

EAP Publications Style Sheet

The following guidelines will help ensure consistency in EAP publications. This sheet includes supplemental style recommendations for the *EAP Student Guides* and *Director's Manual*, which may provide exceptions to general usage. Direct any punctuation and style questions not covered in this style sheet to publications1@eap.ucop.edu.

[General Style Recommendations](#)

[Quick Reference Word List](#)

[Student's Guide](#)

[Director's Manual](#)

General Style Recommendations

Academic Titles

- There is not consensus in academia about the use of the term “Dr.” for those with PhD degrees. UO style usage reserves the title of “Dr.” for medical doctors. Faculty and staff with PhD’s use the initials “PhD” after their name or the title of “Professor” in front of their name for academic personnel.
- Do not use periods with degree abbreviations (BA, BS, MA, PhD).
- Do not use apostrophes with plural abbreviations (BAs) except when the abbreviation has internal capitalization (PhD’s).

Abbreviations

- Do not put a space before the abbreviation for Fahrenheit (e.g., 70°F).
- The abbreviation for voltage is uppercase and is not preceded by a space (e.g., 110V).
- Do not refer to the Web as the WWW.
- Do not abbreviate names of US states in running text; always write them out (e.g., California; not CA)

Acronyms

- Avoid use of host university acronyms in listings or on charts unless there are space restrictions that require it and the acronym is clearly explained elsewhere.
- Identify the acronym after the first reference in the body of the text.
- Avoid using an acronym at the start of a sentence. Use acronyms sparingly!
- Indicate that students study “on” EAP, not “in” EAP.
- Refer to EAP, not the EAP.

Active vs. Passive Voice

Use active rather than passive voice whenever possible.

Alphabetization

- Alphabetize universities within a country.
- Drop “The” for alphabetical order, but retain “University of” at the beginning of a host university name.
- Alphabetize lists of fields, disciplines, departments, and faculties.

Bold (see *Italics* and *Bold* section below)

Capitalization

- Capitalize official names of offices/departments (Consulate General of France in Los Angeles, Financial Aid Office, Department of History), but do not capitalize if the reference is descriptive (consulate requirements, financial aid payment, in the history and political science departments).
Exception: when introducing a series of faculties, colleges, or departments use lowercase (the faculties of Art, History, and Computer Science) whereas individual faculties/colleges/departments are uppercase (the Faculty of Art).
- Do not capitalize “program” when referring to overall EAP program (exceptions may apply to some policies and other formal documents).
- Capitalize University only if it refers to the University of California or if it is part of an official university name.
- Capitalize a person’s title if it appears before the name, but not if it appears after the name.
- Capitalize titles and offices unique to EAP (e.g., Campus EAP Office, Regional Director, Study Center).

- Capitalize official names of forms; if descriptive, use lowercase.
- Do not capitalize freshman, sophomore, junior, senior, or graduate.
- Do not capitalize state, federal, consulate, embassy, customs, or campus.
- Capitalize formal name of degree, but not a general reference (bachelor's degree in music is offered; John earned the Bachelor of Arts degree).
- Capitalize official course titles; do not use quotation marks or italics
- Do not capitalize fields, disciplines, or majors.
- Do not capitalize seasons (fall quarter, in the fall).
- Use capital letters for grades; do not use quotation marks.
- See Dashes and Hyphens for capitalization rules with hyphenated compounds

Characters

Use the following reference sheet for typing special characters: <F:\SM&C\Publ\Style Guide\charactercodes.pdf>.

Collective nouns

A collective noun takes a singular verb when it refers to the collection considered as a whole, e.g., “The staff is excited about the new office space.”

Commas

- A comma is not required after a short introductory adverbial phrase such as “On Tuesday” or “For thirty years.” Longer opening phrases such as “After reading the note” or “Because of the unusual circumstances” require a comma.
- Use a comma before the conjunction that joins the last two elements in a series (e.g., faculties of History, Law, Medicine, and Science).

Compound Words

A compound is formed when two separate words such as class and room are consistently used together to describe a single thing, such as a class room. With increased usage, the words may become hyphenated (class-room). The two words may eventually be joined together as one word (classroom). Accepted usage changes over time. Therefore, to maintain consistency throughout our documents, it's important that you check the listing of words at the end of this document to see how we are currently combining frequently used compounds.

