

The Ohio State University Wexner Medical Center Style Manual

A Guide to Spelling, Naming and Word Usage

April 1, 2024

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These entries have been updated as of 4-1-2024:

Gabbe Well-Being Office

These entries have been added as of 4-1-2024:

academic medical center

Healthy Community Center

hospital tower

HUBberta and HUBbert

The Associated Press Stylebook is the approved source of editorial style for The Ohio State University Wexner Medical Center. However, because there are many names, phrases and words particular to our organization that are not included in the *AP Stylebook*, this manual serves as the organization's recommended style guide. For medical terms that are not found in this manual, refer to a medical dictionary such as *Stedman's Medical Dictionary*.

Any additions or suggestions to this manual should be forwarded to Jami Brunk Young, senior content specialist in the Department of Marketing and Strategic Communications, at Jami.BrunkYoung@osumc.edu. This manual is continuously updated and revised.

The Wexner Medical Center and the university have merged style manuals. Find that resource here: <http://apstylebook.com/osu/>.

Guide to Spelling, Naming and Word Usage

A

academic degrees – Abbreviate the degrees Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Public Health as BA, BS, MA, MS and MPH. Do not use BSc or MSc. Abbreviate the doctor of philosophy degree as PhD and doctor of medicine as MD. No periods in professional initials: use MD, PhD, not M.D., Ph.D. Do not capitalize academic degrees used in a general sense, but include the apostrophe for master's degree, master's programs. *Example: bachelor's, master's, doctoral degree. He earned a master's degree.* Also see credentials.

For non-U.S. degrees, use the standards of the country of origin:

- German PhD equivalent is Dr. rer. nat.
- University of Oxford PhD equivalent is DPhil
- MD equivalent in United Kingdom, Australia, Egypt, Hong Kong, Malaysia, Singapore, New Zealand, Jamaica, South Africa, Pakistan and India is MB BS or MBBS

academic medical center – The Ohio State University Wexner Medical Center should be referred to as an academic medical center, not an academic *health* center.

administration – Use hospital or Health System leadership or medical center leadership, not administration or management.

ADN – Associate degree in nursing; a two-year higher-education program of study usually offered by a community college, which prepares students for entry-level practice.

Ohio State Advanced Urgent Care – Previously known as Ohio State Advanced Immediate Care. <https://wexnermedical.osu.edu/urgent-care/advanced>

advanced practice provider – Use instead of “mid-level provider.” Positions include physician assistant and nurse practitioner.

Matthew Albers, JD – Current deputy general counsel and senior associate vice president for Office of Legal Affairs. <https://wexnermedical.osu.edu/about-us/our-people/matthew-albers>

Allergy – No longer part of the Division of Pulmonary, Critical Care and Sleep Medicine. Now in the Department of Otolaryngology – Head and Neck Surgery's Division of Allergy and Immunology. <https://wexnermedical.osu.edu/ear-nose-throat/allergy-immunology-care>

alumnus, alumni, alumna, alumnae – “Alumnus” refers to a male graduate (plural: “alumni”). “Alumna” is a female graduate (plural: “alumnae”). In general usage, use “alumni” to refer to a group of mixed gender.

Amanda Lucas, MEd, MBA – Current executive director of Ohio State East Hospital, executive director of Ohio State Harding Hospital and executive director of Dodd Rehabilitation Hospital. <https://wexnermedical.osu.edu/about-us/our-people/amanda-lucas>

ambulatory/outpatient – When referring to outpatient facilities (e.g., Ohio State Outpatient Care Upper Arlington), it’s best to use the word “outpatient” instead of “ambulatory” whenever possible, especially in external materials.

ampersand (&) – Only use when part of an official name, organization, publication or product name. *Example: U.S. News & World Report; Park & Ride.*

Jay Anderson – Current chief operating officer. <https://wexnermedical.osu.edu/about-us/our-people/jay-anderson>

Andrea Pfeifle, EdD, PT, FNAP – Current associate vice chancellor for Interprofessional Practice and Education. <https://wexnermedical.osu.edu/about-us/our-people/andrea-pfeifle>

Andrew Thomas, MD – Current Robert F. Wolfe and Edgar T. Wolfe Foundation Chief Clinical Officer of The Ohio State University Wexner Medical Center and senior associate vice president for Health Sciences. <https://wexnermedical.osu.edu/find-a-doctor/andrew-thomas-md-3642>

anesthesia, anesthetic – Anesthesia is a state of consciousness; anesthetic is a substance that induces that condition. That is, an anesthetic is used to put a patient into anesthesia.

L. Arick Forrest, MD, MBA – Current vice dean of Clinical Affairs and president of OSUP and Faculty Group Practice. <https://wexnermedical.osu.edu/about-us/our-people/arick-forrest>

Arthur G. James Cancer Hospital and Richard J. Solove Research Institute – Use alone only when referencing the building. Second reference: James Cancer Hospital and Solove Research Institute. Third reference: The James.

Frank Aucremanne, PE, MSCE, CHFPM – Current associate vice president of Medical Center Space and Facility Planning. <https://wexnermedical.osu.edu/about-us/our-people/frank-aucremanne>

B

Bachelor of Medicine and Bachelor of Surgery degree – Known as MB BS or MBBS. It’s a medical degree awarded in the United Kingdom, Australia, Egypt, Hong Kong, Malaysia, Singapore, New Zealand, Jamaica, South Africa, Pakistan and India. It’s equivalent to MD in the United States.

Bachelor of Science degree, Bachelor of Arts degree, bachelor’s degree – Not Bachelor’s Degree (with capital letters). *Example: She earned her Bachelor of Science degree.* Do not capitalize “degree.” But used as a general term, bachelor’s degree, master’s degree, doctorate, medical degree are all permissible. *Example: She earned her master’s degree.*

Tom Bentley, MS, BSN, FHIMSS – Current chief information officer.
<https://wexnermedical.osu.edu/about-us/our-people/tom-bentley>

biomedical informatics – Or BMI. Not bioinformatics. It is the field that is concerned with the optimal use of information, often aided by the use of technology and people, to improve individual health, health care, public health and biomedical research.

Biomedical Informatics, Department of – It is primarily focused on bioinformatics and computational biology; clinical research informatics, translational bioinformatics and their intersections with clinical informatics and public health informatics; and data science. Houses the Ohio State Center for Biostatistics.
<https://medicine.osu.edu/departments/biomedical-informatics>

Biomedical Research Tower – First reference: The Ohio State University Biomedical Research Tower. Second reference: Ohio State Biomedical Research Tower. Third reference: BRT.

BistrOH! – BistrOH! at [include location – University Hospital or East Hospital] or BistrOH! to go at [include location – Ackerman Road, Morehouse Outpatient Care, etc.].

Black – Per AP: Use uppercase “B” in reference to people and descendants of the African diaspora, as in Black person, Black culture or Black history. Do not use Black as a noun, as in reference to “Blacks.” Use a lowercase “b” to refer to skin color, as in black or brown skin. We will not capitalize white or brown because they do not describe a shared racial identity or culture.

