

Style Guide for the Center for Landscape Conservation and Ecology, the Florida-Friendly Landscaping™ Program, & the Environmental Horticulture Department

As of 4/26/12.

About

This style guide is intended for use by the writers and editors of the Center for Landscape Conservation and Ecology (CLCE), the Florida-Friendly Landscaping™ Program, and the Environmental Horticulture Department at the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS). These guidelines are to be applied to any and all material written and/or edited by the center or the FFL Program, including web documents.

As a general rule, the center adheres to the Chicago Manual of Style. Where we deviate from this, it is because UF faculty specialists or administrators prefer a different usage. Below are some of the most commonly looked-up rules. For other questions, please consult the Chicago Manual of Style and/or the UF Writing Stylebook (see “Resources”).

NOTE: For press releases and news stories, we adhere to the Associated Press Stylebook, again except where UF mandates a different usage.

Resources

www.urel.ufl.edu/ufcn/style.html: *The Writing Stylebook*, UF (for official degree titles, offices, institutes, centers, etc.).

<http://ics/ifas.ufl.edu/wordmarks.html>: for UF/IFAS wordmarks and logos.

<http://solutionsforyourlife.ufl.edu/help/>: UF/IFAS *Web Style Guide* (located under *Guides, Policies, Resources & Accessibility/Web Writing*).

Glossary

The following are our preferences for certain words often used in UF/IFAS print and online publications.

- **build-up** (when a noun; when a verb, *build up*)
- **cleanup** (when a noun; when a verb, *clean up*)
- **crapemyrtle** (not *crape-myrtle* or *crape myrtle*)
- **drought-tolerant** (before a noun; *drought tolerant* after a noun)
- **E-mail** or **e-mail** (not *Email* or *email*)
- **Florida-Friendly** (not *Florida-friendly* or *Florida Friendly* or *Florida friendly*) in text and headings, whether used as noun or adjective; always capitalize the initial F. Do not include the trademark (™) symbol.
- **Florida-Friendly Landscaping™** (whether a noun or verb, use initial caps on all three words and use the trademark (™) symbol after “Landscaping.”)
- **freshwater** (not *fresh water*)
- **golf course** (not *golfcourse*)
- **Green Industry** (not *green industry*)
- **green-up** (when a noun; when a verb, *greenup*)

- **groundcover** (not *ground cover*)
- **groundwater** (not *ground water* or *ground-water*)
- **handwater** (not *hand water* or *hand-water*)
- **homeowner** (not *home owner* or *home-owner*)
- **home lawn** (not *homelawn*; hyphenate when using as a compound adjective, as in *home-lawn care*; when using as a triple compound adjective, as to describe the noun “professional” or “worker,” hyphenate the last two words only: *home lawn-care professionals*)
- **honey bee** (not *honeybee*; per the Entomological Society of America)
- **horticulturist** (not *horticulturalist*)
- **houseplant** (not *house plant*)
- **Internet** (not *internet*)
- **landscape** (not *land scape*)
- **lawn care** (not *lawncare*; hyphenate when using as a compound adjective, as in *lawn-care professionals* or *lawn-care practices*)
- **lawn grass** (not *lawngrass*)
- **low-** (when adjective, as in *low-maintenance*). For more information on hyphenation, see *Chicago* 7.82–7.90.
- **macronutrient** (not *macro-nutrient*)
- **microirrigation** (not *micro-irrigation*)
- **micronutrient** (not *micro-nutrient*)
- **micro-spray** (as in *micro-spray jets*)
- **non-** (as in *non-absorbent*, *non-damaging*, etc.; see *Chicago* 7.82–7.90).
- **nonpoint** (as in *nonpoint source pollution*)
- **North/Central/South Florida:** Capitalize the first letters when referring to them in the context of landscaping or horticultural regions. Otherwise use *north-east Florida*, *south-central Florida*, etc.
 - Boundary zones. The following is taken from the Florida-Friendly Landscaping™ Plant List 2006:
 - North Florida = north of Ocala
 - Central Florida = south of Ocala to line between Vero Beach and Sarasota
 - South Florida = south of that line
- **online** (not *on-line*)
- **outcompetes** (not *out-competes*)
- **overseeding** (not *over-seeding*)
- **overwater** (not *over-water*)
- **pesticide-free/maintenance-free/etc.** (not *pesticide free*, *maintenance free*, etc.; see *Chicago* 7.82–7.90).
- **postemergence** (not *post-emergence*)
- **preemergence** (not *pre-emergence*)
- **regrow/regrowth** (not *re-grow*, *re-growth*; see *Chicago* 7.82–7.90).
- **runoff** (when a noun; when a verb, *run off*)
- **slow-release** (as in *slow-release fertilizer*)