Currency

Do not list prices that may fluctuate (e.g., program budget, the cost of an adapter, clothing abroad, first aid supplies, etc.). If a price must be listed (such as monthly housing fees or meal plan rates), a currency conversion should **not** be used. List the price in the currency of the host country.

For a list of currency abbreviations, see the International Organization for Standardization (ISO) website at www.iso.org/iso/en/prods-services/popstds/currencycodeslist.html#SZ.

National currency abbreviations can be found in the Foreign Money table (page 236) of the US Government Printing Office Style Manual 2000: gpoaccess.gov/stylemanual/2000/chap17.pdf.

Dashes and Hyphens

See Characters in this style sheet for typing dashes and other special characters.

- A long, em dash (—) is used to separate two parts of a sentence (usually an added thought that is not a complete sentence).
- A shorter, en dash (–) connects numbers and, less often, words. It signifies *through* (e.g., “See pages 16–19 for details).
- A hyphen (-) is used within a word and to separate compounds (e.g., “work is spelled w-o-r-k...” or “cross-cultural”). It is also used to separate phone numbers and social security numbers.
- Do not put a space before or after a long dash.
- Phrasal adjectives should be hyphenated when placed before a noun (e.g., a dog-eat-dog competition), but not if it follows a verb. For example, compare a “three-week ILP” with an “ILP that **is** three weeks” or “on-campus housing” with “housing that **is** on campus.”
- Simple rule on hyphenated compounds in titles or at the beginning of a sentence: Capitalize only the first element unless any subsequent element is a proper noun or adjective.

Examples: “Pre-**d**eparture Withdrawal” compared with “Non-**U**S Citizens”

Dates and Historical/Cultural Periods

baroque

BCE (Before Common Era), not BC

CE (Common Era), not AD

century: 1800s, 1900s (no apostrophes)

century: 18th century, not Century

century: hyphenate when used as an adjective: 18th-century painting

century: write out at beginning of sentence (e.g., Eighteenth century, not 18th century)

classical

Enlightenment

Gothic

medieval

Middle Ages

neoclassical

Reformation

Renaissance

rococo

Romanesque

romantic

space age

Stone Age

Victorian Era

Ellipses

Use four dots to indicate an omission at the end of the sentence (assuming one of the four is a period); use three dots in the middle of the sentence.

Ethnicity/Religion

- African-Americans (not blacks)
- Arab(s): the people, also the correct adjective for things having to do with Arabs (Arab culture, Arab music, Arab food)
- Arabic: the language; adjective for things having to do with the language (Arabic literature, Arabic grammar)
- Caucasian (not white people, whites)
- Standard Chinese (not Mandarin)
- developing country (not Third World country)
- Islam refers to the religion
- Islamic: adjective for the religion and for things having to do with the larger Islamic culture (Islamic architecture or Islamic political thought)
- Latinos (not Chicanos or Hispanics)
- Muslim (not Moslem): the people who practice Islam; used as an adjective only when referencing people (Muslim families), but not Muslim architecture
- Qur'an preferred to Koran
- Muhammad, not Mohamed or other spellings

Final Document Check

Check for:

- Spelling
- Double spaces (there should only be one space after periods)
- Doubled periods
- Spaces before the period

Foreign Words

- Use English version of names of host institutions, unless an accurate translation is not possible.
- Do not use foreign terminology or host institution nicknames in recruitment materials.
- Italicize all foreign words. Do not use quotation marks. Exceptions:
 - Do not italicize proper nouns (e.g., Padova—in Italian, Padua—is an EAP location)
 - Do not italicize foreign words or phrases that are familiar to most readers and listed in Webster (e.g., *recherché* or *peso*)
- Use appropriate diacritics (accent marks), even on capital letters (exception: some languages do not make use of diacritics with capital letters).

Italics and Bold

- Use *italics* for emphasis only as an occasional addition to good sentence structure. Never italicize a whole sentence or passage.
- Bold for emphasis sparingly.
- ALL CAPS AND UNDERLINE ARE NEVER APPROPRIATE.
- Italicize titles of books, magazines, scholarly journals, and newspapers. Use quotes for names of articles, brochures, booklets, pamphlets, or flyers.
- Italicize all foreign words (see Foreign Words).
- Italicize web URLs.
- Italicize e-mail addresses.

