**RF Style Quick Reference**

RF editorial style generally follows the Associated Press (AP) Stylebook. This guide lists frequently used terms and instances where RF style differs from AP.

* **academic departments**  Capitalize only when using an official, complete department name or when a proper noun or adjective is used. Prepositions should be lowercase in all instances. Examples: Jane Smith is in the Department of English. The English department has productive scholars.
* **Board of Directors**  Capitalize, which is contrary to Associated Press Style. Prepositions should be lowercase in all instances.
* **Central Office** Capitalize both words. Examples: Central Office is located in Albany. Contact Central Office for more information.
* **federal** Only capitalize when beginning a sentence. Examples: NSF is a source of federal funding for research.
* **job titles**  Capitalize at all times, which is contrary to AP Style. Examples: Director of Sponsored Programs Jane Doe; Jane Doe, Director of Sponsored Programs.
* **multiyear**  One word, no hyphen. Example: Professor Smith was awarded a multiyear grant.
* **New York State**  Capitalize the "S" in State, which is contrary to AP Style. Example: SUNY campuses host incubator programs located across New York State.
* **non-federal**  Hyphenated; only capitalize when beginning a sentence. E.g. The RF administers federal and non-federal awards.
* **non-sponsored**  Hyphenated; only capitalize when beginning a sentence. E.g. The RF has procedures for managing non-sponsored accounts.
* **operations manager (OM)**  Only capitalize when beginning a sentence or when used as a job title. Examples: Operations Manager John Doe is a great guy. The operations managers are strong leaders on their respective campuses.
* **pass-through**  Hyphenated; only capitalize when beginning a sentence. E.g. NCURA hosted a webcast that featured a panel discussion on negotiating federal contracts and pass-through awards.
* **post-retirement** Hyphenated; only capitalize when beginning a sentence. E.g. The RF sponsors a post-retirement plan.
* **pre-award**  Hyphenated. Example: The RF implemented a new pre-award and compliance system.
* **principal investigator (PI)**  Only capitalize when beginning a sentence or when used as a job title. Examples: Principal Investigator Smith will make the presentation. A principal investigator is the primary individual in charge of a grant, contract or other externally sponsored activity.
* **Serial comma or series comma** In general, put a comma before the words *and* or *or* in a series only when it's needed for clarity. Examples: The flag is red, white and blue. The RF uses a state-of-the-art business system to process human resources, grants administration, and purchasing/payables transactions.