Tom Blincoe, MBA – Current executive director for Network Development and Outreach. <https://wexnermedical.osu.edu/about-us/our-people/tom-blincoe>

Board/Trustee – Capitalize the words Board and Trustee(s) when referring to an Ohio State University or Wexner Medical Center board member when the full name of the board is used in a previous sentence. *Example: The Ohio State University Board of Trustees met Wednesday.* Do not capitalize “board” when used alone. *Example: A new trustee joined the board that day.*

Carol R. Bradford, MD, MS, FACS – Current College of Medicine dean. Note the inclusion of her middle initial. <https://wexnermedical.osu.edu/about-us/our-people/carol-bradford>

Ohio State Brain and Spine Hospital – First reference: The Ohio State University Wexner Medical Center Brain and Spine Hospital. Second reference: Ohio State Brain and Spine Hospital. Third reference: Brain and Spine Hospital. Avoid “BASH.” <https://wexnermedical.osu.edu/locations/brain-and-spine-hospital>

BRAVO – Always uppercase. Not accompanied by an exclamation point. The medical centerwide faculty and staff recognition program.

breastfeed, breastfeeding – One word, no hyphen.

BSN – Bachelor of Science degree in nursing; a four- or five-year college- or university-based higher-education program of study that prepares students for entry-level professional practice.

BuckeyeLearn – The Department of Education, Development and Resource’s eLearning system. <https://go.osu.edu/buckeyelearn>

Bureau of Workers’ Compensation (BWC) – Not Bureau of Workman’s Compensation.

Burn Care – Not Burn Center or Burn Unit. <https://wexnermedical.osu.edu/burn-care>

button text – Copy for clickable buttons in emails, webpages and other online usages should be sentence case whenever possible.

C

Cancer Biology and Genetics, Department of – No longer called the Department of Molecular Virology, Immunology and Medical Genetics.

<https://medicine.osu.edu/departments/cancer-biology-and-genetics>

Cancer Prevention and Control, Division of – A division of the Department of Internal Medicine. <https://cancer.osu.edu/for-healthcare-professionals/find-a-department-or-division/departments/cancer-prevention-and-control>

capitalization –

- Capitalize trademarks and proprietary names of drugs and brand names of manufactured equipment. Do not capitalize generic names or descriptive terms. *Example: A Dacron implant was used.*

- When used as a specific designation, with or without numerals, capitalize Table, Figure, Fig and Figs. *Examples: As shown in the Table; as illustrated in Figs 2 and 7.*
- Capitalize Health System when referring to the Ohio State Health System.
- Capitalize the full, formal names of departments, divisions and colleges, as well as shortened or informal versions when they refer directly to Ohio State University departments. *Examples: The College of Engineering; the Department of Neuroscience. He is a professor of Neuroscience at Ohio State.*
- Not only is the “T” in The capitalized in The Ohio State University, it is also capitalized when preceding The Ohio State University Wexner Medical Center, The Ohio State University College of Medicine and any other references to medical center departments or entities.
- Capitalize the second word of a compound modifier if all the other words are capitalized too. *Example: Well-Being Care Is Critical.*

See lowercase.

CAR T cells – Do not hyphenate when used as a noun. Hyphenate as a compound modifier, as in CAR T-cell therapy.

Cardiovascular Medicine, Division of – Not Cardiology. Division within the Department of Internal Medicine. <https://medicine.osu.edu/departments/internal-medicine/cardiovascular-medicine>

CARF – Commission on Accreditation of Rehabilitation Facilities. The national organization that accredits rehabilitation programs. Dodd Rehabilitation Hospital is regularly inspected and surveyed by CARF.

Carol R. Bradford, MD, MS, FACS – Current College of Medicine dean. Note the inclusion of her middle initial. <https://wexnermedical.osu.edu/about-us/our-people/carol-bradford>

Walter “Ted” Carter Jr. – Became the 17th president of The Ohio State University on Jan. 1, 2024. <https://president.osu.edu/meet-president-carter>

CAT scan – Do not use; use CT scan.

Center – Approved University Centers associated with the Wexner Medical Center are the Comprehensive Cancer Center, Dorothy M. Davis Heart and Lung Research Institute, Institute for Behavioral Medicine Research, Nisonger Center and Center for Clinical and Translational Science. While they may be described as a center, institute, laboratory or similar term, the terms “center” and “institute” is limited to academic centers, unless otherwise approved by the Council on Academic Affairs.

Chapter 3335-3-36 of the Faculty Rules governs the creation and administration of the centers and institutes. The Office of Academic Affairs maintains [a list of all centers and institutes](#) across the university.

center – Do not capitalize when used without the full formal name. *Examples: The Ohio State University Comprehensive Cancer Center has been awarded an \$8-million NIH grant. The center has been awarded an \$8-million NIH grant.*

Center for Clinical and Translational Science, The Ohio State University – It is funded by the National Institutes of Health Clinical and Translational Science Awards and is located in Prior Hall. The center provides administrative support needed to develop improved methods for analyzing research data and managing clinical trials.

First reference: The Ohio State University Center for Clinical and Translational Science. Second reference: Ohio State Center for Clinical and Translational Science. Third reference: Center for Clinical and Translational Science (CCTS). Fourth reference: CCTS. <http://ccts.osu.edu/>

Centers for Disease Control and Prevention – First reference; second reference: CDC.

central Ohio – Do not capitalize “c.”

Central Physician Database (CPD) – Not “centralized.”

certified nurse practitioner – Second reference or credential following name: CNP.

certified registered nurse anesthetist – An advanced practice registered nurse who provides anesthesia and pain care services in a variety of settings and procedures such as surgical, obstetrical, diagnostic, therapeutic and pain management. CRNA can be used on second reference.

cesarean – Lowercase. The words “cesarean delivery” or “cesarean birth” are preferred over “cesarean section” or “c-Section.”

chair – “Chair” is an academic title and as such refers to the person’s position within the College of Medicine. Use instead of chairperson or chairman in all instances.

chairs and professorships – Capitalize the titles of endowed chairs and professorships whether used alone or after an individual’s name. *Example: Joe Smith, MD, holder of the Lewis Levy Professorship in Surgery.* (Refer to Medical Center Development Department or most recent Medical Center Research Report for full names of chairs and professorships.) <https://access.fundriver.com/OSUpublic/>

checkup, check up – One word when used as a noun. Use two words as a verb. *Examples: Sara took her son to the doctor for a checkup. I am going to check up on my patient soon.*

chief – Do not use when the word “director” can be used. Leaders of clinical units are chairs or directors, not chiefs.

Chyke Doubeni, MD, MPH – Current chief health equity officer for The Ohio State University Wexner Medical Center and associate director for Diversity, Equity and Inclusion for The Ohio State University Comprehensive Cancer Center.

<https://wexnermedical.osu.edu/about-us/our-people/chyke-doubeni>

class year – Use the apostrophe on first reference for The Ohio State University College of Medicine graduates. The two-digit class year is introduced before the degree abbreviation. No comma is needed, even if more than one year is listed. *Example: Maria Buckeye '02, '12 MD attended the event.* Can also use Class of '63 or Class of 1963. *Example: James Buckeye, Class of '99, attended the event.*

Daniel Clinchot, MD – Current vice dean for Education for the College of Medicine and associate vice president for Health Sciences Education.

<https://wexnermedical.osu.edu/about-us/our-people/daniel-clinchot>

clinical nurse specialist – A registered nurse who functions in a state-regulated advance-practice role and has completed advanced education (a minimum of a master’s degree) in the care of a specific patient population (e.g., medical, surgical, diabetic, operating room). Second reference or credential following name: CNS.

clinical trials – In copy, capitalize the first letter of each word in the title of a trial and italicize the entire name. *Example: We have been receiving several calls each day about the Deep Brain Stimulation (DBS) Study for Treatment of Cognitive, Behavioral, and Functional Disability of Alzheimer’s Disease study that is enrolling participants.*

However, when the title is standing alone (headline, etc.), it doesn’t need to be italicized and the first letter of each word should be capitalized. *Example: Deep Brain Stimulation (DBS) Study for Treatment of Cognitive, Behavioral, and Functional Disability of Alzheimer’s Disease.*

CNS – Clinical nurse specialist.

