

UNIVERSITY OF FLORIDA
Health Science Center

STYLEBOOK AND RESOURCE MANUAL

3rd Edition



PREFACE

Welcome to the third edition of the University of Florida Health Science Center Stylebook and Resource Manual, designed to be a useful reference for writers and editors engaged in conveying health-related information and news to our internal and external audiences. By publishing a style manual, staff members with the Health Science Center Office of News & Communications hope to encourage consistency and clarity in the many newsletters, magazines, news releases and other communications vehicles produced throughout the Health Science Center. (Individual editors, of course, must judge whether to strictly apply the rules herein.)

The Stylebook has been drafted — and will continue to be updated periodically — with the intent that it will serve as a handy guide that can answer frequently asked questions regarding grammar, capitalization and spelling, as well as provide factual information that specifically relates to the Health Science Center or a health topic.

To foster efficiency, the Stylebook incorporates select entries from the latest edition of the Associated Press Stylebook and Libel Manual and the campuswide style recommendations from the UF Communications Network, as well as information from the American Medical Association Manual of Style (9th edition) and other reference works.

The Stylebook is not intended to be an all-encompassing directory of Health Science Center activities and programs. Instead, entries were developed to address style questions that frequently result in mistakes or lack of uniformity. The book also includes some boilerplate information about certain programs or activities that generate frequent inquiries. The idea is that such information can serve either as useful background to writers or editors, or be inserted where appropriate into stories and publicity pieces.

Over time, some factual information will change. We therefore encourage the editors and writers of the UF Health Science Center to establish their own fact-checking and review processes to ensure up-to-the-minute accuracy.

We also appreciate your feedback. We welcome suggestions from readers regarding new entries that might be helpful and ways to improve existing entries. Please direct them to our attention: Health Science Center Office of News & Communications, Box 100253, Gainesville, FL 32610-0253; 352-392-2621.

Melanie Fridl Ross
Assistant Director
Senior Writer/Editor
University of Florida Health Science Center
Office of News & Communications

A word about the Health Science Center Office of News & Communications...

The Office of News & Communications at the University of Florida Health Science Center responds to the university's mandate to inform the public of advances in research, educational programs, patient care and community services. The office also supports the exchange of information between the Health Science Center and its various internal and external constituents, including faculty, staff and students; news media; alumni; private donors; agencies and businesses that support research; and local, state and national government officials.

News releases generate public awareness and use of health center services, as well as recognize the achievements of the faculty, staff and students in the Health Science Center colleges. Print and broadcast news releases reach state, national and international audiences through major television/radio networks and newspaper syndicates, including wire services. Health center stories also appear in today's leading popular magazines, health-related trade publications and journals. News stories aid in the recruitment of faculty and students, strengthen fund-raising efforts, generate patient referrals, attract the attention of health-related businesses and keep the public informed.

Media relations are coordinated through the Office of News & Communications by responding to requests for information, scheduling interviews with faculty and staff, and distributing story "tips" and background information to reporters and editors at state, national and international levels. The staff provides expert consultation and training to Health Science Center administrators and faculty regarding news media relations and media inquiry responses.

The POST, a monthly internal newsletter, keeps faculty, staff and students informed of major developments in research, education and patient care, as well as upcoming events and new or revised university policies, benefits and programs. The newsletter also recognizes the achievements of faculty, staff and students.

Publications and magazines showcase the accomplishments of faculty and staff. Writers contribute articles, photos and illustrations to these publications based on information obtained from faculty and staff. Alumni magazines and college newsletters, annual reports and campuswide publications are distributed to government officials; agencies, foundations and businesses that support research; selected state, national and international news media; alumni; private donors and other constituents.

Information technology is used to distribute Health Science Center news releases and photos electronically to local, state and national health reporters. Electronic mail is also used to provide immediate release of major news announcements to Health Science Center administrators, faculty and staff and selected audiences campuswide. Health Science Center news and a list of faculty sources also are posted on the Office of News & Communication's Web site at <http://www.news.health.ufl.edu>.

Special services are provided by the Office of News & Communications to faculty, staff and students regarding issues and projects that call for expertise in public relations, publications development, special events planning, crisis and issues-related communications, and other communications needs. For assistance please contact the Senior Director of News & Communications at 352-392-9542.

A

abbreviations and acronyms

As the Associated Press says, “avoid alphabet soup.” Do not use abbreviations or acronyms the reader would not quickly recognize. Avoid awkward constructions. Do not follow an organization’s full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it. Names not commonly before the public should not be reduced to acronyms solely to save a few words.

academic degrees

The preferred form is to avoid an abbreviation and use instead a phrase such as: *Michael Robinson, who has a doctorate in psychology*. Use an apostrophe in *bachelor’s degree, a master’s*, etc.

Use abbreviations such as B.A., M.A., LL.D. and Ph.D. for the POST on first reference. Use in news releases only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name — never after just a last name.

When used after a name, an academic abbreviation is set off by commas: *John Smith, M.D., spoke*.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference:

Wrong: *Dr. John Smith, M.D.*

Right: *Dr. John Smith, a UF pediatrician*

When in doubt about the proper abbreviation for a degree, follow the first listing in Webster’s New World Dictionary.

B.A. (Bachelor of Arts), M.A. (Master of Arts), M.S. (Master of Science), Ed.D. (doctor of education), Ph.D. (doctor of philosophy). No space after periods in abbreviations. The word *degree* should not follow a degree abbreviation (*He has a B.A. in history*, NOT *he has a B.A. degree in history*). Use *bachelor’s* and *master’s degrees*, never *bachelors* and *masters degrees*. When referring to degrees in general, lowercase the first letter of the degree and use “s” (they all had master’s degrees in engineering). Capitalize formal names of academic degrees (*Bachelor of Science, Bachelor of Arts in Accounting, Doctor of Philosophy*). Per AP, the title of *Dr.* is to be used only for those with a medical degree, including those in dentistry and veterinary medicine.

See Appendix for degrees bestowed by foreign countries.

academic departments

Lowercase the names of all academic and clinical departments, divisions and units, except for words that are proper nouns or adjectives: *the department of molecular biology, the molecular biology department, the department of English, the English department*.

It is nearly always preferable to refer to an academic department in a news release by leading with *the department of*: *the department of cardiovascular medicine*, not *cardiovascular medicine department*.

Academic Research Building

Capitalize and spell out on first reference. Use *ARB* only on second reference for in-house publications. This 240,000-square-foot facility, occupied in 1990, features laboratories designed for quick adaptation to changing scientific technologies. Flexible utilities and floor-to-floor heights permit lab modifications with minimal disruption of research activity. The building's centralized research support services include a hybridoma (tissue culture) laboratory, a bioscience computing center, and protein and DNA laboratories.

academic titles

Capitalize and spell out formal titles such as *professor, chancellor, chairman, dean, graduate research professor, president, professor emeritus* etc., when they precede a name. Lowercase elsewhere.

Lowercase modifiers such as *history* in *history Professor Julian Pleasants* or *division* in *division Chief Paulette Mehta*.

Per AP, use *Dr.* before a name only if the person is a medical doctor or holds a degree in dental or veterinary medicine, or if writing the person's obituary. Avoid using degrees after a name, except for copy slated for *The POST*.

Examples: *Chris Smith, graduate research professor, presided. Professor Pat Jones, of the department of anthropology, attended. Morgan Johnson, who holds the J.C. Penney eminent scholar chair, voted. Dr. Kelly Anderson, surgeon and professor in the College of Medicine, resigned.*

Note that it is our style to insert an 'a' before an individual's academic title. For example: *Joe Smith, M.D., a UF professor of pediatrics*, **not** *Joe Smith, M.D., UF professor of pediatrics*. The intent here is to make clear that the college has multiple professors, associate professors, assistant professors, etc.

In addition, when referring to a faculty member who holds the same job title in more than one department or division, follow AP guidelines for punctuation in series and insert a comma before the second *and*. For example: *Jane Jones, a UF professor of pathology, immunology and laboratory medicine, and neurology.*

accommodate

Remember: This word is big enough to accommodate two c's and two m's.

Ace

A trademark for a brand of elastic bandage.

ACORN clinic

See **Alachua County Organization for Rural Needs Inc.**

acquired immune deficiency syndrome

See **AIDS**.

adeno-associated virus

Adenocard

A new drug to correct a form of rapid heartbeat known as paroxysmal supraventricular tachycardia, the result of findings by former UF faculty member Dr. Luiz Belardinelli. Approved by the Food and Drug Administration in 1989, Adenocard is marketed in North America by Fujisawa, U.S.A., and in Europe and worldwide as Adenocor and Krenosin by Sanofi Pharma, France.

adjunct

Adjuncts are temporary faculty, usually with a time limit of six months.

administration

Lowercase: *the administration, the president's administration, the governor's administration, the Clinton administration.*

Adrenalin

A trademark for the synthetic or chemically extracted form of epinephrine, a substance produced by the adrenal glands.

The nonproprietary terms are *epinephrine hydrochloride* or *adrenalin*.

advance directive

All hospitals are required by law to provide adult patients with written information about their right to make decisions about their medical care. A competent adult patient has the right to accept or refuse medical treatment regardless of his or her medical condition. Your right to accept or refuse treatment is not lost or diminished if you cannot express yourself. If you cannot speak for yourself, close family members or friends are required to make the choice you would make. To help your family or friends know your wishes, Florida law recognizes four ways to communicate your medical plans in advance:

- Living Will: allows you to express your wishes on life-prolonging procedures.
- Surrogacy Appointment: allows you to appoint a substitute (“health-care surrogate”) to make medical decisions on your behalf if you cannot speak for yourself, including withholding or withdrawal of life-prolonging procedures.
- Durable Power of Attorney for Health Care: has the same authority as a designated health-care surrogate under Florida law. The surrogate or designated person has benefit of the doubt, or the presumption that what they say is what the patient would want. A proxy (see below) has the burden, meaning they must show or prove that what they say is what the patient would want.
- Proxy Decision Maker: In Florida, surrogate and proxy are similar, but a surrogate is designated and a proxy is not designated. If no one is designated, then a court-appointed guardian makes the decisions. The court appoints a proxy from this list (in order): spouse, majority of the patient’s adult children who are reasonably available for consultation, parents, majority of adult siblings who are reasonably available for consultation, adult relative who has demonstrated a concern in the patient’s care, a friend of the patient who knows the patient well enough to make a decision for that person.

adverse, averse

Adverse means unfavorable: *He predicted adverse weather.*

Averse means reluctant, opposed: *She is averse to change.*

adviser

Not *advisor*, unless part of a specific title (Teacher/Advisor of the Year).

affect, effect

The verb *affect* means to influence. The verb *effect* means to cause. The noun *effect* means result.

afterward

Not afterwards.

ages

Always use figures. When the context does not require *years* or *years old*, the figure is presumed to be *years*.

Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens.

Examples: A 5-year-old boy, but *the boy is 5 years old*. *The boy, 7, has a sister, 10*. *The woman, 26, has a daughter 2 months old*. *The law is 8 years old*. *The race is for 3-year-olds*. *The woman is in her 30s*.

AHEC Program, University of Florida North Florida

Phone: 352-265-8026

Web site: www.flahec.org/NFAhec

University of Florida North Florida Area Health Education Centers Program on first reference. Its mission is to improve access to primary health care in medically underserved areas through academic and community educational partnerships designed to recruit, train and retain community-based health professionals. It is one of five regional AHEC programs under the auspices of a state program called The Florida AHEC Network (www.flahec.org).

AIDS

Acceptable in all references for *acquired immune deficiency syndrome*, sometimes written as *acquired immunodeficiency syndrome*.

AIDS is an affliction in which a virus has weakened the body's immune system and cancer or serious infections have occurred. *AIDS* is spread most often through sexual contact; contaminated needles or syringes shared by drug abusers; infected blood or blood products; and from pregnant women to their offspring.

The scientific name for the virus is human immunodeficiency virus, or HIV. The most common type of the virus is often designated HIV-1 to distinguish it from another type, HIV-2.

National *AIDS* statistics, which are updated monthly, are available from the federal government's Centers for Disease Control in Atlanta.

A note about *AIDS* tests: Routine *AIDS* tests look for the presence of antibodies the body has made to defend against the *AIDS* virus. A positive antibody test is evidence of an infection with the *AIDS* virus. People who test positive are often described as being HIV-positive.

A positive result does not mean the person tested has *AIDS*. People infected with the virus do not have *AIDS* until they develop serious symptoms. Many remain infected but apparently healthy for years.

AIDS antibody tests should be distinguished from tests for the *AIDS* virus itself. The presence of the *AIDS* virus can be confirmed by laboratory cultures or by the much more sensitive polymerase chain reaction, or PCR, test.

Alachua County Medical Society

Phone: 352-376-0715

The Alachua County Medical Society, established in the late 1800s, is a professional and scientific organization representing more than 800 practicing and retired physicians, medical residents and medical school students in Alachua, Levy, Union and Gilchrist counties. The society is the local affiliate of the Florida and American Medical Associations. Membership in the society is voluntary; physicians are not required to join in order to practice medicine in our area. Those who choose to join, however, do so because they are interested in the same goals as other members of the society — quality medical care for every resident in the area and the advocacy of the medical profession.

Alachua County Organization for Rural Needs Inc.

Phone: 352-485-1133

ACORN acceptable on second reference. *ACORN*'s mission is to provide primary and preventive health services to rural indigent families of Alachua, Bradford and Union counties. Through the use of professional volunteers, *ACORN* provides low-cost medical and dental care in specialty clinics. *ACORN* acts as a liaison between patients and secondary level care, social service agencies and community assistance programs. The medical clinic provides 4,000 annual medical visits by volunteer community physicians, nurse practitioners, health professionals, the UF College of Nursing and Suwannee River AHEC. The dental clinic handles more than 3,500 annual visits for dental hygiene and dental care, and 6,500 hours of training for UF College of Dentistry and Santa Fe Community College dental hygiene and dental assisting students.

The not-for-profit *ACORN* clinic began in 1973 when two area churches funded *VISTA* volunteers to meet health-care needs in a rural tri-county area of North Central Florida. For the first three years, *ACORN* focused on home visits and social service referrals. In 1976, a medical clinic was established. The dental clinic began in 1987. In 1977, *ACORN* received two prestigious awards: a Robert Wood Johnson Community Health Leader award, one of 10 in the United States, and the first place Mutual of America Community Partnership Award.

Alachua County Public Health Unit

Phone: 352-955-2356

The public health unit serves a threefold function in the community: identification, treatment and monitoring of disease transmitted from animals and man; medical care to indigent populations; and assessment of environmental conditions of disease.

albino, albinos

Alcohol Education Center

Phone: 352-392-6680

Web site: <http://webapps.health.ufl.edu/aec/jsp/index.jsp>

The center, part of the McKnight Brain Institute and affiliated with the College of Medicine, has worked with national experts to create a list of essential or core competencies in issues related to alcohol. There is a critical national need to improve health practitioner competency in understanding alcohol use, abuse and dependence. Despite continuing scientific discoveries and emphasis on increasing the number of primary-care practitioners, there has not been a commensurate increase in alcohol competency or training. The center aims to provide information and training that will increase the ability of physicians to recognize and treat alcohol problems. The center offers a curriculum of

free courses and information related to recognizing and treating alcohol problems, a resource for medical professionals and others who would like to learn more about alcohol abuse. Medical professionals can receive certified continuing medical education credits for passing the exams. The center also has worked to develop methods to assess competency and has tested physicians-in-training to evaluate baseline competency of new medical students.

alcoholic

Use *recovering*, not *reformed*, in referring to those striving to overcome the disease of alcoholism.

Alec P. and Louise H. Courtelis Equine Teaching Hospital

allow, enable, permit

In general, do not use *allow* or *permit* in conjunction with inanimate objects that cannot grant permission. Instead, use *enable* whenever possible.

all right

Never alright.

alma mater

Lowercase.

alpha-1 antitrypsin deficiency

Alpha-1 Antitrypsin Genetics Laboratory

Web site: www.alphaone.ufl.edu/index.html

The UF-based Alpha-1 Antitrypsin Genetics Laboratory is an International Reference Laboratory for alpha-1 antitrypsin levels, phenotype and genotype analysis. Testing is provided free of charge to patients throughout the world.

Alpha-1 Association

Phone: 202-887-1900

Web site: <http://www.alpha1.org>

The Alpha-1 Association's mission is to identify those affected by alpha-1 antitrypsin deficiency and to improve the quality of their lives through support, education, advocacy and research.

alumnus, alumni, alumna, alumnae

Use *alumnus* (*alumni* in the plural) when referring to a man who has attended a school.

Use *alumna* (*alumnae* in the plural) for similar references to a woman. Use *alumni* when referring to groups of men and women. Anyone who has ever attended UF is an alumnus or alumna.

Alzheimer's disease

This is a progressive, irreversible neurological disorder. Most victims are older than 65, but Alzheimer's can strike in the 40s or 50s.

Symptoms include gradual memory loss, impairment of judgment, disorientation, personality change, difficulty in learning and loss of language skills. No cause or cure is known.

Alzheimer's Drug Discovery Group

Ambulatory Care Center

This facility is based at Shands Jacksonville.

AMCAS

American Medical College Application Service. AMCAS processes applications for most U.S. medical schools.

American Academy of Nursing

Phone: 202-651-7238

Web site: <http://www.nursingworld.org/aan/>

American Academy of Pediatrics

Phone: 847-981-7945

AAP is acceptable on second reference. Also: *the academy*.

American Association of Colleges of Nursing

Phone: 202-463-6930

Web site: <http://www.aacn.nche.edu>

The American Association of Colleges of Nursing is the national voice for America's baccalaureate- and higher-degree nursing education programs. The association's educational, research, governmental advocacy, data collection, publications and other programs work to establish quality standards for bachelor's- and graduate-degree nursing education, assist deans and directors to implement those standards, influence the nursing profession to improve health care, and promote public support of baccalaureate and graduate education, research, and practice in nursing — the nation's largest health-care profession. *NOTE: Kathleen Ann Long, dean of the College of Nursing, serves as president until December 2003 and will then become immediate past president.*

American Association of Colleges of Pharmacy

Founded in 1900, the American Association of Colleges of Pharmacy is the national organization representing the interests of pharmaceutical education and educators. Comprising all 81 U.S. pharmacy colleges and schools, including more than 4,000 faculty, 36,000 students enrolled in professional programs and 3,600 individuals pursuing graduate study, the association is committed to excellence in pharmaceutical education.

American Association of Poison Control Centers

Phone: 202-362-7217

American College of Clinical Pharmacology

Phone: 315-768-6117

A primary role of the college is to advance the teaching, research and service functions of clinical pharmacology in academic institutions. Working in association with other societies (the American Society of Pharmacology and Experimental Therapeutics and the American Society for Clinical Pharmacology and Therapeutics) as well as the Association of American Medical Colleges, the college is working to improve the quality of instruction in clinical pharmacology and its position in curriculum planning at America's medical colleges.

The American College of Clinical Pharmacology was the initiator of and has maintained a leadership role in the development of certification of competency in clinical pharmacology for all professionals involved in the discipline.

American College of Clinical Pharmacy

Phone: 816-531-2177

The American College of Clinical Pharmacy is a professional and scientific society that provides leadership, education, advocacy and resources enabling clinical pharmacists to achieve excellence in practice and research. The organization's membership is composed of practitioners, scientists, educators, administrators, students, residents, fellows and others committed to excellence in clinical pharmacy and patient pharmacotherapy. Its mission is to foster growth of clinical pharmacy services and promote their value in all health-care settings; facilitate the performance, dissemination and application of pharmaceutical and biomedical research; and promote excellence in all facets of clinical pharmacy education.

American Dental Association

Phone: 1-800-621-8099

ADA is acceptable on second reference but *the dental association* or *the association* are preferred.

American Diabetes Association

Phone: 1-800-648-3353

Use *the association* or similar name to refer to this group on second reference, not ADA, to avoid confusion with the American Dental Association.

American Hospital Association

Phone: 1-800-424-4301

AHA is acceptable on second reference. Also: *the hospital association*, *the association*.

American Medical Association

Phone: 312-464-5000

AMA is acceptable on second reference. Also: *the medical association*, *the association*. Headquarters is in Chicago.

American Nurses Association

Phone: 202-651-7000 or 1-800-274-4ANA (4262)

Web site: <http://www.nursingworld.org/>

The American Nurses Association is a full-service professional organization representing the nation's 2.6 million registered nurses through its 54 constituent state associations and 13 organizational affiliate members. The association advances the nursing profession by fostering high standards of nursing practice, promoting the economic and general welfare of nurses in the workplace, projecting a positive and realistic view of nursing, and lobbying the Congress and regulatory agencies on health-care issues affecting nurses and the public.

American Pediatric Society

Phone: 281-419-0052

Web site: <http://www.aps-spr.org>

American Pharmaceutical Association

APA is acceptable on second reference. Also: *the pharmaceutical association*, *the association*.

among, between

In most cases, use *between* to introduce two items and *among* to introduce more than two. However, note that *between* should be used when describing relationships of three or more items considered one pair at a time. Here's an example from the AP Stylebook: "*Negotiations on a debate format are under way between the network and the Ford, Carter and McCarthy committees.*" Note that prepositions

placed after *among* or *between* should appear in the objective case: “*between him and her, between you and me.*”

Analytical Toxicology Core

An offshoot of the Center for Environmental and Human Toxicology, the Analytical Toxicology Core is a state-of-the-art facility established to support analytical research on campus and to enter into contracts with industry that requires analytical toxicology. It has three foci: pharmaceutical, environmental and forensic toxicology. The principal players are Dr. Steve Roberts, director of the Center for Environmental and Human Toxicology, and Dr. Ian Tebbett, interim director of the Division of Pari-Mutuel Wagering’s racing laboratory.

Anatomical Board of the State of Florida

Phone: 352-392-3588 or 1-800-628-2594

Web site: www.med.ufl.edu/anatbd

Located at the UF Health Science Center, the Anatomical Board supplies cadavers to UF, the University of South Florida, the University of Miami and several other state health-related programs. The board receives about 500 bodies a year, yet supply cannot meet demand. The board cannot accept bodies that have been injured in a crushing accident or exposed to highly communicable diseases. Bodies of organ donors (with the exception of those who donate eyes or who are registered to donate brains) or autopsied bodies also cannot be accepted.

anemia, anemic

Angel Flight Southeast Inc.

About 500 volunteer pilots and 150 support staff constitute Angel Flight Southeast Inc., a nonprofit volunteer organization headquartered in Leesburg and dedicated to providing free air transportation via private aircraft to those in medical and financial need. After merging with a similar group in Atlanta, its territory covers the entire southeastern United States. The group has a 24-hour toll-free hotline, 1-800-FLA-HALO. Angel Flight believes transportation should never be an obstacle for those with medical or compelling human needs.

animals

Do not apply a personal pronoun to an animal unless its sex has been established or the animal has a name, according to AP: *The dog was scared; it barked. Rover was scared; he barked.*

Capitalize the name of a specific animal, and use Roman numerals to show sequence: *Rover, Rover II.*

For breed names, follow the spelling and capitalization in Webster’s New World Dictionary. For breeds not listed in the dictionary, capitalize words derived from proper nouns; use lowercase elsewhere: *basset hound, Boston terrier.*

annual

An event cannot be described as *annual* until it has been held in at least two successive years.

Do not use the term *first annual*. Instead, note that sponsors plan to hold an event annually.

annual meeting

Lowercase in all uses.

antibiotic

antibody

antidote

antigen

antihistamine

antisense

A nucleic acid (DNA molecule) that has a sequence exactly opposite to an mRNA molecule made by the body (the sense strand); it binds to the mRNA molecule to prevent a protein from being made. Note no hyphen.

antiserum

antitoxin

antivenin

ARB

Capitalize and spell out as *Academic Research Building* on first reference. Use *ARB* only on second reference for in-house publications. This 240,000-square-foot facility, occupied in 1990, features laboratories designed for quick adaptation to changing scientific technologies. Flexible utilities and floor-to-floor heights permit lab modifications with minimal disruption of research activity. The building's centralized research support services include a hybridoma (tissue culture) laboratory, a bioscience computing center, and protein and DNA laboratories.

Archer Family Health Care

Archer Family Health Care, which opened in early 2001, is the UF College of Nursing's first nurse-owned and -operated health-care practice, offering a full range of family health-care services. The practice fills a major gap in the medically underserved western half of Alachua County and many surrounding areas.

Clinical and support staff provide health care for patients who have had little, if any, preventive health care and have used local emergency departments for the treatment of acute and episodic illnesses. The College of Nursing collaborates with both the colleges of Medicine and Pharmacy to provide care at the Archer site.

army

Capitalize when referring to U.S. Forces: *the U.S. Army, the Army, Army regulations*. Use lowercase for the forces of other nations: *the French army*.

ARNP

Stands for advanced registered nurse practitioner.

Arts in Dentistry Program

Arts in Medicine Program

A worldwide movement exploring the links between creative art and the art of bodily, mental and spiritual healing. See **Healing Wall**.

assistant

Do not abbreviate. Capitalize only when part of a formal title before a name: *Assistant Secretary of State Michael Smith*. Whenever practical, an appositional construction should be used: *Michael Smith, assistant secretary of state*. See **titles**.

associate

Never abbreviate. Apply the same capitalization norms listed under **assistant**.

association

Do not abbreviate. Capitalize as part of a proper name: *American Medical Association*.

Association of American Medical Colleges

Web site: <http://www.aamc.org>

Capitalize and spell out on first reference. *AAMC* is acceptable on second reference, but it may be preferable to use *the association*, *the organization* or *the group* to avoid “alphabet soup.”

Association of American Veterinary Colleges

Web site: <http://aavmc.org>

The Association of American Veterinary Medical Colleges coordinates the affairs of the 27 U.S. veterinary medical colleges, four Canadian colleges of veterinary medicine, departments of veterinary science and comparative medicine, animal medical centers, and two international veterinary schools. In addition, the association fosters the membership’s teaching, research and service missions both nationally and internationally. Addressing the interests of producers and consumers of food and fiber, the interests of animal owners, and those of pet owners, the association’s principal goal is improving the quality of human and animal life.

Association of Schools of Allied Health Professionals

Web site: <http://www.hsc.missouri.edu/~shrp/asahp/whatis.html>

The Association of Schools of Allied Health Professionals was chartered in 1967 as a not-for-profit national professional association for administrators, educators and others who are concerned with critical issues affecting allied health education. The association’s membership consists of 105 academic institutions, two professional associations and approximately 300 individual members. Allied health professionals are involved with the delivery of health or related services pertaining to the identification, evaluation and prevention of diseases and disorders; dietary and nutrition services; rehabilitation and health systems management; etc.

Atrium

Shands at UF Atrium is acceptable on first reference; *the Atrium* on second reference.

average, mean, medium, norm

Average refers to the result obtained by dividing a sum by the number of quantities added together: *The average of 7, 9, 17 is 33 divided by 3, or 11.*

Mean commonly designates a figure intermediate between two extremes: *The mean temperature of the day with a high of 56 and a low of 34 is 45.*

Median is the middle number of points in a series arranged in order of size: *The median grade in the group of 50, 55, 85, 88, 92 is 85. The average is 74.*

Norm implies a standard of average performance for a given group: *The child was below the norm for his age in reading comprehension.*

average of

The phrase takes a plural verb in a construction such as: *An average of 100 new jobs are created daily.*

awards and decorations

Capitalize them: *Bronze Star, Medal of Honor, etc.*

B

baccalaureate**bachelor of arts, bachelor of science**

A *bachelor's degree* or *bachelor's* is acceptable in any reference. See **academic degrees** for guidelines on when the abbreviations *B.A.* or *B.S.* are acceptable.

bacterial nomenclature

The genus name is capitalized, and the specific epithet is lowercase, per the AMA Manual of Style. Examples: *Staphylococcus aureus, Pneumocystis carinii.*

Band-Aid

A trademark for a type of adhesive bandage.

barbiturate**based on**

Beware of verbal phrase dangles. A verb form used as an adjective is called a participle. Don't dangle participles! Per AMA, "a dangling participle implies an actor but does not specify who or what that actor is." An example...avoid statements constructed in this way: *Based on my years of experience in the field, cardiologists have a lot of heart.* Cardiologists are not "based on my years of experience." A preferred form would be: *I have found that cardiologists have a lot of heart* or *Experience has shown that cardiologists have a lot of heart.*

because, since

AP reserves *because* to denote a specific cause-effect relationship. Example: *He went because the patient needed him.* *Since* is acceptable in a causal sense when the first event in a sequence led logically to the second but was not its direct cause. Example: *They went to the hotel, since they had been told they had reservations.* Generally speaking, reserve *since* for use in constructions having to do with time.

