

# Style Guide

## The University of Arizona College of Medicine – Tucson

The University of Arizona College of Medicine is located in Tucson. When preparing materials that are specific to the UArizona College of Medicine in Tucson, on first reference the name should read, “the University of Arizona College of Medicine – Tucson.”

**NOTE:** The name includes a “space” followed by an “en dash” followed by a “space” between Medicine and Tucson. What’s an en dash? The en dash (–) is slightly wider than the hyphen (-) but narrower than the em dash (—). How do I type one? For MAC: hold down the Option key and press the Minus key. For PC: type the hyphen character on the alphanumeric keypad, Word will change the cursor. Hold down the [Alt] key and type 0150 on the numeric keypad.

On subsequent text references, it is acceptable to shorten the name to “UArizona College of Medicine – Tucson.” Acceptable second references also include: “the College” and “the medical college.” On second or subsequent references, “College” (capitalized) may be used in internal and promotional materials produced by that specific college. In other instances (news releases and other material for external audiences), “college” should be lowercase on second or subsequent references.

For the sake of brevity, “COM – Tucson” is allowed for internal publications ONLY and in headlines and second references on the UArizona College of Medicine website.

*Example:* The University of Arizona College of Medicine – Tucson admitted its first class of medical students in 1967.