

UC Davis Health Editorial Style Guide: News

A

abbreviations and acronyms. At UC Davis Health, the following title acronyms are acceptable:

CEO: chief executive officer

CFO: chief finance officer

CIO: chief information officer

COO: chief operating officer

academic degrees. Do not list a person's academic degrees following his or her name. If it is necessary to include a person's academic credentials, follow guidelines described in *The Associated Press Stylebook*.

ampersands. Avoid using the symbol as a substitute for the word “and” unless it is part of a formal title or proper noun.

ADHD. Use “attention-deficit/hyperactivity disorder” in first reference. “ADHD” can be used in subsequent references. Do not use “attention deficit disorder” or “ADD” instead.

and/or. Do not use. Use “and” or “or.”

associate vice chancellor for nursing. A top leadership position at UC Davis Health. Not interchangeable with the title “dean of the Betty Irene Moore School of Nursing,” which denotes the top leadership position with the School of Nursing. One person, however, holds both positions.

autism spectrum disorder. All lowercase. Encompasses all forms of autism. Do not use terms such as “Asperger’s syndrome,” “classic autism” or “high-functioning autism” to describe varying degrees of the disorder. Do not use “autistic” as an adjective but instead use the term “children with autism” or “a child who has autism.” Do not refer to the increasing numbers of diagnoses of autism spectrum disorder as an “epidemic.”

B

Betty Irene Moore School of Nursing at UC Davis. The official name of the school at UC Davis Health that offers coursework leading to advanced degrees in nursing and health. In subsequent references, “School of Nursing” or “nursing school” (lowercase) is acceptable. Do not use the acronyms “UCDSO,” “SON” or “BIMSON.”

Blaisdell Medical Library. See entry for “F. William Blaisdell, M.D., Medical Library.”

building and facility names.

Administrative Support Building (“ASB” is acceptable for subsequent references)
Behavioral Health Center
Betty Irene Moore Hall (opening fall 2017)
Broadway Building
Comprehensive Cancer Center
Cannery Business Park
Cares Community Health
Center for Health and Technology
Children’s Behavioral Health Center
Clinical Laboratory Building
Clinical and Translational Science Center
Courtyard by Marriott Midtown Sacramento
Cypress Building
David Grant USAF Medical Center
Education Building (not “Medical Education Building”)
Facilities Support Services Building (“FSSB” is acceptable for subsequent references)
Glassrock Building
Grange Building
Housestaff Building
Imaging Research Center
Institute for Regenerative Cures
Jackson Business Park
Kiwanis Family House
Lawrence J. Ellison Ambulatory Care Center
Medical Records Building
MIND Institute
Oak Park Research Building
Parking Structure 1
Parking Structure 2
Parking Structure 3
Pathology Administration, Teaching and Histology Building
Patient Support Services Building (“PSSB” is acceptable in subsequent references)
Placer Center for Health
Police Building
Research Building I
Research Building II (Clinical Laboratory Building)
Research Building III
Ronald McDonald House
Same-Day Surgery Center
Sherman Way Building
Shriners Hospitals for Children – Northern California
UC Davis Midtown Ambulatory Care Center
UC Davis Medical Group, Auburn
UC Davis Medical Group, Campus Commons
UC Davis Medical Group, Carmichael
UC Davis Medical Group, Davis
UC Davis Medical Group, Elk Grove
UC Davis Medical Group, Folsom
UC Davis Medical Group, Natomas
UC Davis Medical Group, Rancho Cordova
UC Davis Medical Group, Rocklin
UC Davis Medical Group, Roseville
UC Davis Medical Group, Sacramento J Street
VA Northern California Healthcare System:

- Sacramento VA Medical Center
- Martinez Outpatient Clinic

burn center. See entry for “Firefighters Burn Institute Regional Burn Center at UC Davis Medical Center.”