Bethune-Cookman College and University of Florida Consortium, "Gator-Cats"

UF's College of Nursing collaborates with Bethune-Cookman College, a historically black institution, to offer mentoring, career counseling and financial planning advice for students and alumni of the Bethune-Cookman College division of nursing, as well as students with special needs, who want to pursue graduate studies in nursing. Distance-learning equipment is housed on the Bethune-Cookman College campus, allowing selected participants to experience some graduate school classes. This is informally known as the "Gator-Cats" partnership.

between, among

Use *between* to show relationship between two objects; use *among* when more than two objects are involved.

bifocal**bilateral****Biobehavioral Research Center**

Phone: 352-846-1793

Web site: <http://con.ufl.edu/brc>

This interdisciplinary research center was created in 2001 with a \$670,000 National Institute of Nursing Research/National Institutes of Health grant. Housed in the UF College of Nursing, the center oversees pilot studies with both biological and behavioral outcomes. Biobehavioral research is the study of the interrelationships between biological, behavioral, psychological, social and spiritual factors that influence wellness and disease. Nurse researchers collaborate with co-investigators in areas such as biostatistics, exercise physiology, health education, nutrition and pharmacy.

Bioglass

Bioglass is a registered trademark of the University of Florida and as such should be capitalized in all references. The material, made of silica, soda, calcia and phosphate, was invented by Dr. Larry Hench, formerly a ceramics engineer in UF's department of material sciences. In 1969, it was first demonstrated that Bioglass bonds with living bone — the first artificial bone replacement found to do so. The first U.S. patent on the substance was issued in 1978, the same year researchers discovered that Bioglass also can bond with living soft tissues. Bioglass products on the market include: Douek-MED, a middle ear implant, which can be used to restore hearing by replacing one or all of the three bones in the human hear; the Endosseous Ridge Maintenance Implant, or ERMI, which is used to stabilize the jaws of patients who are missing teeth and have been fitted with dentures; and Perioglas, which is used to bond with teeth and gums to prevent tooth loss after periodontal disease.

Biomedical Engineering Program

Web site: www.bme.ufl.edu/academics/objectives.html

This interdisciplinary program is a collaborative effort between the colleges of Medicine and Engineering. It aims to provide students with a broad knowledge base of biomedical engineering and specialized knowledge and experience in at least one of four core areas: biomaterials, biomechanics, cellular and tissue engineering, and biomedical imaging and signal processing. The program also strives to provide students with the ability to apply fundamental engineering principles from several traditional engineering disciplines to identify, analyze and solve clinical problems and improve health care. Participating departments within the College of Medicine include surgery, anesthesiology, radiology and cardiovascular medicine. The College of Engineering administers the program with the assistance of an executive committee consisting of the deans of the colleges of engineering, medicine and the graduate school, all of whom provide program guidance and oversight.

Biomedical Media Services

Formerly known as Learning Resources and Communications. *BMS* acceptable on second reference for in-house publications. Otherwise, substitute generic word such as department.

Biotechnology Development Incubator

Sid Martin Biotechnology Development Incubator on first reference. BDI acceptable on second reference. Located at Progress Corporate Park near Alachua, the \$5.5 million Sid Martin Biotechnology Development Incubator was named for the late Sid Martin, a longtime state representative for the Gainesville area. The facility assists fledgling companies trying to transfer UF-related biotechnology research to the marketplace. University and community leaders are developing a community of environmentally clean biotech companies. The 35,000-square-foot building consists of 19 laboratories, cold rooms, autoclaves, a darkroom, a fermentation laboratory, a 600-square-foot greenhouse, a library, and reproductive analysis, genetic analysis and research histology core service laboratories.

Biotechnology Program, University of Florida

Phone: 352-392-8408

Web site: www.biotech.ufl.edu

The Biotechnology Program at UF was launched by the Florida Legislature in 1987. It is composed of the campus-based Interdisciplinary Center for Biotechnology Research and the off-campus bio-business incubator, the Sid Martin Biotechnology Development Incubator. Its mandate is to energize and strengthen all aspects of molecular life science research at UF; teach biotechnology theory, techniques and applications; champion the growth and development of biotechnology research throughout Florida's State University System; and jumpstart biotechnology transfer from the lab to the marketplace through comprehensive business incubation.

biweekly

Means every other week. *Semiweekly* means twice a week.

black

AP style, but African-American is acceptable for internal publications.

Blanche Saunders Dermatology Laboratory

Part of UF's College of Veterinary Medicine, this laboratory was endowed by a group of dog breeders and obedience trainers from Jacksonville. Its purpose is to initiate clinical and basic science-related investigative studies to further understanding of dermatologic diseases in animals.

blood-brain barrier

board

Capitalize only when an integral part of a proper name.

board of directors, board of trustees

Always lowercase. See the **organizations and institutions** entry.

Borland Library

Located on the campus of the UF Health Science Center Jacksonville.

Brain Institute of the University of Florida, The Evelyn F. & William L. McKnight

UF's McKnight Brain Institute is also acceptable on first reference. *McKnight Brain Institute* is acceptable on second reference. In the spring of 1992, the university created the University of Florida Brain Institute to enhance multidisciplinary research and education in all aspects of neurobiology. With about 300 faculty members from 50 academic departments and 10 colleges and collaborators at more than 75 universities and research institutes around the world, the Brain Institute is now clearly

one of UF's major research and educational focus points. This translates into an annual total of more than \$25 million in neuroscience-related sponsored research projects.

The six-story McKnight Brain Institute building, which opened in fall 1998 and includes a 245-foot-long air-conditioned bridge to the Academic Research Building, provides 210,000 square feet of laboratory, office, teaching and support space. Three awards totaling nearly \$38 million from the Department of Defense and the Department of Veterans Affairs were used to help fund the construction and technologically advanced infrastructure equipment for this project. These funds were matched by allocations from the UF College of Medicine, Shands at UF, private donors and the state of Florida to reach a total of \$60 million.

Following the McKnight Brain Institute's "bench-to-bedside" philosophy, much of the new space is devoted to research and educational core facilities. Examples include the linear accelerator-equipped RadioSurgery/Biology Lab, the Multidisciplinary Simulation Computer Lab, the Cognitive Neuroscience Lab, the Human Brain Tissue Bank, the "BSL-3" Lab, the "GMP" Human Gene Therapy Vector Production Lab, the Animal Housing and Surgical Facility, the Optical Microscopy Facility, the Advanced Magnetic Resonance Imaging and Spectroscopy Facility and the Surgical Research and Training Lab.

In May 2000, the McKnight Brain Research Foundation awarded UF a \$15 million gift — its largest single cash gift to date — to be used for medical research of the brain, particularly fundamental research intended for clinical application to help alleviate memory loss associated with aging. In recognition of this donation, the University of Florida Brain Institute and the building that houses its principal operations were renamed the Evelyn F. & William L. McKnight Brain Institute of the University of Florida. McKnight, who was a nurse, and her husband, William, were very interested in the effects of aging on memory. Both are deceased. William McKnight was chairman of the board of the 3M Corp. for 59 years prior to his death in 1978. Evelyn McKnight continued to support his interest in brain research in memory loss until her death in 1999.

brand names

When they are used, capitalize them. Brand name is a nonlegal term for service mark or trademark.

It is preferable to use generic terms when possible, avoiding the use of brand names entirely.

Breast Health Center at Shands Jacksonville, The

Use *The* before the name because the word is part of the formal title. On second reference, it can be referred to as *The Breast Health Center* or *the center*.

building

Never abbreviate. Capitalize the proper names of buildings, including the word *building* if it is an integral part of the proper name: *the Communicore Building*, *the 1329 Building*. Use official name of campus facilities with uppercase in formal communication. On second reference, lowercase when proper name is not used. Example: *Career Resource Center*; *the center helps students find jobs*.

bullets

In short, what punctuation to use, if any, varies and there are no hard-and-fast rules. Generally speaking, use what looks visually best. If the bullets are one-word items (and sometimes short phrases), do not use punctuation. If each bulleted item is a complete sentence, you may wish to use a period. Sometimes partial sentences look best set off by a comma, or even a semicolon depending on the sentence structure or length (particularly if commas also have been used within that sentence fragment). If you do use a semicolon in this context and have included an *and* before the final bulleted

item, insert a semicolon before the *and*.

Burn Intensive Care Unit

The Burn Intensive Care Unit at Shands at the University of Florida is an eight-bed acute intensive care facility for the treatment of thermal injuries. See **Shands Burn Center at UF**.

byproduct

Per AP, no hyphen. This holds true for most words with the *by-* prefix.

Bylaw

C

Caesarean section

This is the accepted AP style spelling. AMA style uses cesarean delivery, cesarean section.

campuswide

Also citywide, collegewide, countywide, statewide, nationwide, universitywide and worldwide. One word.

Cancer Center

See entries for **Shands Cancer Center, UF** and the **Jerry W. and Judith S. Davis Cancer Center**.

can, may

Although the distinction is not often observed in everyday speech, these auxiliary verbs have different functions, especially in formal writing. *Can* is used to indicate ability to do something; *may* to ask, grant or deny permission to do it.

cannot

One word, not two.

capitalization

In general, avoid unnecessary capitals. If there is no relevant listing in this Stylebook for a particular word or phrase, consult Webster's New World Dictionary.

As used in this Stylebook, *capitalize* means to use uppercase for the first letter of a word. If additional capital letters are needed, they are called for by an example or a phrase such as *use all caps*.

PROPER NOUNS: Capitalize nouns that identify a specific person, place or thing: *Ashley, Atlanta* and *Africa*.

PROPER NAMES: Capitalize common nouns such as *party, river, road, west, college and university* when they are an integral part of the full name for a person, place or thing: *Democratic Party, Silver River, Archer Road, College of Nursing, University of Florida*.

Lowercase these common nouns when they stand alone in subsequent references: *the party, the river, the street, the college, the university*. Lowercase the common noun elements of names in all plural uses: *the Democratic and Republican parties, Main and State streets, lakes Tsala-Apopka and Okeechobee*.

For guidelines pertaining to capitalization of popular names of composition titles, please refer to the Associated Press Stylebook.

TITLES: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas.

Use lowercase at all times for terms that are job descriptions rather than formal titles.

See also **bacterial nomenclature**.

Cardiovascular Center at Shands Jacksonville, The

Use *The* before the name because the word is part of the formal title. On second reference, it can be referred to as *The Cardiovascular Center* or *the center*.

Celsius

To convert to Fahrenheit, multiply by 9, divide by 5 and add 32.

centers

See the index for a complete listing of centers and institutes.

Center for Alcohol Research

Center for Ambulatory Studies

Phone: 352-392-0601, ext. 286

Established in 1981. This universitywide center analyzes and conducts research related to the behavioral component of problems in health and health-care delivery. It has played a key role in educating others about the importance of early detection of breast cancer through highly specialized manual palpation.

Center for Autism and Related Disabilities

Phone: 1-800-754-5891 or 352-846-2761

Web site: <http://card.ufl.edu>

The University of Florida/Gainesville Center for Autism and Related Disabilities is one of five regional, nonresidential resource centers established in Florida to meet the needs of individuals and families with autism and related disabilities. The Gainesville center, established in 1993, is located within the College of Medicine and is part of the Evelyn F. & William L. McKnight Brain Institute. The other centers are located at the University of Florida Health Science Center Jacksonville, the University of South Florida, the University of Miami and Florida State University. The UF center provides services to Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Hernando, Lafayette, Lake, Levy, Marion, Orange, Osceola, Putnam, Seminole, Sumter, Suwannee and Union counties. The center serves both children and adults of all levels of intellectual functioning who have autism, pervasive developmental disorders, autistic-like disabilities, dual sensory impairments or sensory impairments with other disabling conditions. Services include technical assistance and consultation, professional training programs and public education activities, and are designed to build on the capacities of state and local resources, not to duplicate or replace them. The center is funded by the Florida Legislature through the Florida Department of Education, and all services are provided free of charge.

Center for Behavioral Health Research in Organ Transplantation and Donation

The missions of the Center for Behavioral Health Research in Organ Transplantation and Donation are 1) to promote positive health outcomes among transplant patients and their families and 2) to increase organ and tissue donation by encouraging, supporting and advising behavioral health researchers in the field of organ transplantation and donation. The objectives of the Center are to 1) promote collaborative research on the behavioral health of transplant patients, organ donors and their families; 2) facilitate interaction and scientific communication among health professionals in the University of Florida organ transplant and donor programs; and 3) coordinate education and training in the behavioral health aspects of transplantation at the predoctoral and postdoctoral levels. In addition, the center serves as a resource for students, faculty and other health professionals with interests in the behavioral health aspects of organ transplantation and donation. Affiliated with the College of Health Professions.

Center for Biostatistics and Epidemiology

Phone: 352-392-8446

Established in 1988. The Center for Biostatistics and Epidemiology works toward developing an empirical basis for medical and health policy decisions that affect our lives. This collaborative effort among health scientists covers clinical, epidemiological, bioinformatics and bench science studies. Services include directing data coordinating centers, developing software for Internet data capture and providing statistical support of clinical trials.

Center for Child Health & Family Development

Center for Clinical Trials Research

Phone: 352-265-0763

Web site: www.med.ufl.edu/cctr

The mission of the UF Center for Clinical Trials Research is to facilitate and enhance research capabilities in all phases of clinical trials research by providing specialized clinical research support. The center coordinates and speeds the process by which new therapies are evaluated for potential application in patient care. The center is approved by the Florida Board of Regents and is administered by a board of directors composed of representatives from both campuses. Through the center, faculty receive guidance in designing and calculating costs of clinical studies, developing and negotiating contractual agreements, recruiting qualified volunteer participants in the studies, and establishing systems for data collection and analysis. Faculty also receive assistance in writing grant proposals, preparing for site visits by national accrediting teams and funding agencies, and developing protocols for clinical trials to meet the requirements of regulatory agencies, including UF's Institutional Review Board.

Center for Cooperative Learning in Health Science Education

Phone: 352-392-3858

The center was established in 1986 to develop interactive risk-prevention peer education modules called Team Packs to provide youngsters with knowledge and the motivation to prolong abstinence and protect themselves. Supported by a coalition between Shands Children's Hospital and the University of Florida North Florida Area Health Education Centers Program, school district health coordinators are encouraged to contact the center to arrange workshops for teachers and other professionals who work in health programs with youth. Four high school Team Packs were initially developed, focusing on pregnancy, gonorrhea, herpes and AIDS. In 1995, the Association of Teachers of Preventive Medicine funded creation of the middle school "Celebrate Immunization!" module. Another middle school module, "Celebrate Growth," was created in 1997.

Center for Dental Biomaterials

Phone: 352-392-4351

The Center for Dental Biomaterials was established in 1996 to enhance interdisciplinary research on the biocompatibility of dental restorative materials and the relationships between the microstructures and the properties of these experimental and commercially available products. Numerous grants support the center, including research grants from the National Institutes of Health that have established a Specialized Materials Science Research Center and a Center for the Development of Alternatives to Dental Amalgam. The center's research program focuses on developing new and improved metals, metal-ceramics, ceramics, polymers and composites for applications in dentistry and medicine. Research is designed to explore new technology and scientific methods for improving the sensitivity and specificity of caries diagnosis and caries prevention, and to develop cost-effective and tissue-conserving methods and materials for restoring diseased and fractured teeth with minimal surgical intervention. Another goal of the center is to train dentists and engineers for careers in dental and biomedical research. Training and research opportunities are available for dental students, graduate engineering students and faculty members through the National Research Service Award training program in biomedical and biomaterials sciences.

Center for Drug Discovery, Health Science Center

The Center for Drug Discovery, established in 1985, is based in the UF College of Pharmacy and is part of the Evelyn F. & William L. McKnight Brain Institute. The center promotes a strong multidisciplinary approach to pharmaceutical research and graduate studies, embracing a variety of activities, from computer-aided drug design and medicinal chemistry to analytical, pharmacokinetic and pharmacodynamic programs, drug stability and formulation development, drug metabolism and toxicity.

Center for Environmental and Human Toxicology

This UF College of Veterinary Medicine-based center offers a comprehensive forum for the evaluation of risk-assessment issues affecting human health, as well as the effect of environmental toxins on wildlife.

Center for Exercise Science

Part of the College of Health and Human Performance. The Center for Exercise Science is a multidisciplinary research facility operated in cooperation among the departments of exercise and sport sciences (College of Health and Human Performance), medicine (division of cardiovascular medicine), and physiology (College of Medicine). The center includes more than 10,000 square feet of laboratory and office space. It provides a quality exercise science research program to study comprehensive effects of exercise, including muscle biochemistry, biomechanics, heart and lung physiology, psychology, sports medicine and motor behavior.

Center for Food-Drug Interaction Research and Education

Phone: 352-392-5880

The use of drug therapy continues to expand to larger and larger segments of the population. It often involves more than one medication. This increases the likelihood of drugs interacting with concomitantly administered food products. For example, the phenomenon of prescription drug interactions with grapefruit juice has clearly illustrated that the relation of food and nutrition to medical treatment is of great concern to the public. As a consequence, media involvement has been extensive, and scientific facts have become distorted and misinterpreted. The net result is that a limited and manageable biomedical drug interaction phenomenon has turned into a perceived "crisis," with widely cited public health hazards exaggerated far beyond those that actually exist. The establishment of a Center for Food-Drug Interaction Research and Education is a mechanism for coping with the existing situation involving food-drug interactions, as well as anticipating and dealing

with, in a more proactive way, the inevitable future drug interaction problems that may arise with specific food products such as grapefruit juice, other citrus products or other categories of foods and nutrients. Prescription drugs may be the target of these interactions, but they could also involve the category of complementary and alternative medicines, the use of which is becoming increasingly extensive.

Center for Forensic Medicine at the University of Florida, William R. Maples

Phone: 352-846-1579 or 392-6772

Web site: <http://maples-center.ufl.edu>

The William R. Maples Center for Forensic Medicine at the University of Florida was established in October 1999 by the State University System of Florida. The center is based within the colleges of Medicine and Liberal Arts and Sciences. Its mission is fourfold: education, research, service and outreach. The center uses its extensive expertise in the forensic sciences to provide comprehensive services and innovative programs that relate to medico-legal death investigation. Multidisciplinary integration of services, technologies, training and research will address contemporary forensic issues such as human identification, drug analysis, trauma, reliability of scientific evidence and ethics.

The Maples Center is responsible for maintaining central laboratories for diagnostic toxicology and anthropology for the examination and diagnosis of forensic cases for local, state and federal law enforcement agencies and medical examiners.

Long-term plans include the development of an interdisciplinary degree program in forensic medicine and short courses in a given specialty or combination of forensic disciplines to practitioners outside of the university system.

Center for Immunology & Transplantation

Phone: 352-392-0048 or 352-392-9719

Web site: <http://immunology.ufl.edu>

Established in 1986. This center provides an environment for multidisciplinary approaches to questions in immunology, including novel ways to explore the immune response and modify the activity of the immune system. Autoimmune and immunodeficiency diseases are particular areas of interest for scientists associated with the center, which includes researchers from the colleges of Medicine and Veterinary Medicine.

Center for Implant Dentistry

Web site: http://www.dental.ufl.edu/offices/Oral_surgery/Clinic.html#2

Established in 1999, this interdisciplinary center coordinates research, educational programs, and diagnosis and treatment related to patients needing dental implants. Straumann AG, a Switzerland-based company that tested its first implant in 1974, and the International Team for Oral Implantology, a worldwide group of scientists and clinicians that developed the ITI-Dental Implant System, helped establish the center in Gainesville. With the backing of these two leaders in the field of dental implants, the center is the first of its kind in the world. With patient referrals, 200 patients are seen at the center each year.

Center for Mammalian Genetics, University of Florida

Phone: 352-392-3054

Established in 1993, the UF Center for Mammalian Genetics is an interdepartmental unit of the College of Medicine and part of the Evelyn F. & William L. McKnight Brain Institute. The center conducts and facilitates interdisciplinary studies related to the genetic basis of human diseases. Major focus areas of collaborative research in the center include the identification and characterization of

genes that cause human disease or predispose individuals to develop disease, and the development of animal models for human genetic diseases.

Center for Musculoskeletal Injury Research

Center for Musculoskeletal Pain Research

Web site: www.med.ufl.edu/rheum

The Center for Musculoskeletal Pain Research is dedicated to the study of mechanisms responsible for musculoskeletal pain but also is focused on patient care. Several faculty members evaluate and treat patients with musculoskeletal pain related to fibromyalgia, chronic fatigue, osteoarthritis, rheumatoid arthritis, systemic lupus erythematosus, polymyalgia rheumatica, giant cell arteritis, dermatomyositis and polymyositis. The center's main focus, however, is the study of pain mechanisms responsible for chronic pain states.

Center for Musculoskeletal Training and Research, Interdisciplinary

Phone: 352-392-4251

Web site: www.med.ufl.edu/ortho/resources.htm

The Interdisciplinary Center for Musculoskeletal Training and Research aims to provide a core research facility, administrative support and networking for faculty from multiple colleges and departments interested in musculoskeletal training and research. The collaborative colleges include Medicine, Engineering, Health and Human Performance, Health Professions, Dentistry and Veterinary Medicine. The center's mission is to promote research and training in musculoskeletal sciences.

Center for Neurobiological Sciences

Phone: 352-392-6555

Established in 1964. The Center for Neurobiological Sciences coordinates, encourages and supports interdisciplinary research and education related to the nervous system. Faculty and students represent a variety of departments, including physiology, pharmacology, neurology, neurosurgery and ophthalmology (College of Medicine); physiological sciences (College of Veterinary Medicine); pharmacodynamics (College of Pharmacy); and psychology (College of Liberal Arts and Sciences). In addition, the center is affiliated with the Whitney Laboratory, located in Marineland.

Center for Neurobiology of Aging

The Center for Neurobiology of Aging, established in 1987, is part of the Evelyn F. & William L. McKnight Brain Institute and consists of faculty from more than 12 departments in five colleges. Principal research interests include the diagnosis and treatment of neurodegenerative conditions such as Alzheimer's and Parkinson's diseases. These studies include cellular, molecular and whole animal approaches to basic mechanisms, drug development and clinical determinations of therapeutic efficacy.

Center for Neuropsychological Studies

Established in 1983. Its primary missions are education and research. A major goal is to understand how the brain mediates higher-order complex behaviors such as language, memory, attention-awareness, emotions, motivation and skilled motor acts. A second major goal is learning methods to assess patients who have impaired cognitive, emotional, conative and attentional disorders. The third major goal is to find the best way to manage and treat patients with neurobehavioral disorders. The center is staffed by a multidisciplinary group of faculty members, including representatives from the departments of clinical psychology, psychology, neurology, neurosurgery, speech and communications, and anthropology.

Center for Orphaned Autoimmune Disorders

The Center for Orphaned Autoimmune Disorders was created in 1992 to promote awareness of the effects of autoimmune disease on the glands responsible for the production of protective films for the oral cavity and eyes. In the most common of these disease states, Sjögren's syndrome, the immune system attacks these tissues, resulting in dry mouth and dry eyes. The loss of saliva from the oral cavity results in increased susceptibility to periodontal disease, caries, oral soft tissue ulceration and oral yeast infection. To date, there is no adequate treatment for many of the problems associated with Sjögren's syndrome. Several research projects involve faculty members and students in the colleges of Dentistry and Medicine. One area involves a biochemical analysis of saliva changes in Sjögren's patients that may contribute to oral pathology. In addition, researchers have developed an animal model for Sjögren's syndrome, which appears to mimic many aspects of the human disease. This model is being used to investigate bone regeneration in normal versus immune-compromised animals. Early disease markers are also being investigated.

Center for Pain Research and Behavioral Health

The center involves collaboration among scientists from several disciplines (clinical psychology, dentistry, medicine, neuroscience, physical therapy) who have pooled their resources and expertise to more fully understand the etiology, diagnosis and rehabilitation of pain conditions. The center is dedicated to the investigation and understanding of the experience of pain in humans and to train future scientists and health professionals consistent with the latest knowledge in the area of pain. Affiliated with the College of Health Professions.

Center for Pediatric Psychology and Family Studies

Phone: 352-265-0210

Web site: <http://www.hp.ufl.edu/ppr>

This center focuses on the relationships among health, illness and behavior in children, youth and families. The center's mission is to foster the development and dissemination of new knowledge and evaluate its application. Pediatric psychologists, pediatricians and their students work collaboratively on a variety of research activities to impact quality of life, adherence to medical treatments, pain and discomfort, and coping with issues associated with chronic illness or injury. The center's members are also integrally involved in the planning of the Florida Conference on Child Health Psychology, an interdisciplinary international meeting of health professionals involved in pediatric psychology research. Affiliated with the College of Health Professions.

Center for Pharmacogenomics

Phone: 352-846-2586

The mission of the Center for Pharmacogenomics is to improve patient outcomes by maximizing efficacy and minimizing toxicity of drug therapy through research, teaching and service focused on genetically guided drug therapy decision-making, drug discovery and drug development.

Center for Precollegiate Education & Training

Center for Rehabilitation Studies, Brooks

Phone: 352-273-5113

Web site: <http://brooks.ufl.edu>

The primary mission of the Brooks Center for Rehabilitation Studies is to evaluate and develop rehabilitation methods, and to research and propose related health policies. Research focuses on rehabilitation for patients with disorders and injuries of the nervous and musculoskeletal systems, as well as other disabling physical conditions. Other research efforts include covering the full range of rehabilitation interventions and addressing ways that many different people could benefit from rehabilitation, such as those who have had spinal cord or brain injuries, back pain or long-term

illnesses such as multiple sclerosis, strokes or organ transplants. The center also addresses issues surrounding the definition of rehabilitation and related care and who pays for it. This center is a joint effort between UF and the Jacksonville-based Brooks Health System, which donated \$2.5 million from the Brooks Health Foundation in March 1999 to establish it.

Center for Research in Pharmaceutical Care, DuBow Family

Phone: 352-392-5270

Web site: <http://www.cop.ufl.edu/centers/dubow/dubow.htm>

Established in 1993. The correct first reference is *the DuBow Family Center for Research in Pharmaceutical Care*. The center's guiding purpose is to advance appropriate safe, effective, accessible use of medicine. Toward this end, the center encourages interdisciplinary research and service, and coordinates extramural efforts. Research findings will be used to educate Americans about drug therapy and to enable pharmacist physicians and other health-care practitioners to incorporate new knowledge into their practice. Affiliated with the College of Pharmacy.

Center for Research in Psychophysiology, Health Science Center

Phone: 352-392-2439

This center seeks to advance understanding of the behavioral-physiological interactions in people. Specific functions include facilitating basic and applied research in human psychophysiology, coordinating training in psychophysiology at the predoctoral and postdoctoral levels, and encouraging interaction and scientific communication among psychophysiologicalists at UF and between UF scientists and the broader international community of psychophysiological researchers.

Center for Research on Oral Health in Aging, Claude Denson Pepper

Phone: 352-392-6796

The Claude Denson Pepper Center for Research on Oral Health in Aging was the nation's first federally funded research center devoted exclusively to developing a better understanding of the effects of aging on oral health, and to improving treatments for oral health problems often found in the elderly. These problems include gum disease, tooth loss and facial pain. This center is one of several funded activities within the Claude Denson Pepper Center. Researchers are exploring how the immune system changes with increasing age and how these changes affect the development of periodontal disease in older people. Other projects evaluate the effect of medications on the production of saliva and the effects of aging on sensory functions, relating these functions to the oral health of elderly individuals. A three-year project seeks to identify risk factors for tooth loss in middle-aged and older adults, with particular interest in the role played by a history of tobacco use, poverty, rural residence, race, attitudes toward tooth loss and knowledge of dental treatment options. In a smaller study, researchers are assessing the effect of variations in treatment planning and the dental practice philosophy of practicing dentists.