David Cohn, MD, MBA – Current interim CEO of the Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and chief medical officer for the James Cancer Hospital and Solove Research Institute. <https://cancer.osu.edu/find-a-doctor/search-physician-directory/david-e-cohn>

college – Capitalize only when used as part of a complete name. *Example: First reference: The Ohio State University College of Medicine. Second reference: He is an anatomy instructor in the college.*

College of Medicine – First reference: The Ohio State University College of Medicine. Second reference: Ohio State College of Medicine. Do not use OSU.
<http://medicine.osu.edu/>

commas – In a series of items, separate all items in the series with a comma except the last two, unless excluding it creates confusion. *Example: The procedure requires a pair of sharp scissors, a needle and thread.*

Community Care Coach – First reference: The Ohio State University Wexner Medical Center Community Care Coach. Second reference: Ohio State Wexner Medical Center Community Care Coach. Third reference: Ohio State Community Care Coach. Do not use “CCC.” <https://wexnermedical.osu.edu/health-equity/initiatives/healthy-community/access-to-care>

Comprehensive Cancer Center – Ohio State’s NCI-designated comprehensive cancer center, first designated in 1976 and one-half of Ohio State’s cancer program. Do not use by itself unless in direct connection to an OSUCCC-only work title. First reference: The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute. Second reference: The Ohio State University Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute or Ohio State’s Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute. Third reference (regional/state/national): Any of the previous references or OSUCCC – James. Third reference (internal/local): Any of the previous references or OSUCCC – James or The James. In all cases, when referencing the full name (The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute) or the shortened one (OSUCCC – James), use an en dash with a space on either side of the dash, rather than a hyphen or an em dash. (*To make an en dash in Word, add a space after the last word you typed, type a hyphen, hit the space bar and continue to type. The en dash will be automatically created.*)

Comprehensive Wound Center – First reference: The Ohio State University Comprehensive Wound Center. Second reference: Ohio State Comprehensive Wound Center. <https://wexnermedical.osu.edu/wound-healing>

Correctional Health Unit – Not prison unit.

co-worker

CRNA – certified registered nurse anesthetist.

credentials – List a maximum of three sets of credentials after an individual's name, and do not use periods in professional initials. *Example: Shirley Kindrick, PhD, RD.* The recommended order is: highest earned degree, licensure, state designations or requirements, national certifications and awards and honors. It is recommended to limit credentials to those that are relevant to the topic and understandable to a most people.

- MBBS may be used even though laypeople may not know that it's a medical degree obtained at a school following the UK tradition.
- More credentials may be included after a name in materials for professional conferences, awards ceremonies and similar contexts in which the credentials are meaningful and understandable to a health professional audience.

criteria, criterion – Criterion is singular, criteria plural.

CT scan – CT stands for computerized tomography. Previously known as CAT scan, for computerized axial tomography, a now outdated technology. The term CAT scan should not be used.

D

Dan Like, MHA – Current chief administrative officer for Ambulatory Services.

<https://wexnermedical.osu.edu/about-us/our-people/dan-like>

Daniel Clinchot, MD – Current vice dean for Education for the College of Medicine and associate vice president for Health Sciences Education.

<https://wexnermedical.osu.edu/about-us/our-people/daniel-clinchot>

dashes vs. hyphens – Use dashes to denote an abrupt change in thought or an emphatic pause in a sentence; to separate a series of words within a larger thought. *Example: We will fly to Paris in June – if I get a raise. He listed the qualities – intelligence, humor, independence – that he liked in an executive.* A dash is NOT interchangeable with a hyphen. See [hyphen](#).

data – Plural noun form of datum; use plural verb. *Example: These data prove his hypothesis.*

Jennifer Dauer – Current chief strategy and transformation officer.

<https://wexnermedical.osu.edu/about-us/our-people/jennifer-dauer>

David Cohn, MD, MBA – Current interim CEO of the Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and chief medical officer for the James Cancer Hospital and Solove Research Institute. <https://cancer.osu.edu/find-a-doctor/search-physician-directory/david-e-cohn>

Davis Heart and Lung Research Institute – First reference: The Ohio State University Dorothy M. Davis Heart and Lung Research Institute. Second reference: Ohio State Davis Heart and Lung Research Institute. <https://medicine.osu.edu/departments/davis-heart-lung-research-institute>

degrees – Abbreviate the degrees Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Public Health as BA, BS, MA, MS and MPH. Do not use

BSc or MSc. Abbreviate the doctor of philosophy degree as PhD and doctor of medicine as MD. No periods in professional initials: use MD, PhD, not M.D., Ph.D. Do not capitalize academic degrees used in a general sense, but include the apostrophe for master's degree, master's programs. *Example: bachelor's, master's, doctoral degree. He earned a master's degree.* Also see credentials.

For non-U.S. degrees, use the standards of the country of origin: German PhD equivalent is Dr. rer. nat.; University of Oxford PhD equivalent is DPhil; Indian MD equivalent is DMVB.

Dennis Delisle, ScD, FACHE – Current executive director of University Hospital and Richard M. Ross Heart Hospital. <https://wexnermedical.osu.edu/about-us/our-people/dennis-delisle>

department names – Capitalize department names when referencing the formal name or a specific department. When used in a general or informal sense, do not capitalize. *Examples: He is a professor in the Ohio State Department of Internal Medicine. A professor in Medical Oncology, John Smith is a world-renowned cancer researcher. Smith says medical oncology is a common specialization nationally. “Many medical students choose this specialty,” says John Smith, MD, Medical Oncology.* The same holds true for offices, associations and other official bodies. *Example: the Office of the President; the president's office.* Also see divisions.

diagnosis related groups (DRGs) – No hyphen necessary.

die of, die from – Persons die of, not from, specific diseases.

dietitian – This is the preferred spelling, not dietician.

disabled – Avoid using “disabled” unless it is part of a commonly used phrase, such as “learning disabled.” Instead use “people with disabilities.” Also, rather than referring to a person as wheelchair-bound, say the person “uses a wheelchair.”

divisions – Capitalize division names when referencing the formal name of a division or a specific division. When used in a general or informal sense, do not capitalize. When listing more than one division, department or college, the collective noun should be lowercase. *Example: the divisions of Cardiovascular Medicine and Dermatology; the colleges of Dentistry and Pharmacy.*

doctor – Medical center style is to use three credentials only, in order of their educational importance and limited to ones most people will recognize (MD, DO, PhD, MBBS, PharmD, OD, DPT, DVM, DDS).

- First reference: First and last name then credentials. *Example: Michael Smith, MD.*
- Second and subsequent references: Dr. then last name only. *Example: Dr. Smith.*

- Do not use “Dr.” and credentials at the same time, such as *Dr. Andrew Thomas, MD*.

Dodd Hall – Do not use. Refer to as Dodd Rehabilitation Hospital.

Dodd Rehabilitation Hospital – Do not use Dodd Hall. The main location of The Ohio State University Wexner Medical Center’s nationally ranked inpatient rehabilitation services. “Dodd” is acceptable on second reference.