C

California Institute for Regenerative Medicine. The state’s stem cell agency created by Proposition 71 in 2004 to fund stem cell research, including research at UC Davis. “CIRM” is acceptable for subsequent references.

campus. Do not use alone when referring to the location of UC Davis facilities. See entry for “Sacramento campus.”

cancer center. See entry for “UC Davis Comprehensive Cancer Center.”

cancer care network. See entry for “UC Davis Cancer Care Network.”

Center for Health and Technology. See entry for “UC Davis Center for Health and Technology.”

Center for Healthcare Policy and Research. See entry for “UC Davis Center for Healthcare Policy and Research.”

children’s hospital. See entry for “UC Davis Children’s Hospital.”

Clinical and Translational Science Center. See entry for “UC Davis Clinical and Translational Science Center.”

comprehensive cancer center. See entry for “UC Davis Comprehensive Cancer Center.”

Continuing Medical Education. See entry for “UC Davis Office of Continuing Medical Education.”

co-investigator. Means assistant investigator, not equal. To indicate equal status, use “co-principal investigator.”

D

departments. The UC Davis School of Medicine encompasses the following academic departments and divisions:

Department of Anesthesiology and Pain Medicine
Department of Biochemistry and Molecular Medicine
Department of Cell Biology and Human Anatomy
Department of Dermatology
Department of Emergency Medicine
Department of Family and Community Medicine

Department of Internal Medicine, which includes:

- Division of Cardiovascular Medicine
- Division of Endocrinology, Clinical Nutrition and Vascular Medicine
- Division of Gastroenterology and Hepatology
- Division of General Medicine, Geriatrics and Bioethics
- Division of Hematology and Oncology
- Division of Infectious and Immunologic Diseases
- Division of Nephrology
- Division of Pulmonary, Critical Care and Sleep Medicine
- Division of Rheumatology, Allergy and Clinical Immunology
- Division of Transplant Nephrology

Department of Medical Microbiology and Immunology

Department of Neurological Surgery

Department of Neurology

Department of Obstetrics and Gynecology

Department of Orthopaedic Surgery

Department of Otolaryngology

Department of Pathology and Laboratory Medicine

Department of Pediatrics

Department of Pharmacology

Department of Physical Medicine and Rehabilitation

Department of Physiology and Membrane Biology

Department of Psychiatry and Behavioral Sciences

Department of Public Health Sciences

Department of Radiation Oncology

Department of Radiology

Department of Surgery, which includes:

- Division of Burn Surgery
- Division of Cardiothoracic Surgery
- Division of Colorectal Surgery
- Division of Foregut and Endometabolic Surgery
- Division of Pediatric Surgery
- Division of Plastic and Reconstructive Surgery
- Division of Surgical Oncology
- Division of Transplant Surgery
- Division of Trauma, Acute Care Surgery and Surgical Critical Care
- Division of Vascular Surgery

Department of Urology

de Vere White. Last name of Ralph de Vere White, the emeritus director of the UC Davis Comprehensive Cancer Center. For “de Vere,” use a lower case “d” and upper case “v.” Add space in “de Vere.”

diabetes. It is not necessary to use “diabetes mellitus.” Distinguish as “type 1” or “type 2” (lowercase) in initial references.

diseases. Do not capitalize the names of diseases except for those known by the names of the persons who identified them. In these cases, capitalize the person's name, but not the word "disease," for instance "Alzheimer's disease," "Crohn's disease" or "Huntington's disease." For additional guidelines, see *The Associated Press Stylebook* or *Stedman's Medical Dictionary*.

Dr. and doctor. Do not use the abbreviation "Dr.," including as a formal title, before the name of an individual who holds an advanced degree in medicine, veterinary medicine or dentistry. When referring to a type of medical-care provider, use the term "physician," "veterinarian" or "dentist" (all lowercase) instead of "doctor." Descriptive references to specialties such as "pediatrician" or "endocrine surgeon" (all lowercase) are also acceptable.

doctorally prepared nurse. Use when referring to a nurse with a doctorate-level education and *in lieu* of lengthy academic degree titles.