Center for Research on Telehealth and Healthcare Communications

Phone: 352-265-0490

The center's primary mission is to facilitate collaborative multidisciplinary research on telehealth across the UF Health Science Center and the university as a whole. The center, affiliated with the College of Health Professions, serves as a hub for scientific investigation and clinical training in telehealth by providing specialized research, educational and clinical support services. Specific objectives include promoting scientific investigation of the effects of telecommunications technologies on the quality, outcomes and cost utility of health-care practice; encouraging the development of quality assurance standards and empirically based clinical guidelines in the use of telehealth; fostering collaborative research and scholarly analysis of public policy in the use of telehealth services; encouraging the development of graduate training curricula in the field; and

serving as a conduit for educating communications technology manufacturers about the specific needs of telehealth providers and consumers.

Center for Structural Biology

Phone: 352-392-4304 or 352-392-3375

Web site: <http://csb.ufl.edu>

Established in 1995. The Center for Structural Biology is based in the College of Medicine and was developed in cooperation with the UF Brain Institute (now the Evelyn F. & William L. McKnight Brain Institute of the University of Florida) and the Interdisciplinary Center for Biotechnology Research. The center's goal is to increase understanding of biological function by determining the structures of large biological molecules, supramolecular assemblies and whole organisms. This is accomplished using advanced spectroscopic, diffraction and imaging techniques (nuclear magnetic resonance, optical microscopy, electron microscopy and X-ray crystallography). This information is related to cellular structure and function, then to the morphology and physiology of the whole organism. The center provides a framework for technological research, development and collaboration to address structural studies of significant biological problems.

Center for the Arts in Healthcare Research & Education

Phone: 352-265-0768

Web site: www.arts.ufl.edu/cahre

The center's mission is to facilitate research, education and training in the use of the arts to enhance the healing process, to further develop arts in health care as career options for artists, and to promote art and creativity as catalysts for developing healthy lifestyles. The center provides a framework for interdisciplinary collaboration among UF faculty and students, health-care providers, clinical artists and the community. The center develops and conducts interdisciplinary research studies and educational curricula on all levels and serves as a national model for the arts in health-care research and education. By developing a pool of artists and health-care givers informed and practiced in the use of the arts to enhance healing, the center supports an increased respect for the field and demand for its practitioners.

Center for the Study of Emotion and Attention, NIMH

Phone: 352-392-2439

Web site: <http://www.hp.ufl.edu/csea/top.html>

The NIMH Center for the Study of Emotion and Attention's broad aim is to study emotional stimulus processing in all its directly measurable manifestations and to understand the relation of these processing measures to functional changes in the brain. An important further aim is to study the interaction of emotional reactivity with attentional demands—as attention is modulated by stimulus characteristics, motivational state and the behavioral and social context. Associated with the colleges of Dentistry, Health Professions and Medicine, as well as Engineering and Liberal Arts and Sciences.

Center for the Study of Liathiasis and Pathological Calcification

Phone: 352-392-3574

Established in 1988. Affiliated with the College of Medicine. This center brings together faculty and students for scholarly discussion of biomineralization and calcific disease to promote an understanding of these processes through collaborative research.

Center for Veterinary Sports Medicine

Phone: 352-392-4700, ext. 5719

This center aims to advance knowledge in the area of veterinary sports medicine.

Center for Vision Research

Phone: 352-846-2100

Established in 1973. This center was created after reorganizing the Center for Low Vision Study, providing it with an expanded scope of activity and interest. The center aims to integrate a campuswide, multicollge group of faculty interested in different aspects of vision research; develop and coordinate multidisciplinary collaborative approaches to solve vision-related research problems; promote academic courses and other activities that enhance vision-oriented research at the University of Florida; provide a focused unit to enhance collaborative research with other centers; and support successful grant applications in vision science through a multidisciplinary approach. Associated with the colleges of Dentistry, Medicine, Pharmacy and Veterinary Medicine.

Centers for Disease Control and Prevention

Phone: 1-888-232-3228

The normal form for first reference is the national *Centers for Disease Control and Prevention*. *CDC* is acceptable on second reference.

The centers, located in Atlanta, are the U.S. Public Health Service's national agencies for control of infectious and other preventable diseases. The CDC works with state health departments to provide specialized services the departments are unable to maintain on an everyday basis.

Centers of Excellence

See individual entries for:

- Diabetes Center of Excellence
- Geriatric Center of Excellence at the Lake City Veterans Affairs Medical Center
- National Parkinson Foundation Center of Excellence
- Regenerative Health Biotechnology, Center of Excellence for
- Shands Cardiovascular Center at the University of Florida
- Shands Neurological Center at the University of Florida
- Shands Transplant Center at the University of Florida
- The Cardiovascular Center at Shands Jacksonville
- The Neuroscience Center at Shands Jacksonville
- UF Shands Cancer Center

chairman, chairwoman

Chair is preferred (i.e., department chair) for in-house publications. This deviates from AP style. For external release, use *chairman, chairwoman*.

Do not capitalize as a casual, temporary position: *meeting chairman Robert Jones*.

Do not use *chairperson* unless it is an organization's formal title for an office.

Children's Heart Center, University of Florida

The University of Florida Children's Heart Center provides comprehensive cardiac care to infants, children and adults with congenital heart disease. The center is a joint effort of Shands Children's Hospital at the University of Florida in Gainesville and Wolfson Children's Hospital in Jacksonville.

Children's Hospital

See **Shands Children's Hospital at the University of Florida**.

Children’s Medical Services

Phone: 352-334-1400

Web site: www.cms-kids.com

CMS is acceptable on second reference. This program of the state department of health provides services to children under 21 who have a chronic, disabling or potentially disabling medical condition and whose families cannot afford to pay for all needed treatment. Comprehensive services ranging from treatment in a clinic to hospitalization in a major medical center are provided through a network of clinics, hospitals, referral centers, and regional and statewide programs.

Children’s Miracle Network

CMN acceptable on second reference.

Children’s Oncology Group

Web site: <http://www.childrensoncologygroup.org>

Formerly called the Pediatric Oncology Group, this National Cancer Institute-supported consortium, situated within Shands at UF and part of the UF Shands Cancer Center, is one of only two collaborative research groups in the United States dedicated to the treatment of childhood cancers. The program registers approximately 2,500 patients per year at more than 100 institutions worldwide on any of approximately 80 therapeutic and nontherapeutic research protocols. The group’s approach involves pooling knowledge, experience, case material and resources in order to better understand the pathobiology of cancer and to improve the outcome of treatment. The group designs, conducts and analyzes clinical laboratory studies and disseminates the knowledge gained. Membership includes pediatric oncologists, surgeons, pathologists, psychologists, radiation oncologists, nurses, pharmacists and clinical research associates who serve on more than 30 disease, discipline and scientific support committees. The Children’s Oncology Group Research Data Center was created on Jan. 1, 2000 when the four National Cancer Institute-funded children’s cancer groups merged into a single group. It is based at UF and is the largest cooperative cancer study group in the world, adult or pediatric. The merging groups were the Pediatric Oncology Group, the Children’s Cancer Group, the Intergroup Rhabdomyosarcoma Study Group and the National Wilm’s Tumor Study Group. The Pediatric Oncology Group Statistical Office was located in Gainesville from 1980 through 1999 and was administered by UF’s department of statistics.

cities and towns

Capitalize them in all uses. See **datelines** for guidelines on when they should be followed by a state or a country name.

Capitalize official titles, including separate political entities such as *East St. Louis, Ill.*, or *West Palm Beach, Fla.*

The preferred form for the section of a city is lowercase: *the west end, northern Los Angeles*. But capitalize widely recognized names for the sections of a city: *South Side* (Chicago), *Lower East Side* (New York).

Spell out the names of cities unless in direct quotes: *A trip to Los Angeles*, but: “*We’re going to L.A.*” Do not cap “*city of.*”

class

The ‘c’ in class should be lowercased in the following construction: class of 2004.

classes, courses

Lowercase when referring to courses and classes: *I took an anatomy class and a business class.*

Uppercase if referring to specific name of a class or the class uses a proper noun or numeral: *I took Psychology 2000 and Anatomy 101.*

Claude Denson Pepper Center for Research on Oral Health in Aging

See **Center for Research on Oral Health in Aging, Claude Denson Pepper**

Clinical Research Center, General

Phone: 352-392-2321

Web site: www.gcrc.ufl.edu

CRC acceptable on second reference. In 1959, Congress directed the National Institutes of Health to establish clinical research centers throughout the United States to launch an all-out attack on human diseases. It was through this congressional mandate that the General Clinical Research Center program was begun. The CRC at the University of Florida has been in continuous operation since 1962 and currently occupies more than 9,700 square feet on the third floor of Shands at UF. It is one of more than 70 GCRCs in major teaching centers throughout the country, where highly qualified investigators have the opportunity to advance medical knowledge in a clinical setting. The CRC is available to all UF faculty members who wish to conduct clinical research. Each project conducted on the center must include at least one full-time faculty physician who assumes overall patient responsibility. No study may be implemented on the CRC without prior approval of the UF Institutional Review Board (Human Subjects Committee) and the CRC Scientific Advisory Committee. The CRC makes available to medical scientists the necessary resources for the conduct of patient-oriented research. The center provides an environment for studies of normal and abnormal body function, and for investigations of the cause, progression, prevention, control and cure of human disease. It provides an optimal setting for controlled clinical investigation, encourages collaboration among basic and clinical scientists, and serves as an environment for training medical students, fellows and other health professionals in clinical research.

A large outpatient facility is available for outpatient research projects. The center houses a core laboratory that performs a variety of routine and specialized determinations and prepares specimens for investigators. The Nutritional Research Unit (Metabolic Kitchen) is equipped to meet specific needs of research diets. See also **Center for Clinical Trials Research**.

CME

Continuing medical education.

co-

Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: *co-author, co-chairman, co-defendant, co-host, co-owner, co-partner, co-signer, co-worker*, etc. (Several are exceptions to Webster's New World in the interests of consistency.)

Use no hyphen in other combinations: *coed, coeducation, coequal, coexist, cooperate, coordinate*.

Co.

See **company**.

CO₂-JECT system

Developed by UF researchers in 1995, this diagnostic system uses carbon dioxide for imaging veins and arteries of the cardiovascular system.

coastline

collective nouns

The collective nouns faculty and staff can be used in singular and plural senses (*the nursing faculty meets regularly with the other health-related faculties; the staff sometimes disagree among themselves.*)

college

Capitalize when part of a proper name: *Dartmouth College, University of Florida College of Health Professions.*

Lowercase when used as a common noun element of names in a plural use (see **capitalization**): *colleges of Medicine, Dentistry, Pharmacy, Nursing, Health Professions and Veterinary Medicine.*

College of Dentistry

The College of Dentistry admitted its first students in the fall of 1972. Today, the college has become a major leader in advancing dentistry through educational excellence, scientific discoveries, modern clinical services and commitment to the community. The college's mission is to achieve excellence in the art and science of dentistry through teaching, research and service to produce, through excellence in teaching, competent clinical and research professionals committed to lifelong learning; provide and promote excellent patient care and community services; and to discover, disseminate and apply knowledge in the oral health sciences.

College of Health Professions

Established in 1958, the University of Florida's College of Health Professions was the first college in the United States dedicated to educating students in the health professions. The college prepares future health-care leaders, educators, researchers and clinicians who contribute across the continuum of health services, from prevention to chronic care. It offers programs in clinical and health psychology, communicative disorders, health services administration, occupational therapy, physical therapy, rehabilitation counseling, rehabilitation science and rehabilitative services. With more than 1,300 students in its professional programs, the college offers the following degrees: a bachelor's in health science therapy; a master's in health science (occupational therapy, physical therapy, rehabilitation counseling); a master's in health administration; a doctorate in philosophy (psychology, rehabilitation science); a doctorate in audiology; a doctorate in health services research; and a doctorate in rehabilitation science. The college also offers an American Psychological Association-accredited clinical psychology internship program and opportunities for clinical and research training in speech-language pathology and audiology. The college is committed to the development of cutting-edge science in areas such as health and behavior, the rehabilitation of central nervous system impairment, and health systems functioning. The college comprises the dean's office, six departments, 11 centers and Intelicus, a public-private partnership between UF and the Kirven Group in Orlando.

College of Medicine

Since 1956, the College of Medicine has educated thousands of health-care professionals, made discoveries in research and provided state-of-the-art care to hundreds of thousands of patients from throughout the nation and the world. The college boasts one of the nation's most effective medical student education programs. UF medical students consistently score high on the national medical licensing examinations and receive excellent residency assignments. The college has a Physician Assistant Program and a Ph.D. program that has transitioned into an interdisciplinary program known as the IDP.

The college also is a national leader in the area of medical informatics, and makes widespread use of technology such as interactive laser discs, CD-ROMs and the Internet. Electronic learning tools developed in the college are now used by more than half the medical schools nationwide. College faculty have made significant breakthroughs in the diagnosis and treatment of diseases such as cancer, diabetes and high blood pressure. UF physicians are national and international leaders in orthopedic surgery, neurosurgery, bone marrow transplantation, organ transplantation and gene therapy for brain cancer and cystic fibrosis.

Recent research achievements include:

- Advances in spinal cord regeneration, including the transplantation of embryonic nerve tissue to restore varying degrees of limb function in paralyzed animals.
- Discoveries in basic science that led to the development of a new medication called Trusopt, an eye drop for glaucoma.
- Discovery of ways to detect diabetes before overt symptoms occur and testing of new strategies for stalling onset of the disease.

College of Medicine Education Center

Phone: 352-392-3690

Web site: www.med.ufl.edu/oea/comec

The mission of the College of Medicine Education Center is to provide intellectual and infrastructure support services for teaching and learning activities of faculty and students. The primary focus is student learning. Major functions include operations, informatics, faculty development, student advisement, assessment and development center, education research and development, and faculty appointments.

College of Nursing

The College of Nursing is recognized nationally for innovative education, dynamic programs of research and creative approaches to practice. The college accepted its first students in 1956, and the first class of 26 baccalaureate students graduated in 1960. The master's program was initiated in 1964, and students were admitted to doctoral studies in nursing in 1984. More than 500 undergraduate students, about 50 postbaccalaureate students, more than 100 master's students and approximately 50 doctoral students are enrolled in college programs.

The college offers master's degrees that prepare students to provide advanced care as nurse midwives, adult nurse practitioners, family nurse practitioners, neonatal nurse practitioners, pediatric nurse practitioners, psychiatric-mental health clinical specialists/nurse practitioners and acute care nurse practitioners. The college also has initiated accelerated degree programs, including the R.N./B.S.N.-M.S.N., which is designed for registered nurses to more easily obtain both a bachelor's and master's degree. The B.S.N.-to-Ph.D. program gives exceptional baccalaureate students the opportunity to earn a doctorate in nursing science at an accelerated pace by combining enrollment in the master's and doctoral programs. A new program known as the B.S.N.-to-M.S.N. program offers an accelerated curriculum to students who already have baccalaureate degrees in other fields to pursue their baccalaureate and master's degrees in nursing at an accelerated pace.

The college has more than 6,000 alumni. The college is a statewide resource, offering master's-level instruction at its Jacksonville urban campus as well as at the University of South Florida through a cooperative degree in nurse midwifery with the University of South Florida. In 2002, the college began a cooperative Ph.D. consortium with the University of North Florida, Florida State University and Florida A&M University, where UF's nursing doctoral degree classes are accessed by students on those campuses, thereby addressing the pressing nursing faculty shortage and enabling students in North Florida to more easily obtain a nursing doctoral degree.

Research and grant funding to the College of Nursing now totals more than \$1.5 million, placing the college in the top tier of nursing schools nationally. Faculty members are conducting research in such areas as aging and pain assessment, the role of the maternal voice in the development of premature infants, exercise and healthy aging, and the interaction of fathers with their autistic children.

Faculty and students provide health care to underserved citizens of the state in rural family practice clinics, public health clinics, pediatric clinics, public schools, midwifery clinics and nursing home and geriatric resident housing facilities.

College of Pharmacy

Since enrolling its first class of 43 students in 1923, UF's College of Pharmacy has awarded more than 4,500 degrees. UF pharmacy graduates today hold positions in government, academia and the pharmaceutical industry, in addition to serving the profession in community and hospital pharmacies and other health-care settings. One of the oldest professional colleges on UF's campus, the College of Pharmacy was the first UF college to offer the Doctor of Philosophy degree and the first to become coeducational, accepting women 12 years before the university became coeducational. Today, the college is recognized as one of the top pharmacy colleges in the country. The college's Doctor of Pharmacy (Pharm.D.) program consistently ranks among the top 10 such programs in the country in U.S. News and World Report's ranking of the nation's best colleges and universities, and college faculty are routinely chosen for the nation's most prestigious awards for pharmacy-related research and leadership.

The college currently enrolls more than 1,300 students. Of these, approximately 500 are on campus, 300 are at three off-campus sites, and 500 participate in the college's distance-learning program and are located across the United States. These students are all working toward a Pharm.D. The off-campus sites are located in Jacksonville, Orlando and Tampa. The distance-learning curriculum is offered to pharmacists who have a bachelor's in pharmacy and wish to advance their education and careers by earning a Pharm.D.

In addition to the Pharm.D., which prepares students for careers in pharmacy practice, the college offers Master of Science and Doctor of Philosophy degrees, which prepare students for careers in research, academia and other areas.

College of Veterinary Medicine

The college admitted its first class in 1976. Current enrollment averages around 320 students, about 80 in each class. Research areas include the following:

1) Tickborne diseases affecting livestock. The college maintains the largest funded biotechnology program among veterinary colleges worldwide. Emphasis is on tropical diseases of livestock, especially tickborne diseases, in Africa and the Caribbean. UF participates in the International Heartwater Research Program, collaborating with the Zimbabwe Veterinary Research Laboratory in Harare, Zimbabwe; the International Livestock Research Institute in Nairobi, Kenya; and Washington State University in Pullman, Wash. This program's goals include development and testing of new vaccines to prevent deadly heartwater disease; development of more accurate and cost-effective diagnostic tests to detect carrier animals; and development and commercialization of novel tick-control measures that are both inexpensive and environmentally safe.

2) Osteoporosis and space-flight-induced bone loss. A UF researcher has perfected the use of rats as an animal model for the study of postmenopausal osteoporosis and the study of a unique 20th-century phenomenon — space-related bone loss in astronauts.

3) Mare infertility. A UF equine reproduction specialist developed the use of oxytocin, a naturally occurring hormone, as a new treatment for mare infertility resulting from a condition known as endometritis, a persistent uterine infection that costs horse breeders millions each year due to loss of offspring and related management and veterinary expenses.

4) Equine protozoal myeloencephalitis. UF veterinarians have focused their efforts on trying to understand the life cycle of the parasite that causes this devastating disease, which continues to increase at alarming rates in horses.

5) Wildlife diseases. The college houses one of the premier research programs in wildlife and zoological medicine worldwide. Approaches vary from those dealing with individual animals of great economic value or uniqueness to studies involving large, free-ranging populations of wildlife. For example, wildlife researchers recently identified and are investigating the biology of an organism known as mycoplasma that kills desert tortoises in the Southwest as well as the Florida gopher tortoise, a species of special concern.

collegewide

colorblind

Per AP, no hyphen.

combat, combated, combating

committee

Do not abbreviate. Capitalize names of specific committees and task forces (*the People Awareness Week Committee met yesterday*), and lowercase second references (*the committee selected the guest speakers*).

Communicable Disease Center

The former name of the *Centers for Disease Control and Prevention*. See entry under that name.

Communicore Building

A facility housing many of the Health Science Center's classrooms and teaching laboratories, the Health Science Center Libraries, Biomedical Media Services, the Health Science Center Office of Information Technology and the Health Science Center Office of News & Communications.

community health and family medicine, department of

Phone: 352-265-8075

Web site: www.chfm.ufl.edu

Community Health Scholars Program

UF students in this program shadow community physicians for two months, working together on public health projects.

Community of Science database

<http://web.ortge.ufl.edu/research/research/html>

The Office of Research, Technology and Graduate Education features a database of UF faculty and their areas of expertise, maintained by the Baltimore-based Community of Science and 200 other leading research institutions in the United States and Canada. Faculty on file benefit from a free alert

service that automatically matches an individual's research interests with information drawn from a funding database of nearly 13,000 opportunities, including grants from federal agencies, private foundations, corporations, professional associations and international groups.

Companions Program, College of Veterinary Medicine

Web site: <http://www.vetmed.ufl.edu/vmth/companions.htm>

The College of Veterinary Medicine Companions Program is a service through which clients of the college's Veterinary Medical Teaching Hospital receive grief counseling when they have a terminally ill pet.

company, companies

Use *Co.* or *Cos.* when a business uses either word at the end of its proper name: *Ford Motor Co.*, *American Broadcasting Cos.*

But: *Aluminum Company of America.*

company names

Do not use a comma before *Inc.* or *Ltd.*

Do not use all capital letter names unless the letters are individually pronounced: *CRX*, *USX*. Others should be uppercase and lowercase.

compared to, with

According to the AMA Manual of Style, "One thing or person is usually compared *with* another when the aim is to examine similarities or differences in detail. An entity is compared *to* another when a single striking similarity (or dissimilarity) is observed, or when a thing of one class is likened to one of another class, without analysis. Examples: *rates of improvement among patients treated with the new therapy were compared with rates among those treated with conventional therapy.* 'Shall I compare thee to a summer's day?' [William Shakespeare]"

compose, comprise, constitute

Compose means to create or put together and is used in both active and passive voices: *She composed a song. The United States is composed of 50 states. The zoo is composed of many animals.*

Comprise means to contain, to include all or to embrace. It is best used only in the active voice, followed by a direct object: *The United States comprises 50 states. The jury comprises five men and seven women.*

Constitute, in the sense of form or make up, may be the best word if neither *compose* nor *comprise* seems to fit: *Fifty states constitute the United States.*

Use *include* when what follows is only part of the total: *The price includes dinner.*

composition titles

Apply the guidelines listed here to book titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles and the titles of lectures, speeches and works of art.

- Capitalize the principal words, including prepositions and conjunctions of four or more letters (*"The Star Spangled Banner"*).
- Capitalize an article (the, a, an) or a word of fewer than four letters if it is the first or last word in a title (*"Of Mice and Men"*).

- Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications (*Encyclopaedia Britannica*). **Note: POST style italicizes names of these works.**
- Translate a foreign title into English unless a work is known to the American public by its foreign name (*Leonardo da Vinci's "Mona Lisa"*).
- When writing about titles of lectures or presentations, do not insert a comma between the word 'titled' and the name of the lecture or presentation: *Wood delivered a lecture titled "New Developments in the Treatment of Syphilis."*

Comprehensive Center for Pain Research

Phone: 352-392-3032

The Comprehensive Center for Pain Research is a partnership between UF's College of Dentistry and the McKnight Brain Institute to increase the university's reputation for excellence in pain research. The center's purpose is to link and coordinate clinical, basic and social science research activities related to the onset and progression of chronic pain conditions. The center is committed to moving research to clinical application in an effort to improve the quality of life of pain sufferers. Working in partnership with the resources within the College of Dentistry as well as those throughout the six colleges of the Health Science Center and the McKnight Brain Institute, the center will provide research and training opportunities in a number of areas, including those related to the molecular biology, physiology, pharmacology, psychology and sociology of pain. Research programs range from the study of pain molecules to the development and testing of novel pain management and prevention strategies. An important initial focus will be the development and testing of therapeutic interventions that will alleviate pain from individuals with disease-driven pain that occurs secondary to cancer, stroke, spinal cord injury, Parkinson's disease, arthritis and diabetes. The mission of the Comprehensive Center for Pain Research is to serve people in pain by promoting novel research that will help researchers understand the underlying mechanisms of acute and chronic pain and ultimately lead to more effective strategies of pain management; educating health professionals to help improve the management of acute and chronic pain; developing programs in pain prevention especially for those involved in professions that are predisposed to chronic pain; promoting the development of new research initiatives by developing fund-raising strategies with federal and nonfederal agencies; and promoting the development of partnerships with private companies and federal agencies that are focused on different aspects of pain prevention, management, education and research.

Consultation Center, Shands HealthCare

Shands HealthCare Consultation Center on first reference. The telecommunications center enables referring physicians and patients to contact UF and community physicians for consultations, patient referrals and information or access to advanced technologies for the diagnosis and treatment of disease. UF's broad spectrum of patient-care resources is described in a detailed directory that includes biographical sketches of more than 400 faculty physicians, their clinical areas of expertise, educational backgrounds and experience. For general information or a directory of services, call 1-800-633-2122. Prospective patients should call 1-800-749-7424.

Continuing Medical Education Program, University of Florida College of Medicine

Phone: 352-265-8081

Web site: <http://cme.ufl.edu>

This program's mission is to provide practicing physicians with high-quality educational experiences that impart new knowledge, teach new skills and develop appropriate physician-patient relationships. The program strives to achieve its mission by working with college departments and individual faculty members to develop seminars, workshops, review courses and other educational activities that further the goal of optimum patient care. The educational needs of Florida physicians are assessed and

individually prescribed through the Florida Personalized Education Program for Physicians. In addition to clinical topics, activities focus on research, the basic sciences, health-care policy, ethics and practice management.

convention

Capitalize as part of the name for a specific national or state political convention: *the Democratic National Convention, the Republican State Convention.*

Lowercase in other uses: *the national convention, the state convention, the convention, the annual convention of the American Medical Association.*

corporation

An entity that is treated as a person in the eyes of the law. It is able to own property, incur debts, sue and be sued.

Abbreviate *corporation* as *Corp.* when a company or government agency uses the word at the end of its name: *the Gulf Oil Corp., the Federal Deposit Insurance Corp.*

Spell out *corporation* when it occurs elsewhere in a name: *the Corporation for Public Broadcasting.*

Spell out and lowercase *corporation* whenever it stands alone.

The form for possessives: *Gulf Oil Corp.'s profits.*

coulomb

A measure of electric charge.

Council on Graduate Medical Education

county

courtesy titles

In general, do not use the courtesy titles Miss, Mr., Mrs., Ms. on first and last names of the person (*Betty Ford, Jimmy Carter*) in regular copy. Do not use Mr. in any reference unless it is combined with Mrs. (*Mr. and Mrs. John Smith* or *Mr. and Mrs. Smith*). In quotations, do not spell out courtesy titles (use *Mr.*, not *Mister*).

Craniofacial Center, University of Florida

Phone: 352-334-0214

Web site: www.ufcleft.com

A collaborative program involving the colleges of Dentistry, Health Professions and Medicine. This teaching, research and clinical care unit is dedicated to the study and treatment of individuals with congenital and/or acquired deformities of the face, mouth and skull, including cleft lip and palate. The center draws on specialists from a wide variety of disciplines—oral and maxillofacial surgery, pediatric dentistry, prosthodontics, orthodontics, clinical and health psychology, communicative disorders, plastic and reconstructive surgery, pediatric medicine, neurosurgery, otolaryngology and genetics. These professionals staff an outpatient clinic that provides diagnosis and treatment for patients with craniofacial abnormalities. Research evaluating the efficacy of new clinical therapies and surgical techniques is a major function of the center, in addition to providing information to the parents of children born with craniofacial abnormalities.

cross-eye (n.) **cross-eyed** (adj.)

cross-section (n.) **cross-section** (v.)

CT scan

Computerized tomography, a method of making multiple X-ray images of the body or parts of the body and using a computer to construct, from those images, cross-sectional views. (Formerly known as *CAT scan*.)

currently, presently

Currently means now; presently is in the very near future.

cutlines

See **photo captions**.

cyberspace

D

dash

Strike the hyphen key twice, continuing typing without inserting a space, and the dash will be automatically created.

