Faculty Specific Writing Style Guide

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In addition to UBC’s writing style guide from UBC Brand and Marketing, the Faculty has an additional set of writing style guide considerations. They are as follows:

**Faculty**
- Always capitalize “faculty” when referring to the Faculty of Pharmaceutical Sciences at UBC.
- Example:
  - The Faculty is the only school of pharmacy in BC.

**Program Names**
- Capitalize program names, but only the proper name component.
- Examples:
  - UBC Certificate on Teaching in Higher Education, Scholarship of Teaching and Learning (SoTL) Leadership program

**Degree Names**
- Do not capitalize degree names.
- Examples:
  - BSc in pharmacy
  - PhD in chemistry
  - bachelor’s degree in science
- Note: When referring to the degree in a program name context, use CAPS. Example, Entry-to-Practice PharmD program.

**Residency**
- Do not capitalize “residency” unless in a program name context.
- Examples:
  - I completed a community pharmacy residency at UBC.
  - When applying to the Community Pharmacy Residency, ensure that your application is complete.

**Department/Unit Names**
- Capitalize names of departments, units and similar entities.
- Examples:
  - Department of History
  - Office of Educational Support and Development

**Position Titles**
- Do not capitalize position titles in sentences.
• Examples:
  o Jim Galvão is the director of the Office of Communications and Marketing at the Faculty of Pharmaceutical Sciences.
• Note: It is okay to capitalize position titles if they are stand-alone bullet points or descriptions in non-sentence contexts. An example would be business cards and email signature blocks (Jim Galvão, Communications & Marketing Director).

**eHealth**
• Not e-Health, or other spellings.

**health care versus healthcare**
• health care: the system
• healthcare: the act or service.