Introduction

The HBKU Editorial Style Guide is a point of reference for stakeholders seeking to produce written material for external and internal use.

The aim of the editorial style guide is to cover topics that may not be adequately addressed in standard stylebooks, such as the AP Style Guide or the Chicago Manual of Style. It will also summarize topics that often present as points of debate, and address frequently raised questions of style.

Unlike grammar or spelling, questions of style do not have a "right" or "wrong" answer, but are largely a matter of preference. HBKU's Editorial Style Guide will seek to standardize and establish a preferred style for relevant HBKU constituents to follow, such that a consistent and clear presentation may be maintained across a variety of material produced by different individuals at the university.

The HBKU Editorial Style Guide is largely based on the AP Style Guide, with some deviations, to align with common practice at HBKU.
Abbreviations and Acronyms

Before a name: Abbreviations are allowed before a name.
Mr. John Baker
Mrs. Dalia Mahmoud

After a name: Abbreviate junior or senior after an individual’s name. Abbreviate company, corporation, incorporated and limited when used after the name of a corporate entity.
Adam Smith Jr.
Amazon.com, Inc.

Academic degrees: May be abbreviated after an individual’s name.
Maryam Al-Saadi, PhD

Dates and numerals: Use the abbreviations AD, BC, am, pm, and No. in tabular format.
Do: Early this morning, he asked for the number of your room.
Do not: Early this am he asked for the No. of your room.

Organizations: Some organizations and government agencies are widely recognized by their initials.
CIA
FBI
QNA
Do: Spell out on first reference, abbreviate elsewhere.
Do not: Use periods in two-letter abbreviations.
Use abbreviations or acronyms that the reader would not quickly recognize.
Use abbreviations and acronyms in headlines.
**Academic Degrees**

In running text:  
_Avoid_ abbreviations and use phrases instead.  
_Do not_ capitalize unless using the official name of the degree.  

John Jones, who has a doctorate in psychology.

In tabular format:  
Use abbreviations without periods.

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science</td>
<td>BS</td>
</tr>
<tr>
<td>Bachelor of Engineering</td>
<td>EMER</td>
</tr>
<tr>
<td>Juris Doctor</td>
<td>JD</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>MA</td>
</tr>
<tr>
<td>Master of Science</td>
<td>MS</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>PhD</td>
</tr>
</tbody>
</table>

General rule:  
_Use_ an apostrophe in _bachelor's_ degree, a _master's_, etc., but there is no possessive in _Bachelor of Arts or Master of Science_.

**Academic Departments, Institutes, Colleges and Centers**

Not part of an official name:  
_Lowercase_ department, institute, college and center  

The English department  
The college held an information session

Part of an official name:  
_Capitalize_ Department, Institute, College and Center  

The Department of English  
The College of Islamic Studies

**Academic Specializations**

General rule:  
_Lowercase_ all references to academic specializations, but _capitalize_ official names of degrees.  

She has a Master of Science in Islamic finance
**Academic Titles**

Preceding a name: **Capitalize** when they precede a name. **Lowercase** elsewhere.

Dean Mohamed Sharif

**Ages**

General rule: **Always use** figures. **Hyphenate** when used as an adjective before a noun, or a substitute for a noun.

A 5-year-old boy
The boy is 5 years old

**Al Jazeera**

General rule: **Do not hyphenate.**

**Ampersand**

In running text: **Replace** with *and*, unless part of an entity’s official name or title.

Johnson & Johnson
I was accompanied by my brother and sister.

In tabular format: **Retain** (&) if necessary.

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Arabic Names
General rule: Always Sheikh and Sheikha ('e, not 'a).
Capitalize before a name.
Sheikh Mohamed attended the ceremony.

For men, capitalize B in Bin and A in Al, with no hyphens unless specifically requested by the person so named.
For Arab women, lowercase b in bint, and use first names in subsequent references.
Abu means father of and must not be separated from the name that follows
(Abu Qatada at first mention remains Abu Qatada, not Qatada).

Board of Trustees
General rule: Always lowercase, unless it forms part of a headline or title.

Capitalization
General rule: Avoid unnecessary capitalization.

Proper nouns: Capitalize nouns that constitute the unique identification for a specific person, place, or thing.
Shamma
Mohamed
Qatar
Al-Rayyan
Proper names: **Capitalize** common nouns such as party, river, street and west when they are an integral part of the full name for a person, place or thing.
Democratic Party
Mississippi River

Compositions: **Capitalize** the principal words in the names of books, movies, plays, poems, operas, songs, radio and television programs, works of art, etc.

Headlines: **Capitalize** words that are of more than four letters.

**Chair**
General rule: **Do not** use chairwoman or chairman.
**Capitalize** before a name, lowercase elsewhere.

**Composition Titles**
**Capitalize:** Principle words, including propositions and conjunction, of four or more letters.
**Capitalize** articles (i.e. a, an) of fewer than four letters if they are the first words in a title.
**Capitalize** titles of courses, forms, reports, workshops, lectures, conferences, seminars, forums, panel discussions, symposiums, movements, websites and blogs.
She took part in the Professional Interpreting workshop.

**Italics:** Titles of newspapers, magazines, journals, books (excluding reference works, the Bible and the Quran), volumes, movies, documentaries, TV programs, plays, poems, concerts, operas, music albums, paintings and exhibitions.

**Quotation marks:** Titles of articles, episodes, chapters, theses dissertations, conference papers, essays, short stories, songs and speeches.
She wrote a conference paper titled “Science Ethics in a Globalized World.”

**Translation:** As a general rule, **translate** titles into Arabic.
Contractions
General rule: Avoid *don't, won't, isn't*

Course Numbers
General rule: Capitalize when used with Arabic numerals, *lowercase* elsewhere.