- **sports turf** (not *sportsturf*)
- **spot-treat** (not *spot treat*)
- **stormwater** (not *storm water* or *storm-water*)
- **turfgrass** (not *turf grass*)
- **UF/IFAS** (not *UF-IFAS* or just *IFAS*)
- **vs.** (not *versus* or *v.*)
- **wastewater** (not *waste water*)
- **water bodies** (not *waterbodies*)
- **web site** (not *Website* or *Web site*)
- **World Wide Web** (not *the worldwide web*)

Scientific/Extension Documents Rules (UF-specific)

- All grass species are lowercase and compounded (e.g., *centipedegrass* and *bermudagrass*), except for *St. Augustinegrass* and *seashore paspalum*.
- All botanical cultivar names, including grasses, are capitalized and take single quotation marks, when needed, before the period or comma: ‘Floritam’ St. Augustinegrass, ‘Bracken’s Brown Beauty’ magnolia, *Agastache* ‘Apricot Sunrise’, ‘Sea Isle I’ seashore paspalum, etc. Any other punctuation goes outside the single quotes. See *Chicago* 8.138.
- When writing the two-word Latin name of a botanical cultivar, italicize the genus and species name and capitalize the genus name: *Corylus avallana*. In subsequent notations, abbreviate the genus name: *C. avallana*. For other scientific terminology rules, see *Chicago* 8.127–8.161.
- Common names of plants should not be capitalized unless they derive from a proper noun: Harry Lauder’s walking stick, St. Augustinegrass, Job’s tears.
- “Extension” should always be capitalized if you are referring to the Extension organization: *For more information, call your county Extension office; the Cooperative Extension System; University of Florida Extension.* (You can simply use Extension alone if it is clear that you are referring to a specific Extension System such as UF/IFAS Extension).
- Lowercase “extension” if you are referring to extension education, extension educators, extension programming, etc.
- County should always be lowercase, unless you are referring to a specific county: *Call the Gilchrist County Extension office.* Many UF/IFAS publications will say *call your local county Extension office*, but we find this redundant and prefer *county Extension office* alone.
- Solutions for Your Life: *for* should always be lowercase, except in the URL: *SolutionsForYourLife.com*
- Florida Yards & Neighborhoods should take *ℳ* and *program* should be lowercase in text. When abbreviated, use *FYN* (no “&”). *Florida Yards ℳ Neighborhoods, the Florida Yards ℳ Neighborhoods program, FYN, and the FYN program* are all acceptable.
- The Florida-Friendly Landscaping™ Program always takes the trademark (™) symbol between “Landscaping” and “Program,” and “Program” should always be uppercase. When abbreviated, use *FFL* or *the FFL Program* and do not use ™.

- The Center for Landscape Conservation and Ecology does not take “center” and “center” is lowercase when not used in the full title (“the center”). It is abbreviated CLCE.

Numerals/Measurements

The guidelines in this section apply to non-technical, Information Office-generated documents. (Note: For press releases, refer to the *AP Stylebook* rules, which differ from *Chicago*.) For use of numerals and measurements in technical or scientific publications, including EDIS documents, see *Chicago* Chapter 9 (“Numbers”).

- Numbers up to one hundred, round numbers, and numbers beginning sentences should be spelled out: *She gave me one plant, a single insect can lay four thousand eggs, one hundred and fifty-six participants toured the Envirotron*. An alternative method is to re-word the sentence so that it does not begin with a number. See *Chicago* 9.3–9.5.
- Ordinals up to one hundred, round ordinals, and ordinals beginning sentences should be spelled out: *First, hundredth, thousandth, and Thirty-third out of forty top golf courses*, but *131st* or *25th*. See *Chicago* 9.8.
- Use commas in numbers with four or more figures (e.g., *1,000*), but use a mix of numerals and spelled-out numbers for very large numbers (e.g., *4 billion years ago*).
- Use numerals for measurements (*3 inches*, but *three days*), but do not abbreviate the unit of measurement (*5 inches* not *5 in* or *5"*). See *Chicago* 9.14.
- Time (seconds, minutes, hours) is a unit of measurement and should also be written as a numeral (*60 seconds, 5 minutes, 3 hours*). “Days,” “weeks,” “months,” and “years” are not considered units of measurement.
- Use numerals for percentages, but always spell out the word *percent*, e.g., *47 percent*. See *Chicago* 9.19.
- Simple fractions are spelled out: *three-quarters* or *two-thirds*. Quantities with whole numbers and fractions, or complex fractions, are better expressed in numerals (with no space between the whole number and the fraction): *6³/₄ yards* or *5/7, 3/5*. See *Chicago* 9.15–9.16.