Listings

- Indent bulleted or numbered lists; do not leave them flush with the margin.
- Capitalize the first word of each bulleted or numbered item unless it is a simple list of items.
- Use ending periods when items are complete sentences, paragraphs, or include punctuation; otherwise, do not use ending punctuation.
- Number a list if it is a sequential or itemized listing, otherwise, use bullets.

Modifying Phrases

Modifying words, phrases, and clauses should point clearly to the words they modify. Watch for potential confusion when the modifying phrase is at a distance from the word it modifies.

Numbers

- Use numerals for units and course numbers (e.g., French 10 is a 4-unit course).
- Use numerals for currency (e.g., \$10).
- Use numerals for percentages (e.g., 5 percent).
- Use numerals for page numbers.
- Spell out the numerals 1 to 10 (except when referencing units, course numbers, currency, or percentages). If more than one number appears in a sentence, the rule for the larger number governs.
- Spell out a number if it is the first word in a sentence.
- Spell out “percent.”
- Spell out “first,” “second,” etc... unless it is part of a date (November 1). Do not use the subscript (1st).
- Use commas for numbers over 999, except if it is a date (1700s).
- Use “to” not a hyphen “-” (12 to 14 units, not 12-14).
- Make a fraction into a clear decimal.
- For measurements, put spaces between the number and the “x” (e.g., 3 x 5 card)
- Temperature: 70°F
- Round off statistics when using “about” or “approximately” (e.g., “about 4,000 students...”)

Paragraph Breaks

- Use the “Enter” key for the paragraph break, not shift-enter.
- When you insert a paragraph break, eliminate any extra spaces left from previous structure (such as space at beginning of the new paragraph).

Phone Number Format

Use the format (###) ###-#### for US phone numbers. Do not use 1-800. Use (800) instead.

Pre-Departure Materials Note

- take (not bring)
- there (not here)
- go (not come)

Preferred Terminology

- Refer to programs that are temporarily closed until further notice as “suspended,” unless Regental action requires the specific reference “on hold.”
- Use “program canceled” only when referencing a specific term/year (e.g., summer 2003 program canceled).
- Do not use “please” and “thank you” in any official publication (including the EAP website).
- Use e-mail (not email or electronic mail).
- Refer to academic programs abroad not study abroad.

Pronouns

- When subject is plural, do not change to singular unless plural form makes sentence misleading (students must obtain their visas prior to departure... not their visa).
- Avoid use of “he or she.” If necessary, however, use he or she (not s/he or he/she).

Quotes

- Always place periods or commas at the end of quoted material *within* the quotation marks.
- Place colons, semicolons, question marks, and exclamation points *outside* the quotation marks unless they belong with the quoted matter.

Take, for example, the first line of “To a Skylark”: “Hail to thee, blithe spirit!”

- Use quotes for titles of articles, brochures, booklets, pamphlets, or flyers.
- Set up your Word document for smart quotes (“ ”) and apostrophes not straight/dumb quotes or apostrophes (“ ’ ” (’.)). To do this:

Under Format, choose Autoformat/Options/Autoformat, and then check Replace box “straight quotes with smart quotes.”)

Semicolons

- Use a semicolon between closely related independent clauses not joined by a coordinating conjunction such as *and*, *but*, *or*, *nor*, *for*, *so*, or *yet*.
- When two independent clauses of a compound sentence are joined by transitional words or phrases, a semicolon precedes them (e.g., He was late for work; in fact, he didn’t arrive until after lunch.).

Examples of transitional words/phrases: *then*, *however*, *thus*, *hence*, *indeed*, *accordingly*, *besides*, *therefore*, *for example*, *in fact*, or *in conclusion*.

- Use a semicolon between items in a series when internal punctuation is used within items (e.g., “The class list includes History, Culture, and Language; Contemporary Latin American Studies; and Mayan Architecture.”).

Time

- Do not use :00 when referencing times at the top of the hour, such as 9 a.m.; not 9:00 a.m.
- Use an en dash to indicate a span of time, such as 9–10:30 a.m. If time span stretches from a.m. to p.m., make it clear (e.g., 9 a.m.–1:30 p.m.)

