **awaits** the winners!

- Use a **plural verb** when referring to **currency in general** or when the amount is **unspecified**.

  EXAMPLE
  - Dollars **are** often used instead of rubles in Russia.

7. Phone Numbers and Extensions

- Write phone numbers **without hyphens**.
- For international clarity, always include the **country code**.
- Use "**ext.**" for extension(s), followed by the number.

  EXAMPLE
  - +961 5 927000 ext. 1002 - 1003.

V- Acronyms

1. General Rules

- **Fully capitalize** acronyms unless they are officially recognized in lowercase.

  EXAMPLES
  - Memorandum of Understanding (MOU); NASA; eBay

- On first reference, **spell out the full term**, followed immediately by its **acronym in parentheses**. Use **the acronym alone** in all subsequent references.

  EXAMPLE
  - The **Faculty of Theology (FOT)** hosted a conference. The **FOT** also organized workshops throughout the week.

- Avoid introducing an acronym if it will not appear again in the same document, webpage, article, booklet, or presentation.
- Use only **approved UA acronyms**, written in **all caps without periods**.
  Do not create new acronyms. If unsure, consult the **Office of Communications**.

2. Plural and Possessive Forms

- Do **not** use apostrophes to form the **plural** of an acronym.

  EXAMPLES
  - **NGOs**, PhDs, MBAs

- Form the **possessive** of an acronym by adding **'s**.

  EXAMPLES
  - the CEO**'s** decision
  - the PhD**'s** requirements

3. Acronym Redundancy

- Do not repeat a word that is already included in the acronym's meaning.

  EXAMPLES
  - Did you ever take the **SAT**? (SAT = Scholastic Aptitude **Test**)
  - What's the **PIN**? (PIN = Personal Identification **Number**)

4. Pronunciation and Articles

- Use "**a**" or "**an**" based on **pronunciation**, not spelling.

  EXAMPLES
  - **an** MBA program; **a** UA initiative

VI- Capitalization in Titles and Subtitles

1. Articles (a, an, the)

- Lowercase **articles** unless they are the first or last word of the title or subtitle.

  EXAMPLES
  - Ernest Hemingway wrote "For Whom **the** Bell Tolls."
  - Virginia Woolf wrote "Orlando: **A** Biography."

2. Conjunctions

- Lowercase **conjunctions** of **three letters or fewer** (and, but, or, for, nor, yet, so), unless they are the first or last word.

  EXAMPLES
  - She titled her thesis "Urban Legends: Fact **or** Fiction?"
  - "**A**nd Then There Were None"

3. Nouns, Pronouns, Verbs, Adjectives, and Adverbs

- Capitalize **all nouns**, **pronouns**, **verbs**, **adjectives**, and **adverbs**.

  EXAMPLE
  - Brené Brown wrote "Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead."

4. Prepositions

- Capitalize **prepositions** of **four or more letters** (with, into, from, over, between, etc.).
- Lowercase prepositions of **fewer than four letters** unless they appear as the first or last word.

  EXAMPLES
  - Lunch **With** HR Director; Insights **Into** Oncology and Pelvic Health
  - "The Ocean **at** the End **of** the Lane" by Neil Gaiman is my favorite book.

- Always capitalize prepositions that are used as part of a **phrasal verb**.

  EXAMPLE
  - Carrying **On** With Hope

5. Hyphenated Words

- Capitalize the **first part** and **all major words** in a hyphenated compound.
- Lowercase only **minor words** (articles, short prepositions, or conjunctions).

  EXAMPLES
  - State-of-the-**Art** Technology; Non-**English** Speakers; Pre-**World** War Studies

VII- Styles

1. “And” Versus Ampersand (&)

- Use the **ampersand (&)** only if it is part of an **official name** (company, brand, publication, or event title). In all other contexts, spell out **and**.

  EXAMPLES
  - M&M’s
  - How to Be Mentally Stronger, Happier & Resilient

2. Commencement

- Capitalize “**Commencement**” when referring to Antonine University’s graduation ceremony.

  EXAMPLE
  - Two students spoke at UA’s Commencement Ceremony.

3. Councils, Committees, and Boards

- Capitalize **Council**, **Committee**, and **Board** when they are part of a **formal title** or when referring to a **specific UA body**. Lowercase these terms when used generically.

  EXAMPLES
  - The **UA Council** is primarily responsible for establishing a strategic direction.
  - The **board** meets next week.

4. Latin Abbreviations

- Lowercase **e.g.** (for example) and **i.e.** (that is, in other words), and follow each with a **comma**.
- Use these abbreviations sparingly, preferably in parentheses.

  EXAMPLE
  - The University completed several projects in 2012 (**e.g.,** the new building with a dome and five underground floors).

- Use **etc.** preceded by a **comma** and a **space**, with one **period** at the end.
- Avoid using **etc.** after “including” or “such as,” because they already indicate that the list is incomplete.

  EXAMPLE
  - The activities organized by UA student clubs are diverse: hiking, sports activities, outdoor gatherings**, etc.**

5. Seasons

- Lowercase **spring**, **summer**, **fall**, and **winter**, unless part of a **formal title** or an academic term (see Semesters below).

  EXAMPLE
  - The campus will reopen in the **fall**.

6. Semesters

- Capitalize the **season** when referring to an **academic semester** to indicate a specific term of study within the academic year.

  EXAMPLE
  - I'll be taking this course during the **Fall Semester**.

- When needed for administrative or academic reference, identify semesters using the **last two digits** of the beginning academic year, followed by the **semester number**.

  EXAMPLE
  - Academic Year 2025–26: Fall Semester 2025 is **2501**; Spring Semester 2026 is **2502**; Summer Semester 2026 is **2503**.

