

Georgia State University's style guide provides clear and consistent writing guidelines for the website and university publications. Here are some specific style notes for those writing for the College of Education & Human Development.



## How to Reference Our College and Georgia State University

The first time you mention our college in a piece of writing, spell out the full name and use the ampersand (“&”) instead of the word “and.”

**Right:** This year, a small delegation from the **College of Education & Human Development** met with staff of several congressional leaders as part of the American Association of Colleges for Teacher Education's annual Day on the Hill.

**Wrong:** Twelve students have enrolled in the College of Education and Human Development as part of the Woodrow Wilson Georgia Teaching Fellowship program.

Any time you mention the college after that first full reference, you can use “CEHD” or “the college.” Be sure that “college” is lowercased in these instances.

**Right:** There aren't any full degree programs in Georgia solely focused on preparing teachers to work in dual language immersion classrooms, but **CEHD** faculty are working to change that.

**Right:** Tim Kellison leads **the college's** Center for Sport and Urban Policy, which conducts research related to sport and environmental sustainability, public stadiums and urban development, and community engagement.

**Wrong:** The Speech-Language-Hearing Clinic is a part of the College's communication sciences and disorders graduate program.

Similarly, the first time you mention the university, spell out the full name. Any time after that first full reference, you can use “Georgia State” or “the university,” but do not use “GSU.” Be sure that “university” is lowercased in these instances.

**Right:** In the last year, **Georgia State University** diverted 866 tons of material from landfills. As a result, **the university** saved almost \$20,000 in 2017 and reduced its landfill waste by 31 percent. That's just one example of how **Georgia State** is saving green by going green, says Jennifer Asman, sustainability program manager.

**Wrong:** GSU is an enterprising urban public research institution in Atlanta.

**Wrong:** A national leader in graduating students from diverse backgrounds, the University provides a rich experience for all its students.



## How to Reference a Faculty Member's Title

A person's title is capitalized only when used before his or her name.

**Right:** **Clinical Assistant Professor Jacob Hackett** and **Assistant Professor Nadia Behizadeh** received a \$49,000 grant from the U.S. Department of Education's Improving Teacher Quality State Grants Program to train local middle school teachers to incorporate social justice content into their curriculum.

**Right:** Brian Williams, **director** of the college's Alonzo A. Crim Center for Urban Educational Excellence, spoke at the 2018 Sources of Urban Educational Excellence Conference.

**Wrong:** Sheryl Moss, Clinical Assistant Professor in the Department of Educational Policy Studies, was awarded the Exemplary Service Award from the Georgia Association of Educational Leaders.



## When to Use "Dr.:"

When referring to faculty in our college, only use "Dr." in front of their name if this person holds a doctor of medicine degree (M.D.), doctor of osteopathy (D.O.) degree or any other terminal medical practice degree. If you want to refer to a faculty member's doctorate, you can write "Ph.D." or "Ed.D." after their name. Be sure to use commas before and after the degree.

**Right:** Carl V. Patton, **Ph.D.**, was president of the university from 1992-2008.

**Wrong:** Dr. Mark P. Becker has been president of the university since 2009.



## How to Write Addresses

Atlanta uses directional suffixes, and no city of Atlanta postal address is complete without one. So, be sure to include the directional notation at the end of any address connected with the university. **The College of Education & Human Development's full physical address is 30 Pryor St. SW, Atlanta, GA 30303.**

**Right:** The Welcome Center operates out of the first floor of Centennial Hall at **100 Auburn Ave. NE.**

**Wrong:** 80 Forsyth St.

**Wrong:** 34 Peachtree Street

When writing addresses in a story, place the room or suite location after the name of the building in lowercase without using a comma.

**Right:** For assistance, visit the Enrollment Services Center in **Sparks Hall room 227.**

**Wrong:** Consult an adviser at the Office of Academic Assistance in Langdale Hall Suite 418.

**Wrong:** Consult an adviser at the Office of Academic Assistance in Langdale Hall, suite 418.

In mailing addresses and headings of any kind, capitalize the room location and place it on the next line, or separate the building name and capitalized room name and number with a comma.

**Right:** Aderhold Learning Center, **Room 023**

**Right:** New Student Orientation  
Student Center East  
55 Gilmer St. SE  
Suite 304  
Atlanta, GA 30303

**Right:** Centennial Hall  
Suite 200

**Wrong:** 260 Student Center West, Sparks Hall 200

Use the abbreviations “Ave.,” “Blvd.,” “Rd.,” “Dr.,” “St.” and so forth every time you can include a numbered address; never use them without a number.

**Right:** Send mail to **100 Auburn Ave. NE.**

**Right:** The president lives on **Pennsylvania Avenue.**

**Wrong:** The city renamed Houston St., Butler St. and Forrest Ave. after local heroes and civil rights leaders.



### How to Write Phone Numbers

Be sure to include the area code as part of the complete number and use a hyphen between the area code and number. When using telephone numbers for publication, you may wish to check for accuracy by calling the number before the final edit.

**Right:** 404-413-2000

**Wrong:** 404/471-2000



### Using Commas

Do not use the serial comma – that is, a comma that comes before a coordinating conjunction (such as “and” and “or”) at the end of a series of three or more components. Use a comma only if the last or penultimate item itself contains a coordinating conjunction.

**Right:** The United States flag is **red, white and blue.**

**Wrong:** The restaurant offered pancakes, french toast, and eggs.

## Georgia State University Style Guide

To view the university’s style guide, visit [commkit.gsu.edu/writers-style-guide](http://commkit.gsu.edu/writers-style-guide). If you have questions about the style guide or want to request a physical copy, contact Angela Turk at [aturk@gsu.edu](mailto:aturk@gsu.edu).