Alternatively, hold down the “control” key and type 0151. Put a space on both sides of a dash in all uses.

Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause. Example: *They will fund the project — if the grant does not fall through.*

Use dashes when a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas. Example: *The patients must meet specific criteria — male, over 35 years old, no history of stroke — to be considered for the study.*

dates

Spell out days of week and months without days (*September 1998*). Abbreviate months with days (*Sept. 1, 1998*), except for March, April, May, June and July. Never use a comma between month and year when a specific day is not mentioned. Same is true for seasons (*fall 1998*). Comma should follow year when specific date is given (*Feb. 8, 1998, was the date mentioned*).

datelines

Refer to the AP Stylebook for which cities stand alone in datelines.

daylong

days, months, years

Do not use “on” with dates when its absence would not lead to confusion: *The program ends Dec. 15*, NOT *The program ends on Dec. 15*. To describe sequences or inclusive dates or times, use an en-dash (-) for “to”: *Apply here 8 a.m.-4 p.m., May 7-9*.

Spell out numerical designations first through ninth and use numerals with letter suffixes for 10th and above: *the first semester, the 10th anniversary*. Do not use “st,” “th” with dates: *Submit applications by Oct. 14, NOT Oct. 14th*.

Use “s” WITHOUT apostrophe to indicate spans of decades or centuries: *UF became coed in the late 1940s*. Use an apostrophe for class years: *They were members of the class of '72*.

days of the week

Do not abbreviate, except when needed in a tabular format (*Sun, Mon, Tue, Wed, Thu, Fri, Sat*). Three letters, without periods, to facilitate tabular composition.

deaf-mute

Avoid the term, per AP. The preferred form is to say that an individual cannot hear or speak. A *mute* person may be deaf or may be able to hear. Do not use *deaf and dumb*.

dean's list

Lowercase in all uses: *He is on the dean's list. She is a dean's list student*.

degrees

See **academic degrees**.

Dental Guild

Dental Sciences Building

department

See *academic departments*. It is nearly always preferable to refer to an academic department in a news release by leading with *the department of: the department of cardiovascular medicine*, not *cardiovascular medicine department*.

Department of Exercise and Sport Sciences, University of Florida

Note ‘Sport’ has no s.

Department of Health and Human Services

Dermatology Center at Park Avenue

diabetes

The proper way to refer to diabetes is as *type 1 diabetes* or *type 2 diabetes*, not *insulin-dependent* or *non-insulin-dependent*, and not *Type 1, Type I, type I*, etc. According to the American Diabetes Association, type 1 diabetes usually occurs in children and young adults. It was previously referred to as *juvenile diabetes*. In patients with type 1 diabetes, the body does not produce insulin, which is necessary for the body to process sugar for energy. Type 2 diabetes, the most common form of diabetes, affects approximately 90 percent to 95 percent of Americans with diabetes — about 16 million people. According to the association, in patients with type 2 diabetes, the body either does not produce enough insulin or the cells ignore the insulin.

Diabetes Center of Excellence

As part of the university’s Diabetes Center of Excellence, the division of endocrinology and metabolism sponsors weekly outpatient clinics for people with diabetes.

Diabetes Research, Education & Treatment Center

Phone: 352-344-1469

Education toward self-management is the key to survival and the prevention of diabetes complications such as blindness, kidney failure, amputations and early heart attacks. The Diabetes Centers at UF, the University of South Florida and the University of Miami were developed to provide the citizens of the state of Florida access to the most up-to-date education to optimally control their disease. The Diabetes Centers collectively constitute the infrastructure (staff, organization, resources and knowledge) that account for most of the professional education on diabetes conducted in Florida and virtually all the patient and professional training in diabetes for Department of Children and Families personnel and clients.

diagnose

According to AMA style, *diagnose*, *evaluate* and *identify* apply to conditions, syndromes and diseases. Note that patients themselves aren't diagnosed, rather, their condition may be diagnosed. Patients are also *examined*. Patients may be *evaluated* to see whether they have a condition.

Diagnostic Physicians 1 Clinic

Now known as Internal Medicine and Medical Specialties.

Diagnostic Referral Laboratories, University of Florida

Phone: 352-265-9900

Web site: www.pathology.ufl.edu/~DRL

Physicians throughout the nation and in several foreign countries send blood and tissue specimens to the laboratories, operated since 1988 by the College of Medicine's department of pathology, immunology and laboratory medicine. The service has expanded into one of the Southeast's largest referral labs for the detection of specific viral infections, identification of specific cancer cell types and early diagnosis of impending insulin-dependent diabetes and autoimmune forms of Addison disease and vitiligo. State-licensed laboratory scientists staff the lab, performing some of the most advanced tissue analyses available today.

diarrhea

dietitian

Not dietician.

Differential Display Core

One of two research cores at the UF Shands Cancer Center, the Differential Display Core analyzes the genetic information of tumor cells.

dimensions

Per AP, use figures and spell out inches, feet, yards, etc. to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

directions and regions

In general, lowercase *north*, *south*, *northeast*, *northern*, etc., when they indicate compass direction; capitalize these words when they designate regions. See AP stylebook for examples.

director

Lowercase unless part of name.

disabled, handicapped, impaired

According to AP, in general do not describe an individual as *disabled* or *handicapped* unless it is clearly pertinent to a story. If such a description must be used, make it clear what the handicap is and how much the person's physical or mental performance is affected. Some terms include:

disabled: A general term used for a physical or cognitive condition that substantially limits one or more of the major activities of daily living.

handicap: Avoid this term when describing a disability.

blind: Describes a person with complete loss of sight. For others use terms such as *visually impaired* or *person with low vision*.

deaf: Describes a person with total hearing loss. For others use *partial hearing loss*, *partially deaf* or *hearing impaired*. Avoid using *deaf mute*. Do not use *deaf and dumb*.

mute: Describes a person who physically cannot speak. Others with speaking difficulties are *speech impaired*.

wheelchair-user: People use wheelchairs for independent mobility. Do not use *confined to a wheelchair*, or *wheelchair-bound*. If a wheelchair is needed, say why.

disc

Use this spelling except for computer-related references: *laserdisc*, *videodisc*, but *hard disk*. Also use *disc* for ophthalmologic terms (e.g., *optic disc*); for other anatomical terms, use *disk* (e.g., *lumbar disk*).

diseases

Do not capitalize *arthritis*, *emphysema*, *leukemia*, *migraine*, *pneumonia*, etc. When a disease is known by the name of a person identified with it, capitalize only the individual's name: *Bright's disease*, *Parkinson's disease*, etc. See also **eponymous names**.

distinguished service professor

Lowercase after a name or when standing alone. See **titles**.

Division of Pari-Mutuel Wagering Testing Laboratory

The UF College of Veterinary Medicine directs the day-to-day activities of the state Division of Pari-Mutuel Wagering's Testing Laboratory, relocated to Gainesville from Tallahassee. The laboratory tests fluid samples for the presence of drugs in thoroughbred horses and greyhound dogs.

DNA

DNA is acceptable on first reference and throughout. No need to spell out *deoxyribonucleic acid* in subsequent references.

doctor

Per AP, "Use *Dr.* in first reference as a formal title only for a person who has a doctor of medicine, dental science, osteopathy or veterinary medicine degree: *Dr. Jonas Salk*.

"The form *Dr.*, or *Drs.*, in a plural construction, applies to all first-reference uses before a name, including direct quotations.

If appropriate in the context, *Dr.* also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public frequently identifies *Dr.* only

with physicians, care should be taken to assure that the individual's specialty is stated in first or second reference. The only exception would be a story in which the context left no doubt that the person was a dentist, psychologist, chemist, historian, etc.

“In some instances it also is necessary to specify that an individual identified as *Dr.* is a physician. One frequent case is a story reporting on joint research by physicians, biologists, etc. “Do not use *Dr.* before the names of individuals who hold only honorary doctorates.

“Do not continue the use of *Dr.* in subsequent references.
See **academic degrees.**”

For the POST, do not use *Dr.* except in quotes. Use academic degrees.

dollars

Always lowercase. Use figures and the \$ sign in all except casual references or amounts without a figure (*The book cost \$4. Please give me a dollar.*) For specified amounts, the word takes a singular verb (*The dean said \$500,000 is what they need.*) For amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places. Do not link the numerals and the word by a hyphen (*The CEO is worth \$4.35 million. The CEO is worth exactly \$4,352,234.*) The form for amounts less than \$1 million: (\$2, \$20, \$200, \$2,000).

Note that a hyphen is not used to join the figures and the word *million* or *billion*, even in this type of phrase: *The president submitted a \$300 billion budget.*

dose, dosage

Per AMA: “A *dose* is the quantity to be administered at one time, or the total quantity administered during a specified period. *Dosage* implies a regimen; it is the regulated administration of individual doses and is usually expressed as a quantity per unit of time.” The example AMA gives is as follows: “The patient received an initial dose of 50 mg. Thereafter, his dosage was 25 mg 3 times a day for 6 days. He received a total dose of 500 mg during the course of treatment.” Note that in this example, AP style would spell out 3 and 6.

Down syndrome

Not *Down's*, for the genetic, chromosomal disorder first reported in 1866 by Dr. J. Langdon Down.

drug development

Per the American Medical Association's Manual of Style: Before drugs can be approved for use in people in the United States, preclinical studies in vitro and in animals must be completed for one to five years (average, 2.6 years), followed by three phases of clinical testing. Sometimes, if the disease being treated is life-threatening and no effective treatment is available, and results of phase 1 testing are promising, phases 2 and 3 may be omitted as part of the expedited drug approval process. The three phases of clinical testing take two to 10 years (average, 5.6 years). During clinical testing, animal studies usually are continued to gauge long-term toxic effects, teratogenicity, carcinogenicity and effects on reproduction. During preclinical trials, a drug is referred to by its chemical name or by a designated code.

If the drug seems promising for use in people and the drug's developer or manufacturer wants to begin clinical trials, an **Investigational New Drug application** (often referred to as an IND) must be filed with the U.S. Food and Drug Administration. The sponsoring manufacturer also must obtain approval for a nonproprietary name. In the United States, the U.S. Adopted Names Council approves the nonproprietary or U.S. adopted name.

Phase 1 studies: Once the FDA has approved the IND, the drug developers can begin testing the drug in people. Phase 1 trials are conducted in 20 to 80 healthy volunteers (or occasionally in special populations) to determine safety and pharmacologic effects of the drug at escalating doses and to determine detailed pharmacokinetics and drug interactions.

Phase 2 studies: Phase 2 studies establish the therapeutic efficacy of a drug for its proposed indication and evaluate dose range, kinetics, adverse effects and metabolism. The trial typically involves 80 to 100 patients who have the condition under investigation and compares in a randomized manner the new drug with a placebo or active drug already approved for the indication.

Phase 3 studies: A phase 3 trial is a randomized controlled trial that tests a drug's efficacy and adverse effects in 500 to 3,000 carefully selected patients. The trial tests the drug under conditions of anticipated usage that will be included in product labeling.

New Drug Application: When an IND sponsor believes sufficient information has been collected to support a drug's safety and efficacy (often in consultation with the FDA), the sponsor submits a New Drug Application to the FDA. The NDA includes all research data and information generated in the study of the drug. The FDA prioritizes NDAs received according to the drugs' potential benefits, with drugs intended to treat life-threatening conditions given the highest priority. Once the NDA is submitted, it takes two months to seven years (average, 2.6 years) for it to be approved.

FDA approval: When the FDA approves a drug, it approves labeling for the drug that defines the indications for which the drug can be marketed. The FDA does not approve indications for which a drug may be prescribed. The package insert lists pharmacologic information, approved indications, contraindications, precautions, warnings, adverse reactions, usual dosage and available preparations. The Physicians' Desk Reference provides verbatim the approved labeling for a drug.

Drug Discovery Group for Alzheimer's Disease

Funded by a \$3.5 million grant from the National Institute on Aging, researchers from the colleges of Pharmacy and Medicine are synthesizing and evaluating new drugs and drug delivery systems, to launch what is perhaps the most intensive attack on Alzheimer's to date.

Drug Information Service

Phone: 352-265-0408

The Drug Information Service at UF's Health Science Center provides answers to complex drug-related questions from Florida health professionals. Through increasingly sophisticated computer searches, the staff can gather the latest information on almost any drug — domestic or foreign. Health professionals in Florida hospitals, pharmacies, outpatient clinics, nursing homes and home health-care agencies rely on the service for accurate facts regarding medication use. Faculty and students staff the information service from 9 a.m. to 5 p.m. Monday through Friday.

drugs

Because the word drugs has come to be used as a synonym for narcotics in recent years, *medicine* is frequently the better word to specify that an individual is taking medication.

dual appointments

DuBow Family Center for Research in Pharmaceutical Care

See *Center for Research in Pharmaceutical Care, DuBow Family*.

durable power of attorney
See **advance directive**.

E

east side

Eastside Community Practice, UF Shands

Note new name. See **Shands Eastside Community Practice, UF** or **UF Shands Eastside Community Practice** for more details.

elderly

Use this word carefully and sparingly.

It is appropriate in generic phrases that do not refer to specific individuals: *concern for the elderly*, *a home for the elderly*, etc.

If the intent is to show that an individual's faculties have deteriorated, cite a graphic example and attribute it.

Apply the same principle to terms such as *senior citizen*.

electrocardiogram

EKG is acceptable on second reference, though *ECG* is acceptable and is the preferred usage for journal articles and other technical publications.

Elmo Visual Presenter

A special camera that enables students on one campus to view the diagrams, texts and other visuals used in a lecture given by a professor on another campus. Part of a complete outfit of videoconference equipment purchased by the Health Science Center with assistance from the UF North Florida Area Health Education Centers Program, which supports the videoconferencing link as a means to enhance community-based training programs.

e-mail

Electronic mail.

embryonic spinal cord tissue transplantation

In July 1997, a team at the University of Florida Brain Institute (now the Evelyn F. & William L. McKnight Brain Institute of the University of Florida) performed its first transplant of human embryonic spinal cord tissue into a patient with a condition called syringomyelia. This disorder is a serious complication of spinal cord injury, and it results from progressive expansion of a fluid-filled cyst in the spinal cord. Expansion of these cysts causes progressive destruction of the spinal tissue and often leads to further loss of function and increased pain.

The team, led by Drs. Paul Reier and Douglas Anderson, completed embryonic nerve tissue transplants in eight patients with syringomyelia. Through this clinical trial, which took place from 1997 to 2000, they demonstrated that this approach is feasible and safe, and established a template for this kind of transplant procedure. Neuroscientists with UF's McKnight Brain Institute and the

Malcom Randall Veterans Affairs Medical Center are now pursuing different approaches — not using human embryonic tissue — to restoring nerve sensation and motor function after spinal cord injury.

emergency medicine, department of

Phone: 904-244-4107

Web site: www.hscj.ufl.edu/em

Lowercase the names of all academic and hospital departments, divisions and units, except for words that are proper nouns or adjectives. The department of emergency medicine at UF was approved by the College of Medicine Executive Committee Nov. 19, 1998, in conjunction with Jacksonville. The clinical areas managed by the group include the UF/Shands Emergency Network, composed of five hospitals, including Shands at UF (with about 80,000 patient visits per year); the Alachua County Emergency Medical System, which includes both the Alachua County and Gainesville City Fire/Rescue Services; and ShandsCair, the hospital's helicopter and ground transport system.

emergency room

At Shands at UF, now officially referred to as the emergency department. Lowercase the names of all academic and hospital departments, divisions and units, except for words that are proper nouns or adjectives.

emeritus

A title of honor generally awarded upon retirement to a faculty member or administrator.

When used, place *emeritus* after the formal title, in keeping with the general practice of academic institutions: *Professor Emeritus Samuel Proctor, Dean Emeritus Joe Smith, Publisher Emeritus Jane Doe.*

Or: *Samuel Proctor, professor emeritus of history; Joe Smith, dean emeritus of the College of Medicine; Jane Doe, publisher emeritus.*

eminent scholars

Lowercase after a name or when standing alone. See **titles**. See Appendix for list.

endowed chairs

Lowercase after a name or when standing alone. See **titles**. See Appendix for list.

Enneking-Anspach Research Center

Web site: www.uortho.ufl.edu/departments/enneking-anspachcenter.htm

Part of the department of orthopaedics and rehabilitation. Containing one of the most complete collections of clinical musculoskeletal pathology information, the Enneking-Anspach Research Center is a significant resource for orthopedic oncology fellows and residents in training or conducting research at UF's College of Medicine. Professor Emeritus William F. Enneking, M.D., assembled this collection during his long study of musculoskeletal pathology. Enneking continues to pursue ongoing projects of his own while assisting researchers with the various complexities of orthopedic oncology. With access to radiographs, macrosections, microsections, clinical photographs, educational laser disc programs and CD-ROMs designed to promote self-learning and study, students in the department of orthopaedics and rehabilitation can cover the entire spectrum of orthopedic oncology in one place.

entitled

Do not use it to mean titled. Use it to mean a right to do or have something.

Right: *She was entitled to the promotion.*

Right: *The book was titled "Gone With the Wind."*

Environmental Carcinogenesis Program

One of three translational (“bench-to-bedside”) research programs within the UF Shands Cancer Center. The other two are the Gene Therapy Program and the Program in Stem Cell Biology and Regenerative Medicine.

epidemiology

eponymous names

As the AMA Manual of Style says, “Eponyms are phrases or names derived from or including the name of a person or place. These terms are used in an adjectival sense in medical and scientific writing to describe entities such as conditions or diseases, tests, methods and procedures.” The use of the possessive form is debated, although some are transitioning toward a nonpossessive form for many terms. Defer to Associated Press style. Example: *Down syndrome*, **not** *Down’s syndrome*. But: *Alzheimer’s disease*. If the AP Stylebook does not list a term, follow these rules of thumb, per AMA, for when to omit the ’s:

- When the word following begins with a sibilant *c, s* or *z* (e.g., *syndrome, sign, zone*). Examples: *Schwann cell, Reye syndrome*.
- When an eponym ends in *ce, s* or *z*. Examples: Graves disease, Wilms tumor. But per AP Style, *Legionnaires’ disease*.
- When two or more names are involved. Example: *Charcot-Marie-Tooth disease*.
- When an article (*a, an, the*) precedes the term. Example: *an Opie paradox*.

In certain uses, the nonpossessive term can be awkward. In these cases, insert *the* before the term. Example: *the Avogadro number*.

every day, everyday

Every day is an adverb. Example: *She goes to work every day*. Everyday is an adjective. Example: *He wears everyday shoes*.

eye drop

eyedropper

eyestrain

F

faculty

Lowercase unless part of name or title. See **collective nouns**.

Faculty Group Practice

Do not use this name. See University of Florida Physicians.

farsighted

Used in a medical sense, it means that a person can see objects at a distance but has difficulty seeing materials at close range. See **nearsighted**.

farther, further

Farther refers to physical distance: *Pluto is farther from the sun than the Earth*. Further refers to matters in which physical measurement is impossible: *Further research would be useful*.

Fear and Anxiety Clinic, University of Florida

This clinic seeks to help people with specific and social phobias as well as those with panic, post-traumatic stress, obsessive-compulsive and generalized anxiety disorders.

female

The term *girl* or *woman* (depending on age) is preferable whenever possible, not *female*. Sometimes a study group might be made up of children and adults of both sexes. In that case, the use of the term *female* is considered acceptable. *Female* also is appropriate as an adjective.

fertility rate

As calculated by the federal government, it is the number of live births per 1,000 females age 15 through 44 years.

fewer, less

In general, use fewer for individual or “countable” items; use less for bulk, quantity or “noncountable” items (*I had less than \$50 in my pocket; however, I had fewer than 50 one-dollar bills in my pocket*).

Florida A&M University

Note the use of the ampersand with no spaces between the ‘A’ and the ‘M.’

Florida Center for Medicaid and the Uninsured

Established in 2000, the Florida Center for Medicaid and the Uninsured is dedicated to the improvement of health-care delivery in Florida and the United States through multidisciplinary collaboration of academic and policy-making experts. Center faculty and staff study issues related to the Medicaid program and other delivery systems for vulnerable populations. Critical to the center’s mission is the timely dissemination of information to policymakers, providers and health-care advocates. The Florida Agency for Health Care Administration provides core funding for the center. The center is housed at the University of Florida within the College of Health Professions.

Florida Dental Association

Do not use FDA on second reference, to avoid confusion with the Food and Drug Administration.

Florida Dysphagia Institute**Florida Health Information Network**

A service of the UF Health Science Center Library, the Florida Health Information Network provides computer access to a wide range of resources, from bibliographical searches to document delivery. Health professionals in remote locations can readily access the Medline database, an index of more than 3,200 biomedical journals, the Physicians Desk Reference and Merck Manual, and additional databases providing specific information on toxicology, clinical psychology, nursing, health-care administration and research grant sources.

Florida Hospital Association

Phone: 407-841-6230

Web site: <http://www.fha.org>

The Florida Hospital Association is a not-for-profit association representing all types of hospitals throughout the state. Through advocacy, education, research, representation and service, the association carries out its mission “to promote the ability of member hospitals and health-care systems to effectively and efficiently serve the health-care needs of their communities.”

Florida Keys

Florida Legislature

The Legislature on second reference, capped.

Florida Medical Association

Web site: <http://www.fmaonline.org>

Florida Nurses Association

Web site: <http://www.floridanurse.org>

Florida Poison Information Center

Phone: 1-800-222-1222

For routine inquiries: 904-244-4465

Web site: <http://fpicjax.org>

The Florida Poison Information Center/Jacksonville is located on the Shands Jacksonville campus. It serves 42 counties in northern and eastern coastal Florida, as well as the U.S. Virgin Islands, serving as a resource for 6 million residents, 139 health-care institutions and 121 emergency medical services agencies. The poison center cares for more than 45,000 patients a year using specially trained and nationally certified nurses, pharmacists and physician assistants. Three board-certified medical/clinical toxicologists provide 24-hour coverage for consultation on advanced cases.

Florida Probe, The

An electronic dental probing and data-recording device designed for instant, precise measurement of the periodontal pockets between gums and teeth. The hand-held instrument, invented by UF oral biologist Dr. Charles H. Gibbs, now is used in gum disease research throughout the United States, as well as in Europe, Japan, Korea, Australia and Scandinavia.

Florida School for the Deaf and the Blind

A teaching/service affiliation with the UF Health Science Center provides back-to-school physicals and daily pediatric health-care services to students at the Florida School for the Deaf and the Blind in St. Augustine. Both UF's Gainesville and Jacksonville campuses are involved in the affiliation, implemented in the fall of 1998.

Florida Society of Health-System Pharmacists

Phone: 850-906-9333

This professional association of pharmacy practitioners promotes and supports the continual improvement of pharmaceutical care and the profession of pharmacy as an essential component for the delivery of health care. It works to develop professional standards for pharmaceutical care services; fosters an adequate supply of well-trained, competent pharmacists and associated personnel; disseminates information about pharmaceutical care services and rational medication use; improves communication among pharmacists, other members of the health-care industry and the public; promotes research; and promotes the economic welfare of pharmacists and associated personnel.

Florida Thoroughbred Breeder's Association

flounder, founder

If it's a fish you mean, use *flounder*. If the word you're looking for is synonymous with "to move clumsily or jerkily, to flop about," use *flounder*. If you mean "to bog down, become disabled or sink," use *founder*.

follow up, follow-up

Follow up is a verb. Example: *I am going to follow up with him tomorrow*. Follow-up is an adjective. Example: *I am going to have a follow-up appointment with him tomorrow*.

Food and Drug Administration

FDA is acceptable on second reference.

foot-and-mouth disease

forebrain

Forensic Toxicology Laboratory

Housed within the University of Florida Diagnostic Referral Laboratories, this lab provides a drug-free workplace consultative service and testing.

fort

Do not abbreviate, for cities or for military installations.

In datelines for cities: *FORT LAUDERDALE, Fla. (AP)* —

Founders Gallery

fractions

Spell out amounts less than 1 in stories, using hyphens between the words: two-thirds, four-fifths, three-fourths, etc. Use figures for precise amounts larger than 1, converting to decimals whenever practical. In decimal constructions in newswriting, do not go above hundredths, and tenths are preferred in most instances.

Friday Evening Post

Now called The POST, this monthly newsletter is produced by the Office of News & Communications to keep Health Science Center faculty, staff and students informed of major developments in research, education and patient care, as well as upcoming events and new or revised university policies, benefits and programs. The newsletter also recognizes the achievements of faculty, staff and students.

full time, full-time

Hyphenate when used as a compound modifier: *He works full time. She has a full-time job*. Never *fulltime*.

fund raising, fund-raising, fund-raiser

Fund raising is difficult. They planned a fund-raising campaign. A fund-raiser was hired.

The first is a noun, the second an adjective, the third a noun. *The banquet was for fund raising, fund-raising dinner, the marathon was a fund-raiser.*

G

gait

In medicine, when referring to pacing electrons or respiration, the word is *gait*, not *gate*. Example: *If you can gait the radiation beam to only turn on when the patient is breathing in or exhaling, and you don't have to account for organ motion, you can use much tighter margins.* Gait also can refer to a manner of walking.

Gatorade

Gatorade, a sports beverage, is a leading moneymaker among patented products of research at the University of Florida. Robert Cade, M.D., a professor of medicine and physiology at UF's College of Medicine, invented Gatorade especially for athletes as an aid to preventing water depletion and chemical imbalance while engaging in rigorous physical exercise.

“Gator-Cats” partnership

Through the Bethune-Cookman College and University of Florida Consortium, UF's College of Nursing collaborates with Bethune-Cookman College, a historically black institution, to offer mentoring, career counseling and financial planning advice for students and alumni of the Bethune-Cookman College division of nursing, as well as students with special needs, who want to pursue graduate studies in nursing. Distance learning equipment is housed on the Bethune-Cookman College campus, allowing selected participants to experience some graduate school classes. This is informally known as the “Gator-Cats” partnership.

GatorSHADE

Phone: 352-273-6569

The GatorSHADE program is designed to educate Florida's children and their parents about skin cancer, and to encourage them to make appropriate lifestyle changes to prevent the disease. Carol Reed Ash, Ed.D., R.N., an eminent scholar and a professor who holds the Kirbo endowed chair in oncology nursing, joined with Jill Varnes, Ed.D., interim dean of the College of Health and Human Performance, to develop a series of materials to accompany the educational program, including a popular GatorSHADE cap designed to keep sun off an individual's ears, nose and back of neck. The materials have evolved into a complete curriculum package to teach elementary students about skin cancer and its prevention. Distribution to schools nationwide is planned. The program was presented at an American Association of Cancer Education's annual meeting as a model for skin cancer prevention.

GatorSport Exploration

This adult camp introduces people with spinal cord injuries, spina bifida and lower extremity amputations to a variety of competitive sports, including swimming, weightlifting, and wheelchair tennis, racing and basketball. The camp is sponsored by the College of Health Professions' department of occupational therapy, Shands Rehab Hospital at UF and Gresham Sun Healthcare.

generalized anxiety disorder

Genesis II

Web site: www.otwo.com

A portable ventilator designed to resuscitate people in toxic environments. The lightweight ventilator, now used by health and safety specialists with Shell Canada and other Canadian oil companies, is the result of collaboration among emergency medical specialist Richard Melker, M.D., Ph.D., respiratory physiologist Michael Banner, Ph.D., and pneumatics expert Kevin Bowden, with O-Two Systems International Inc. of Canada.

