

University of Twente English Style Guide

Directorate of Strategy, Marketing and Communications

16 November 2009

The University of Twente is part of an international community that is using English to communicate; however, English has a wide variety of acceptable forms. This style guide briefly outlines the UT's preferred language so we can present consistent and professional texts.

Decisions in this style guide are based on the following:

- Use British English as stated in 3TU. and UT language policies (however, some American conventions are also used)
- Use educational terms used by the European Commission (EC), Association of Universities in the Netherlands (VSNU), and Netherlands organization for international cooperation in higher education (Nuffic).
- Use forms that are suitable for Dutch and international audiences.
- Use the most modern standard form.

Write in an assertive and accessible style. Aim to be as clear and concise as possible.

- Use active rather than passive verbs (A decision was made = The board decided).
- Avoid nominalization (We have a preference for = We prefer).
- Avoid tautology (an added bonus = a bonus).
- Avoid redundancies (It is a fact that many students = Many students).
- Use parallelism (read texts and discussing lectures = read texts and discuss lectures).
- Avoid false subjects (There were many students = Many students were).
- Do not overuse please (please register online = register online).

If you have any questions about this guide, or suggestions for improvement contact webredactie@utwente.nl. We will discuss all suggestions at the end of each academic semester.

The most recent version of this guide is available at www.utwente.nl/huisstijl/

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recommended language	example of use	avoid
<p>Acronyms</p> <p>Write out in full in the first instance, followed by acronym in brackets without full stops</p> <p>Use official acronym even if not English</p> <p>Add an explanation if required</p>	<p>European Credit Transfer and Accumulation System (ECTS)</p> <p>European Economic Area (EEA)</p> <p>Provisional residence permit (MVV)</p> <p>Binding Study Advice (BSA), the first-year continuation decision, is considered...</p>	<p>unofficial English abbreviations</p>
<p>Ampersands (&)</p> <p>Always use word 'and' unless & is part of official name</p>	<p>systems and control</p> <p>Ernst & Young</p>	<p>systems & control</p> <p>Ernst and Young</p>
<p>Apostrophes (')</p> <p>Use to show possession</p> <p>In informal text, use to show omission</p> <p>Do not use for decades</p>	<p>master's programmes</p> <p>graduates' theses</p> <p>they're</p> <p>1970s</p>	<p>Do not use to indicate plurals</p> <p>photo's</p> <p>1970's</p>
<p>Dates, days, time</p> <p>Begin days and months with uppercase letters</p> <p>Indicate range with a dash without extra spaces</p> <p>Use 24 hour time with a colon</p>	<p>Friday, 1 January 2010</p> <p>open from Monday to Friday</p> <p>open Monday–Friday</p> <p>13:45</p>	<p>1st of January January 1, 2010</p> <p>between Monday and Friday</p> <p>Monday until Friday</p> <p>1.45pm 13:45 p.m.</p> <p>13.45 hr 13:45 hours</p>
<p>Discrimination</p> <p>Use gender-neutral language</p> <p>Use gender-neutral titles</p> <p>Avoid depersonalizing people</p>	<p>Lecturers need their chair</p> <p>alumni</p> <p>people with physical disabilities</p>	<p>A lecturer needs his chairman chairperson</p> <p>alumnus and alumna</p> <p>disabled people, cripples,</p>