Audiovisual Translation 301
An audiovisual translation course

Dates
General rule: Always use Arabic figures, without *st, nd, rd or th.*

Do: May 30, 2017
Do not: May 30th, 2017

Days of the Week
General rule: Capitalize and *don't abbreviate*, except when needed in tabular format.

Dean
General rule: Capitalize when used before a name, *lowercase* elsewhere.

Dean Ahmed Essam attended the graduation ceremony.
Ahmed Essam, dean of the College of Science and Engineering, attended the ceremony.
Directions and Regions
General rule: **Lowercase** when they indicate compass directions, **capitalize** when referring to regions.
We drove south.
His writings are influenced by Western literature.

Doctor
General rule: **Use** in reference to medical practitioners and individuals with a doctoral degree in any specialty.
This is the preferred title for HBKU faculty. Abbreviate before a name.
Dr. Rasheed Nimr

Eid Al-Adha, Eid Al-Fitr
General rule: **Hyphenate** on both occasions.

Email
General rule: **Do not** hyphenate.

Embassy
General rule: **Capitalize** with the name of a nation, **lowercase** without it and when used collectively.
The Spanish Embassy
The embassies of Spain and Portugal
Emeritus
General rule: Add to formal titles and capitalize before a name, lowercase elsewhere.
Professor Emeritus Shigeru Kamada
Shigeru Kamada, professor emeritus at The University of Tokyo

Emir
General rule: Always use Emir when referring to His Highness the Emir of Qatar, never Amir

Facebook
General rule: Always capitalize.

Flier, Flyer
General rule: Flyer is the preferred term.

Google
General rule: Always capitalize.
I conducted an online search using Google.

Government
General rule: Lowercase, unless in reference to a specific country’s ruling body.
The Qatari Government
The governments of the GCC
**Hajj**
General rule: Lowercase, unless at the beginning of a sentence, and italicize.

**Hamad Bin Khalifa University (HBKU)**
General rule: Spell out on first reference, use the abbreviation for every mention thereafter.

**Hijab**
General rule: Lowercase, unless at the beginning of a sentence, and italicize.

**Holidays**
General rule: Capitalize them.
- New Year’s Day
- Eid Al-Fitr

**Imam**
General rule: Lowercase and italicize when describing the leader of a prayer in a Muslim mosque.
- Capitalize and don’t italicize before a name.

**Inquire, Inquiry**
General rule: Avoid using enquiry.
**Internet**
General rule:  **Lowercase**, except at the beginning of a sentence.

**Jihad**
General rule:  **Lowercase**, except at the beginning of a sentence, and *italicize*.

**-ly**
General rule:  **Do not** put hyphens between adverbs ending in –ly and adjectives they modify.

*Do:*  A fully informed woman

*Don’t:*  A fully-informed woman

**Master’s**
General rule:  The above spelling is acceptable in any reference. **Capitalize** only when part of the official title of a degree, **lowercase** elsewhere.

*He earned a master’s in Islamic studies.*
*He is pursuing a Master of Arts in Islamic studies.*

**Months**
In running text:  **Always capitalize. Don’t abbreviate.**

*Do:*  They first met in January of 2017.

*Don’t:*  They first met in Jan. of 2017.

In tabular format:  **Capitalize and abbreviate** if necessary.

*Feb. 2, 2017*
Mohammed
General rule: Spell as above unless otherwise is preferred by a specific person for the spelling of his own name, or in the title or name of an organization.

Names
General rule: Use only last names on second reference.

Newspaper Names
General rule: Capitalize the before a newspaper’s name if it is part of the official newspaper’s name. Do not put in quotes. Italicize.

NGO
General rule: Nongovernmental organization. Use NGO on second reference.

Niqab
General rule: Do not capitalize. Italicize.

Numbers
In running text: Spell out numbers from zero to nine.
In tabular format: It is acceptable to use digits for all numbers.
Office
General rule: **Capitalize** if part of the official name of an office, **lowercase** otherwise.
Office of Communications
The communications office

Organizations and Institutions
Capitalize: Full names of organizations and institutions, **lowercase** otherwise.

Parkinson's disease
General rule: **Capitalize** Parkinson's, **lowercase** disease.
*Do*: Parkinson's disease is a degenerative disease.
*Do not*: Parkinson's Disease is a degenerative disease.

Percent
In running text: Following a figure, one word.
The project is 60 percent complete.
In tabular format: Acceptable to use the percentage sign %

Prefixes
General rule: *Do not* hyphenate if used with a word that starts with a consonant.
*Use* a hyphen if the prefix ends in a vowel and the word that follows starts with a vowel.
It is a multidisciplinary program.
President (of a country)
General rule: Capitalize President as a formal title before one or more names.
President Jimmy Carter

President/Provost (of a university)
General rule: Capitalize when used before a name, lowercase elsewhere.
President Mohamed Ihsan gave a speech
Mohamed Ihsan, president of the university, gave a speech

Professor
General rule: Acceptable to use in reference to HBKU faculty, but is not the preferred term (see Doctor). Capitalize before a name, lowercase elsewhere.

SAT
General rule: Use only the initials when referring to the tests.
The students scored above average on the SAT.

Time of the Day
General rule: Use figures except for noon and midnight. The terms pm and am should be lowercase and should be preceded by a space.
Do: I woke up at 10 am
Do not: I woke up at 10 am this morning
Trustee
General rule: Do not capitalize if used before a name.

United States
General rule: Use periods in the abbreviation in text. In headlines, it’s US (without periods).

University
General rule: Capitalize University when in reference to HBKU. Use small caps for all other references.
The University achieved its enrollment target
The university, in Michigan, collaborated with HBKU

Woman, Women
General rule: Use female as an adjective, not woman.
She is the first female governor of North Carolina.