<https://wexnermedical.osu.edu/locations/dodd-rehabilitation-hospital>

Dorothy M. Davis Heart and Lung Research Institute – First reference: The Ohio State University Dorothy M. Davis Heart and Lung Research Institute. Second reference: Ohio State Davis Heart and Lung Research Institute.

<https://medicine.osu.edu/departments/davis-heart-lung-research-institute>

dose, dosage – A dose is the quantity to be administered at one time or the total quantity administered. Dosage is the regulated administration of doses and is usually expressed in terms of a quantity per unit of time. *Example: The patient received an initial dose of 50 mg and thereafter a dosage of 25 mg three times a day until he had received a total dose of 500 mg.*

Chyke Doubeni, MD, MPH – Current chief health equity officer for The Ohio State University Wexner Medical Center and associate director for Diversity, Equity and Inclusion for The Ohio State University Comprehensive Cancer Center.

<https://wexnermedical.osu.edu/about-us/our-people/chyke-doubeni>

DPhil – A doctor of philosophy degree from the University of Oxford. It is the equivalent of a PhD.

Dr. – Use on second and subsequent references before the names of physicians, dentists, veterinarians, etc. On first reference, use the first and last name then credentials.

Example: Michael Smith, MD.

DRGs – Diagnosis related groups. Do not use an apostrophe.

E

East Hospital – First reference: The Ohio State University Wexner Medical Center East Hospital. Second reference: Ohio State East Hospital. Third reference: East Hospital. Do not use “University Hospital East,” “UH East” or “OSU East.”

<https://wexnermedical.osu.edu/locations/east-hospital>

ECG, EKG – Both stand for electrocardiogram. ECG is preferred.

Elizabeth Seely – Current chief administrative officer, Hospital Division.
<https://wexnermedical.osu.edu/about-us/our-people/elizabeth-seely>

em dash, en dash, hyphen – Follow AP Style for use of these. While AP does not use en dashes, an en dash is used in the OSUCCC – James name. Em dashes should have a space on either side of the dash.

email – Do not hyphenate.

Emergency Department, ED – Use Emergency Department on first reference. ED may be used in subsequent references. Do not use Emergency Room or ER.

Emergency Room, ER – Do not use. Use Emergency Department.

endowed chairs and professorships – Prestigious faculty positions created by philanthropic donations to the medical center. Refer to faculty in these positions as “... holder of (a particular chair or professorship).” *Example: Joe Smith, MD, holder of the Lewis Levy Professorship in Surgery.* Capitalize the words chair and professorship in the name of the title or endowment. <https://access.fundriver.com/OSUpublic/>

Eye and Ear Institute – The name of the outpatient building at 915 Olentangy River Road. First reference: The Ohio State University Wexner Medical Center Eye and Ear Institute. Second reference: Ohio State Eye and Ear Institute.
<https://wexnermedical.osu.edu/locations/eye-and-ear-institute>

F

Michael Faber, EdM – Current vice president for The Ohio State University Wexner Medical Center and Health Sciences Advancement. <https://wexnermedical.osu.edu/about-us/our-people/michael-faber>

face mask – Two words, not “facemask.”

faculty – Academic titles should be formatted in this order:

- 1) If applicable, clinical (or research) comes first
- 2) Faculty rank (associate, assistant, professor)
- 3) The word “of,” not a dash
- 4) The name of the department they are in
- 5) Can include the full name of the division after the name of the department
- 6) “at The Ohio State University College of Medicine,” in external messages

Example: Ernest Mazzaferri, MD, is a clinical professor of Internal Medicine in the Division of Cardiovascular Medicine at The Ohio State University College of Medicine.

Introduce the faculty member with their credentials and the title most relevant to the topic first (include hospital affiliation, if necessary). Other titles – including academic and clinical titles – can follow or be woven throughout the body of the content.

Faculty Group Practice – Second reference: FGP. An organizational unit of the Office of Health Sciences that advises the Medical Center Executive Cabinet on financial performance, patient satisfaction, clinical quality and safety and strategic direction. FGP and OSU Physicians, Inc., employ the majority of the physicians delivering inpatient and outpatient care at The Ohio State University Wexner Medical Center. See also [Ohio State University Physicians, Inc.](#)

Family and Community Medicine, Department of – No longer the Department of Family Medicine. <https://medicine.osu.edu/departments/family-medicine>

Fellow

L. Arick Forrest, MD, MBA – Current vice dean of Clinical Affairs and president of OSUP and Faculty Group Practice. <https://wexnermedical.osu.edu/about-us/our-people/arick-forrest>

Frank Aucremanne, PE, MSCE, CHF – Current associate vice president of Medical Center Space and Facility Planning. <https://wexnermedical.osu.edu/about-us/our-people/frank-aucremanne>

frontline, front line – For medical center usage, these words refer to direct, patient-facing positions, both clinical and nonclinical, especially as they pertain to epidemics and pandemics. Use “frontline” when used as an adjective, and “front line” when used as a noun. *Example: The frontline workers cared for patients quickly. We see many sick patients on the front line.*

FTE – Full-time equivalent; a human resources and payroll term.

full-time, full time, part-time, part time – Two words when used as an adverb. Hyphenate when used as an adjective. *Example: She has a full-time job; she works full time.*

functional MRI (fMRI) – Functional magnetic resonance imaging is a neuroimaging technique used to study activity in the brain, helping surgeons to pinpoint targeted areas. It shows which structures are active during particular mental operations.

fundraising, fundraiser – One word in all cases.

G

Gabbe Well-Being Office – No longer referred to as Gabbe Health and Well-Being. It prioritizes well-being and promotes professional and personal fulfillment for all faculty, employees and learners. <https://osumc.sharepoint.com/sites/WellBeing>

Gastroenterology, Hepatology and Nutrition, Ohio State Division of – A division of the Department of Internal Medicine. <https://medicine.osu.edu/departments/internal-medicine/gastroenterology>

gene therapy studies – Do not use. Use “gene transfer studies” instead. Only upon FDA approval can and should such transfers be referred to as therapy.

gene transfer studies – Use instead of “gene therapy studies.”

grand rounds – Use for both singular and plural instances. *Example: This year’s grand rounds are taking place in the Ross Auditorium. Example: The Aug. 11 grand rounds is postponed.*

H

handwashing

Harding Hospital, Ohio State – First reference: The Ohio State University Wexner Medical Center Harding Hospital. Second reference: Ohio State Harding Hospital. Do not use Harding Hospital by itself. Home to Ohio State Behavioral Health service. <https://wexnermedical.osu.edu/locations/ohio-state-harding-hospital>

Health and Rehabilitation Sciences, Ohio State School of – Formerly known as Ohio State School of Allied Medical Professions. <https://hrs.osu.edu/>

HealthBeat HUB – The intranet news platform for Wexner Medical Center employees. Note HealthBeat is one word and HUB is all uppercase. <https://onfirstup.com/ohiostate/ohiostate>

health care – Use two words as both a noun and an adjective.

Health Insurance Portability and Accountability Act (HIPAA)

Health Sciences, Office of – Be sure to distinguish from Health Services, which is also used within the medical center. Includes the Faculty Group Practice, Institute for Behavioral Medicine Research, Comprehensive Cancer Center, Nisonger Center and the Health Sciences Library.

