

FASoS Style Guide 2016

This is the FASoS Style Guide for 2016. In this document you can find guidelines on spelling, grammar and written communication used by FASoS. Please be aware that this is not an extensive guide to UK English. A more extensive guide on the use of UK English and UM terminology is available.

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1. Maastricht University and FASoS

Maastricht University

As a standard rule, Maastricht University and therefore the Faculty of Arts and Social Sciences use **UK spelling**.

Maastricht University – in English, without the article 'the'. *The* Maastricht University should not be used, nor the UM.

University of Maastricht should NOT be used.

For example: *Students can study at Maastricht University, which is also known as UM.*

Maastricht University may only be abbreviated as **UM**. It may not be abbreviated as MU.

university – should only be capitalised as part of a formal title (proper noun), such as Maastricht University. Without the word 'Maastricht', it is simply the university.

Problem-Based Learning (PBL) - capitalised and with a hyphen.

master's programme, master's degree, master's student, master's thesis (same for bachelor's) - possessive noun (master'ss) **and** without a capital. The term bachelor's/master's with 's is used if it refers to something. For example: *when you graduate from a master's programme, you will have a master's degree.*

A capital is used if it is part of a formal degree title. For example: *a Master of Science in International Business.*

Alumni

- Alumnus: masculine singular
- Alumni: masculine plural
- Alumna: feminine singular
- Alumnae: feminine plural
- Alumni: a mixed group of students

Faculty of Arts and Social Sciences

Internal communication

Use of the full name 'Maastricht University Faculty of Arts and Social Sciences' in headings. The abbreviation FASoS (always without 'the') is allowed to be used in all other forms of texts.

External communication

Use of the full name 'Maastricht University Faculty of Arts and Social Sciences' in headings. The full name should be used once at the beginning of each text with the addition 'FASoS' between brackets: Maastricht University Faculty of Arts and Social Sciences (FASoS). From then on, the following names are allowed to be used in the text: FASoS or Maastricht University FASoS. It may not be abbreviated as MUFASoS or UMFASoS.

For example: *Students can study at Maastricht University Faculty of Arts and Social Sciences (hereinafter referred to as FASoS).*

If the word faculty is used on its own within a sentence make sure to use a regular f (not a capital F).

For example: *The new rules and regulations are implemented within the faculty.*

FASoS offices

- Faculty bureau → FASoS Faculty Office
- Faculty Board → FASoS Board
- Faculty Council → FASoS Council

These are the official names of the support offices at FASoS:

- Board and Policy Support
- IT and Facilities
- Marketing and Communications Office
- Office of Student Affairs
- Personnel and Finance

Do not forget to use capital letters.

FASoS job titles

Always use the following job titles, including the capitals:

- Dean
- Associate Dean
- Associate Dean of Education
- Associate Dean of Research
- Programme Director
- Deputy Programme Director
- Managing Director
- Full Professor
- Extraordinary Professor on the Special Chair in...
- Part-time Endowed Professor in...

Academic titles

There are no set UM rules on how to use academic titles. It depends on whether you follow the Dutch system or international system. The advice we give from FASoS is to be consistent. Do not mix Dutch and English titles in the same text, use the same format throughout.

Dutch titles	English titles
<ul style="list-style-type: none">• <i>drs.</i>• <i>mr.</i>• <i>ir.</i>• <i>ing.</i>• <i>prof. dr.</i>• <i>mw. prof. dr.</i>	<ul style="list-style-type: none">• MA/MSc• LL.M• MSc• MSc• Prof.• Prof.
Examples	Examples
<ul style="list-style-type: none">• The project team consists of three PhD candidates, <i>drs.</i> Karin Heugel, <i>drs.</i> Ineke de Pont and <i>mr.</i> Claudia Hanssen.• The department is led by <i>mw. prof. dr.</i> Lotte van Rijn.	<ul style="list-style-type: none">• The project team consists of three PhD candidates: Karin Heugel, Ineke de Pont and Claudia Hanssen.• The department is led by Professor Lotte van Rijn.

An extensive guide on the use academic titles in English texts at UM is available.

2. General terms and rules

General rules

Don't start a sentence with 'and'.

Be consistent in the use of capitals and punctuation (or not) after bullets/lists

General terms

Money

Don't use a space after the € sign. Instead of using a dot in a number (as it is done in Dutch), use a comma.

For example: *The tuition fee is €1,900.*

Date

Dates are written in the following format:

- The meeting will be held on *26 July 2010*.

However, if the year in question is absolutely clear from the context, the year number may be left out:

- The free lunch will be offered next week, *15 August*.

If you want to include the day of the week, don't use a comma:

- *Monday 26 July 2010*

Use all four digits when referring to specific years (i.e. 1997 not '97):

- The Faculty was founded in *1994*.

Time

Use the 24-hour system instead of the 12-hour system. When writing times, use a dot between hours and minutes and don't add hrs.

For example: *The meeting will take place on 9 September from 13.00–14.30.*

Numbers

As a general rule write all numbers from zero up to nine in words and larger numbers (*10* and above) in figures. If the passage contains numbers from both categories, however, use either figures or words for all the numbers, for example:

- *How can you schedule a group of 50 students in a room that only holds 5?*

Instead of

- *How can you schedule a group of 50 students in a room that only holds five?*

Exceptions: Always use figures for statistics. For example: *3* new officials were appointed in 2002, *6* in 2003 and ...

Try not to start a sentence with a symbol or a number. Either write it out in full (for example: *Eleven students participated*) or, if this does not work, make use of for example inversions:

- *Altogether 92 cases were found ...*
- *Of the total, €55 million was spent on ...*

The Netherlands

If the Netherlands is written within text 'the' is used without a capital. For example: *FASoS is situated in the Netherlands.*

If the Netherlands stands alone, for example in an address, a capital in 'The' is used. For example: *FASoS*

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The Netherlands

Abbreviations

If an abbreviation that may not be familiar to readers occurs for the first time, it is best to write out the full term once, followed by the abbreviation in brackets. For example: *External Advisory Board (EAB).*

Abbreviations that omit the last part of a word are followed by a full stop:

- February → **Feb.**
- Tuesday → **Tues.**

Abbreviations that omit all letters except the first and last, are *not* followed by a full stop:

- Mister → **Mr**
- Doctor → **Dr**

Spelling of frequently used words in UK English

As a standard rule, Maastricht University and therefore the Faculty of Arts and Social Sciences use UK spelling. The table below offers examples of frequently used wordings, and the appropriate FASoS spelling. As a rule of thumb one can say that UK spelling uses more letter than US spelling. For example: *colour (UK) vs color (US).*

UK (FASoS) spelling	Instead of US spelling
email	e-mail, e.mail
online	on-line, on line
organise (British spelling) and other words that end with -ise	organize
programme	program
honour (and other words that end with -our)	honor
centre (and other words that end with -re)	center
globalisation (and similar words with an s in the middle). <i>Globalisation and Development Studies</i>	globalization
Sign up: <i>Sign up for a course or event.</i>	sign-up