E

800-2-UCDAVIS. Correct reference to the phone number of UC Davis Health's Consumer Resource Center. Always include with 800-282-3284. Do not use "800-2UC-DAVIS" or "800-2UCDAVIS."

800-4-UCDAVIS. Correct reference to the phone number of UC Davis Health's Physician Referral Center. Always include with 800-284-3284. Do not use "800-4UC-DAVIS" or "800-4UCDAVIS."

electronic medical record. Preferred reference for the electronic, or digital, records of a patient's medical history. Lowercase when used in a generic context, for instance, "The use of electronic medical records holds promise for improved care and reduced costs." Uppercase when used as part of a program or organization title, for instance, "Electronic Medical Record Training Program." "EMR" is acceptable for subsequent references.

Ellison Building. See entry for "Lawrence J. Ellison Ambulatory Care Center."

event dates, times and locations. Information should be listed in this order and with this punctuation: Saturday, May 3, 2014, at 3 p.m. in the Patient Support Services Building, Room G300, 2315 Stockton Blvd., Sacramento.

eye center. See entry for "UC Davis Eye Center."

F

fellow or medical fellow. A physician doing subspecialty training that typically begins after completion of a resident specialty training program. Always lowercase.

Firefighters Burn Institute Regional Burn Center at UC Davis Medical Center. A center within UC Davis Medical Center focused on treating adults with burn injuries. (Children with burn injuries are treated at Shriners Hospitals for Children – Northern California.) For subsequent references, "regional burn center" or "burn center" (all lowercase) is acceptable.

Food and Nutrition Services. Not the “dietary department.”

F. William Blaisdell, M.D., Medical Library. The formal title of the medical library at UC Davis’ Sacramento campus. “Blaisdell Medical Library” (with initial capitalization) or “medical library” (lowercase) is acceptable for subsequent references.

FXTAS. A late-onset neurodegenerative disorder discovered by UC Davis MIND Institute researchers. Spell out in first reference as “fragile X-associated tremor/ataxia syndrome.” For subsequent references, “FXTAS” is acceptable.

fragile X syndrome. Lowercase “fragile” and capitalize “X.”

G

Graduate Medical Education. See entry for “UC Davis Office of Graduate Medical Education.”

H

health care. Two words. Combine as one only when an organization does so as part of its official name, for instance “California HealthCare Foundation” or “UC Davis Center for Healthcare Policy and Research.”

Health Insurance Portability and Accountability Act. The law that encompasses regulations regarding the confidentiality and security of protected health information. “HIPAA” is acceptable for subsequent references.

hyphenation. Some commonly used health care phrases are hyphenated and others are not:

- “acute-care services,” not “acute care services”
- “critical-care medicine,” not “critical care medicine”
- “groundbreaking event,” not “ground-breaking event”
- “health care” not “health-care”
- “interdisciplinary” or “interprofessional, not “inter-disciplinary” or “inter-professional”
- “patient-care services,” not “patient care services”
- “postdoctoral fellow,” not “post-doctoral fellow”
- “primary care provider,” not “primary-care provider”
- “stem cell research,” not “stem-cell research”

I

Institute for Population Health Improvement. See entry for “UC Davis Institute for Population Health Improvement.”

Institute for Regenerative Cures. See entry for “UC Davis Institute for Regenerative Cures.”

Interdisciplinary and **interprofessional education**. There is no hyphen following “inter” in either word. Interdisciplinary and interprofessional are not interchangeable. Education can be both interdisciplinary (which involves two or more academic disciplines or fields of study) and interprofessional (which entails bringing students from different professions together during education and training to promote collaboration in practice). The UC Davis schools of Nursing and Medicine both involve interprofessional and interdisciplinary education.