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	people with visual impairments	handicapped
<p>Contact details</p> <p>Check other organizations official name translations</p> <p>postal address</p> <p>campus location or delivery address</p> <p>telephone phone T</p> <p>facsimile fax F</p> <p>email E</p> <p>website internet I</p>	<p>University of Twente (UT) a university is any university the University is an abbreviated form of the University of Twente</p> <p>Faculty of Behavioural Sciences Institute for Behavioral Research</p> <p>PO Box 217 7500 AE Enschede The Netherlands</p> <p>room 123 Spiegel, Building 2</p> <p>+31 53 489 1234 or 053 489 1234</p> <p>For information, email webredactie@utwente.nl</p>	<p>Twente University</p> <p>P.O. box</p> <p>Holland</p> <p>visiting address Building Spiegel nr. 2</p> <p>e-mail For information send an email to webredactie@utwente.nl</p> <p>URL</p>
<p>Foreign words</p> <p>italicize foreign words but not specific names</p>	<p>click <i>opslaan</i> (save) at Het Roessingh in Enschede</p>	
<p>Numbers</p> <p>Write zero to ten as words (except decimals, money, pages, percentages, scores)</p> <p>Use currency symbols</p> <p>Mark thousands with commas</p> <p>Mark decimal point with point</p>	<p>five specializations</p> <p>€3,180</p> <p>€8,635.50</p> <p>18,265km</p> <p>3.85g</p> <p>2.4 million</p>	<p>€ 3.180,-</p> <p>€ 8.635,50</p> <p>18.265 km</p> <p>3,85 g</p> <p>2,4 bn</p>
<p>Paragraphs</p> <p>Use one line return</p>		<p>Do not indent the beginning of</p>

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		paragraphs
<p>Spelling</p> <p>Use <u>modern</u> British standard spelling</p> <p>Download the Oxford Dictionary or use online Oxford Dictionary</p>	<p>adviser</p> <p>among</p> <p>behaviour</p> <p>cannot</p> <p>catalogue</p> <p>centre</p> <p>cooperation</p> <p>e-learning</p> <p>email</p> <p>enrol, enrolment</p> <p>healthcare</p> <p>helpdesk</p> <p>internet</p> <p>knowledge</p> <p>labour</p> <p>learned</p> <p>login</p> <p>online</p> <p>organization</p> <p>part-time</p> <p>percent</p> <p>program for a computer</p> <p>programme of study</p> <p>specialize</p> <p>thank you</p> <p>workplace</p>	<p>advisor</p> <p>amongst</p> <p>behavior</p> <p>can not</p> <p>catalog</p> <p>center</p> <p>co-operation</p> <p>elearning</p> <p>e-mail</p> <p>enroll, enrollment</p> <p>health care</p> <p>help desk</p> <p>Internet</p> <p>know-how</p> <p>labor</p> <p>learnt</p> <p>in-log</p> <p>organisation</p> <p>parttime</p> <p>per cent</p> <p>specialise</p> <p>thanx</p> <p>work-place</p>
<p>Quotations</p> <p>Use double quotation marks</p>	<p>He said, "The class was good".</p>	
<p>Salutations</p> <p>Use modern forms</p>	<p>Dear staff and students,</p> <p>Dear Ms Achternaam,</p> <p>Dear Jan Smith,</p> <p>Best regards,</p>	<p>Dear students and employees</p>

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	Yours sincerely,	Greetings
<p>Titles</p> <p>If desired, retain Dutch titles but italicize to show that they are not English</p> <p>or use English conventions</p> <p>Executive Board titles</p> <p>Academic staff titles</p> <p>Use Mr and Ms without full stops</p> <p>The University of Twente awards undergraduate and graduate science degrees</p>	<p><i>Prof. dr. ir. A. Achternaam</i> <i>drs. ir. A. Achternaam</i></p> <p>Prof. A. Achternaam, PhD MSc A. Achternaam, MSc BSc</p> <p>President Rector Magnificus Vice-President</p> <p>President Anne Flierman said, Anne Flierman, President, said</p> <p>Professor Associate professor Senior Lecturer Lecturer PhD candidate</p> <p>Mr A. Achternaam Ms A. Achternaam</p> <p>a Doctor of Philosophy a PhD a Bachelor of Science a BSc a Master of Science an MSc any bachelor's programme any master's student</p>	<p>Mrs Prof Dr A Achternaam Prof. Dr. M.SC. A Achternaam</p> <p>Do not write same qualification twice <i>drs Achternaam MA</i></p> <p>Mrs or Miss unless preference known Mr. Mrs. Miss. Ms.</p> <p>postgraduate</p>