Gene Therapy Center, Powell

Phone: 352-392-5913

Web site: www.gtc.ufl.edu/gtc-home.htm

Established in 1996. The primary mission of the Powell Gene Therapy Center at the University of Florida is to merge molecular genetics research and health-care delivery by developing new therapeutic strategies for the treatment of human diseases that involve gene transfer. The idea of gene therapy is a logical and natural progression of the last 20 years of research in medical genetics and molecular biology, with the advent of recombinant DNA technology, as well as advances in genes and their functions. As a result of the National Genome Project, it is expected that all human genes and DNA will be identified and sequenced within the next decade. As this information has accumulated, it has become clear that virtually every disease has a genetic component. Thus, if the right gene is delivered to the right location in the body at the right time, there is a potential for significant improvements in the management and correction of human diseases. Because essentially similar strategies can be applied to an extremely broad range of human diseases, the potential of gene therapy is considered to be extraordinary. Gene therapy may prove beneficial in treating hereditary diseases such as cystic fibrosis or hemophilia, somatic genetic defects such as cancer, inflammatory diseases such as sepsis, and chronic diseases that have a genetic or viral component — for example, heart disease and hepatitis.

Gene Therapy Program

One of three translational (“bench-to-bedside”) research programs established at the UF Shands Cancer Center. The other two are the Environmental Carcinogenesis Program and the Program in Stem Cell Biology and Regenerative Medicine.

Genetics Institute, University of Florida

Web site: www.ufgi.ufl.edu

Genetics Institute is acceptable on second reference. In 1999, the state Board of Regents approved the creation of the University of Florida Genetics Institute. Like the Evelyn F. & William L. McKnight Brain Institute, the Genetics Institute is a campuswide entity designed to foster multidisciplinary collaborations. While many of the researchers are based in the Health Science Center, other research strongholds include the Institute of Food and Agricultural Sciences, and the College of Liberal Arts and Sciences. Genetics Institute researchers are particularly active in developing vectors to deliver corrective genes into living cells. Other research focuses on determining the roles of particular genes in plants, animals and humans. A Genetics Institute building is being planned, with expected completion by 2005.

Geriatric Center of Excellence

Leaders of the North Florida/South Georgia Veterans Health System teamed up with the UF Health Science Center and other parts of campus to establish a Geriatric Center of Excellence. The center is based at the Lake City Veterans Affairs Medical Center, which has a 200-bed extended-care facility for veterans with Alzheimer’s disease and dementia. The federally funded Geriatric Research, Education and Clinical Center, operated for many years at the Malcom Randall Veterans Affairs Medical Center, is a key component of the new center, with active programs in Lake City and Gainesville. See **GRECC**.

Geriatric Education Center

Phone: 352-265-0274

Web site: www.med.ufl.edu/med/ged

Established in 1987. This center's goal is to improve care for older adults by providing quality comprehensive continuing geriatric education programs to health professionals in the hospital, nursing home, home health care, clinical and academic settings.

Geriatric Research, Education and Clinical Center

See GRECC.

German measles

Also known as *rubella*.

girl

Applicable until 18th birthday is reached. Use *woman* or *young woman* afterward.

GO!

Invented by Robert Cade, M.D., a professor of medicine and physiology at UF's College of Medicine, GO! is a milk protein concentrate being marketed nationwide, primarily as a nutritional supplement to aid muscle and tissue growth and recovery.

gonorrhea**good, well**

Good is an adjective that means something is as it should be or is better than average. When used as an adjective, *well* means suitable, proper, healthy. When used as an adverb, *well* means in a satisfactory manner or skillfully.

governmental bodies**governor****GPA**

For internal publications, *GPA* is acceptable. Spell out *grade point average* for external release. UF's official system is the 4.0 scale.

graduate (v.)

Graduate is correctly used in the active voice: *She graduated from the university.*

It is correct, but unnecessary, to use the passive voice: *He was graduated from the university.*

Do not, however, drop *from*: *John Adams graduated from Harvard.* Not: *John Adams graduated Harvard.*

graduate research professor

Lowercase after a name.

gram

Grand Guard

A group of alumni who graduated at least 50 years ago; each year another group of alumni is inducted.

GRECC

Geriatric Research, Education and Clinical Center. Affiliated with the Malcom Randall Veterans Affairs Medical Center. Dedicated to improving care for older adults through geriatric and gerontological training for professionals in both academic and clinical settings. The center offers training programs for nursing home personnel, continuing education programs throughout the state and special projects designed to improve the care of the elderly. GRECC is one of 17 such Centers of Excellence on Aging in the Department of Veterans Affairs. The research focus of the Gainesville GRECC is basic and clinical geropharmacology. Specific areas include cardiovascular and renal pharmacology, with a focus on hypertension. See **Geriatric Center of Excellence**.

Greek letters

The use of Greek words is preferable to letters in most instances: *Researchers are studying the effectiveness of various beta-blockers for migraine, or alpha-1 antitrypsin deficiency.*

H

Harrell Professional Development & Assessment Center

Phone: 352-392-4511

Web site: www.med.ufl.edu/oea/comec/harrell

Harrell Center is acceptable on second reference. Medical students learn skills in patient communication and diagnosing health problems by working with “standardized patients” — actors who are trained to act out symptoms of illness. The Harrell Center features eight state-of-the-art patient examining rooms, equipped with video cameras, computers and one-way mirrors for monitoring student performance. The center was furnished and equipped by the George Harrell Club, an alumni donor society named for UF’s founding medical dean. UF is the first medical school in the Southeast and one of about 10 in the country to fully integrate standardized patients into teaching and testing.

headlines

- Use active voice.
- In news release headlines, strive to include “UF.”
- Avoid awkward breaks between lines (for example, don’t break up a verb or significant phrase).
- Use names of people only if they are very widely recognized; limit such use to nationally known figures or, if distribution is statewide, to statewide personalities.
- Use abbreviations sparingly and only if widely recognized. FBI and NIH are acceptable; NCI is not.
- Capitalize only first word and proper nouns. When a number is included, use figures.

Healing Wall

Located along one side of the Shands at the University of Florida Atrium. It took one year and 825 hand-painted six-inch square ceramic tiles — the work of more than 500 cancer patients, family members, caregivers and volunteers — to build it. Edging the panel is a mosaic designed by local artist Lee Ann Stacpoole. Tile, glass and shells are used to form a continuous design of soaring birds, flowering trees, a family embracing, shooting stars and dancing figures. The words “Sharing, Love, Grace, Healing, Joy, Peace, Caring and Wisdom” float between the images. The project began in

February 1994, when Stacpoole became the Arts in Medicine at Shands at UF program's first artist-in-residence.

health care

Two words except when used as a compound modifier: *The physicians provide health-care services.*

Health Care Summer Institute

The Office of Minority Affairs and the UF North Florida Area Health Education Centers (AHEC) co-sponsor a four-week summer camp for minority high school students with career interests in the health professions. Participants shadow several health-care professionals and attend workshops in study skills and test taking. They reside in University Housing and are supervised by health professions students who serve as camp counselors and mentors. For more information, visit <http://www.med.ufl.edu/oma/#top>.

Health Insurance Portability and Accountability Act

See **HIPAA**.

Health Professions/Nursing/Pharmacy Complex

HPNP Complex on second reference. This sophisticated and technologically advanced new home for the colleges of Health Professions, Nursing and Pharmacy opened in early 2003. The 173,133-square-foot complex provides educational, administrative and research space for the three colleges. Each college has its own entrance and facilities, and specially designed classrooms, wireless technology and videoconferencing capabilities enhance the three colleges' nine distance-learning degree programs. Construction on the five-story, \$24.7 million structure began in December 2000. *Note: When referring to the complex as a whole, please use the wording listed above. When referring to any of the three separate colleges' structures, please refer to the specific building. Example: the meeting will be held in the dean's suite of the College of Nursing Building.*

Health Science Center

University of Florida Health Science Center on first reference. *Health Science Center* or *health center* on second reference. Avoid using *HSC* in external news copy.

Founded in 1956, it consists of six colleges focusing on education, research and clinical care; a campus in Jacksonville; academic affiliations in various parts of Florida; and close affiliations with Shands HealthCare and the North Florida/South Georgia Veterans Health System. The six colleges are: the College of Dentistry, the College of Health Professions, the College of Medicine, the College of Nursing, the College of Pharmacy and the College of Veterinary Medicine.

Health Science Center Libraries

For reference services, call 352-392-4016 or 392-3585, or visit <http://www.library.health.ufl.edu/>.

hemorrhage

hemorrhoid

hertz

A measure of frequency.

Hilton University of Florida Conference Center Gainesville

Phone: 352-371-3600

Web site: www.ufhotel.com

The new name of the conference center on 34th Street that was previously known as the Doubletree.

HIPAA

Health Insurance Portability and Accountability Act. The acronym is acceptable on first reference if used near the top of the story, but the full name should be spelled out in the next reference before using the acronym again. This legislation set federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health-care providers. It took effect April 14, 2003. New regulations now provide patients with access to their medical records and more control over how their personal health information is used and disclosed. State laws that provide additional protections to consumers are not affected. The Health Science Center's Privacy Officer is Susan Blair. For HIPAA-related questions, please contact her at 392-8981 or 392-6638, or e-mail sblair@vpha.health.ufl.edu. Background information also is available on the Web at <http://www.hhs.gov/ocr/hipaa/> or at UF's site, <http://privacy.health.ufl.edu/policies/hipaamanual/opguide/PP-OG-12.pdf>.

Hippocratic Award

Web site: <http://medinfo.ufl.edu/~hippocratic>

The UF Hippocratic Award is presented annually by the senior class in UF's College of Medicine. The award recognizes the clinician-teacher who best exemplifies the ideals of Hippocrates, the legendary fifth-century Greek physician revered for his teachings and compassionate patient care. The sycamore on the south lawn of Shands at UF is said to have been spawned from one beneath which Hippocrates taught students of medicine on the Greek island of Kos (note: not Cos) in the fifth century B.C.

historical references

In historical references, such as a POST article referring to Shands as it existed in 1965, use a construction such as this: *Shands at the University of Florida, then known as Shands Teaching Hospital*.

HIV

See **AIDS**.

Hodgkin's disease

After Dr. Thomas Hodgkin, the English physician who first described the disease of the lymph nodes.

HomeCare

See **Shands HomeCare**

home care

home page

horses' names

Capitalize.

HPNP Complex

Use only on second reference. On first reference use Health Professions/Nursing/Pharmacy Complex. See **Health Professions/Nursing/Pharmacy Complex** entry.

Hugh M. Hill, M.D., Medical Alumni Conference Center

This is a small conference room located off the Founders Gallery.

Human Applications Laboratory

This not-for-profit facility positions UF as one of the few academic institutions nationwide that produce gene therapy vectors suitable for use in people. It is located on the fifth floor of the McKnight Brain Institute.

Human Brain Tissue Bank

Phone: 352-294-0537

Web site: www.mbi.ufl.edu/facilities/brainbank

The Human Brain Tissue Bank, a core facility of the Evelyn F. & William L. McKnight Brain Institute of the University of Florida, procures, characterizes, stores and disseminates human brain tissue for brain research. Because the human brain is vulnerable to certain diseases (such as Alzheimer's disease) that do not occur in other species, it makes the study of human brain tissue essential if scientists are to explain and hopefully treat the destructive processes of these diseases.

Human Patient Simulator

A computer-driven system with lifelike mannequin that helps future doctors, anesthesiologists, nurses, paramedics and other health-care personnel train to treat real patients. Researchers from UF's colleges of Medicine and Engineering, led by UF anesthesiologist Michael Good, M.D., teamed up to develop the prototype simulator; the university then licensed the technology to Loral, which has streamlined manufacture and made the device rugged enough to withstand daily use. Developed in 1986. The simulator is currently sold by Sarasota-based Medical Education Technologies Inc., also known as METI.

hyperbaric oxygen therapy

The delivery of 100 percent oxygen at pressures greater than normal atmospheric pressure. Hyperbaric oxygen therapy has proved effective for treating non-healing wounds, carbon monoxide poisoning and certain other medical situations. A treatment is referred to as a dive, because the increased pressure patients experience in the hyperbaric chamber at Shands at the University of Florida simulates water depth.

Once the 12-foot-long, 6-foot-wide chamber is pressurized to the appropriate atmospheric pressure, oxygen is delivered to the patient. The breathing of 100 percent oxygen at an increased atmospheric pressure does two things: It reduces the size of gas bubbles in the body, helping to treat arterial gas embolisms and decompression illness, and it dissolves more oxygen in the plasma (the liquid part of the blood), increasing oxygen delivery to tissues. This provides several benefits. It assists white blood cells in fighting infection; stimulates growth of new blood vessels; reduces effects of some toxic substances, such as carbon dioxide; aids in reducing edema; stimulates development of fibroblasts, the basic building block for connective tissue; and promotes osteoblast production (formation of new bone).

The chamber is provided by a long-term loan from the National Aeronautics and Space Administration, or NASA.

Hypertension Center, University of Florida

Phone: 352-392-7730

Established in 1992. The center's mission is to provide a focus of research, education and public information on all aspects of basic science and clinical research, relevant to the better understanding of the causes and treatments of hypertension and its consequences. The center is affiliated with the College of Medicine.

hyphens

As AP reminds us, “Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.” Example: *The event was designed for small-business men...* (Rather than *small businessmen — businessmen is usually one word but this makes it clearer.*)

When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all the words. Example: *part-time job, fourth-quarter touchdown, health-care programs, etc.*

When a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen usually must be retained to avoid confusion. Example: *The doctor is well-known.*

Do not use a hyphen with *very* and *-ly* words.

Examples of suspensive hyphenation: *He was appointed to a 10- to 20-year term as editor of the medical journal. The practice offers in- and outpatient services.*

I

-ic, -ical

Use Webster’s New World Dictionary, Stedman’s or Dorland’s to determine the appropriate form for adjectives. As the AMA Manual of Style states, “In some cases the *-ical* form is more remote from the word root and may have a meaning beyond that of the *-ic* form. Although *anatomic* may be used in the same sense as *anatomical*, the latter is preferred as the adjectival form. The important guideline is that the use of terms must be consistent throughout an article....Usually the *-al* may be omitted unless its absence changes the meaning of the word. Examples of such differences in meaning include *biologic, biological; classic, classical; economic, economical; empiric, empirical; historic, historical; pathologic, pathological; periodic, periodical; physiologic, physiological.*”

IMPACT

UF veterinary students work with the Florida Department of Corrections to help train inmates to care for and train guide dogs for the blind.

infant

Applicable to children through 12 months old.

infantile paralysis

The preferred term is *polio*.

infirmary

See **Student Health Care Center**.

inpatient

Per Webster’s, “a person who is lodged and fed in a hospital, clinic, etc. while receiving treatment.” One word, no hyphen.

inside

As a preposition, *inside* is capable of functioning without a following “of”: *The doctors remained inside the hospital.*

Institute for Health Policy Research, Health Science Center

Phone: 352-265-8035

The institute conducts and facilitates collaborative interdisciplinary studies focusing on issues relating to laws, rules and regulations, or other policies generated at the state or federal level that affect the manner in which health-care services are delivered, funded, administered or regulated. Faculty and students from a broad spectrum of disciplines are encouraged through the institute to participate in organized research activities funded through state or federal sources or to provide short-term technical assistance on specific policy concerns. A goal of the institute is to develop and maintain databases and models that can be used to assist in the analysis of existing and proposed policy alternatives under a variety of potential future scenarios. Research and analyses are guided by the principle that better health-care legislation and more effective and efficient health services delivery will result from anticipating the legal, administrative, economic, social and ethical consequences of health policy changes.

Institute for Science and Health Policy

Phone: 352-265-8305

The institute encompasses programs dedicated to advancing the growth of science and technology, and to helping the state capitalize on the national economic bonanza forecast for the biomedical sciences.

Institute for Wound Research, Health Science Center

Phone: 352-265-0622 or 352-392-6383

Web site: www.obgyn.ufl.edu/RESEARCH/wound/default.htm

Established in 1990, the Health Science Center Institute for Wound Research is a multidisciplinary program involving several UF colleges, as well as affiliation with the Institute of Ophthalmology at Moorfields Eye Hospital in London and with the Department of Plastic Surgery at the Phoenix Fund in London. Wounds that heal too slowly or incompletely, internal organ damage that fails to heal properly after surgery or injury, and unwanted scar formations resulting from abnormal wound healing are major challenges facing scientists and physicians in multiple medical fields. This institute and the interdisciplinary Wound Care Clinic at Shands at UF provide a focal point for collaborative research and clinical care to advance the frontiers of wound healing. University physicians practicing at Shands are involved in some of today's most significant areas of medical research, including the testing of growth factors to speed wound healing, and the use of drugs in treating keloid scars and preventing the growth of scars that sometimes develop around implanted artificial joints, breast implants and pacemakers.

Institute on Child Health Policy

Phone: 352-392-5904, ext. 225

Web site: www.peds.ufl.edu/divisions/dv-ichp/pd-ichp-home.htm

Established in October 1986, the institute is a statewide institution of Florida's State University System. Headquarters are located at UF in Gainesville, with affiliates at the University of South Florida, Florida State University and the University of Miami. Institute faculty have focused attention on children in managed care, with a special emphasis on children with special health-care needs. Issues of access, utilization, cost, quality and family involvement are principal areas of interest for the institute's policy/program development, health services research and evaluation programs.

The mission is to improve the health status of infants and children in the state of Florida and the nation by integrating the resources of the universities in the state to assist in the formulation and evaluation of health policies, programs and systems.

institutes

See the index for a complete listing of centers and institutes.

Institutional Animal Care & Use Committee

Phone: 352-392-9917

Web site: <http://iacuc.ufl.edu>

UF's 15-member committee responsible for ensuring humane treatment of laboratory animals. The university veterinarian is responsible for all animal research conducted at UF.

Institutional Review Board

Phone: 846-1494

Web site: <http://irb.ufl.edu/irb01>

IRB is acceptable on second reference. The IRB is a committee formally designated by UF to protect the rights and welfare of all human subjects who volunteer to participate in research studies conducted under the auspices of the university. It is composed of physicians, nurses, other allied health professionals, scientists, medical ethicists, clergy, lawyers, nonscientists and members of the community.

The IRB reviews all research involving human subjects and ensures that potential research-related risks (physical, social, emotional and financial) are minimized and fully disclosed so that subjects can make an informed decision regarding participation. All research involving human subjects is reviewed and conducted according to relevant university, state and federal regulations, as well as the ethical principles set forth in the Belmont Report (Ethical Principles and Guidelines for the Protection of Human Subjects of Research), published by the National Commission for the Protection of Human Biomedical and Behavioral Research.

insure, ensure

Insure means to establish a contract for insurance of some type; *ensure* means to guarantee.

Interdisciplinary Center for Biotechnology Research

Phone: 352-392-8408

Web site: <http://www.biotech.ufl.edu>

ICBR acceptable on second reference.

Interdisciplinary Center for Musculoskeletal Training & Research

See **Center for Musculoskeletal Training & Research, Interdisciplinary.**

Interdisciplinary Program in Biomedical Sciences

Web site: <http://idp.med.ufl.edu>

Interinstitutional Species-Specific Food Animal Consortium

UF's College of Veterinary Medicine collaborates with veterinary colleges at the University of California-Davis, the University of Illinois at Urbana-Champaign, Kansas State University, the University of Nebraska-Lincoln and Michigan State University to form the Interinstitutional Species-Specific Food Animal Consortium. The consortium's goal is to provide high-quality, in-depth and species-specific education to a variety of students and to significantly influence food animal production, medicine, food safety and research.

Internal Medicine and Medical Specialties

Formerly known as Diagnostic Physicians 1 Clinic, or DP1.

International Center for Childhood Cancer Research

Internet

The *Internet* is a decentralized network of host computers that are linked by high-speed lines. Capitalize the “I.”

interventional pain management, division of

Web site: www.anest.ufl.edu/pain

The UF department of anesthesiology’s division of pain management provides acute pain services 24 hours a day for the management of postoperative epidurals and peripheral nerve sheath catheters. In addition, patients with difficult chronic pain problems are managed with modalities such as dorsal column stimulators, morphine pumps, neurolytic blockade, and many types of nerve blocks and pharmacologic methods. Some of the disease processes seen in the clinic include reflex sympathetic dystrophy, cancer pain, postsurgical pain, phantom limb pain, postherpetic neuralgia, low back pain, musculoskeletal pain, and headache and neck pain. The clinic also provides acupuncture therapy. Goals are to decrease frequency and intensity of pain, increase function, overcome isolation, learn new coping skills, resolve sleep disturbances, improve quality of life and rehabilitate.

in vitro fertilization

IVF is acceptable on second reference.

Iona M. Pettengill Nursing Resource Center

This educational laboratory and teaching space for nursing students is named after Pettengill, a retired public health nurse and UF College of Nursing alumna who dedicated herself to the care of underserved patients. The center, which accommodates approximately 160 people, comes equipped with advanced technology, including wireless Web access, projection screens for each laboratory, two human patient simulators and an intravenous simulator. It is located in the College of Nursing Building at the Health Professions/Nursing/Pharmacy Complex.

Island Whirl Colic Laboratory

Located in UF’s Veterinary Medical Teaching Hospital, the laboratory is a resource for the study of the equine gastrointestinal tract, with particular emphasis on colic. Funding has been received from agencies such as the Morris Animal Foundation, the American Quarter Horse Association, USA Equestrian Inc., and the State of Florida Pari-mutuel Racing Trust Fund. The laboratory also is a source of support for graduate students and residents who need initial funding to begin research in this area. The most notable source of such support is the Deedie Wrigley-Hancock Fellowship in Equine Colic Research, endowed by Misdee Wrigley in memory of her mother. The laboratory is directed by Al Merritt, D.V.M., the Appleton professor in equine studies at UF’s College of Veterinary Medicine.

IQ

Acceptable in all references for *intelligence quotient*.

IUD

Acceptable on second reference for *intrauterine device*.

IVF

Acceptable on second reference for *in vitro fertilization*.

J

JDRF Gene Therapy Center for the Prevention of Diabetes and Its Complications at the University of Florida and the University of Miami

This center, devoted to the study of gene therapy to fight diabetes and its complications, was formed through a \$10.4 million grant from the Juvenile Diabetes Research Foundation International. Its creation represented a pivotal shift in the traditional approach to diabetes research and a refocusing of scientific strategy. UF scientists — along with colleagues at the University of Miami — are investigating gene therapy's potential to deliver medicine in novel ways. They also are attempting to engineer rejection-proof tissues for islet and kidney transplant, and tackle diabetes-associated complications such as vision loss. The approach is a move away from using gene therapy to treat ailments caused by a single gene defect. Diabetes is thought to be caused by a constellation of genes interacting with unknown environmental factors.

Jerry W. and Judith S. Davis Cancer Center

Phone: 352-846-1145

Web site: www.ufscc.ufl.edu

The official name of the Cancer Center building that houses a large portion of the ambulatory cancer diagnosis and treatment services provided by UF health-care professionals.

J. Hillis Miller Health Science Center

Preferred reference is *the University of Florida Health Science Center*. Originally, the Health Science Center was named for the late J. Hillis Miller, Ph.D., fourth president of the University of Florida, who was influential in garnering state support to establish an academic health center in Gainesville.

John F. Kennedy Space Center

Located in Cape Canaveral, Fla., it is the National Aeronautics and Space Administration's principal launch site for manned spacecraft.

Kennedy Space Center is acceptable in all references. See **NASA** entry for explanation of Shands at UF's relationship with the space program.

Johns Hopkins University

No apostrophes.

Joint Commission on Accreditation of Healthcare Organizations

The Chicago-based commission, an independent, nonprofit organization, sends a panel of reviewers to conduct on-site surveys to evaluate health-care providers. The accreditation process is voluntary. The acronym *JCAHO* is commonly used on second reference, often pronounced *JAYCO*. For external release and Associated Press copy, spell out on first reference and use *commission* on subsequent references.

joule

A measure of work, energy, quantity of heat.

Jr., Sr.

Do not precede with a comma (*Joe Johnson Jr.*) except in business correspondence. Numerals never take a comma (*Joe Johnson III*).

Junior Honors Medical Program

Web site: www.med.ufl.edu/oea/admiss/#JHMP

The Junior Honors Medical Program is a combined (seven-year) B.S./M.D. program offered by the University of Florida or Florida A&M University. Students from other institutions are welcome to apply. The program is intended for undergraduate students who have demonstrated superior scholastic ability and personal development during their first two academic years. Applications are taken in the sophomore year.

K

Keeping Families Healthy

Web site: <http://www.cop.ufl.edu/SAFEZONE/DOTY/kfh/index.htm>

The College of Medicine's Office of Generalist Education directs the Keeping Families Healthy program, an interdisciplinary learning practicum jointly involving the colleges of Medicine, Dentistry, Health Professions and Pharmacy. This program involves instruction in preventive medicine and team practice in the context of visiting volunteer families in their homes, and involves more than 400 students, more than 70 faculty members and 150 volunteer families from the Gainesville community.

Kelvin scale

A scale of temperature based on, but different from, the Celsius scale. It is used primarily in science to record very high and very low temperatures. The Kelvin scale starts at zero and indicates the total absence of heat (absolute zero).

Zero on the Kelvin scale is equal to minus 273.15 degrees Celsius and minus 460 degrees Fahrenheit.

The freezing point of water is 273.15 degrees Kelvin. The boiling point of water is 373.15 degrees Kelvin.

To convert from Celsius to Kelvin, add 273.15 to the Celsius temperature.

ketogenic diet

A high-fat, low-carbohydrate, low-protein eating plan used to treat epilepsy in children who do not respond to standard anticonvulsant medications and who are not eligible for epilepsy surgery. The diet begins with a two- to three-day fast, followed by meals in which 80 percent of the calories are from fat.

knockout mouse

A mouse in which a single gene is inactivated or "knocked out" in a way that does not affect any of its other genes. In this way, scientists can learn about the function of that particular gene.

L

Lauretta and John DeWeese Auditorium

The large auditorium on the ground floor of the McKnight Brain Institute, located to the left as you enter the building. Drs. Jerry and Shirley Modell, former UF faculty members, provided the gift to name the auditorium.

lay, lie

Lie never takes an object and means to rest or recline: *I need to lie down. The books are lying on the floor.* Lay always takes an object and means to put down, to place: *He laid the books on the floor. He will lay himself on a bed of nails.* Advice: If you can substitute *put*, use *lay*; otherwise, use *lie*.

lectures

Initial cap words and use quotation marks for the formal titles of lectures.

Legionnaires' disease

Per the AP, the disease takes its name from an outbreak at the Pennsylvania American Legion convention held at the Bellevue-Stratford Hotel in Philadelphia in July 1976. Thirty-four people died — 29 Legionnaires or family members and five other people who had been near the hotel. The disease was diagnosed for the first time after 221 people contracted the illness in Philadelphia.

The bacterium believed to be responsible is found in soil and grows in water, such as air-conditioning ducts, storage tanks and rivers.

The Centers for Disease Control and Prevention in Atlanta estimates that 25,000 people a year in the United States get the disease, whose pneumonialike symptoms begin two to three days after exposure.

legislative titles

FIRST REFERENCE FORM: Use *Rep.*, *Reps.*, *Sen.* and *Sens.* as formal titles before one or more names in regular text. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase *representative* and *senator* in other uses.

Spell out other legislative titles in all uses. Capitalize formal titles such as *assemblyman*, *assemblywoman*, *city councilor*, *delegate*, etc., when they are used before a name. Lowercase in other uses.

Add *U.S.* or *state* before a title only if necessary to avoid confusion: *U.S. Sen. Nancy Kassebaum spoke with state Sen. Hugh Carter.*

SECOND REFERENCE: Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

CONGRESSMAN, CONGRESSWOMAN: *Rep.* and *U.S. Rep.* are the preferred first-reference forms when a formal title is used before the name of a U.S. House member. The words *congressman* or *congresswoman*, in lowercase, may be used in subsequent references that do not use an individual's name, just as *senator* is used in references to members of the Senate.