L

Lawrence J. Ellison Ambulatory Care Center. “Ellison Building” is acceptable for subsequent references in news releases and external publications and on first reference for internal uses. Do not use “Ambulatory Care Center” or “ACC.”

lecture series. Lecture series of UC Davis Health include the “Betty Irene Moore School of Nursing at UC Davis Lecture Series,” “Snively Visiting Professorship in Family and Community Medicine,” “UC Davis MIND Institute Distinguished Lecturer Series,” “UC Davis School of Medicine Dean’s Lecture Series,” “UC Davis School of Medicine Nelson Scientific Lecture” and “UC Davis School of Medicine Nelson Lecture in the Humanities.”

level I. See entry for “UC Davis Trauma Center.”

library. See entry for “F. William Blaisdell, M.D., Medical Library.”

licenses. Do not routinely list a person’s licenses, such as “LCSW” (licensed clinical social worker), following his or her name. Also see “titles.”

M

main hospital. Do not use.

medical center. See entry for “UC Davis Medical Center.”

medical group. See entry for “UC Davis Medical Group.”

medical library. See entry for “F. William Blaisdell, M.D., Medical Library.”

medical school. See entry for “UC Davis School of Medicine.”

memberships. Do not routinely list a person’s memberships such as “FAAP” (fellow of the American Academy of Pediatrics) following his or her name. Also see “titles.”

MIND Institute. See entry for “UC Davis MIND Institute.”

N

names. The Director’s Conference Room is the only unnamed facility that should be capitalized. Capitalize when rooms are named after donors such as “Matsui Lecture Hall.” All other locations should be lower case, even when preceded by the name of the building in which they are located. Examples: University Surgery Center auditorium, Tower 8 conference room.

BUILDINGS.

Capitalize if building has official name, e.g., “Broadway Building” or “Administrative Support Building.”

DEPARTMENTS AND DIVISIONS.

See the “departments and units” entry in the *UC Davis Style Guide*.

PROGRAMS.

Capitalize on first reference; for instance, “Cytotechnology Training Program.” Use lowercase when using partial name in subsequent references; for instance, “training program.”

Neonatal Intensive Care Unit. “NICU” is appropriate for subsequent references.

nurse. Do not routinely list professional and academic degrees after a nurse’s name. See entry for “academic degrees.” Always lowercase unless it is part of a program title such as “Nurse Residency Program.”

nurse practitioner. Lowercase unless part of a program or organization title such as “National Association of Pediatric Nurse Practitioners Conference.”

O

Office of Continuing Medical Education. See entry for “UC Davis Office of Continuing Medical Education.”

Office of Graduate Medical Education. See entry for “UC Davis Office of Graduate Medical Education.”

orthopaedics. Not “orthopedics.”

P

payer. Not “payor.”

Pediatric Intensive Care Unit. “PICU” is appropriate for subsequent references.

physician assistant. Lowercase unless part of a program or organization title such as “American Academy of Physician Assistants.” Not “physician’s assistant” (with an apostrophe).

Placer Center for Health. The facility that houses UC Davis Medical Group and Mercy Medical Group physician practices in Rocklin in south Placer County. Do not use shortened references.

Practice Management Board. The organization that establishes patient-care, management, operations and financial policies for all clinical practices of UC Davis Health. It is acceptable to use “the board” in subsequent references.

preventive. Preferred over “preventative.”

primary care. The field of medicine that encompasses the specialties of family medicine, general internal medicine and pediatrics. Use as two words in all instances with no hyphens.

postdoctoral fellow. Not “post-doctoral fellow.”

R

regional burn center. See entry for “Firefighters Burn Institute Regional Burn Center at UC Davis Medical Center.”

RN. Abbreviation for “registered nurse.” Do not use as a substitute for “nurse.” Do not use “R.N.” (with periods).

resident or **resident physician.** Refers to physicians in post-medical school specialty training. Do not use the term “intern” when referring to a “first-year resident.”

room. Use figures and capitalize “room” when used with a figure: Room 2, Room 211. Use the full name of the building and the word “Room” followed by the specific room number: Ellison Building, Room 109.