Troublesome Words

affect. (verb) To influence

effect. (noun) The result, (verb) to bring about

disperse. To scatter, spread or distribute

disburse. To pay out or make a payment

ensure. To make certain of (e.g., to ensure the student's safety)

insure. Protect against loss

assure. Give a guarantee to (usually followed by "of" or "that")

may. Has permission to

can. Able to

may and **might** both express uncertainty, but **might** is more uncertain than **may**

shall. Predicts, surmises

will. Promises, warns

that. Defines and restricts meaning (e.g., All the items *that* you will need are listed here.)

which. Parenthetical phrase, which can be omitted without destroying the primary point and is usually preceded by a comma (e.g., Included is a list of useful books, which you may want to read before you leave.)

Web Addresses (URLs)

- Do not include the *www* in front of *eap.ucop.edu*
- A period is not needed if the URL occurs at the end of a sentence that ends the paragraph.
- URLs are case sensitive and not bolded. Italicize web URLs.
- Avoid using the protocol (e.g., *http://*) in the URL.
- A colon should not precede the URL (e.g., "see the website at: *eap.ucop.edu*"). Treat URLs the same as you would a reference to a physical location, (e.g., "see the website at *eap.ucop.edu*").
- Do not leave the slash at the end of a URL (often happens with cut-and-paste).
- When a URL extends past the end of a line, break it before a punctuation mark (typically a dot or slash), carrying the punctuation to the beginning of the next line. Do not break a URL at a hyphen—that could lead to confusion over whether or not the hyphen is part of the URL.

Example:

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http://atyourservice  
.ucop.edu/
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- "default.htm" or "index.html" usually may be deleted from the end of a URL—always check in a browser first.

Quick Reference Word List

Below is a list of words, terms, and phrases frequently used in EAP publications in their preferred form.

A-C

academic programs abroad not study abroad

Academic Senate

academic year program

advisor, not adviser

Advisor's Notebook (not Advisers')

airfare

airmail

"alumnus" (alumni in plural) when referring to a man. Use "alumna" (alumnae in the plural) for reference to a woman. Use "alumni" when referring to a group with both sexes.

a.m./p.m. (not am/pm or AM/PM)

Arab(s) – the people

Arabic – the language

as-needed (e.g., on an as-needed basis)

at (not in) the Study Center, Campus EAP Office

BAs, MAs (no apostrophes, no periods)

bachelor's degree

BCE (Before Common Era) not BC (Before Christ)

CE (Common Era) not AD (Anno Domino/Year of our Lord)

café

campus

Campus Administrative Director or Campus Faculty Director (not Campus EAP Director)

Campus EAP Office (not campus EAP office)

canceled; canceling (not cancelled or cancelling)

CAR (after first use of course approval request)

case-by-case

century: 18th century, not Century

century: as adj.: 18th-century painting

century: 1800s, 1900s (no apostrophes)

century: write out at beginning of sentence (e.g., Eighteenth-century...)

class standing: freshman, sophomore, etc. (lower case)

classroom

counselor (not counsellor)

course load (two words)

course work (two words)

cross-check

cross-cultural

cross-file

cross-list

D-F

database

daylight saving time (not daylight savings time)

dean (lowercase unless preceding a name)

department chair (lowercase unless preceding a name)

developing country (not Third World country)

Director's Manual (not Directors')

Directors' Orientation
disbursement (use when EAP disburses money)
discipline-specific program
€25 (no space between symbol and number)
on EAP (not in EAP)
EAP (Informal acronym for UCEAP; use EAP after first main reference to UCEAP in formal statements)
EAP Director (refers solely to director at UOEAP)
EAP Liaison Officer
EAP or EAP program (not the EAP)
the East/Eastern (Eastern religions, differ from the East)
e-mail
en route
euro (no caps, singular and plural form)
fall/winter/spring (spring quarter, in the fall)
federal
fees (registration fees, filing fee, late fee)
field trip (two words)
fieldwork (but field-worker)
Financial Aid Office (but financial aid payment)
firsthand
first come, first served
five-week program
focused, focusing (not focussed, focussing)
freshman
full-time (as adj.)
full-year program
fund-raising

G-J

General Education requirements
go (not come)
GPA (not G.P.A.)
grade point average
guidebook
handout
he or she (not s/he or he/she)
History Department (but general references to history and sociology departments)
home page
homestay
honors program (not honors')
host university
ILP (not I.L.P.)
intensive language program (lowercase)
in-house
interdisciplinary
Internet (not internet)
Islam—the religion
Islamic (adj.)—the religion and the larger Islamic culture

K-M

lower-division as an adjective (e.g., lower-division classes), otherwise lower division