Health Sciences Center for Global Health – A collaboration among the Ohio State colleges of Dentistry, Medicine, Nursing, Optometry, Pharmacy, Public Health,

Veterinary Medicine and the School of Health and Rehabilitation Sciences. The HSCGH is led jointly by the colleges of Medicine and Public Health. <http://globalhealth.osu.edu/>

health science colleges – Refer to Ohio State’s collection of colleges dedicated to the health sciences as “health science colleges” or “the health sciences.” Comprises Ohio State’s College of Dentistry, College of Medicine, College of Nursing, College of Optometry, College of Pharmacy, College of Public Health and College of Veterinary Medicine.

Health Sciences Library – Housed in Prior Hall. Do not use Prior Health Sciences Library and Center for Knowledge Management. <http://hsl.osu.edu/>

Health System, Ohio State – The patient care services of The Ohio State University Wexner Medical Center. Comprises University Hospital, Richard M. Ross Heart Hospital, East Hospital, Ohio State Harding Hospital, Dodd Rehabilitation Hospital, the Ohio State Brain and Spine Hospital and the Primary Care Network. First reference: Ohio State Health System.

Healthy Community Center – Located at 1600 E. Long St. First reference: The Ohio State University Wexner Medical Center Healthy Community Center. Second and subsequent references: Healthy Community Center. <https://wexnermedical.osu.edu/health-equity/initiatives/healthy-community/healthy-community-center>

Healthy Community Day – No longer referred to as Community Health Day.

Heart and Lung Research Institute – Do not use. First reference: The Ohio State University Wexner Medical Center Dorothy M. Davis Heart and Lung Research Institute. Second reference: Ohio State Davis Heart and Lung Research Institute. <https://medicine.osu.edu/departments/davis-heart-lung-research-institute>

Heart and Vascular Center – Name encompassing all heart-related research and clinical enterprises at The Ohio State University Wexner Medical Center (including Ohio State Richard M. Ross Heart Hospital and Ohio State Davis Heart and Lung Research Institute). First reference: The Ohio State University Heart and Vascular Center. Second reference: Ohio State Heart and Vascular Center. <https://wexnermedical.osu.edu/heart-vascular>

helipad – The Ohio State University Wexner Medical Center has two helipads at its main campus, not heliports (heliports provide fueling services).

Help Desk – Two words.

Hematology, Division of – Do not use Division of Hematology and Medical Oncology. <https://cancer.osu.edu/for-healthcare-professionals/find-a-department-or-division/department-of-internal-medicine/division-of-hematology>

William “Skip” Hidlay – Current chief communications and marketing officer for The Ohio State University Wexner Medical Center, the James Cancer Hospital and Solove Research Institute and the Ohio State Health Science Colleges.

<https://wexnermedical.osu.edu/about-us/our-people/skip-hidlay>

HIPAA – Health Insurance Portability and Accountability Act.

Hispanic/Latino – References to ethnicity should be used only when they are pertinent. Staff should ask the person for his or her preference and use the preference respectfully. Specific references to a person’s country of origin, as in “Puerto Rican” or “Mexican-American,” are often best, but only when necessary to the subject being discussed.

- “Latino” is often the preferred noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. “Latina” is the feminine form. Some prefer the recently coined gender-neutral term “Latinx,” which should be confined to quotations, names of organizations or descriptions of individuals who request it and should be accompanied by a short explanation. For groups of females, use the plural “Latinas;” for groups of males or of mixed gender, use the plural “Latinos.”
- “Hispanics” is also generally acceptable for those in the U.S.

homepage

hospital tower – The first reference of the new inpatient hospital that will be completed in 2026. Second reference: inpatient tower. <https://wexnermedical.osu.edu/lp/new-inpatient-hospital-tower>

house staff – Two words as a noun. One word (housestaff), no hyphen, as an adjective. Refers to resident and fellow physicians, first year through completion.

HUBberta and HUBbert – Mascots for HealthBeat HUB. Note the double B in each name.

hyphens –

- Compound modifiers involving two or more words that express a single concept and precede a noun use hyphens to link all of the words in the compound modifier except the adverb “very” and adverbs ending in “ly.” *Example: a full-time job; a know-it-all attitude; a very well-known man; a really important person.*
- Use a hyphen in certain words where ambiguity would result if it were omitted. *Example: He recovered his health; he re-covered the leaky roof.*
- Use a hyphen with two-thought compounds: *Example: socio-economic.*
- Capitalize the second word of a compound modifier if all the other words are capitalized too. *Example: Well-Being Care Is Critical.*
- Use to avoid duplicated vowels and tripled consonants: post-transplant, pre-existing.

I

Inc. – Abbreviate and capitalize when used as part of a corporate name. It is not usually needed, but when it is used, do not set off with a comma unless the comma is part of the proper name. *Examples: J.C. Penney Co. Inc. announced a merger. OSU Physicians, Inc., is the central practice group for all Ohio State University clinical faculty members.*

Information Technology – Second reference: IT. Do not use Medical Center IS.

inservice – A training session. Use as one word.

institute – Do not capitalize when used without the full formal name. *Example: The Mathematical Biosciences Institute was honored last week. The institute has been awarded an \$8-million NIH grant.*

Integrated Healthcare Information System – Second reference: IHIS. In general, internal communications should refer to IHIS simply as “IHIS.” Exceptions to this include references to MyChart (patient portal) and DocLink (referring provider portal). Some older IHIS documentation might still refer to IHIS modules by name.

Integrative Health, Ohio State – No longer called Ohio State Integrative Medicine. First reference: The Ohio State University Wexner Medical Center Integrative Health. Second reference: Ohio State Integrative Health. <https://wexnermedical.osu.edu/integrative-health>

Integrative Medicine, Ohio State – Now goes by Ohio State Integrative Health.

intern – Generally refers to a first-year resident in graduate medical education clinical training programs. The term is no longer used at the Ohio State Wexner Medical Center. Use “resident physician” instead. See [house staff](#) and [resident](#).

interdisciplinary vs. multidisciplinary – Interdisciplinary refers to the involving or joining of two disciplines or branches of learning; multidisciplinary refers to the combining of many disciplines or branches of learning or research.

it’s, its – “It’s” is a contraction for “it is”; “its” is possessive. *Examples: It’s almost time to go home. The cat washed its face.*

J

The James – It is the third-reference internal and local nomenclature for the over-arching cancer program of The Ohio State University (clinical and research) and for the building. First reference: The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute. Second reference: The

Ohio State University Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute or Ohio State’s Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute. Third reference (regional/state/national): Any of the previous references or OSUCCC – James. Third reference (local/internal): Any of the previous references or OSUCCC – James or The James; do not use The OSU James. In all cases, when referencing the full name (The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute) or the shortened one (OSUCCC – James), use an en dash with a space on either side of the dash, rather than a hyphen or an em dash. *(To make an en dash in Word, add a space after the last word you typed, type a hyphen, hit the space bar and continue to type. The en dash will be automatically created.)* <http://cancer.osu.edu/>

JamesCare for Life – Note italics. Outreach programs of Ohio State’s Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute including classes, support groups and other supportive care programs for those diagnosed with cancer and their caregivers. <https://cancer.osu.edu/for-patients-and-caregivers/support-for-patients-and-caregivers/support-programs/jamescare-for-life>

The James Line – 614-293-5066 or 800-293-5066. A consumer telephone line dedicated to information on cancer prevention and cancer education classes.