Congressman and *congresswoman* should appear as capitalized formal titles before a name only in direct quotation.

legislature

Second reference for Florida, other state or U.S. Legislature. Retain capitalization when the state name is dropped but the reference is specifically to that state's legislature.

life cycle**LifeQuest Organ Recovery Services**

The transplant programs at the Shands Transplant Center at the

University of Florida depend upon the efforts of LifeQuest Organ Recovery Services, an organ procurement organization, for the recovery of solid organs for transplantation. LifeQuest works with hospitals and health-care organizations throughout a 36-county region of North Florida. LifeQuest has been recognized nationally for its success in managing donor cases, developing its referral process, and continuing to maintain its position as one of the most successful and effective programs in the country.

life-size

like, as

Use *like* as a preposition to compare nouns and pronouns. Like requires an object: *The player blocks like a pro.* The conjunction *as* is the correct word to introduce clauses: *The starters block the linebackers, as they should.*

LINAC Scalpel

Web site: <http://radsurg.ufl.edu/patient/linacscalpel.html>

The LINAC scalpel, or stereotactic linear accelerator, enables doctors to pinpoint radiation therapy to certain tumors deep within the brain without surgery. The computer technology was developed by UF experts. It is believed to be among the most precise radiosurgical devices in the world. Developed in 1986 by UF neurosurgeon Dr. William Friedman and UF physicist Dr. Frank Bova.

living will

See **advance directive**.

long term, long-term

Hyphenate when used as a compound modifier: *We will win in the long term. He has a long-term assignment.*

Lorenz Center for Pediatric Facial Disorders

A new addition to the craniofacial treatment effort is the Lorenz Center for Pediatric Facial Disorders. With goals similar to the University of Florida Craniofacial Center in Gainesville, the Lorenz center is located at the Health Science Center in Jacksonville. The center was established in 1998 by the Lorenz-Smeenge Foundation for Pediatric Facial Disorders. The center treats children with major facial deformities from birth defect or trauma and also trains physicians in the surgical techniques used at the center.

Lotemax TM

A new eye drug invented by pharmacy professor Nicholas Bodor, Lotemax TM was submitted to the Food and Drug Administration for approval in 1995, after six years of successful testing in more than 1,100 patients. This unique corticosteroid has been shown to bring relief to patients with various inflammatory conditions, including pollen-induced allergies.

LSD

Acceptable in all references for *lysergic acid diethylamide*.

-ly

Do not use a hyphen between adverbs ending in *-ly* and adjectives they modify: *an easily remembered rule, a badly damaged island, a fully informed woman.*

M

magazine names

Capitalize the name but do not place it in quotes. Lowercase magazine unless it is part of the publication's formal title: *Harper's Magazine*, *Newsweek magazine*, *Time magazine*.

Check the magazine's masthead if in doubt.

magnetic resonance imaging

MRI is acceptable on second reference.

Malcom Randall Veterans Affairs Medical Center

Name of the Veterans Affairs Medical Center in Gainesville. Note the spelling of Malcom—there is no 'l' between the 'o' and the 'm'. *VAMC* or *VA Medical Center* are acceptable on second reference. This federally funded center is a general medical, surgical and psychiatric facility that provides comprehensive primary, secondary and tertiary care. Pre- and posthospital services are offered through the center's ambulatory care and associated outpatient clinic programs. It is a 323-bed facility with 256 beds currently in use. It is the site for one of the VA's Geriatric Research, Education and Clinical Centers, also known as GRECCs. Adjacent to the University of Florida campus, the VAMC is affiliated with UF and its colleges of Dentistry, Health Professions, Medicine, Nursing and Pharmacy, in which VA staff members hold faculty appointments. The medical center also administers satellite outpatient clinics in Daytona Beach, Ocala and Jacksonville, and has integrated with the VAMC in Lake City and satellite clinics in Tallahassee and Valdosta, Georgia to form the North Florida/South Georgia Veterans Health System.

male

The term *boy* or *man* (depending on age) is preferable whenever possible, not *male*. Sometimes a study group might be made up of children and adults of both sexes. In that case, the use of the term *male* is considered acceptable. *Male* also is appropriate as an adjective.

marijuana

master of arts, master of science

A *master's degree* or a *master's* is acceptable in any reference.
See **academic degrees**.

Match Day

The annual National Resident Matching Program's Match Day is when almost all U.S. medical school seniors learn the location of the program where they will train as residents in their selected specialties following graduation. Match Day takes place a couple of months before graduation and on the same day for all U.S. medical schools.

Maternity and Infant Care Project, North Central Florida

The North Central Florida Maternity and Infant Care Project is run through the College of Medicine's department of obstetrics and gynecology and provides perinatal services to women in rural counties.

may, might

Might is the past tense of *may*. In modern usage, however, both verb forms are treated as subjunctives capable of expressing present and future time. In both senses, *may* is stronger than *might*: *They may go. They might go.* The example with *may* suggests greater likelihood.

MCAT

Medical College Admission Test

M.D.

A word such as *physician* or *surgeon* is preferred. See **doctor** and **academic titles**. To avoid redundancy, do not precede a name with *doctor* when it is followed by *M.D.*

meantime, meanwhile

Each of these is a noun and an adverb, but in usage *meantime* is more often a noun: *In the meantime they waited. Meanwhile* is more common as an adverb: *They went inside; meanwhile the others waited.*

Medicaid

A federal-state program that helps pay for health care for the needy, aged, blind and disabled, and for low-income families with children.

A state determines eligibility and which health services are covered. The federal government reimburses a percentage of the state's expenditures.

Medical Guild

A volunteer service organization primarily composed of spouses of College of Medicine faculty members.

Medical Sciences Building**Medicare**

The federal health-care insurance program for people ages 65 and over, and for the disabled. Eligibility is based mainly on eligibility for Social Security.

Medicare helps pay charges for hospitalization, for stays in skilled nursing facilities, for physician's charges and for some associated health costs. There are limitations on the length of stay and type of care.

metric**Miami**

The city in Florida stands alone in datelines.

midsemester**midterm****middle initials**

In general, use them. They are an integral part of a person's name.

A middle initial may be dropped if a person does not use one or is publicly known without it: *Mickey Mantle, the Rev. Billy Graham*.

might

See **may**.

military academies

Capitalize *U.S. Air Force Academy, U.S. Coast Guard Academy, U.S. Military Academy, U.S. Naval Academy*. Retain capitalization if the *U.S.* is dropped: *the Air Force Academy*, etc.

Lowercase *academy* whenever it stands alone.

military titles

Refer to the AP Stylebook.

military units

Refer to the AP Stylebook.

millions, billions

Use figures with million or billion in all except casual uses (*I'd like to make a billion dollars*). But (*The nation has 1 million citizens. I need \$7 billion*). Do not go beyond two decimals (*7.51 million persons, \$2.56 billion, 7,542,500 persons, \$2,565,750,000*). Decimals are preferred where practical (*1.5 million NOT 1 1/2 million*). Do not mix millions and billions in the same figure (*2.6 billion, NOT 2 billion 600 million*).

Do not drop the word million or billion in the first figure of a range (*The CEO is worth from \$2 million to \$4 million, NOT \$2 to \$4 million*), unless you really mean \$2.

Note that a hyphen is not used to join the figures and the word *million* or *billion*, even in this type of phrase: *The president submitted a \$300 billion budget*.

Mini Medical School

Phone: 352-392-2310

Web site: www.cpet.ufl.edu/minimed/default.htm

This UF-sponsored annual health conference, organized by the UF Center for Precollegiate Education and Training, features lectures, exhibits and tours for secondary-school science teachers.

molecular genetics and microbiology, department of

Phone: 352-392-0680

Web site: www.mgm.ufl.edu

This department's faculty has diverse research interests, ranging from mammalian genetics to virology and bacteriology, with a common grounding in molecular biology and molecular genetics. The department plays a central role in several interdisciplinary research programs at UF's College of Medicine, including the Powell Gene Therapy Center, the UF Center for Mammalian Genetics and the McKnight Brain Institute.

monthlong

months

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug, Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone. When a

phrase lists only a month and a year, do not separate the year with a comma (*January 1972 was a cold month*). When a phrase refers to a month, day and year, set off the year with commas (*Feb. 14, 1989, was the target date*).

more than

See **over**.

MRI

Magnetic resonance imaging should be used on first reference. *MRI* is acceptable on second reference.

mucous

The adjectival form meaning “of, containing or secreting mucus.”

mucus

The noun form, meaning “the thick, slimy secretion of the mucous membranes that moistens and protects them.”

multi-

Typically, words formed with *multi* do not take a hyphen. Refer to AP rules for prefixes.

multidisciplinary

Note no hyphen.

Multidisciplinary Diagnostic & Training Program, University of Florida

Phone: 352-392-5874 or 392-5875

Web site: www.med.ufl.edu/mdtp/default.htm

The UF Multidisciplinary Diagnostic & Training Program is run jointly by the colleges of Medicine and Education. The program offers Florida’s school districts comprehensive evaluation services for children in kindergarten through fifth grade who have diverse medical, behavioral and learning programs. Parent training and tutoring are among the many offerings. Resources include a multidisciplinary diagnostic clinic, an educational diagnostic classroom and a consulting liaison teaching team, which consists of professionals from pediatric neurology, school psychology, communicative disorders and special education.

myocardial infarction

Use **heart attack**.

N

nanometer

A metric unit of length equivalent to one billionth of a meter.

nanotechnology

Per the National Institutes of Health, “The creation of functional materials, devices and systems, through control of matter at the scale of 1 to 100 nanometers, and the exploitation of novel properties and phenomena at the same scale.”

National Aeronautics and Space Administration

NASA is acceptable on first reference.

If *NASA* is used in first reference to avoid a cumbersome lead, mention the full name later.

Shands at UF is NASA's official regional emergency medical support facility for the Kennedy Space Center. A team of UF physicians is present at every shuttle launch and landing.

National Board of Medical Examiners

National Institutes of Health

Phone: 1-800-235-6215

Web site: www.nih.gov

This agency within the Department of Health and Human Services is the principal biomedical research arm of the federal government. It consists of the National Library of Medicine (<http://www.nlm.nih.gov>), separate institutes and various divisions that provide centralized support services for the individual institutes.

The institutes are:

- National Cancer Institute
<http://www.nci.nih.gov>
- National Eye Institute
<http://www.nei.nih.gov>
- National Heart, Lung, and Blood Institute <http://www.nhlbi.nih.gov>
- National Human Genome Research Institute <http://www.nhgri.nih.gov>
- National Institute on Aging
<http://www.nih.gov/nia>
- National Institute on Alcohol Abuse and Alcoholism <http://www.niaaa.nih.gov>
- National Institute of Allergy and Infectious Diseases <http://www.niaid.nih.gov>
- National Institute of Arthritis, Metabolism, and Digestive Diseases
<http://www.nih.gov/niams>
- National Institute of Child Health and Human Development <http://www.nichd.nih.gov>
- National Institute on Deafness and Other Communication Disorders
<http://www.nih.gov/nidcd>
- National Institute of Dental and Craniofacial Research <http://www.nidr.nih.gov>
- National Institute of Diabetes and Digestive and Kidney Diseases
<http://www.niddk.nih.gov>
- National Institute on Drug Abuse
<http://www.nida.nih.gov>
- National Institute of Environmental Health Sciences <http://www.niehs.nih.gov>

- National Institute of General Medical Sciences <http://www.nigms.nih.gov>
- National Institute of Mental Health
<http://www.nimh.nih.gov>
- National Institute of Neurological Disorders and Stroke <http://www.ninds.nih.gov>
- National Institute of Nursing Research <http://www.nih.gov/ninr>

Centers include:

- the Warren Grant Magnuson Clinical Center <http://www.cc.nih.gov>
- the Center for Information Technology <http://www.cit.nih.gov>
- the National Center for Complementary and Alternative Medicine
<http://nccam.nih.gov>
- the National Center for Research Resources <http://www.ncrr.nih.gov>
- the John E. Fogarty International Center <http://www.nih.gov/fic>
- the Center for Scientific Review
<http://www.drg.nih.gov>

National Parkinson Foundation Center of Excellence

This center opened in 1995 to provide patient care, research and education in the area of Parkinson's disease. At the time, it was the 27th center worldwide and the second in Florida.

National Rural Behavioral Health Center

The National Rural Behavioral Health Center is sponsored by the College of Health Professions and the Institute for Food and Agricultural Sciences. To promote research, education and service designed to improve the status of behavioral health care to rural Americans and to increase access to and use of these services, the Center for Mental Health Services has established the National Rural Behavioral Health Center at the University of Florida. The center houses a team of behavioral health scientists, educators, scholars and practitioners dedicated to improving the health-care status of rural Americans. The center focuses on four components of rural behavioral health: 1) rural disaster and trauma, 2) violence prevention, 3) occupational health and 4) innovative models of health-service delivery. The center's mission is to improve the quality of life of rural Americans through state-of-the-art behavioral health research, education, service delivery and training of health-care professionals and community educators. Affiliated with the College of Health Professions.

National Science Foundation

nationwide

nearsighted

When used in a medical sense, it means an individual can see well at close range but has difficulty seeing objects at a distance. See **farsighted**.

Neonatal Intensive Care Unit

nervous system

The nervous system comprises the brain, spinal cord, peripheral nerves, special senses and hormonal regulators. It is the most important and complicated organ system in humans and other higher organisms. The nervous system is responsible for acquisition and processing of sensory information, initiation and control of reflex and voluntary motor function, communication, emotions, rational thought and creativity. Accordingly, injury, malformation or disease of the nervous system can have devastating personal, social and economic consequences. Essential to developing new diagnostic procedures and treatments for the injured or diseased nervous system is a fundamental understanding of the rules that govern normal neural function and how these rules change with injury or disease.

Neuroscience Center at Shands Jacksonville, The

Use *The* before the name because the word is part of the formal title. On second reference, it can be referred to as *The Neuroscience Institute*.

neuroscience, department of

Phone: 352-392-3383

Web site: www.mbi.ufl.edu/Dept/neuroscihp.html

The department's mission is to provide a stimulating environment that will foster both individual and collaborative investigations in a broad range of areas in contemporary neurobiology. The research spectrum extends from fundamental discovery to clinical application.

New England Journal of Medicine, The

Use "*The*" before the name, as the word is part of the publication's formal title.

newspaper names

Capitalize *the* in a newspaper's name if that is the way the publication prefers to be known.

Lowercase *the* before newspaper names if a story mentions several papers, some of which use *the* as part of the name and some of which do not. Consult the International Year Book published by Editor & Publisher to determine whether a two-name combination is hyphenated.

newton

A measure of force.

non-

According to AP, in general no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations, such as *non-nuclear*. Follow Webster's New World Dictionary.

North Central Florida**North Florida Cooperative Ph.D. in Nursing Consortium**

Web site: <http://con.ufl.edu/phd/CoopDegree.html>

UF's College of Nursing collaborates with nursing schools at Florida State University, Florida A&M University, the University of North Florida and the University of West Florida to offer a UF doctoral degree in nursing science to students from these universities. Students are able to access the UF classes through distance delivery sites on each of these campuses and have access to the other universities' libraries and facilities.

North Florida Health Planning Council

numerals

Spell out a number at the beginning of a sentence, except for a numeral that identifies a calendar year. Spell out whole numbers below 10: *The professor has written three books.* Use figures for 10 and above: *They had 10 dogs and four cats.* When large numbers must be spelled out, use a hyphen to connect a word ending in ‘y’ to another word; do not use commas between other separate words that are part of one number: *twenty, twenty-one, one hundred forty-five.*

O

Oak Hammock at the University of Florida

UF is an active partner in the development of this university-affiliated continuous care retirement community. Oak Hammock at the University of Florida aspires to develop a positive and healthy lifestyle for older adults. Oak Hammock’s affiliation with UF is expected to give residents, many of whom are university alumni, a continued connection to their alma mater. Nursing faculty members currently conduct health assessments as a part of the admissions process for applicants to Oak Hammock. Nursing faculty members and students perform nutritional and health-risk assessments; organize grief, stress and coping support groups; and participate in other health education activities. Oak Hammock also may serve as a resource for research projects involving various aspects of care for the aging, depending on the wishes and interests of the residents.

obsessive-compulsive disorder

OCD is acceptable on second reference.

obstetrics-gynecology

Obstetrics and gynecology is preferred.

off-campus

The adjectival form.

Office of News & Communications, Health Science Center

Formerly the Office of Public Information, the Health Science Center Office of News & Communications responds to the university’s mandate to inform the public of advances in research, educational programs, patient care and community services. The office also facilitates the exchange of information between the Health Science Center and its various internal and external constituents — including faculty, staff and students, news media, alumni, private donors, agencies and businesses that support research, and local, state and national government officials. Visit the office Web site at www.news.health.ufl.edu.

ohm

A measure of electric resistance.

on

Do not use *on* before a date or day of the week when its absence would not lead to confusion: *The meeting will be held Monday. He will be inaugurated Jan. 20.*

Use *on* to avoid an awkward juxtaposition of a date and a proper name: *John met Mary on Monday. He told Reagan on Thursday that the bill was doomed.*

Use *on* to avoid any suggestion that a date is the object of a transitive verb: *The House killed on Tuesday a bid to raise taxes. The Senate postponed on Wednesday its consideration of a bill to reduce import duties.*

on-campus

The adjectival form.

online

One word in all cases for the computer connection term.

Operation Catnip

With the help of volunteers led by the UF College of Veterinary Medicine's faculty and students, cats are spayed and neutered in an attempt to offset the area's stray cat population.

OraScreen HIV Rapid Test

A saliva-based HIV test developed by Roger Clemmons, D.V.M., Ph.D., a veterinary neurologist at UF's College of Veterinary Medicine. Beacon Diagnostics Inc. of California has an exclusive licensing agreement with UF to manufacture and distribute the product. OraScreen detects antibodies to the HIV virus, rather than the virus itself. Seeking FDA approval.

organizations and institutions

Capitalize the full names of organizations and institutions: *the American Medical Association*. Retain capitalization if *Co.*, *Corp.* or a similar word is deleted from the full proper name: *General Motors*.

Organ Procurement and Transplantation Network, The U.S.

The unified transplant network established by the U.S. Congress under the National Organ Transplant Act of 1984. The act called for the network to be operated by a private, nonprofit organization under federal contract. The network is a unique public-private partnership that links all the professionals involved in the donation and transplantation system. The primary goals of the network are to increase the effectiveness and efficiency of organ sharing and equity in the national system of organ allocation, and to increase the supply of donated organs available for transplantation. The United Network for Organ Sharing, based in Richmond, Va., oversees the network under contract with the Health Resources and Services Administration of the U.S. Department of Health and Human Services.

orphan drugs

This category consists of drugs that are unlikely to be profitable commercially but may be useful for rare diseases. To encourage development of such drugs, the FDA may give a drug a special orphan product classification, under the Orphan Drug Act of 1983.

orthopaedics and rehabilitation, department of

Phone: 352-392-4251

Web site: www.ufortho.ufl.edu/department

Orthopaedic Surgery and Sports Medicine Institute, the University of Florida

The four-story, 118,000-square-foot facility will be located at the northwest corner of the intersection of 34th Street and Hull Road, adjacent to the Hilton University of Florida Conference Center Gainesville. It will contain treatment facilities, classrooms, administrative space and research laboratories for the College of Medicine's department of orthopaedics and rehabilitation. It will bring together all the department's outpatient services and faculty practices, which now are housed in different locations. Building completion is anticipated in March 2004.

orthopedics

The specialty. Use *orthopaedics* only when referring to the formal name of the academic department.

outpatient

Per Webster's, "a patient who is treated at a hospital, clinic, etc. and leaves without becoming an inpatient." One word, no hyphen.

over, more than

The first refers to spatial relationships, the second to numbers or amounts: *The shelf is over my head.*
The group raised more than \$60.

P**PA**

See **Physician Assistant Program**.

Pain Treatment Center, University of Florida**Pap test (or smear)**

Named after George Papanicolaou, the U.S. anatomist who developed this test for cervical and uterine cancer.

parentheses

As AP states, parentheses are jarring to the reader. Because they do not appear on some news service printers, there is also the danger that the material inside them may be misinterpreted. The temptation to use parentheses is a clue that the sentence is becoming contorted. Try to write it another way. If a sentence must contain incidental material, then commas or two dashes are frequently more effective. Use these alternatives whenever possible.

There are occasions, however, when parentheses are the only effective means of inserting necessary background or reference information. When they are necessary, follow these guidelines:

Punctuation: Place a period outside a closing parenthesis if the material inside is not a sentence (*such as this fragment*).

(An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)

When a phrase placed in parentheses (*this one is an example*) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

Park Avenue Women's Center

Phone: 352-392-6200 or 1-800-OBGYNUF

Now known as the Women's Health at Magnolia Park, this outpatient clinic of the department of obstetrics and gynecology sees patients for infertility, IVF, advanced laparoscopy, gynecology, obstetrics and high-risk obstetrics. It is staffed by attending physicians from the College of Medicine's department of obstetrics and gynecology.

Parker E. Mahan Center for Dental Occlusion & Facial Pain

Phone: 352-392-8862

The Parker E. Mahan Center on Dental Occlusion & Facial Pain is an interdisciplinary center that coordinates research, educational programs, and diagnosis and treatment related to patients with facial

pain and dysfunction of the masticatory system. The center is located in the College of Dentistry, but affiliated faculty members hail from a variety of health-care professions, including, anesthesiology, psychology, pharmacy and physical therapy. Research projects at the center include studies of the physiological and psychosocial mechanisms of pain and dysfunction; surgical management of temporomandibular joint problems; the relationship of occlusal factors to temporomandibular joint function and pathofunction; and development of an interactive computer program for diagnosis, analysis of jaw movement, mandibular muscle EMG and computerized evaluation of muscle dysfunction and temporomandibular joint clicking.

Parkinson’s disease

After James Parkinson, the English physician who described this degenerative disease of later life.

party affiliation

pascal

A measure of pressure, stress.

Patient Services Building

PDA

Personal data assistant.

Pediatric Care Coordination Program, Shands

See **Shands Pediatric Care Coordination Program**.

Pediatric Oncology Group

See **Children’s Oncology Group**.

people, persons

Avoid the use of *persons*.

percent

Spell out, except in headlines. Always use numerals with percents. Percent takes a singular verb when standing alone or when a singular word follows an *of* construction: *The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there.* It takes a plural verb when a plural word follows an *of* construction: *He said 50 percent of the members were there.*

percentages

For amounts less than 1 percent, precede the decimal with a zero. Repeat *percent* with each individual figure: He said 10 percent to 30 percent of the electorate may not vote.

Periodontal Disease Research Center, Health Science Center

Phone: 352-392-4377

The Health Science Center Periodontal Disease Research Center at the UF College of Dentistry brings together specialists in aging, periodontology, microbiology, immunology, molecular genetics, psychophysiology, radiology and statistics. Researchers study the prevention, causes, diagnosis and treatment of periodontal diseases. The research is funded through grants from the National Institutes of Health and private corporations.

PerioGlas

A malleable paste form of Bioglass, a bioactive glass, developed at UF for restoring jaw bone eroded from the teeth due to severe gum disease.

-persons

Do not use coined words such as *chairperson* or *spokesperson* in regular text. Instead, use *chair* (or *chairman/chairwoman* for external release).

phage

pharmacodynamics

The study of the biochemical and physiologic effects of drugs and their mechanisms of action; also a department in the College of Pharmacy.

Pharmacy Services, Department of

Phone: 352-955-5869

The Department of Pharmacy Services provides both inpatient and outpatient pharmaceutical services to the patient population of Shands and affiliated clinics. Inpatient pharmacy services consist of a combined decentralized/centralized unit-dose drug distribution system.

phase 1, 2 or 3 clinical trial

See **drug development**.

Ph.D., Ph.D.s

The preferred form is to say a person *holds a doctorate* and name the individual's area of specialty. See **academic degrees** and **doctor**.

phenomenon, phenomena

photo captions

Verbs in cutlines should be in the present tense. Be sure to specify the location of each person in the picture in parentheses (left, right, center) and include the date the photo was taken and a photo credit. For "line-up" shots with rows of people posing, it may be easier to use this construction: *Front row, from left: Ann Arnold, Bill Brown, Cal Carter, Donna Duncan. Back row, from left: Eric Edwards, Frieda Foreman, Gary Graham, Helen Howell.* The photo credit should appear at the end of the cutline in parentheses. Example: *Harold Riker (center), director of University Housing, shows Charlotte Evans (right), of Cocoa, and her mother, Mrs. Edward Evans, the new residence room on Sept. 21. (Photo by Bob Smith)* If the photo and cutline are being used as a stand-alone, that is, without an accompanying full-text article, use a dateline for external news release only:

GAINESVILLE, Fla. — Harold Riker (center), director of University Housing, shows Charlotte Evans (right), of Cocoa, and her mother, Mrs. Edward Evans, the new residence room on Sept. 21. (Photo by Bob Smith) If the stand-alone is only being sent within state, omit *Fla.*

physiatrist

A specialist in physical medicine and rehabilitation.

Physician Assistant Program, University of Florida

Phone: 352-265-7955

Web site: <http://medinfo.ufl.edu/pa>

Originally started in 1972 as a collaborative effort between Santa Fe Community College and the UF College of Medicine, the two-year program moved to the UF campus in 1977 and is now based in the

College of Medicine. Physician assistants are health professionals who, with physician supervision, are licensed to perform many of the tasks traditionally performed by physicians. Students participate in classroom work for the first 12 months, then complete 12 four-week rotations throughout the state in different areas of medicine during their clinical year. The program has a close working relationship with the state-funded Area Health Education Centers, especially UF's center, to give students broad community-based training from Pensacola to Miami.

physicians

Attending physicians admit patients. Residents have an M.D. and are being trained in their medical specialty. Interns have an M.D. and are in the first year of residency. Medical students are in medical school.

Physicians' Desk Reference

Commonly known as the PDR.

pill

Do not capitalize in references to oral contraceptives. Use *birth control pill* on first reference if necessary for clarity.

Plastic Surgery and Hand Therapy at Park Avenue

Poison Information Center

See *Florida Poison Information Center*.

policy-maker (n.) policy-making (n. and adj.)

polio

The preferred term for *poliomyelitis* and *infantile paralysis*.

polls and surveys

See AP stylebook.

polymerase chain reaction, or PCR, test.

POPS

Patient-Oriented Problem-Solving. A nationally adopted, award-winning educational program for Health Science Center students developed by Dr. Parker A. Small Jr., director of the Center for Cooperative Learning in Health Science Education.

POST, The

The POST, formerly the Friday Evening Post, is a monthly newsletter produced by the Health Science Center Office of News & Communications to keep Health Science Center faculty, staff and students informed of major developments in research, education and patient care, as well as upcoming events and new or revised university policies, benefits and programs. The newsletter also recognizes the achievements of faculty, staff and students.

postdoctoral

postgraduate

posthumous

postmenopausal

postoperative

post-traumatic stress disorder

Powell Gene Therapy Center

Web site: www.gtc.ufl.edu/gtc-home.htm

precondition

prefixes

Per AP, in most cases do not hyphenate when using a prefix with a word starting with a consonant. Three rules to keep in mind (although some exceptions exist; refer to first-listed spellings in Webster's New World Dictionary): 1) Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel; 2) Use a hyphen if the word that follows is capitalized; and 3) Use a hyphen to join doubled prefixes: *sub-subparagraph*.

premedical

prenatal

presently

See **currently**.

president

Never abbreviate. Capitalize only before a name.

preventive (medicine)

Preferred over preventative.

principal, principle

According to AP, "*principal* is a noun or adjective meaning someone or something first in rank, authority, importance or degree": *He was the study's principal investigator*. Again per AP, *principle* "is a noun that means a fundamental truth, law, doctrine or motivating force: *They fought for the principle of self-determination*."

professor

Never abbreviate. Capitalize only before a name. Do not capitalize a course subject, however, unless it is a proper noun: *UF pharmacy Professor Paul Doering taught the class*.

See **academic titles** and **titles**.

professor emeritus

See *emeritus*.

ProFibe

Web sites: <http://rgp.ufl.edu/otl/profibe.html>, www.profibe.com

A natural food supplement featuring powdered grapefruit pectin as the main ingredient to reduce the amount of cholesterol in the blood. Developed in 1994 as an outcome of more than 20 years of

research by UF physician James Cerda and UF chemist Charles Burgin, both of whom are now deceased. The product is sold by CerBurg Products Ltd., based in South Daytona Beach, Fla.