MAs

master's degree

men's

metro

mid-April

midterm

midyear

month: one month's rent, two months' rent

Muhammad, not Mohamed or other spellings

multicultural

multidisciplinary

Muslim, not Moslem (adj.) – people who practice Islam

N-P

network

NGOs

off campus/on campus (as a noun: housing off campus)

off-campus/on-campus (as adj.: off-campus housing)

online

on-site (adj.: e.g., on-site director)

on site (noun: e.g., director on site)

part-time (as adj.)

pass/no pass (but capitalize P/NP)

passport sized

payment (not payout or distribution—use when EAP is paid money)

percent, not per cent or % (use numerals, e.g., 5 percent)

PhD's

pickpocket (hyphenate only when used as an adjective: pick-pocketing)

plus/minus (not plus-minus)

power of attorney (not capitalized)

postdeparture

predeparture

preenrollment

pre-ILP

preregister

prerequisite

proseminar

provost (lowercase unless preceding a name)

Q-S

quarter (fall quarter, etc.)

Qur'an, not Koran

rain forest (two words)

Regional Directors (RDs)

reenroll

reentry

round-trip

satisfactory/unsatisfactory (but capitalize S/U)

seasons: fall, winter, etc. (no caps)
semester program, semester-long program
short-term program
side by side (hyphenate if used as an adj.)
Southeast Asia (not South East Asia)
sociocultural
sociopolitical
special-focus program
state
Student's Guide (formal reference)
student guides
Study abroad changed to academic programs abroad
Study Center
Study Center Director
Study List
supervisor (not supervisor)

T-V

teaching assistantship (not TAship)
textbook (one word)
theater (not theatre)
toward (not towards)
traveled; traveling (not travelled or travelling)
travelers checks (not traveler's, travelers', travellers, traveller's, travellers', or cheques)
units: 12 to 14 units (not 12–14 and always use numerals)
UC (not U.C.)
UC Santa Barbara, not UCSB or Santa Barbara (standard use for all campuses)
UCEAP: official acronym of the University of California Education Abroad Program. (EAP is acceptable as common usage in text after the full program name is formally referenced.)
University: when it refers to the University of California
university: when it stands alone (unless it refers strictly to the University of California)
Universitywide Office of EAP, not University Office EAP, UOEAP, Systemwide Office, or EAP Universitywide Office
up-to-date
upper-division as adjective, otherwise upper division
US (not U.S.)

W-Z

Web (not web) when used as a noun (e.g., the Web). Use lowercase web when it used as an adjective.
well-being
World Wide Web (not world wide web)
web page
website
the West/Western (Western philosophy, the West)
women's
yearlong

References: *Chicago Manual of Style*, 15th Edition, 2003; *Webster's Dictionary*, 9th Edition, 1987 or *Merriam-Webster Online* <http://www.m-w.com/>; EAP common usage; *Library of Congress Online Catalog* <http://catalog.loc.gov/>

EAP Student's Guide Style Notes

The following style recommendations apply specifically to the EAP Student's Guide. Use these notes as a supplement to the General Style recommendations. In some cases, these notes contain exceptions to general usage.

Guide Mission

The purpose of the *Student's Guide* is to provide timely, relevant, and accurate information about EAP programs in concise and engaging language that appeals to a student audience. The *Student's Guide* is a component of the EAP pre-departure packet. Its content complements and expands on information provided prior to departure in both the packet forms and the *General Information Guide*. It does not duplicate or reiterate other packet materials nor does it offer information provided during the on-site orientation in the host country. The *Student's Guide* is designed specifically for accepted EAP participants.

New in 0809

Use Post-Its for lengthier comments that won't need to be incorporated into the text. This will keep comments separate from edits and help avoid confusion and a messy copy.

New in 0708

Use "UOEAP online packet" when referencing information or documents found in the packet. The guide is part of the packet.

Content Checklist

- Is it timely? (helpful to a student during pre-departure planning)
- Is it relevant? (necessary for EAP to convey)
- Is it accurate? (culturally, technologically)
- Is it in the right section of the guide?

Language

- Is it simple and easy to understand?
- Are voice and tone consistent (despite multiple writers with varying backgrounds)?
- Are grammar and spelling correct?

Get to the point:

- Do not introduce sentences with "we would like to advise," or "Host universities advise..." There is no need to qualify information, suggestions, or policy provided by EAP constituents.
- Remember that information is fresh to students. Avoid using "remember."
- Beautiful, delightful, flowery adjectives often overpower what might have been a concise, solid, and fluid sentence.
- Use lists when possible (e.g., a packing list, checklist of required course work, etc.).