Academic Titles

Academic titles should be lowercased unless they immediately precede the person’s name. For more information, see *Chicago* 8.31.

- *the professor* or *Frank Burt, professor of comparative literature* or *Professor Burt*
- *the dean* or *Joyce Johnson, dean of the College of Continuing Education* or *Dean Johnson*
- *the chair* or *James Norris, chair of the Department of Chemistry* or *Professor Norris*
- *the provost* or *Richard Saller, provost of the University of Chicago* or *Mr. Saller*
- *the president* or *Patricia Mack, president of the University of Montana* or *Ms. Mack* or *President Mack*

Grammar & Punctuation

- Use serial commas in text: *The main environmental stresses on turf are shade, drought, and traffic*, and not *The main environmental stresses on turf are shade, drought and traffic*. Use the comma between every word in a series. See *Chicago* 6.19.

- Use a single space between all words in all documents, including after periods, colons, and semi-colons. See *Chicago* 6.13, 6.57, and 6.63.
- The correct use of hyphens, en dashes, and em dashes is explained in *Chicago* 6.80–6.96. Unless otherwise specified, use a single hyphen for both a hyphen and an en dash; use two hyphens for an em dash. For punctuation in ranges of numbers, see *Chicago* 9.62–9.63. If *from* or *between* precedes the first of the two numbers in the range, use the words *to*, *through*, or *and* between the numbers. If neither of these words precedes the range, use an en dash between the numbers.
- Hyphenate all compound adjectives which precede but not which follow a noun, with the exception of adverbs ending in “-ly.” For more information on hyphenation, see *Chicago* 7.82–7.90.
- Write acronyms without periods (e.g., *UF* and *USDA*). Exception: *U.S.* See *Chicago* 15.25.
- If you must abbreviate the word *Florida*, use *Fla.* *FL* is a postal abbreviation only. See *Chicago* 15.29 for other state name abbreviations.
- When using a colon within a sentence, the first word after the colon is lowercased unless it is a proper noun. But when a colon introduces one or more complete sentences, or when it introduces a speech in dialogue, the first word after the colon is capitalized. See *Chicago* 6.63–6.69.
- When writing out an ellipsis, write it as a word, space, three periods, space, and then the next word. See *Chicago* 11.57. E.g., “The speaker asserted that grass grew better in full sun ... later countering his own argument with other evidence.”
- Do not use periods in *BA*, *MA*, and *PhD*. For rules on other degrees and usage thereof, see *Chicago* 15.21 and/or the *UF Writing Stylebook*.
- When parenthesizing a phrase within a sentence, keep the period outside the parentheses: *Lawn grass should be fertilized only during the growing season (except in South Florida).*
- When parenthesizing an entire sentence, keep the period inside the parentheses: *Lawn grass should be fertilized only during the growing season, except in South Florida. (Check with your county Extension office for information on your specific cultivar.)*
- In text, do not capitalize a word following a hyphen unless it is a proper noun: *third-degree* but *un-American*. See *Chicago* 8.168–8.170. In headings, capitalize all words following hyphens.
- Quotation marks go after the comma or period. Exception: botanical cultivars. When using a semicolon, the quotation marks may go after or before the semicolon, but preferably before, except for botanical cultivars, where the quotation marks always come before the semicolon. See *Chicago* 6.53, 6.66, 6.8–6.10, 11.33–11.35.

Formatting

- *And* should always be spelled out in text. Exception: *Florida Yards & Neighborhoods* (but *FYN* when abbreviated). In all web headings, & (ampersand) should be used.
- Use a serial comma with *and* but not with &. *Fruits, Veggies & Edibles* as heading, but *fruits, veggies, and edibles* in text.
- Acronyms are spelled out and then shortened: *Florida Golf Course Superintendents Association* on first use, and thereafter *FCGSA*. See *Chicago* 15.25.

- The Center for Landscape Conservation and Ecology (CLCE) takes a lowercase *the* except in a title/heading or if it begins a sentence. It always takes *and* not *&*.

Scientific Documents

- Use numerals for all fractions (even simple fractions like $\frac{1}{2}$ and $\frac{3}{4}$).
- Use numerals for round numbers even up to the thousands and millions.
- Use numerals for physical quantities and units of time, whether whole numbers or fractions.
- Units of measurement are abbreviated (*lb*, *min*) without punctuation (*lb.*, *min.*), except when used without a numeral (*the number of kilojoules per hour*).
- Use % symbol.

Any suggestions for additions should be sent to Emily Eubanks (eee@ufl.edu). Each addition is thoroughly researched according to academic standards, industry standards, and prevailing usage.