Program in Bioethics, Law and Medical Professionalism

Phone: 352-265-7204

Web site: www.med.ufl.edu/chfm/ethics

The *Program in Bioethics, Law and Medical Professionalism* is the focal point within UF's College of Medicine for scholarly and professional activities that relate bioethics, humanities and social sciences to medical education and professional development. Its aim is to contribute to the understanding and resolution of ethical, social and legal problems that arise in medical practice and research.

Progress Corporate Park

Web site: <http://www.progresscorporatepark.com/index.html>

According to the park's Web site, it was "initially conceived as a research and development incubator with continued ties to the University of Florida. The park now houses owners and tenants ranging from renowned mega-firms to promising start-ups. Its mission is to provide growing businesses with the accommodations they need to achieve full development. The Progress Corporate Park began as the vision of one man: Dr. Robert Marston, M.D., president of the University of Florida during the early 1980s. Marston envisioned an office and research park where university technology projects and private start-up companies would be nurtured together to reach their full potential. UF's main campus did not have enough land to accommodate this research park, but the UF Foundation owned a large parcel of land near the city of Alachua. Two hundred of those acres were designated as Marston's research and office park"...and the rest is history.

pros and cons

No apostrophes.

prostate gland

Not *prostrate*.

pupil, student

Use *pupil* for children in kindergarten through eighth grade.

Student or *pupil* is acceptable for grades nine through 12.

Use *student* for college and beyond.

Q

Quaalude

A trade name for a drug containing methaqualone. Not synonymous with illegal drugs containing methaqualone.

quotation marks

The period and comma always go within the quotation marks. The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

In general, avoid use of quotation marks to signify unusual usage of a word. They are rarely necessary.

Quotes within quotes: Use double quotation marks for the main quote and single quotation marks for the quote within the quote. Example: "Our doctors told us, 'Bob might not live for another day.' "

Running quotations: If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do use open-quote marks at the start of the second paragraph.

R

race

According to AP, identification by race is pertinent in the following situations:

- In biographical and announcement stories, particularly when they involve a feat or appointment that has not routinely been associated with members of a particular race.
- When it provides the reader with substantial insight into conflicting emotions known or likely to be involved in a demonstration or similar event.
- In some stories that involve a conflict, it is equally important to specify that an issue cuts across racial lines. If, for example, a demonstration by supporters of busing to achieve racial balance in schools includes a substantial number of whites, that fact should be noted.
- Do not use racially derogatory terms unless they are part of a quotation that is essential to the story.

ranges

The form: *\$12 million to \$14 million*. Not: *\$12 to \$14 million*.

ratios

Per AP, use figures and hyphens: *the ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio*. As illustrated, the word *to* should be omitted when the numbers precede the word *ratio*.

re-examine

reference works

Capitalize their proper names, per AP. Do not use quotation marks around the names of books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.

Regenerative Health Biotechnology, Center of Excellence for

This center facilitates translational research by providing expertise and infrastructure to investigators at UF, local start-up companies and other universities and companies in the Southeast. The center plays an integral role in developing the biotechnology cluster in Florida by stimulating new company formation and existing company expansion, and by attracting outside companies to the region.

regions

See **directions and regions**.

Rehabilitation Engineering Research Center on Technology for Successful Aging

The Rehabilitation Engineering Research Center on Technology for Successful Aging, a University of Florida initiative, was established in October 2001. The center's primary focus is to promote independence and quality of life for older people with disabilities through technology — devices that can make everyday tasks easier to complete. This center, funded by the National Institute on Disability and Rehabilitation Research, focuses on studying and developing communications tools,

home monitoring, and “smart” technology for older people. To meet this challenge, it has brought together the expertise of several major research universities, corporate partners, and professional and consumer organizations. The center is also identifying the needs and barriers to home monitoring and communication technology for elders. Affiliated with the College of Health Professions.

representative, Rep.

See **legislative titles**.

Reproduction Service

Part of the UF College of Veterinary Medicine. The Reproduction Service specializes in managing mares for breeding with frozen semen; embryo collection; and the freezing and shipping of frozen semen. The service and the college’s Rural Animal Medicine Service work closely with the Cooperative Extension Service to help the state’s farmers and ranchers with their animals. About 800 herd visits are conducted each year; approximately 50,000 animals are treated.

Research Center on Oral Health in Aging

See **Center for Research on Oral Health in Aging, Claude Denson Pepper**

ROCK Camp

The ROCK (Reaching Out to Cancer Kids) Camp, in Lake Wales, was founded by a Florida pediatric oncologist in 1976 and was the first camp for children with cancer in the United States. Each summer, more than 150 young cancer patients throughout Florida attend one of two weeklong sessions. The camp is supported by several organizations, including the American Cancer Society.

room numbers

Use figures and capitalize *room* when used with a figure: *Room 2, Room 211*.

rooms

Capitalize the names of specially designated rooms: *Blue Room, Lincoln Room, Oval Office, Persian Room*.

Rural Animal Medicine Service

RAMS is acceptable on second reference. RAMS, part of the College of Veterinary Medicine, and the college’s Reproduction Service work closely with the Cooperative Extension Service to help the state’s farmers and ranchers with their animals. About 800 herd visits are conducted each year; approximately 50,000 animals are treated.

S

Santa Fe Community College

SARS

Severe acute respiratory syndrome. *SARS* is acceptable on first reference but should then be spelled out on second reference before using the acronym again.

school

Capitalize when part of a proper name: *Public School 3, Madison Elementary School, Doherty Junior High School, Crocker High School*.

semicolons and series

Use a semicolon (;) to separate elements of a series when individual items in the series contain terms that must be set off by commas. Example: *The Cornelius family celebrated Sandra's discharge from Shands at UF. Pictured from left to right are Christa Broadbent, R.N.; Cosette Flores, R.N.; and Brad, Sandra and Larry Cornelius.* Note that the semicolon is used before the final *and* in such a series.

Shands at AGH

Shands at AGH is a full-service, not-for-profit health center which, as Gainesville's first community hospital, opened its doors in 1928 and has been a major provider of health services for 70 years. Centers of excellence have been established in heart care, cancer care, women's health, neonatology and emergency medicine. Shands at AGH is also home to Senior Advantage, a health benefits club for people 55 years of age and older. Currently, there are more than 4,500 members in Senior Advantage.

Shands at UF Atrium

Shands at Lake Shore

Shands at Lake Shore is a 128-bed acute care community hospital in Lake City. It delivers medical, surgical, obstetric, pediatric, outpatient and emergency care. In addition, it provides highly specialized services such as MRI, CT scanning, nuclear medicine, and cardiovascular and pulmonary testing. Shands at Lake Shore was founded in 1911.

Shands at Live Oak

Shands at Live Oak, a 30-bed community hospital, delivers a variety of acute care services through its full-service emergency department, diagnostic laboratory, outpatient clinics and radiology services. Founded in 1948 and housed in a state-of-the-art building in 1992, this hospital specializes in emergency care and outpatient services for residents of Live Oak and the surrounding area.

Shands at Starke

Shands at Starke is a 49-bed acute care hospital located in Starke. The hospital, which opened in 1956, serves the residents of Bradford County and surrounding areas with medical, surgical, 24-hour emergency care, outpatient clinics and diagnostic services. A 28,000-square-foot addition was added to the hospital in 1998.

Shands at the University of Florida

Neither *teaching nor hospital* is part of the title. *Shands at UF* on second reference. If the University of Florida has been referenced earlier in a story, use *Shands at UF* on first reference. For external releases, *Shands at UF medical center* is acceptable (note that medical center has no initial caps.) Shands is the state's major referral hospital and the primary training location for UF health professional students. Since its opening in 1958, this 576-bed, not-for-profit hospital has become one of the most comprehensive in the Southeast, specializing in tertiary care for critically ill patients. The hospital's 144 intensive care beds represent the highest ratio of intensive care to acute care beds in the state.

Shands at Vista

Shands at Vista, built in 1987, is an 81-bed behavioral and mental health hospital in Gainesville that provides a variety of inpatient and outpatient mental health programs. Treatment is offered for individuals experiencing anxiety, depression, family conflict, memory disorders, substance abuse and psychosis.

Shands Burn Center at UF

Shands Burn Center at the University of Florida is staffed to treat people with burn injuries, severe skin disorders, or difficult or chronic wound problems, and those requiring assistance following complex corrective or reconstructive surgeries. The Shands Burn Center offers a full spectrum of care from outpatient service to the most advanced level of inpatient critical care medicine for infants and adults. The Shands Burn Center has been practicing a multidisciplinary approach since it opened in 1973. A team of plastic surgeons, general surgeons, nurses and social workers work together to provide care.

The Burn Center is an eight-bed intensive care unit within Shands at UF that contains its own operating suite, a physical therapy room, a hydrotherapy facility and an outpatient clinic. An adjacent step-down ward provides beds on an as-needed basis. Staff work closely with basic science researchers in the Institute for Wound Healing and the surgical metabolism laboratory, part of the department of surgery at UF's College of Medicine. Research projects include the study of inflammation and cell death associated with burns and the body's immune response to burn injury.

ShandsCair

Established in 1981, ShandsCair is the hospital's multivehicle emergency transportation program and the only hospital-based service of its kind in Florida. ShandsCair provides mobile intensive care units in the air or on the ground by offering immediate response in an emergency situation and providing a unique life-saving service in North Central Florida. It uses certified emergency medicine personnel, respiratory therapists, flight nurses and paramedics. Each transport mission is staffed by at least two specially trained team members. The ShandsCair fleet includes a new Dauphin twin-engine jet helicopter, a twin turbo prop pressurized airplane and two ground ambulances.

Shands Cancer Center, University of Florida

The University of Florida Shands Cancer Center was established in 1992. Its mission is in part to conduct original research into the mechanisms of oncogenesis and normal cell growth and to facilitate the translation of novel research findings into clinical strategies for therapeutic, diagnostic and/or preventive cancer trials. Funded by Shands and the UF College of Medicine, the UF Shands Cancer Center developed the infrastructure to integrate both basic science and clinical research programs. Two shared research cores support cancer research initiatives on the UF campus. They are the Tissue Resource Center, which procures and stores human tumor tissue, and the Differential Display Core, which analyzes genetic information of tumor cells. The three translational ("bench-to-bedside") research programs that have developed within the Cancer Center are the Program in Stem Cell Biology and Regenerative Medicine, the Gene Therapy Program and the Environmental Carcinogenesis Program.

Shands Cardiovascular Center at the University of Florida

The latest advances in the diagnosis and treatment of heart disease are available at this center, due to the pioneering research efforts of UF physicians. The Cardiovascular Center includes cardiologists, cardiothoracic surgeons, basic scientists and a comprehensive health-care team dedicated to the diagnosis, treatment and prevention of heart disease through state-of-the-art procedures, including balloon angioplasty, rotational atherectomy, coronary stenting, balloon valvuloplasty, electrophysiology testing, radiofrequency ablation, transesophageal echocardiography, dobutamine stress echocardiography, implantable defibrillators, ventricular assist devices, heart transplantation and the treatment of heart failure. Shands at UF is one of four major referral centers in Florida for infants and children needing complicated cardiovascular surgery. Florida's first open-heart surgery (1959) and first neonatal heart transplant (1993) were performed at the Cardiovascular Center.

Shands Children’s Hospital at the University of Florida

In 1996, Shands at UF’s pediatric services were officially aligned as a children’s hospital-within-a-hospital and renamed Shands Children’s Hospital at the University of Florida, which recently was designated as a member of the National Association of Children’s Hospitals and Related Institutions.

Shands Eastside Community Practice, UF

The UF Shands Eastside Community Practice, the first center of its type in east Gainesville, opened in March 1998. In the 11,000-square-foot facility, UF Health Science Center faculty and employees of Shands HealthCare and the Area Health Education Centers provide a full range of primary-care services, including dental, medical, mental health education, pharmacy, social work and housing/community assistance.

Shands entities

Shands is a private, not-for-profit enterprise; not a state entity.

Shands HealthCare

Phone: 352-265-8000 or 1-800-749-7424

Shands HealthCare, affiliated with the University of Florida Health Science Center, is one of the premier health systems in the Southeast. Shands HealthCare is committed to delivering essential care to residents living in the local communities it serves; offering advanced diagnostic and medical services; and pioneering and providing sophisticated treatments that draw patients nationally for highly specialized, complex care.

At the heart of Shands HealthCare are nine not-for-profit hospitals and more than 1,500 affiliated University of Florida and community physicians, covering virtually every medical specialty and providing everything from family practice and pediatrics to behavioral health and highly specialized, medically complex care such as trauma, organ transplantation and neurosurgery.

Shands HealthCare is dedicated to improving and maintaining the health of people in this area through medical treatment and diagnostic care, as well as a variety of community education programs and preventive health services.

At the core of the system are two academic medical centers — Shands at UF, located in Gainesville, and Shands Jacksonville, based in the city of Jacksonville. Shands Children’s Hospital at UF, a hospital-within-a-hospital at Shands at UF, is among the largest children’s hospitals in the state. Shands HealthCare also includes four community hospitals in North Central Florida (Shands at AGH, Shands at Lake Shore, Shands at Live Oak and Shands at Starke) and specialty hospitals for rehabilitation and behavioral health (Shands Rehab Hospital and Shands at Vista). Also part of the system are more than 80 affiliated primary care and specialty practices throughout North Florida staffed by UF faculty physicians.

Shands HealthCare’s link with the UF Health Science Center results in many avenues of collaboration, not only on the academic medical center campuses in Gainesville and Jacksonville, but also in other hospital and clinical settings. Along with its focus on exemplary patient care is a commitment to educating health professionals and advancing scientific discovery through research. With experts in areas such as cancer, diabetes, cardiovascular services, neurosurgery, trauma, pediatrics and transplantation, Shands HealthCare has produced numerous medical “firsts” for the state of Florida and the nation.

Our community hospitals are valuable resources to the communities they serve. In 1998, Shands at AGH was Florida’s first hospital to affiliate with the Planetree model of care based on a philosophy of

the body, mind and spirit. It was also the first facility in the state to implement a grant-funded, hospital-based arts program, Arts In Healing, based on the nationally renowned Arts In Medicine program at Shands at UF.

The Shands commitment to improving community health includes a multitude of efforts in health education and outreach activities. Through an array of seminars and workshops, health screenings and special events, Shands supports the communities it serves. Programs designed especially for women and seniors as well as facilities in rural locations make world-class health care accessible to those throughout the region and beyond.

Shands HealthCare board of directors

Per AP, always lowercase *board of directors*. Use lowercase for internal elements of an organization when they have names that are widely used generic terms, as is *board of directors*.

Shands HealthCare Community Physician Network

Through development of a high-quality network of providers conveniently located in communities throughout North Central Florida, the Shands HealthCare enterprise is able to provide medical care for all ages and is competitive in the managed care environment. At the heart of the network are hundreds of dedicated primary-care physicians building patient relationships that last a lifetime. Through them, patients have access to highly skilled specialists in their communities and to some of the country's top-ranked University of Florida physicians who are at the forefront of medical research and knowledge.

Shands HomeCare

Shands HomeCare serves 12 counties in North Central Florida, where it is the largest home-care agency. It is part of Shands HealthCare, which is affiliated with the University of Florida. Shands HomeCare is accredited by the Joint Commission for the Accreditation of Health Organizations. Shands HomeCare offers comprehensive programs ranging from pediatric to geriatric nursing services and provides patients with home intravenous services, private duty services, psychiatric care, rehabilitation services and skilled nursing services.

Shands Hyperbaric Chamber at the University of Florida

See **hyperbaric oxygen therapy**.

Shands Jacksonville

Web site: www.shandsjacksonville.org

Shands Jacksonville was created in 1999 when Shands HealthCare, the University of Florida, University Medical Center and Methodist Medical Center joined forces to build a premier health resource for northeast Florida. Today, Shands Jacksonville is a 696-bed not-for-profit medical center affiliated with the University of Florida Health Science Center. There are more than 260 nationally recognized faculty physicians working with 434 community physicians. Twenty-five percent of the education of College of Medicine students takes place here. The hospital is home to the only Level I trauma center in Northeast Florida and South Georgia. The TraumaOne helicopter, based in Jacksonville, transported more than 1,300 patients in 2002. The emergency department is the largest in the city, serving more than 114,000 patients annually. Shands Jacksonville is also home to a 48-bed Level III (the highest level) neonatal intensive care unit.

Shands Neurological Center at the University of Florida

This center brings together numerous physicians, nurses, technicians, scientists and other professionals who specialize in the unique aspects of neuro-related clinical care. The scope of care ranges from general neurological disorders to the very rare and difficult-to-treat disorders. Specific

programs include stereotactic disorders, brain tumors, aneurysms and strokes, movement disorders, spinal disorders, neuromuscular disorders, and pediatric neurology and neurosurgery. The world-renowned neurologists and neurosurgeons practicing at the Shands Neurological Center are supported in their efforts by a multidisciplinary team that includes neuroscientists, neuropathologists, neuroradiologists, neuropsychologists and specially trained registered nurses, pharmacists, EEG technologists and other experienced health-care professionals.

Shands Organ Procurement Organization at UF

Now called LifeQuest Organ Recovery Services. The transplant programs at Shands Transplant Center at the University of Florida depend upon the efforts of LifeQuest Organ Recovery Services, an organ procurement organization, for the recovery of solid organs for transplantation. LifeQuest works with hospitals and health-care organizations throughout a 36-county region of North Florida. LifeQuest has been recognized nationally for its success in managing donor cases, developing its referral process, and continuing to maintain its position as one of the most successful and effective programs in the country.

Shands Pediatric Care Coordination Program

Designed to support families who are caring for children with special health-care needs, lessen the impact of disease on the child and provide quality care in the home. The program operates under the philosophy that “home is the best place for a child to heal, grow and develop.” It offers a nurse case manager, available to the family and professionals to organize services in the community and in the hospital; a 24-hour telephone line for families and health-care professionals; and advance planning for hospital admissions or discharges.

Shands Rehab Hospital

Founded in 1987, Shands Rehab Hospital is a 40-bed specialty hospital in Gainesville designed to provide comprehensive inpatient and outpatient medical rehabilitation services. Services provided at Shands Rehab Hospital include physical medicine, psychology, vocational rehab, driver evaluation, and occupational, physical, recreational and speech therapy. The hospital is one of only 10 rehabilitation centers in the state designated by the Florida Brain and Spinal Cord Injury Program as a brain and spinal cord injury rehabilitation center.

Shands Rehab Network

The network includes the UF colleges of Health Professions and Medicine, inpatient and outpatient programs at Shands at UF and Shands at AGH, Shands Rehab Hospital, freestanding facilities in Gainesville and programs at Shands at Starke and Shands at Lake Shore. Services focus on helping patients recover from injury through physical, occupational or speech therapy, and sometimes through the use of orthotics and prosthetics.

Shands Transplant Center at the University of Florida

The Shands Transplant Center at UF is ranked seventh in the country for volume, according to the United Network for Organ Sharing, or UNOS. The center’s graft and patient survival rates are above national averages. Due to the center’s experience, it accepts higher-risk candidates, and it is the lowest-cost provider in the Southeast. The center offers multidisciplinary care by more than 150 dedicated transplant health-care professionals. The center offers heart, liver, heart-lung, kidney, pancreas, lung, bone marrow, cornea, bone, tissue and cord blood transplants. In 1995, Shands at UF was the site of the Southeast’s first cord blood transplant on an infant and the site of the Southeast’s first placenta/umbilical cord bank — the third such bank in the country and the fifth in the world. UF surgeons performed the state’s first adult cord blood transplant in 1996.

Society for Pediatric Research

Society of Teaching Scholars

The mission of the Society of Teaching Scholars is to honor and foster teaching and educational scholarship. The society's goals include providing a forum to recognize and reward College of Medicine faculty who have demonstrated excellence in teaching and a commitment to medical education; identifying a cadre of recognized experts to serve as advisers to the College of Medicine Education Center and as mentors and models to junior faculty, residents and students; to provide an incentive for faculty members' professional development as educators and role models; and to demonstrate the College of Medicine's commitment to high-quality teaching and learning and continuous quality improvement process of the educational programs.

South

According to AP, the U.S. Census Bureau defines the South as a 16-state region broken into three divisions. The four East South Central states are Alabama, Kentucky, Mississippi and Tennessee. The eight South Atlantic states are Delaware, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia and West Virginia. The four West South Central states are Arkansas, Louisiana, Oklahoma and Texas. There is no official U.S. Census Bureau definition of Southeast.

south, southern, southeast, southwest

See the **directions and regions** entry.

Southeastern Regional Center of Excellence for Emerging Infections and Biodefense

The University of Florida, together with a consortium of five other Southeastern universities, is sharing in a five-year, \$45 million federal grant to combat bioterrorism threats such as smallpox and emerging diseases such as SARS. UF scientists are working to help create second-generation, novel smallpox vaccines to prevent the virus from entering human cells, and to develop new drugs to prevent the smallpox virus from replicating. Founded in 2002, the center is one of eight such collaborations nationwide and is known as SERCEB. However, *the center* is preferred in copy intended for external release. The center's headquarters are at Duke University Medical Center in Durham. The University of South Florida is an affiliate of the project and the only other Florida academic institution involved. Government research facilities such as the National Institutes of Health, the Centers for Disease Control and Prevention, and Oak Ridge National Laboratory are participating, along with Veterans Affairs medical centers and state health departments.

Southeast Tissue Alliance

Phone: 1-877-733-3700

Web site: <http://www.donorcare.org>

Now known as the Southeast Tissue Alliance, the Tissue Bank was formed in 1982 under a grant from the National Institutes of Health and meets requests for cadaveric bone from physicians throughout the Southeast and, to a lesser extent, from distant parts of the United States. Shands at UF is a major user of the bank's services. The hospital is supplied with more than 300 bone and soft tissue implants, known as allografts, each year.

spaces

Only one is necessary after a period.

space shuttle

species

Use for both singular and plural.

SpineCare Center, Shands/UF

This center provides cost-effective and comprehensive treatment for patients with spine conditions. The goal is to help patients return to normal daily activities, at work and at home, as soon as possible. The center offers acute primary care services for the spine, comprehensive rehabilitative services, convenient locations for physical therapy, psychological pain management, spinal imaging, minimally invasive and complex surgery, therapeutic injections, electrodiagnostic testing, functional restoration program, chronic pharmacological management, independent medical evaluations, and functional capacity evaluations. The program is directed by a physiatrist, a specialist in physical medicine and rehabilitation. The multidisciplinary team includes family practice physicians, nurse practitioners, internal medicine physicians, physiatrists, psychologists, physical therapists, anesthesiologists, neurological surgeons, orthopedic surgeons, radiologists and psychiatrists.

split infinitives

The 14th edition of the Chicago Manual of Style (1993) dropped split infinitives from its list of errors. In previous editions it was listed as a “debatable” error. The University of Chicago Press now regards “intelligent and discriminating use of the construction as a legitimate form of expression...in many cases clarity and naturalness of expression are best served by a judicious splitting of infinitives.” For the sake of discussion, here are what two wordsmiths had to say on the matter:

Edward D. Johnson (Handbook of Good English, 1982, revised 1991): “The rule against the split infinitive is an arbitrary one, a hangover from the nineteenth century, when grammarians attempted to make English grammar conform to Latin grammar. The Latin infinitive cannot be split, but only because it is all one word, not because there is any rule against splitting it. Fewer and fewer writers, and few grammarians, subscribe to the rule against the split infinitive. And yet there is some virtue in obeying it. Arbitrary it is, but arbitrariness alone is no reason to violate a rule; many rules of grammar and particularly of usage are arbitrary. ...[T]he rule against the split infinitive seems to be the one rule that everyone remembers. If we sophisticated users of the language break it, we may find our grammar being criticized by less sophisticated users, which is infuriating. Nevertheless, splitting an infinitive is better than putting its modifier in an unnatural or ambiguous place. If we choose to avoid split infinitives, we should also take the trouble to recast sentences to avoid putting the modifier in an unnatural place.”

Theodore M. Bernstein (The Careful Writer: A Modern Guide to English Usage, 1965): “There is nothing wrong with splitting an infinitive ... except that eighteenth- and nineteenth-century grammarians, for one reason or another, frowned on it. And most grammar teachers have been frowning ever since. The natural position for a modifier is before the word it modifies. Thus the natural position for an adverb modifying an infinitive should be just ahead of the infinitive and just after the ‘to’ (usually designated the ‘sign of the infinitive’). ...In this instance what the language is has been profoundly shaped by those dead grammarians and their heirs and assigns. For better or worse, their taboo against the split infinitive is a linguistic fact of life, which a writer ignores at his own risk. Does that mean the risk should never be taken? By no means. ...The issue of the split infinitive has been undergoing a gradual change. It may well be that fifty years from now the taboo will be dead. But for the present the careful writer will in general observe it and when necessary disregard it. He [sic] will disregard it not defiantly but boldly — boldly in the sure knowledge that he knows what he is doing and can convince the discriminating reader of that fact, boldly because he is aware that to do otherwise would be to fall into ambiguity or awkwardness.”

sports medicine

stanch, staunch

Stanch is a verb: *He stanchd the flow of blood.*

Staunch is an adjective: *She is a staunch supporter of equality.*

state

Lowercase in all *state* of constructions: *the state of Florida, the states of Florida and Georgia.*

state names

Spell out when they stand alone. Abbreviate according to AP, not postal rules, when listed with a city.

state-of-the-art

Avoid this overly used term.

statewide**Statewide Network for Community Oral Health**

One of the network's goals is to work with organized dentistry to place students into the community to help provide care for needy populations. This extramural assignment program is centered at three UF College of Dentistry clinics, located in St. Petersburg, Jacksonville and Hialeah.

Stem Cell Biology and Regenerative Medicine, Program in

One of three translational ("bench-to-bedside") research programs within the UF Shands Cancer Center. The other two are the Environmental Carcinogenesis Program and the Gene Therapy Program.

Student American Veterinary Medical Association**Student Chapter of the American Veterinary Medical Association****student classifications**

Do not capitalize freshman, sophomore, junior or senior. Do capitalize a class designation: *Chris is a senior physiology major. The Senior Class sponsored the lecture.*

Student Health Care Center

Phone: 352-392-1161

Web site: www.health.ufl.edu/shcc

SHCC or the infirmary on second reference. This campus-based patient-care service is under the administration of the UF Health Science Center and provides primary medical and psychological care, health promotion and various other specialty services. It is located in the historic Infirmary Building.

sub-

In general, words beginning with the prefix 'sub' should not be hyphenated. See **prefixes**.

subcommittee**subspecialty****Sun Belt**

Generally those states in the South and West, ranging from Florida and Georgia through the Gulf states into California.

SurFast

A tiny hollow, threaded needle invented at UF in the 1990s and used to rapidly resuscitate critically ill children by infusing life-saving fluids or medications straight into the leg bone. See www.health.ufl.edu/bullets/invent.html for more information.

Symed 2000

More than 16 years in the making with support from NASA, the system combines information from 12 medical reference books, more than 1,000 medical journals and a leading atlas of human anatomy into a microcomputer. The system is attracting the interest of state and national health-care and military organizations considering the program as a means to help them manage massive volumes of patient records. UF owns the copyright to the system and has signed an exclusive 25-year licensing agreement with Symed Inc., a firm created to market System 2000.

syringomyelia

This disorder is a serious complication of spinal cord injury, and it results from progressive expansion of a fluid-filled cyst in the spinal cord. Expansion of these cysts causes progressive destruction of the spinal tissue and often leads to further loss of function and increased pain.