Jameson Crane Sports Medicine Institute – First reference: The Ohio State University Wexner Medical Center Jameson Crane Sports Medicine Institute. Second reference: Ohio State Jameson Crane Sports Medicine Institute. Third reference: Crane Sports Medicine Institute. Avoid JCSMI. <https://wexnermedical.osu.edu/locations/jameson-crane-sports-medicine-institute>

Jay Anderson – Current chief operating officer. <https://wexnermedical.osu.edu/about-us/our-people/jay-anderson>

Jennifer Dauer – Current chief strategy and transformation officer. <https://wexnermedical.osu.edu/about-us/our-people/jennifer-dauer>

John J. Warner, MD – Current chief executive officer of The Ohio State University Wexner Medical Center and executive vice president at Ohio State. <https://wexnermedical.osu.edu/about-us/our-people/john-warner>

The Joint Commission – Do not use the acronym JCAHO or the Joint Commission on Accreditation of Healthcare Organizations.

K

Kristopher Kipp, MSN, RN – Current executive director of Clinical Services for The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital

and Richard J. Solove Research Institute. <https://wexnermedical.osu.edu/about-us/our-people/kristopher-kipp>

L

Latino/Hispanic – References to ethnicity should be used only when they are pertinent. Staff should ask the person for his or her preference and use the preference respectfully. Specific references to a person’s country of origin, as in “Puerto Rican” or “Mexican-American,” are often best, but only when necessary to the subject being discussed.

- “Latino” is often the preferred noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. “Latina” is the feminine form. Some prefer the recently coined gender-neutral term “Latinx,” which should be confined to quotations, names of organizations or descriptions of individuals who request it and should be accompanied by a short explanation. For groups of females, use the plural “Latinas;” for groups of males or of mixed gender, use the plural “Latinos.”
- “Hispanics” is also generally acceptable for those in the U.S.

Lead.Serve.Inspire. – A period goes with each word, including the last word. There is no space between the period and the next word. The first letter of each word is capitalized. First reference: Lead.Serve.Inspire. or Lead.Serve.Inspire. (LSI). Second reference: LSI. <https://medicine.osu.edu/education/md/curriculum>

Leon McDougle, MD – Current chief diversity officer and associate dean for Diversity and Inclusion. <https://wexnermedical.osu.edu/about-us/our-people/leon-mcdougle>

Level I, Level III – Trauma center and neonatal intensive care unit designations. Use Roman numerals for level designations. Level I is the highest designation available for hospital-based trauma centers from the American College of Surgeons. Level III is the highest certification available for hospital-based neonatal intensive care units from the State of Ohio. University Hospital houses a Level I trauma center and a Level III neonatal intensive care unit and East Hospital houses a Level III trauma center.

Dan Like, MHA – Current chief administrative officer for Ambulatory Services. <https://wexnermedical.osu.edu/about-us/our-people/dan-like>

livestream, livestreaming – One word in all uses.

login, logon, logoff – One word, no hyphen as a noun and adjective.

log in, log on, log off – Two words, no hyphen as a verb.

lowercase –

- When referencing the Ohio State Wexner Medical Center without its full name, lowercase “medical” and “center.” *Example: He was a patient at the Ohio State Wexner Medical Center. His wife came to visit him here at the medical center.*
- Lowercase the word “university” when it is used alone in reference to Ohio State or another institution or when it is used in a generic sense. *Example: He wants to attend Ohio State, although the university is far from home.*
- A general rule is that official names are capitalized; unofficial, informal, shortened or generic names are not. Phrases such as “the center,” “the institute” and “the college” are not capitalized.

See capitalization.

LPN – Licensed practical nurse.

Amanda Lucas, MEd, MBA – Current executive director of Ohio State East Hospital, executive director of Ohio State Harding Hospital and executive director of Dodd Rehabilitation Hospital. <https://wexnermedical.osu.edu/about-us/our-people/amanda-lucas>

M

MB BS or MBBS – Bachelor of Medicine and Bachelor of Surgery degree. It’s a medical degree awarded in the United Kingdom, Australia, Egypt, Hong Kong, Malaysia, Singapore, New Zealand, Jamaica, South Africa, Pakistan and India. It’s equivalent to MD in the United States.

magazine names – Use initial capitals and italicize the name but do not place it in quotes. Lowercase the word “magazine” unless it is part of the publication’s formal title. *Example: Harper’s Magazine, Newsweek magazine.* When referring to *U.S. News & World Report*, use an ampersand.

Magnet, Magnet Recognition Program – A recognition granted by the American Nurses Credentialing Center. ANCC uses the terms honored, received, achieved and/or bestowed to describe the designation. Do not describe Magnet recognition as an “award.” The name Magnet should always begin with a capital letter. Do not use Magnet or Magnet-recognized as a description or an action. Spell out the full program name, Magnet Recognition Program, as much as possible. Only use the Magnet logo in reference to those hospitals in our Health System that are so recognized.

Martha Morehouse Outpatient Care – A collection of buildings located at 2050 Kenny Road. Specify Pavilion, Tower or Concourse building when directing people to the site. First reference: The Ohio State University Wexner Medical Center Martha Morehouse

Outpatient Care. Second reference: Ohio State Morehouse Outpatient Care.
<https://wexnermedical.osu.edu/locations/martha-morehouse-outpatient-care>

Master of Science – Not Master’s of Science. Use Master of Science degree. Do not capitalize when using as a generality: use master’s degree. The same holds true for bachelor’s and doctoral degrees.

MAT – Do not use. Stands for medication assisted treatment. Instead use MOUD (medication for opioid use disorder).

Materiel Systems Division – Not material.

Maternity Center – Not maternity unit.

Matthew Albers, JD – Current deputy general counsel and senior associate vice president for Office of Legal Affairs. <https://wexnermedical.osu.edu/about-us/our-people/matthew-albers>

Leon McDougle, MD – Current chief diversity officer for the Wexner Medical Center and associate dean for Diversity and Inclusion. <https://wexnermedical.osu.edu/about-us/our-people/leon-mcdougle>

MedCenter Logon ID – Do not hyphenate Logon here. *Example: Since I do not have a MedCenter Logon ID, I would like to create one.*

MedFlight – A not-for-profit air and ground critical care transportation company based in Columbus. MedFlight is governed by owner health care networks The Ohio State University Wexner Medical Center and OhioHealth, with additional support from affiliate-member Kettering Health.

medical center – Lowercase when referencing the organization without its full name. *Example: He was a patient at the Ohio State Wexner Medical Center. His wife came to visit him here at the medical center.*

Medical Center, The Ohio State University Wexner – Comprises the College of Medicine and its School of Health and Rehabilitation Sciences; the Office of Health Sciences, including the OSU Faculty Group Practice; various research centers, programs and institutes; The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute; and the Ohio State Health System, which includes University Hospital, East Hospital, Ohio State Harding Hospital, the Richard M. Ross Heart Hospital, Dodd Rehabilitation Hospital, the Ohio State Brain and Spine Hospital, the Ohio State Primary Care Network, Outpatient Care multispecialty outpatient facilities, Urgent Care, Advanced Urgent Care and Same-Day Care locations.

- First reference: The Ohio State University Wexner Medical Center. Note the inclusion of the word “The” in front of the name.
- Second and subsequent references can drop “University” and lowercase “the”: the Ohio State Wexner Medical Center.
- Keep “the” in front of the name in second and subsequent references. *Example: At the Ohio State Wexner Medical Center, we’re dedicated to improving health in Ohio.*
- For internal-only audiences, “Wexner Medical Center” may be used on third and subsequent references.
- Do not use OSU Medical Center or WMC.