7. Preferred Spellings

- Use **American English** spelling rather than British English.

  EXAMPLES
  - color (not *colour*); organization (not *organisation*); center (not *centre*)

- Use "**log in**" as a **verb** and "**login**" as a **noun**. The same applies to "**sign in**" and "**drop out**."

VIII- Inclusive Language

- Use **people-first** and **inclusive language** that avoids stereotypes or demeaning references based on ability or disability, gender, race, ethnicity, economic background, religion, sexual orientation, or any other personal characteristic. Language should always affirm dignity, respect, and neutrality.
- Avoid **assumptions**, **generalizations**, and **outdated terminology**.
- Use **gender-neutral language** wherever possible. Avoid "his or her" constructions; instead, use plural forms or rephrase the sentence.

  EXAMPLES
  - **Employees** are responsible for fulfilling their duties.
  - **Students** are expected to complete **their** Student Evaluation of Teaching.

- Prefer **neutral** and **inclusive terms** over gendered or exclusive language.

  EXAMPLES
  - workforce (not *manpower*)
  - chairperson (not *chairman*)
  - police officer (not *policeman*)
  - humankind (not mankind)

- Use language that **emphasizes the individual**, not a condition, limitation, or circumstance. Avoid wording that defines someone by a disability.

  EXAMPLES
  - a person who is blind (not *a blind person*)
  - a person who uses a wheelchair (not *a person confined to a wheelchair*)

- Avoid **outdated**, **offensive** or **deficit-based terms** (e.g., handicapped, crippled, suffering from) when referring to people, facilities, or services.

  EXAMPLES
  - accessible bathroom; accessible entrance

IX- Digital and Email Communication

1. Web Addresses (URLs)

- Write all **URLs in lowercase**.
- Use the **shortest functional form** of the address; omit **www**, **http://**, or **https://** unless the protocol is required for functionality.
- When referring to UA's official website, write it as **ua.edu.lb** (not *www.ua.edu.lb*).
- Always **test URLs** before publishing to confirm they are active and correct.
- Do **not underline URLs** in print materials; in digital formats, **hyperlink** the text whenever possible.

  EXAMPLE
  - ua.edu.lb/en/news/building-bridges-ua-in-doha-qatar

2. Email Addresses

- Write all **email addresses in lowercase**.
- If an email address appears at the **end of a sentence**, follow it with a **period**.
- Avoid breaking an email address across lines; if unavoidable, break **after the "@" symbol**.

  EXAMPLE
  - You can reach the UA Rector at rector@ua.edu.lb.

3. Email Formatting

- Use **Calibri, 12 pt** for all email body text.
- Apply the **official UA email signature** provided by the Office of Communications.
- Always include both a **subject line** and a **body** in every email.
- Keep the subject line **clear and concise** to avoid truncation in previews and to ensure it accurately reflects the email's content.
- Avoid all caps, excessive punctuation, emojis, or overly informal language in professional correspondence.
- For further guidance, refer to the **Email Etiquette** instructional video.

4. Social Media

- Capitalize the **first letter** of each sentence.
- Avoid **all caps**, except for abbreviations or brief emphasis.
- Break longer posts into short, scannable paragraphs or bullet points for better readability.
- Use **emojis sparingly** to enhance tone or emotion, not to replace words.
- Ensure **proper grammar**, **punctuation**, and **spelling** in all posts. Social media may be informal, but accuracy remains essential.
- Use **relevant** and **strategic hashtags** aligned with UA campaigns, events, or topics.
- Place **hashtags** at the **end** of a post unless they fit naturally within the sentence.
- Capitalize the **first letter** of each word in multi-word hashtags for readability.
- Limit hashtags to **three to five per post**, unless a specific campaign requires more.

EXAMPLE

- UA nursing students joined the Pinky Promise event to raise awareness about breast cancer, promoting early detection, screening, and self-care, and turning knowledge into empowerment and empathy into action. 💗

  #uAntonine #uA_Nursing #BreastCancerAwareness

X- Photography

1. Cutlines (Photo Captions)

- List names in order **from left to right** without stating "left to right," as this is redundant.
- Apply **italics** to cutlines on the University's website.
- Keep cutlines **concise and relevant**; avoid editorial commentary or repeating information already covered in the main text.

EXAMPLE

- *UA Rector, Fr. Michel Saghbiny, with members of the Academic Council during the 2025 Commencement Ceremony*

2. Credits

- Credit photographs taken by UA staff members when used externally (outside UA channels).
- For internal publications, crediting is optional unless requested by the photographer.

EXAMPLE
- *Courtesy of Antonine University*

- For video, multimedia, and social media visuals, apply the same ethical and crediting principles.

XI- Measurements

1. Preferred Units and Styles

- Use the **metric system** for all measurements unless otherwise specified:
  - **Distances:** kilometers (km) for long distances; meters (m) and centimeters (cm) for shorter distances
  - **Weight:** kilograms (kg)
  - **Temperature:** degrees Celsius (°C)

2. Usage in Text

- In **running text**, spell out the full unit name.

EXAMPLE
- The University is **2.1 kilometers** from the rail station.

- In **specifications**, **dimensions**, **tables**, or **technical listings**, use **abbreviations**, with a **space** between the number and the unit.
- Do **not** pluralize abbreviations.

EXAMPLE
- Swimming pool dimensions: **50 m x 20 m**

- Use **numerals** for all measurements.
- If a measurement begins a sentence, **spell out** both the **number** and the **unit**.

EXAMPLE
- **Twenty kilometers** separate the Main Campus from the coastal highway.