T

Tacachale Center of Excellence

The Tacachale Center of Excellence is a 520-bed institution serving people with mental retardation and associated developmental disabilities. There are more than 2,000 people with similar problems living in the surrounding area and more than 30,000 throughout the state of Florida. To prepare health-care providers for caring for these members of the community, Tacachale and the University of Florida collaborate to sponsor training experiences at the center for family practice residents, pharmacology clerks and interns, physical and occupational therapy students and interns, and pediatric dental residents.

telephone numbers

If a publication is strictly for on-campus use, omit area code and use the extension directly (392-2621); if publication may be sent off campus, include area code but note AP's change in style. Do not use parentheses: 352-392-2621. For toll-free numbers, long-distance calls and in cases where it is required locally, use the prefix numeral 1: 1-800-111-1000. If extension numbers are given: ext. 2, ext. 364, ext. 4071. Use a comma to separate the main number from the extension. For international numbers, use the country code (in parentheses) and city or regional code (where required): (44) 20-7353-1515. Use hyphens, not periods.

tesla

A measure of magnetic flux intensity.

that (conjunction)

Use the conjunction *that* with a restrictive clause—a clause absolutely necessary to the sentence: *This is the vessel that holds the acid.* *Which* is used with a nonrestrictive clause—a clause that adds descriptive matter and is not necessary to the sentence: *The steel vessel, which is used to hold acid, was lined with ceramic bricks.* (See AP stylebook for additional examples).

1329 Building

time, date, place

This is the appropriate sequence for introducing these elements in a news story.

Example: *The meeting will be held at 8 a.m. on April 4 at the University of Florida.*

time element

Avoid redundancies such as *last Monday* or *next Monday*. The past, present or future tense used for the verb usually provides adequate indication of which Monday is meant: *He said he went to the store Monday. She will come back on Monday.* See AP stylebook for additional guidelines.

times

Use figures except for noon (*12 p.m.*) and midnight (*12 a.m.*). Use a colon to separate hours from minutes (*3:30 p.m.*). Avoid such redundancies as *10 a.m. this morning*. The construction *4 o'clock* is acceptable, but time listings with a.m. or p.m. are preferred, except in formal invitations and announcements. Use this construction: *6 p.m.*, **not** *6:00 p.m.*

Tissue Bank, University of Florida

Phone: 1-877-733-3700

Web site: <http://www.donorcare.org>

Now known as the Southeast Tissue Alliance, the Tissue Bank was formed in 1982 under a grant from the National Institutes of Health and meets requests for cadaveric bone from physicians throughout the Southeast and, to a lesser extent, from distant parts of the United States. Shands at UF is a major user of the bank's services. The hospital is supplied with more than 300 bone and soft tissue implants, known as allografts, each year.

Tissue Resource Center

One of two research cores at the UF Shands Cancer Center, the Tissue Resource Center procures and stores human tumor tissue.

titled

See **entitled**.

titles

In general, confine capitalization to formal titles used directly before an individual's name. See AP stylebook for the basic guidelines.

When writing about titles of lectures or presentations, do not insert a comma between the word 'titled' and the name of the lecture or presentation: *Wood delivered a lecture titled "New Developments in the Treatment of Syphilis."* To insert a comma in this construction would be akin to writing *Mary gave birth to a boy named, Michael.* See **composition titles** for more information.

total, totaled, totaling

The phrase *a total of* often is redundant.

It may be used, however, to avoid a figure at the start of a sentence: *A total of 650 dogs were killed...*

toward

Not towards.

trademarks

A trademark is a brand, symbol, word, etc. used by a manufacturer or dealer and protected by law to prevent a competitor from using it. When a trademark is used, capitalize it (no need to use the trademark or service mark symbols).

transgenic

Trusopt

Web sites: www.merck.com, www.msd-saudi.com/product/trusopt.html

Carbonic anhydrase is a zinc-containing enzyme in red blood cells that catalyzes the conversion of carbon dioxide entering the blood from tissues into carbonic acid. This research led to the creation of the anti-glaucoma eye drop dorzolamide hydrochloride, a carbonic anhydrase inhibitor marketed as Trusopt. Trusopt, developed at UF after 30 years of basic research by the late Thomas Maren, M.D., and collaborative work with scientists at Merck and Co., has become one of the most-prescribed treatments for glaucoma and is UF's top-grossing annual royalty item, surpassing Gatorade. The drug is relatively free of the side effects associated with other standard glaucoma drugs. It went to market in 1995.

trustee

Do not capitalize if used before a name.

U

ultraviolet

undergraduate

Lowercase to classify students.

under way

Two words.

United Network for Organ Sharing

UNOS is acceptable on second reference.

University Medical Center

Now known as Shands Jacksonville.

University of Florida Brain Institute

See **Brain Institute of the University of Florida, Evelyn F. & William L. McKnight**

University of Florida Craniofacial Center

See **Craniofacial Center, University of Florida.**

University of Florida Health Science Center

See **Health Science Center.**

University of Florida Health Science Center Jacksonville

Web site: www.hscj.ufl.edu

University of Florida Foundation Inc.

UF Foundation or *foundation* on second reference.

University of Florida Physicians

University of Florida Physicians is a medical group practice with more than 480 physician faculty members of the UF College of Medicine and 40 clinic satellites on campus and throughout North Central Florida. The practice is supported by more than 600 Shands employees who assist in the operation of these sites and billing services on behalf of the faculty physicians.

University of Florida Physicians Sports Medicine Center at Hampton Oaks

University of Florida Shands Cancer Center

The University of Florida Shands Cancer Center was established in 1992. Funded by Shands and the UF College of Medicine, the Cancer Center developed the infrastructure to integrate both basic science and clinical research programs. Two shared research cores support cancer research initiatives on the UF campus. They are the Tissue Resource Center, which procures and stores human tumor tissue, and the Differential Display Core, which analyzes genetic information of tumor cells. The three translational (“bench-to-bedside”) research programs that have developed within the Cancer Center are the Program in Stem Cell Biology and Regenerative Medicine, the Gene Therapy Program and the Environmental Carcinogenesis Program.

University Press of Florida

Centralized publisher for the 10 state universities.

Urology & Prostate Center at Park Avenue

V

vacuum

venereal disease

VD is acceptable on second reference.

Veterans Affairs

Formerly Veterans Administration, it became Cabinet level in March 1989 with the full title Department of Veterans Affairs. *VA* (no periods) is still used on second reference.

Veterans Affairs Medical Center

Now officially renamed *the Malcom Randall Veterans Affairs Medical Center*. Note the spelling of Malcom—there is no ‘l’ between the ‘o’ and the ‘m’. *VAMC* or *VA Medical Center* are acceptable on second reference. This federally funded center is a general medical, surgical and psychiatric facility that provides comprehensive primary, secondary and tertiary care. Pre- and posthospital services are offered through the center’s ambulatory care and associated outpatient clinic programs. It is a 323-bed facility with 256 beds currently in use. It is the site for one of the VA’s Geriatric Research, Education and Clinical Centers, also known as GRECCs. Adjacent to the University of Florida campus, the VAMC is affiliated with UF and its colleges of Medicine, Nursing, Dentistry, Pharmacy and Health Professions, in which VA staff members hold faculty appointments. The medical center also administers satellite outpatient clinics located in Daytona Beach and Jacksonville, and has integrated with the VAMC in Lake City and satellite clinics in Tallahassee and Valdosta, Georgia to form the Veterans Health System of North Florida/South Georgia.

Veterans Health System of North Florida/South Georgia

This merged system of care for veterans encompasses the VA medical centers in Gainesville and Lake City; VA ambulatory care clinics in Tallahassee, Jacksonville and Daytona Beach; and the new VA clinics in Valdosta, Ga., and Ocala.

Veterinary Medical Teaching Hospitals

As the state's only veterinary college, UF operates its teaching hospitals for small, large and food animals, and serves as a major referral center for animals throughout the state as well as out of state.

The **Small Animal Hospital's** largest referral base is Duval County (Jacksonville), with Seminole, Dade, Brevard, Broward, Hillsborough and Pinellas counties also contributing a substantial number of cases. UF provides many advanced treatments, including chemotherapy, allergy testing, brain surgery, total hip replacement, corneal transplants, cataract removal and pacemaker implants. The wildlife and zoological medicine team performed the first-ever knee replacement surgery on an aging cougar afflicted with arthritis. Wildlife veterinarians successfully used a bone-lengthening device for the first time in an iguana. The device, implanted in the animal's jawbone, stretched the bone, enhancing the iguana's ability to breathe and eat properly.

The **Large Animal Hospitals** include the Alec P. and Louise H. Courtelis Equine Teaching Hospital and the William and Clara Inman Food Animal Hospital. Both treat patients from all over the state. Many clients come from the Ocala area.

The world's first equine neonatal intensive care unit was formed at UF in the mid-1980s, with collaboration from the UF College of Medicine's department of pediatrics and funding from the Florida Thoroughbred Breeder's Association. Many advanced treatments are available to help horses, including the use of a treadmill to analyze equine performance, arthroscopic and laparoscopic surgery, and scintigraphy (nuclear animal medicine).

vice

Use two words: *vice admiral*, *vice chairman*, *vice chancellor*, *vice consul*, *vice president*, *vice principal*, *vice regent*, *vice secretary*. Several are exceptions to Webster's New World. AP has adopted the two-word rule for consistency in handling the similar terms.

Virtual Drug Information Service

The mission of the University of Florida's Virtual Drug Information Service is to use advanced and emerging technologies (e.g., the Internet) to provide unbiased information about medications to health-care professionals within the state of Florida. The service is dedicated to disseminating drug information to support health-care practitioners, law enforcement, tourism and legislative efforts to improve the health, safety and welfare of the state's citizens and visitors. By improving access to information about medications for health-care providers, the service ultimately should improve consumer access to quality care while providing UF pharmacy students and working professional Doctor of Pharmacy students with a meaningful educational experience.

Visiting Practitioner Program

This program, based at UF's College of Veterinary Medicine, offers private veterinary practitioners the opportunity to participate in the clinical teaching programs and operations of the Veterinary Medical Teaching Hospital. Practitioners can stay at UF as long as they like, and receive continuing education credit while enhancing the professional interests. For more information, call 352-392-4700, ext. 5700 (small animal) or ext. 5600 (large animal).

visual acuity

According to AMA style, “Visual acuity should be reported based on how the measurement was determined. For example, the commonly used English units for visual acuity notations of 20/20 or 20/100 indicate that the person being evaluated can see at 20 feet what a person with ‘normal visual acuity’ can see at 20 feet or at 100 feet, respectively.”

vitamins

Lowercase *vitamin*, use a capital letter and/or a figure for the type: *vitamin A*, *vitamin B-12*.

volt

A measure of electric potential.

W**watt**

A measure of power, radiant flux.

Web addresses

Do not underline or bold. Example: *www.ufl.edu*

We Care Physician Referral Network, Alachua County Medical Society

The program, envisioned and originally implemented in Alachua County, has evolved into a well-established cooperative effort among volunteer physicians, hospitals, the county and the state. In addition, the We Care program has been duplicated in medical societies throughout Florida. The mission of the We Care Physician Referral Network is to provide uncompensated necessary, primary and preventive medical care, specialty medical care, limited comprehensive dental services and mental health services to poverty-level adults and children unable to access Medicaid, Medicare or other third-party insurance sponsorship. The medical services are provided in a timely and dignified manner in the offices of volunteer physicians and in area hospitals.

weeklong**well**

See **good**.

well-being**which, that**

Which is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name. The pronoun *which* occasionally may be substituted for *that* in the introduction of an essential clause that refers to an inanimate object or an animal without a name. In general, this use of *which* should appear only when *that* is used as a conjunction to introduce another clause in the same sentence: *The general said Monday that the part of the army which suffered severe casualties needs reinforcement.* See **that**. (In these constructions, *which* is usually preceded by a comma, and *that* is not.)

while, whereas, although

In most cases, don't use *while* when you mean *whereas* or *although*. Reserve *while* primarily for use when *at the same time as* is the intended meaning.

Whitney Laboratory for Experimental Marine Biology

Whitney Laboratory is acceptable on first reference. This UF institute for marine biomedical research and biotechnology, founded in 1974, is located on the Atlantic coast near St. Augustine, Fla. Scientists at the lab use marine organisms in basic biological research; apply, where possible, the novel results of this research to problems of human health, natural resources and the environment; train future experimental biologists; and contribute to public education and to the formulation of policy in basic research and marine science. Research programs include investigations of the physiology and biochemistry of vision and olfaction, synaptic physiology, molecular biology, neurotransmitter pharmacology, reproductive and developmental biology, and comparative toxicology.

wildlife**wildtype****William and Clara Inman Food Animal Hospital****William R. Maples Center for Forensic Medicine**

See **Center for Forensic Medicine, William R. Maples.**

Wolfson Children's Hospital

Phone: 904-202-8000

Web site: <http://www.wchjax.com>

Based in Jacksonville, Wolfson Children's Hospital is a regional referral hospital and is the only children's hospital in Northeast Florida and Southeast Georgia.

Women's Health at Magnolia Park

Phone: 352-392-6200 or 1-800-OBGYNUF

Web site: <http://www.obgyn.ufl.edu/clinics/default.htm>

Formerly known as the Park Avenue Women's Center, this outpatient clinic of the department of obstetrics and gynecology sees patients for infertility, IVF, advanced laparoscopy, gynecology, obstetrics and high-risk obstetrics. It is staffed by attending physicians from the department of obstetrics and gynecology in the College of Medicine.

Women's Health Initiative

Phone: 352-392-2860 or 1-800-944-4594

Researchers at UF's Health Science Center have joined the largest-ever national study to find ways to prevent the major causes of death and poor health in women. The 11-year study will help decide how diet, hormone therapy, calcium and vitamin D supplements might prevent heart disease, cancer and bone fractures, plus aid in identifying risk factors for developing these diseases. Cardiologist Marian Limacher, M.D., is UF project director.

Women's Specialty Care Program**World Health Organization**

WHO is acceptable on second reference.

wordmark, university

According to the standards spelled out in UF Communications Network's campuswide style manual, the University of Florida's visual identity system is centered on the university's mark, which consists of the seal (based on the state seal with the university motto and founding date), a uniquely crafted

wordmark using the university's name and a carefully positioned rule. Along with typography, format and color, these signatures are the basic elements of UF's visual identity system.

The University of Florida mark consists of the seal and the University of Florida logotype, often with a rule positioned and proportioned to provide definition and balance. Spacing and size relationship between the seal, logotype and rule have been carefully established so that UF's identity is consistent in all applications for all audiences.

The university wordmark and seal are legally protected as registered marks of the UF. The combined wordmark, seal and rule form the primary graphic symbol of the University of Florida. This graphic symbol, or "mark," must be used on all university publications. The university's mark is to be reproduced from authorized original illustrations and cannot be redrawn, re-proportioned or modified in any way. The mark should not share the same space with type or artwork, other than background. A buffer zone equal to the height of the E in "UNIVERSITY" in the wordmark must be maintained.

The wordmark is available in electronic, digital format from <http://www.pr.ufl.edu/wordmark.htm>.

To provide a consistent visual image, all University of Florida publications must adhere to the following guidelines: The university mark, from authorized originals, must be conspicuously placed on the front cover (and back cover when economically feasible) of all printed materials that represent the university. While the mark generally requires a buffer zone, no buffer is required to separate the mark from a background such as a photograph. Exceptions are made for existing newsletters and magazines with an established masthead. For those publications, the university mark need appear only on the back as part of the return address, when the university's name is conspicuously on the front of the publication.

When using the school colors, the official orange (PMS 172) and blue (PMS 286) must be used. Palatino should be the first consideration for typestyle.

Working Professional Pharm.D. Program

A distance education curriculum for a Doctor of Pharmacy (Pharm.D.) degree offered to working pharmacists with a bachelor's degree in pharmacy. Available to eligible students anywhere in the United States who may not be able to access a pharmacy college because of family or career obligations.

worldwide

World Wide Web

Part of the Internet. In later references, *the Web* is acceptable. Also, *Web site*, *Web page*.

Wound Research, Health Science Center Institute for

Web site: www.obgyn.ufl.edu/RESEARCH/wound/default.htm

Wounds that heal too slowly or incompletely, internal organ damage that fails to heal properly after surgery or injury, and unwanted scar formations resulting from abnormal wound healing are major challenges facing scientists and physicians in multiple medical fields. Headquartered at UF's College of Medicine, this institute and the interdisciplinary Wound Care Clinic at Shands at UF provide a focal point for collaborative research and clinical care to advance the frontiers of wound healing. University physicians practicing at Shands are involved in some of today's most significant areas of medical research, including the testing of growth factors to speed wound healing, and the use of drugs in treating keloid scars and preventing the growth of scars that sometimes develop around implanted artificial joints, breast implants and pacemakers.

XYZ

X-ray

Noun, verb and adjective. Use for both the photographic process and the radiation particles themselves.

Xylose breath test

Developed in 1984, the Xylose breath test is a quick and easy way to detect a potentially life-threatening overgrowth of bacteria in the intestine. This test replaces the uncomfortable standard procedure in which a tube is threaded down the patient's nose to retrieve intestinal fluid samples for analysis. Now, the patient simply drinks a "cocktail" containing 1 gram of the sugar xylose, labeled with a nonradioactive material, carbon 13. Once this solution is ingested, bacteria in the intestines convert xylose into carbon dioxide that contains the labeling material. The patient breathes into a machine that captures and measures the amount of carbon 13-labeled carbon dioxide. High levels of carbon dioxide-containing carbon 13 indicate the presence of bacterial overgrowth.

yearlong

years

Use figures, without commas: *1986*. Use an "s" without an apostrophe to indicate spans of decades or centuries: *the 1890s, the 1800s*. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: *1976 was a very good year*.

For ranges, omit the first two digits if the second year is within the same century: *1985-89, 1910-35, 2001-03*. But for years spanning two centuries: *1999-2003*.

zero, zeros

Index of Centers and Institutes

See main text for descriptive entries for most selections.

Alcohol Education Center

Bioglass Research Center

Biobehavioral Research Center

Biotechnology Development Institute

Brain Institute of the University of Florida, Evelyn F. & William L. McKnight

Cardiovascular Center at Shands Jacksonville, The

Center for Alcohol Research

Center for Ambulatory Studies

Center for Autism and Related Disabilities

Center for Behavioral Health Research in Organ Transplantation and Donation

Center for Biostatistics and Epidemiology

Center for Child Health & Family Development

Center for Clinical Trials Research

Center for Cooperative Learning in Health Science Education

Center for Dental Biomaterials

Center for Drug Discovery, Health Science Center

Center for Environmental and Human Toxicology

Center for Exercise Science

Center for Food-Drug Interaction Research and Education

Center for Forensic Medicine, William R. Maples

Center for Immunology & Transplantation

Center for Implant Dentistry

Center for Mammalian Genetics, UF

Center for Musculoskeletal Injury Research

Center for Musculoskeletal Pain Research

Center for Musculoskeletal Training & Research, Interdisciplinary

Center for Neurobiological Sciences

Center for the Neurobiology of Aging

Center for Neuropsychological Studies

Center for Orphaned Autoimmune Disorders

Center for Pain Research and Behavioral Health

Center for Pediatric Psychology and Family Studies

Center for Pharmacogenomics

Center for Precollegiate Education & Training

Center for Rehabilitation Studies, Brooks

Center for Research in Pharmaceutical Care, DuBow Family

Center for Research in Psychophysiology, Health Science Center

Center for Research on Oral Health in Aging, Claude Denson Pepper

Center for Research on Telehealth and Healthcare Communications

Center for Research on Women's Health

Center for Structural Biology

Center for the Arts in Healthcare Research & Education

Center for the Study of Emotion and Attention, NIMH

Center for the Study of Liathiasis and Pathological Calcification

Center for Veterinary Sports Medicine

Center for Vision Research

Center of Excellence for Regenerative Health Biotechnology

Clinical Research Center, Health Science Center

Comprehensive Center for Pain Research

Craniofacial Center, University of Florida

Diabetes Center of Excellence

Diabetes Research, Education & Treatment Center

Enneking-Anspach Research Center

Florida Center for Medicaid and the Uninsured

Florida Dysphagia Institute

Florida Poison Information Center

Genetics Institute, University of Florida

Geriatric Education Center

Geriatric Center of Excellence at the Lake City Veterans Affairs Medical Center

Harrell Professional Development & Assessment Center

Hypertension Center, University of Florida

Institute for Health Policy Research, Health Science Center

Institute for Science and Health Policy

Institute for Wound Research, Health Science Center

Institute on Child Health Policy

Interdisciplinary Center for Biotechnology Research

International Center for Childhood Cancer Research

Iona M. Pettengill Nursing Resource Center

Lorenz Center for Pediatric Facial Disorders

National Parkinson Foundation Center of Excellence

National Rural Behavioral Health Center

Neuroscience Center at Shands Jacksonville, The

Orthopaedic Surgery and Sports Medicine Institute, the University of Florida

Parker E. Mahan Center for Dental Occlusion & Facial Pain

Periodontal Disease Research Center, Health Science Center

Powell Gene Therapy Center

Rehabilitation Engineering Research Center on Technology for Successful Aging

Shands Cardiovascular Center at the University of Florida

Shands HealthCare Consultation Center

Shands Neurological Center at the University of Florida

Shands Transplant Center at the University of Florida

Shands/UF SpineCare Center

Tacachale Center of Excellence

University of Florida Physicians Sports Medicine Center at Hampton
Oaks

Academic Degrees and their Abbreviations

A.R.N.P.	advanced registered nurse practitioner
A.R.T.	accredited record technician
B.S., Bch., B.C., C.B. or Ch.B.	bachelor of surgery
B.S.N.	bachelor of science in nursing
C.N.M.	certified nurse midwife
C.N.M.T.	certified nuclear medicine technologist
C.O.	certified orthoptist
C.O.M.T.	certified ophthalmic medical technologist
C.P.F.T.	certified pulmonary function technologist
C.R.N.A.	certified registered nurse anesthetist
C.R.T.T.	certified respiratory therapy technician
D.C.	doctor of chiropractic
D.Ch. or Ch.D.	doctor of surgery
D.D.S.	doctor of dental surgery
D.M.D.	doctor of dental medicine
D.M.E.	doctor of medical education
D.M.Sc.	doctor of medicine science
D.N.E.	doctor of nursing education
D.N.S., D.N.Sc. or D.S.N.	doctor of nursing science
D.O. or O.D.	doctor of optometry
D.O.	doctor of osteopathy
D.PH. or Dr.PH.	doctor of public health; doctor of public hygiene
D.Pharm.	doctor of pharmacy

D.P.M.	doctor of podiatric medicine
D.S.W.	doctor of social work
D.T.M.&H.	diploma in tropical medicine and hygiene
D.T.P.H.	diploma in tropical pediatric hygiene
D.V.M., D.M.V. or V.M.D.	doctor of veterinary medicine
D.V.M.S.	doctor of veterinary medicine and surgery
D.V.S. or D.V.Sc.	doctor of veterinary science
Ed.D.	doctor of education
E.L.S.	editor in the life sciences
E.M.T.	emergency medical technician
E.M.T.-P.	emergency medical technician-paramedic
F.C.G.P.	fellow of the College of General Practitioners
F.C.P.S.	fellow of the College of Physicians and Surgeons
F.F.A.	fellow of the Faculty of Anaesthetists
F.F.A.R.C.S.	fellow of the Faculty of Anaesthetists of the Royal College of Surgeons
F.N.P.	family nurse practitioner
F.P.	family practitioner
F.R.A.C.P.	fellow of the Royal Australian College of Physicians
F.R.C.G.P.	fellow of the Royal College of General Practitioners
F.R.C.O.G.	fellow of the Royal College of Obstetricians and Gynaecologists
F.R.C.P.	fellow of the Royal College of Physicians
F.R.C.Path.	fellow of the Royal College of Pathologists
F.R.C.P.C.	fellow of the Royal College of Physicians of Canada
F.R.C.P.E. or F.R.C.P.(Edin)	fellow of the Royal College of Physicians of Edinburgh
F.R.C.P.(Glasg)	fellow of the Royal College of Physicians and Surgeons of Glasgow <i>qua</i> Physician

F.R.C.P.I. or F.R.C.P.(Ire)	fellow of the Royal College of Physicians of Ireland
F.R.C.R.	fellow of the Royal College of Radiologists
F.R.C.S.	fellow of the Royal College of Surgeons
F.R.C.S.C.	fellow of the Royal College of Surgeons of Canada
F.R.C.S.E. or F.R.C.S.(Edin)	fellow of the Royal College of Surgeons of Edinburgh
F.R.C.S.(Glasg)	fellow of the Royal College of Physicians and Surgeons of Glasgow <i>quz</i> Surgeon
F.R.C.S.I. or F.R.C.S.(Ire)	fellow of the Royal College of Surgeons of Ireland
F.R.C.V.S.	fellow of the Royal College of Veterinary Surgeons
F.R.S.	fellow of the Royal Society
G.N.P.	gerontologic or geriatric nurse practitioner
J.D.	doctor of jurisprudence
L.L.B.	bachelor of laws
L.L.D.	doctor of laws
L.L.M.	master of laws
L.P.N.	licensed practical nurse
L.V.N.	licensed visiting nurse; licensed vocational nurse
M.A. or A.M.	master of arts
M.(A.S.C.P.)	registered technologist in microbiology (American Society of Clinical Pathologists)
M.B. or B.M.	bachelor of medicine
M.B.A.	master of business administration
M.B.B.S. or M.B.,B.S.	bachelor of medicine, bachelor of surgery
M.D. or D.M.	doctor of medicine
M.E.	medical examiner
M.Ed.	master of education

M.F.A.	master of fine arts
M.H.A.	master of hospital administration
M.L.S.	master of library science
M.N.	master of nursing
M.P.A.	master of public administration
M.P.H.	master of public health
M.Pharm.	master of pharmacy
M.R.C.P.	member of the Royal College of Physicians
M.R.C.S.	member of the Royal College of Surgeons
M.S., M.Sc. or S.M.	master of science
M.S., S.M., M.Ch., M.Surg.	master of surgery
M.S.N.	master of science in nursing
M.S.P.H.	master of science in public health
M.S.W.	master of social welfare; master of social work
M.T.	medical technologist
M.T.A.	medical technical assistant
M.T.(ASCP)	registered medical technologist (American Society of Clinical Pathologists)
N.P.	nurse practitioner
O.T.	occupational therapist
O.T.R.	occupational therapist, registered
P.A.	physician assistant
P.A.-C.	physician assistant-certified
Pharm.D., D.P. or P.D.	doctor of pharmacy
Pharm.G.	graduate in pharmacy
Ph.D. or D.Phil.	doctor of pharmacy

P.N.P.	pediatric nurse practitioner
Psy.D.	doctor of psychology
P.T.	physical therapist
R.D.	registered dietitian
R.N.	registered nurse
R.N.A.	registered nurse anesthetist
R.N.C. or R.N.,C.	registered nurse, certified
R.P.F.T.	registered pulmonary function technologist
R.Ph.	registered pharmacist
R.P.T.	registered physical therapist
R.R.L.	registered record librarian
R.T.	radiologic technologist; respiratory therapist
R.T.R.	recreational therapist, registered
Sc.D., D.Sc. or D.S.	doctor of science

Student Organizations

American Holistic Medical Student Association
American Medical Association
American Medical Student Association
American Medical Women Association
Association for American Medical Colleges—student representatives
American Veterinary Medical Association
Atkins Health Care Economics Society
Christian Medical and Dental Society
Emergency Medical Interest Group
Equal Access
Family Medical Interest Group
Florida Nursing Student Association
Gator Smile/CranioFacial Group
Medical College Council
Medical Spanish Club
National Student Nurses Association
Pediatric Interest Group
Student National Medical Association
Surgery Interest Group
UF Nursing Student Association

Web sites

College of Dentistry: <http://www.dental.ufl.edu>

College of Health Professions: <http://www.hp.ufl.edu>

College of Medicine: <http://www.med.ufl.edu>

College of Nursing: <http://con.ufl.edu>

College of Pharmacy: <http://www.cop.ufl.edu>

College of Veterinary Medicine: <http://www.vetmed.ufl.edu>

UF Health Science Center: <http://www.vpha.health.ufl.edu>

UF Health Science Center Jacksonville: <http://www.hscj.ufl.edu>

UF Health Science Center Office of News & Communications: <http://www.news.health.ufl.edu>

Shands at UF: <http://www.shands.org>

Shands Jacksonville: <http://www.shandsjacksonville.org>

University of Florida: <http://www.ufl.edu>