Rural PRIME. Part of the UC’s Programs in Medical Education (PRIME) physician training to address disparities in rural health care. For subsequent references, “the program” is acceptable.

S

Sacramento campus. The physical location of many UC Davis enterprises, including the School of Medicine, Betty Irene Moore School of Nursing, Medical Center and classes of the Graduate School of Management. Reference the “Sacramento campus of UC Davis” or “UC Davis’ Sacramento campus” when referring to the location of those enterprises. Do not capitalize “campus” or use the word alone to refer to the geographic location of any UC Davis facilities.

San Joaquin Valley PRIME. Part of the UC’s Programs in Medical Education (PRIME) physician training to address disparities in rural health care. In subsequent references, “the program” is acceptable.

school of medicine. See entry for “UC Davis School of Medicine.”

school of nursing. See entry for “Betty Irene Moore School of Nursing at UC Davis.”

Shriners Hospitals for Children – Northern California. The official name of the hospital on the Sacramento campus of UC Davis that, in partnership with UC Davis Children’s Hospital, provides burn, orthopaedic and surgical care to pediatric patients. Acceptable subsequent references are “Northern California Shriners Hospital,” “Shriners Hospitals for Children in Sacramento” or “Sacramento Shriners Hospital.” The official name of the national hospital network is “Shriners Hospitals for Children.”

stages of cancer. Used to indicate the extent of cancer within the body as stage 0 through IV. Lowercase the “s” and use Roman numerals for stage I, II, III or IV.

stem cell. Two words with no hyphen in all instances.

student-run clinics. General reference for several community health clinics, staffed by UC Davis School of Medicine and UC Davis undergraduate students, which offer free health care to distinct populations of underserved patients. Always lowercase; however, the name of each student-run clinic is capitalized, e.g., “Clinica Tepatí” or “Shifa Clinic.”

Surgery and Emergency Services Pavilion. Preferred reference to the newest addition to UC Davis Medical Center that encompasses the emergency department, surgery suites, interventional cardiology facilities and other services. Do not refer to as “the Pavilion.”

T

telemedicine. Medical consultations that connect physicians and patients via video-conferencing equipment. The term “telehealth” is sometimes used interchangeably. See entry for “Center for Health and Technology.”

time. Omit the minutes when referring to times at the top of the hour. Do not use “o’clock.” Example: 2 p.m., not 2:00 p.m. or 2 o’clock p.m.

titles. Do not use “Dr.” to precede the names of those with doctoral or medical degrees. Instead, refer to them by their specialties. Examples: “nephrologist Lorien Dalrymple,” “pediatrician Robert Byrd,” “nurse researcher Eileen Brennan” or “physiologist Peter Cala.” This is an exception to *The Associated Press Stylebook* and the *UC Davis Style Guide*.

trauma center. See entry for “UC Davis Trauma Center.”

U

UC. No periods, as in “U.C.”

UC Davis Cancer Care Network. A consortium of hospital-based cancer care providers throughout inland Northern California affiliated with UC Davis Health. It is acceptable to use “cancer care network” or “network” (all lowercase) for subsequent references.

UC Davis Center for Health and Technology. The program and building that encompasses UC Davis telemedicine and distance learning programs. For subsequent references, “the center” or “CHT” is acceptable.

UC Davis Center for Healthcare Policy and Research. An organized research unit that examines policy issues related to health care access, delivery, cost and outcomes. “The center” is acceptable for subsequent references.

UC Davis Children’s Hospital. The official name of the hospital within UC Davis Medical Center that provides care to pediatric patients. For subsequent references, “children’s hospital” (lowercase) is acceptable.

UC Davis Clinical and Translational Science Center. A resource center dedicated to streamlining the process of getting medical treatments from labs to patient care. For subsequent references, it is acceptable to use “the center” or “CTSC.”