When referencing the organization without its full name, lowercase “medical” and “center.” *Example: He was a patient at the Ohio State Wexner Medical Center. His wife came to visit him here at the medical center.*

It is not necessary to make the name possessive (*Example: Ohio State’s Wexner Medical Center treats many patients.*) unless it is grammatically appropriate to do so.

Medical Oncology, Division of – Do not use Division of Hematology and Medical Oncology. <https://cancer.osu.edu/for-healthcare-professionals/find-a-department-or-division/department-of-internal-medicine/division-of-medical-oncology>

Med 1, Med 2, Med 3, Med 4 – Use numbers, not Roman numerals. Refers to a student’s year in medical school. *Example: In his/her third year of medical school, the student is referred to as a Med 3.*

Michael Faber, EdM – Current vice president for The Ohio State University Wexner Medical Center and Health Sciences Advancement. <https://wexnermedical.osu.edu/about-us/our-people/michael-faber>

Microbial Infection and Immunity, Department of – A department in the College of Medicine. <https://medicine.osu.edu/departments/mii>

mid-level provider – Use “advanced practice provider” instead.

middle initials – Do not use unless an individual specifically demands it.

Stephanie Milburn – Current associate vice president of Government Affairs for The Ohio State University Wexner Medical Center and the health sciences colleges. <https://wexnermedical.osu.edu/about-us/our-people/stephanie-milburn>

million – Spell out in copy. Do not use the abbreviations “M” or “m” or “MM” except in graph instances. Also, always use a numeral but do not spell out the entire number with all its placeholders. *Example: There were 1 million visitors to Disneyland last year.*

mission areas – The preferred order of The Ohio State University’s three mission areas is: research, education and patient care for all instances. They are collectively referred to as the medical center mission. Also can be called the medical center’s three-part or tripartite mission.

Peter Mohler, PhD – Current vice president of Research for The Ohio State University and chief scientific officer for the Ohio State Wexner Medical Center.
<https://wexnermedical.osu.edu/about-us/our-people/peter-mohler>

Molecular Virology, Immunology and Medical Genetics, Department of – Do not use. Now known as the Department of Cancer Biology and Genetics.
<https://medicine.osu.edu/departments/cancer-biology-and-genetics>

morbidity rate – Morbidity rate is the proportion of patients with a particular disease during a given year per given unit of population.

mortality, mortality rate – Mortality denotes the number of deaths per unit of time. Mortality rate is the number of deaths per number of persons at risk, such as infant mortality rate.

MOUD – Stands for “medication for opioid use disorder.” Do not use MAT (medication assisted treatment).

MRI – First reference: magnetic resonance imaging. Second reference: MRI.

multidisciplinary vs. interdisciplinary – Multidisciplinary refers to the combining of many disciplines or branches of learning or research. Interdisciplinary refers to the involving or joining of two disciplines or branches of learning.

MyChart – Formerly known as OSUMyChart. <https://mychart.osu.edu/osumc/>

My Dream. *My Decision.* – Note the use of two periods. The second phrase is italicized. It is the College of Medicine’s campaign slogan used to recruit the next incoming class of medical students. <https://medicine.osu.edu/education/md/my-decision>

Ohio State MyHealth – Second reference: MyHealth. The Wexner Medical Center’s mobile app that allows users to log in to MyChart; access Find a Doctor, location and parking information, telehealth immediate care and health news; and connect to other Wexner Medical Center resources. <https://wexnermedical.osu.edu/features/myhealth>

N

Narcan

National Institutes of Health – First reference. Second reference: NIH. Note the word is Institutes, not Institute.

Nationwide Children’s Hospital – Do not shorten to NCH. All first and subsequent references should be Nationwide Children’s Hospital.

Nationwide Children’s Hospital NICU at The Ohio State University Wexner Medical Center – The official name of our NICU. It is a Level III NICU.
<https://wexnermedical.osu.edu/obstetrics-gynecology/maternity-center/neonatal-intensive-care>

nauseated, nauseous – A person is nauseated, not nauseous. Nauseous means causing nausea. *Compare: I was poisoned, not poisonous. I was nauseated by a nauseous odor.*

Near East Side – Capitalize. It refers to the neighborhood surrounding Ohio State East Hospital.

Neonatal Intensive Care Unit – NICU is acceptable on second reference. The official name of our NICU is the Nationwide Children’s Hospital NICU at The Ohio State University Wexner Medical Center. It is a Level III NICU.

neuro-rehabilitation

Nisonger Center – First reference: The Ohio State University Nisonger Center. Second reference: Ohio State Nisonger Center. <https://nisonger.osu.edu/>

noon – Use instead of 12 p.m. *Example: The blood drive runs noon-2 p.m.*

numbers – Write out numbers one through nine. *Example: He has worked at East Hospital for eight years.* Use numerals for 10 and above. *Example: He has worked at East Hospital for more than 20 years.*

nurses station

nursing titles – Limit titles to three, as selected by the featured individual, or in lieu of that, by the titles most relevant to the situation in which they are being used. The recommended order is: highest earned degree, licensure, state designations or requirements, national certifications and awards and honors.

nursing units – Do not use. Use “patient care units” or “patient care floors.”

O

Ob/Gyn – Preferred abbreviated form of Obstetrics and Gynecology. Do not use OB/GYN (in all capital letters).

Ohio State – Preferred second reference for The Ohio State University. Do not use OSU.

Ohio State Health Network – Second reference: OSHN. A membership organization that provides cost-saving solutions, education and professional networking opportunities to identify and/or develop best practices. <https://wexnermedical.osu.edu/oshn>

Ohio State Integrative Medicine – Do not use. Now goes by Ohio State Integrative Health. <https://wexnermedical.osu.edu/integrative-health>

Ohio State MyHealth – Second reference: MyHealth. The Wexner Medical Center’s mobile app that allows users to log in to MyChart; access Find a Doctor, location and parking information, telehealth immediate care and health news; and connect to other Wexner Medical Center resources. <https://wexnermedical.osu.edu/features/myhealth>

The Ohio State University – After the first full reference to The Ohio State University (note the capital T), use any of the following: Ohio State University, Ohio State, the university. Avoid using OSU.

