

Proposed Style Sheet for the University Senate

AFSCME	(also president of AFSCME, AFSCME president, capitalize president only before a name, ex: AFSCME President Jane Smith)
agenda	
APSCUF	(also president of APSCUF, the APSCUF president, capitalize president only before a name)
at-large	(use hyphen when using as a compound modifier but none otherwise, ex: an at-large member, 30 were elected at large)
bylaws	
chair	(capitalize only before a name)
co-chair	(capitalize only before a name, ex: Co-chair Johnny Smith)
committee	(capitalize only for specific committee, ex: Rules Committee, Research Committee, avoid using "Senate" Rules Committee)
constitution	
Council of Trustees	(capitalize only on first reference, then use council)
dean of the School of Graduate Studies and Research	
department	(capitalize only formal names of departments, ex: Department of Music)
department representative	(don't use departmental) (when referring to areas that are not technically departments, use "departments and ..." adding the names of the other groups, or use "department" and add footnotes to make it clear that includes some extra areas)
FACULTY, faculty	(use lowercase f, ex: faculty representative - except where noted, such as in the bylaws and constitution)
graduate students	
Non-credit Instruction Committee	
parliamentarian	
president of the university	(also university president or just president, capitalize only before a name, ex: President Werner, don't use interim, avoid using IUP)
provost and vice president for Academic Affairs	

registrar	(capitalize only before a name, capitalize Office of the Registrar)
representative	
segment	(faculty segment, administrative segment, staff segment, student segment)
Senate	(mostly use University Senate)
Senate committee	
Senate secretary	(also secretary of the Senate, capitalize only before a name)
senator	(capitalize only before a name)
series comma	(use extra comma, ex: students, faculty, and staff)
standing committees	
student	
student members	
subcommittee	
undergraduate students	
university	
the University Senate	(don't use IUP Senate unless needed to avoid confusion when referencing other college senates, also fine without "the")
university-wide	(capitalize only for committee names, ex: University-Wide Undergraduate Curriculum Committee)
vice chair	(capitalize only before a name, ex: Vice Chair Sue Smith)

*note - stick with lowercase for titles except in front of a name due to IUP's style