References

- Avoid listing specific contact information or names throughout guide. Use titles instead and reference the Program Administration section for detailed information.
- Do not reference information in terms of where it is located in the Word file or formatted guide (e.g., "as noted above..."). Use section titles (e.g., "See the Health section for further details").

Voice and Tone

Use the second person (direct statements "go to..." or "you should..."). Some circumstances call for the third person ("students must...") when the statement involves misconduct, policy, or general guidelines that may not apply to all students. The primary goal of the guide is to prepare *accepted EAP students* before departure. Recruitment-type language and information (such as information that would be in a brochure) is not necessary.

Director's Manual Style Notes

The following style recommendations apply specifically to the Director's Manual (DM). Use these notes as a supplement to the General Style recommendations. In some cases, these notes contain exceptions to general usage.

Acronyms

- UOEAP, not Universitywide Office of EAP or UO
- SC Director, not Study Center Director or SCD
- Study Center, not SC
- Do not use Director alone. Identify as SC Director or Regional Director.
- EAP not UCEAP

Voice and Tone

- Use third person (students, not you) throughout the document. Sometimes sections are dropped in from other documents. Change the person to make the section fit into this document.
- Do not use "will" to show SC Director action. Replace it with "should" or "is required to." It is okay to indicate UOEAP or EAP *will* do something.

Program

- Capitalize "program" when referring to EAP overall (e.g., The Program....).

Titles and Personnel

- UOEAP unit not *section*
- Do not use the term IAP. Specify Operations Specialists or Academic Specialists or both.
- Use EAP Academic Dean or Associate Dean, EAP Universitywide Director, EAP Chief Administrative Officer (not UCEAP...)
- Do not use the phrase "Study Center Director or Liaison" or "Study Center Director/Liaison Officer." A general reference is included in the introduction that indicates that the Director's Manual is applicable to both SC Directors as well as Liaison Officers, unless otherwise directed.

Listings

- Numbering should be used for sequential or itemized lists.
- Listings (usually single words) are bulleted with no punctuation.
- Use ending commas or semicolons and final period if breaking out a listing that could be used as a sentence, but is easier to read as a numbered or bulleted list. Standard capitalization and punctuation rules apply as if it were written in paragraph form.

Headings

- Keep section titles and headings as brief as possible. Headings should not be sentences.

Bulleted and Numbered Lists

- Capitalize and use ending punctuation when they are complete sentences, paragraphs, or include punctuation.

URLs

- All URLs should be italicized and include the full server name and protocol (e.g., *http://...*).
- Write out (and update) URLs in the table of contents.
- Always provide full URL when adding or updating a link (even if it is added multiple times to the same section or chapter).
- Double-check new and old URLs to make sure they are current.
- To add a link or modify an old link, type the URL next to the form name or reference. Put brackets around the full reference.
For example, "The [General Petition] *http://eap.ucop.edu/common/forms/gen_petition.dot* should be used when..."

Form/Policy references

- When referencing a form in the table of contents and within the manual, use the name of the form/policy and indicate that it is a form (e.g., see Form: Confidential Health History).
- Italicize form/policy titles only in the contents list at the top of each chapter; use regular roman type in the body of the manual.

- Capitalize the names of forms and policies.
- To indicate that you will use a new form or that you have updated an old one, e-mail publications1@eap.ucop.edu.

Cross References

- Use the parenthetical “*see*” reference within the sentence if it is a directive; exception is if reference is extremely long in the middle of the sentence and impedes readability.
- Use “*See*” as a separate parenthetical sentence when it is a link to additional information.
- Italicize the word “*see*” or “*see also*” in the reference. Capitalize it when it is a stand-alone sentence.
- When referring to another section of the DM, be sure the section title has not changed or been removed.
- Always cross-check newly added forms, web listings, and section headings with the Table of Contents.
- Ending period goes *inside* the parentheses if it is a complete, stand-alone sentence. For example, “Information is available in the index chart. (*See* the next bullet for more information.)”
- Ending period goes *outside* the parenthesis if it is part of a sentence. For example, “The index chart (*see* Section X) is useful for a variety of things.” or “The index chart provides solid information (*see* Section X for more details).”