UC Davis Comprehensive Cancer Center. The National Cancer Institute-designated cancer center serving the Central Valley and inland Northern California. The UC Davis Comprehensive Cancer Center buildings house treatment and clinical research clinics for adults and children. For subsequent references, “comprehensive cancer center” or “cancer center” (both lowercase) are acceptable.

UC Davis Eye Center. A comprehensive center focused on research, treatment and physician training related to eye diseases. Acceptable subsequent references are “eye center” or “the center.” Do not use “UC Davis Department of Ophthalmology and Vision Science.”

UC Davis Health. Consists of the UC Davis School of Medicine, the Betty Irene Moore School of Nursing at UC Davis, UC Davis Medical Center and UC Davis Medical Group. In subsequent references, “UC Davis” is preferable; however, “health system” (lowercase) can be used when necessary. Do not use the abbreviation “UCDH.”

UC Davis Health System. Former reference to “UC Davis Health.” Do not use as a title of the organization.

UC Davis Institute for Population Health Improvement. The multidisciplinary institute that encompasses programs focused on assessing and advancing the health of Californians. For subsequent references, it is acceptable to use “IPHI.”

UC Davis Institute for Regenerative Cures. Official name of the stem cell research facility on the Sacramento campus of UC Davis. “UC Davis Institute for Regenerative Cures” should include the phrase “a facility supported by the California Institute for Regenerative Medicine” in initial references. In subsequent references, “the institute” is acceptable. Avoid using the acronym “IRC.”

UC Davis Medical Center. The clinical enterprise of UC Davis Health, including a 627-bed hospital, level I trauma center, children’s hospital, regional burn center, and all outpatient clinics such as the UC Davis Comprehensive Cancer Center and UC Davis MIND Institute. In subsequent references, “medical center” (lowercase) is acceptable. In subsequent

references, “medical center” (lowercase) is acceptable. Do not use the acronym “UCDMC” or substitute the term “main hospital.” “UC Davis Medical Center” is not preceded by “the.”

UC Davis Medical Group. The multispecialty group practices of UC Davis Health with locations throughout Northern California. For subsequent references, “medical group” (lowercase) is acceptable. Do not use “UCDMG.”

UC Davis MIND Institute. A research and treatment center focused on children with neurodevelopmental disorders. “MIND Institute” is acceptable for subsequent references. Do not use “the MIND” or “the institute.” Do not punctuate with periods, or as “M.I.N.D.”

UC Davis Office of Continuing Medical Education. Oversees educational activities that help physicians maintain and advance their knowledge and skills following graduation from medical school. “CME” is acceptable in subsequent references.

UC Davis Office of Graduate Medical Education. Oversees residency and fellowship training for medical school graduates. “GME” is acceptable in subsequent references.

UC Davis Primary Care Network. Former reference to “UC Davis Medical Group.” Do not use.

UC Davis School of Medicine. The official name of the school of UC Davis Health that offers coursework leading to advanced degrees in medicine and health. In subsequent references, “School of Medicine” (with initial capitals) or “medical school” (lowercase) are acceptable. Do not use the acronyms “UCDSOM” or “SOM.”

UC Davis Trauma Center. Inland Northern California’s only level I trauma center (lowercase “level,” use Roman numeral “I”). At UC Davis Medical Center, the trauma center is level I for both pediatric and adult patients. A trauma center is verified (not “certified”) as level I by the American College of Surgeons for having the level of resources necessary for treating severely injured patients and for leadership in research, education and outreach focused on injury treatment and prevention.

V

vice chancellor for human health sciences. The top leadership position for all financial, administrative and academic functions of UC Davis Health. Not “vice chancellor for human health *services*” or “vice chancellor *of* human health sciences.” Not interchangeable with the title “dean of the UC Davis School of Medicine,” which denotes the top leadership position for the medical school. One person, however, holds both positions.