The Ohio State University Health Plan – Part of the university’s Office of Human Resources; it is not a division of the medical center. It manages health insurance plans for The Ohio State University faculty and staff. First reference: The Ohio State University Health Plan Inc. Second reference: Ohio State Health Plan or OSU Health Plan. <https://osuhealthplan.com/>

Ohio State University Physicians, Inc. – Second reference: OSU Physicians, Inc. Third reference: OSUP. Ohio State University Physicians, Inc., is the medical group managing The Ohio State University Wexner Medical Center’s outpatient physician clinics. See also [Faculty Group Practice](https://www.osuphysicians.com/). <https://www.osuphysicians.com/>

The Ohio State University Comprehensive Cancer Center – Ohio State’s NCI-designated comprehensive cancer center, first designated in 1976 and one-half of Ohio State’s cancer program. Do not use by itself unless in direct connection to an OSUCCC-only work title. First reference: The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute. Second reference: The Ohio State University Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute or Ohio State’s Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute. Third reference (regional/state/national): Any of the previous references or OSUCCC – James. Third reference (internal/local): Any of the previous references or OSUCCC – James or The James. In all cases, when referencing the full name (The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute) or the shortened one (OSUCCC – James), use an en dash with a space on either side of the dash, rather than a hyphen or an em dash. *(To make an en dash in Word, add a space after the last word you typed, type a hyphen, hit the space bar and continue to type. The en dash will be automatically created.)*

The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute – The over-arching cancer program of The Ohio State University (clinical and research). Second reference: The Ohio State University Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute or Ohio State’s Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute. Third reference (regional/state/national): Any of the previous references or OSUCCC – James. Third reference (local/internal): Any of the previous references or OSUCCC – James or The James; do not use The OSU James. In all cases, when referencing the full name (The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute) or the shortened one (OSUCCC – James), use an en dash with a space on either side of the dash, rather than a hyphen or an em dash. (*To make an en dash in Word, add a space after the last word you typed, type a hyphen, hit the space bar and continue to type. The en dash will be automatically created.*) <http://cancer.osu.edu/>

The Ohio State University Wexner Medical Center – Comprises the College of Medicine and its School of Health and Rehabilitation Sciences; the Office of Health Sciences, including OSU Physicians, Inc., and the OSU Faculty Group Practice; various research centers, programs and institutes; The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute; and the Ohio State Health System, which includes University Hospital, East Hospital, Ohio State Harding Hospital, the Richard M. Ross Heart Hospital, Dodd Rehabilitation Hospital, the Ohio State Brain and Spine Hospital, the Ohio State Primary Care Network, Outpatient Care multispecialty outpatient facilities, Urgent Care, Advanced Urgent Care and Same-Day Care locations.

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- Second and subsequent references can drop “University” and lowercase “the”: the Ohio State Wexner Medical Center.
- Keep “the” in front of the name in second and subsequent references. *Example: At the Ohio State Wexner Medical Center, we’re dedicated to improving health in Ohio.*
- For internal-only audiences, “Wexner Medical Center” may be used on third and subsequent references.
- Do not use OSU Medical Center or WMC.

When referencing the organization without its full name, lowercase “medical” and “center.” *Example: He was a patient at the Ohio State Wexner Medical Center. His wife came to visit him here at the medical center.*

It is not necessary to make the name possessive (*Example: Ohio State’s Wexner Medical Center treats many patients.*) unless it is grammatically appropriate to do so.

on-call

online – One word, no hyphen.

Ophthalmology and Visual Science, Department of – No longer referred to as the Department of Ophthalmology. <https://medicine.osu.edu/departments/ophthalmology>

orthopaedic – Use orthopaedic with an ‘a’ when referring to the medical center’s academic Department of Orthopaedics. *Example: Susan is a surgeon with the Department of Orthopaedics at Ohio State.*

orthopedic – Use orthopedic with no ‘a’ when addressing our consumer audience. *Example: Kathy is an orthopedic surgeon.*

Ohio State Orthopedic Urgent Care – No longer called Orthopedic Immediate Care. Located at Jameson Crane Sports Medicine Institute. <https://wexnermedical.osu.edu/locations/jameson-crane-sports-medicine-institute/orthopedic-urgent-care>

orthopedist – Not orthopod, per *Stedman’s Medical Dictionary*.

OSU East – Do not use. Proper name is The Ohio State University Wexner Medical Center East Hospital.

The OSU James – Do not use. First reference for Ohio State’s cancer program: The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute. Second reference: The Ohio State University Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute or Ohio State’s Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute. Third reference (regional/state/national): Any of the previous references or OSUCCC – James. Third reference (local/internal): Any of the previous references or OSUCCC – James or The James. In all cases, when referencing the full name (The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute) or the shortened one (OSUCCC – James), use an en dash with a space on either side of the dash, rather than a hyphen or an em dash. (To make an en dash in Word, add a space after the last word you typed, type a hyphen, hit the space bar and continue to type. The en dash will be automatically created.) <http://cancer.osu.edu/>

OSUCCC – James – Third reference for The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute.

OSUMyChart – Now simply referred to as MyChart.

outpatient/ambulatory – When referring to outpatient facilities (e.g., Ohio State Outpatient Care Upper Arlington), it’s best to use the word “outpatient” instead of “ambulatory” whenever possible, especially in external materials.

Outpatient Care – Locations are [Davis Outpatient Care](#), [Outpatient Care Worthington](#), [Outpatient Care Lewis Center](#), [Outpatient Care Upper Arlington](#), [Outpatient Care Gahanna](#), [Outpatient Care New Albany](#), [Martha Morehouse Outpatient Care](#), [McCampbell Outpatient Care](#), [Outpatient Care East](#), [Outpatient Care Pickerington](#), [Outpatient Care Dublin](#).

P

PA – Physician assistant, not physician’s assistant.

patient care associate – Second reference: PCA.

patient care resource manager – A title specific to The Ohio State University Wexner Medical Center; a case manager who coordinates care for patients who are preparing for discharge from the hospital. Second reference: PCRM.

patient care units – Use instead of “nursing units.”

payer – Use instead of payor.

PCRM – Patient care resource manager. A title specific to The Ohio State University Wexner Medical Center, it is a case manager who coordinates care for patients who are preparing for discharge from the hospital.

Pelotonia – A three-day cycling event benefiting cancer research at The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute. Its inaugural tour was in 2009. Do not refer to Pelotonia as a “race.” <https://pelotonia.org/>

percent – Use the % sign when paired with a numeral, with no space. *Example: NIH research funding grew by more than 13% last year.*

percentage – Use figures. *Example: His poll numbers went up 4 percentage points.*

PET scan – Positron emission tomography.

Peter Mohler, PhD – Current vice president of Research for The Ohio State University and chief scientific officer for the Ohio State Wexner Medical Center.
<https://wexnermedical.osu.edu/about-us/our-people/peter-mohler>

Andrea Pfeifle, EdD, PT, FNAP – Current associate vice chancellor for Interprofessional Practice and Education. <https://wexnermedical.osu.edu/about-us/our-people/andrea-pfeifle>

PGY – Short for “postgraduate year.” A term related to post-graduate medical education, such as an internship, residency or fellowship. PGY-1 is the first year (also known as internship), PGY-2 is the second year in the residency program and so on through PGY-4 for residencies. Fellowship programs typically begin with PGY-5 and can run through PGY-12 or higher, depending on the fellowship.

phase I, phase II, phase III – Refers to clinical drug trials. Do not capitalize “phase.” Use Roman numerals, not numbers.

PHI – Protected health information.

phone numbers – Always include the medical center area code [614] with the phone number. The number should be in this form: 614-293-5123. (Do not put the area code in parentheses, and use a hyphen between each grouping of numbers.) There is no need to include a ‘1-’ before the phone number, local or long distance. Same rules apply to toll-free numbers: 800-293-5123.

physician assistant – Not physician’s assistant. Second reference or credential following name: PA.

physiatrist – A physical medicine and rehabilitation physician. Pronounced “physi-A-trist.”

physician-scientist – Hyphenate for clarity.

physicians – Medical center style is to use three credentials only, in order of their educational importance and limited to ones most people will recognize (MD, DO, PhD, MBBS, OD, DVM, DDS).

- First reference: First and last name then credentials. *Example: Michael Smith, MD.*
- Second and subsequent references: Dr. and last name. *Example: Dr. Smith.*
- Do not use “Dr.” and credentials at the same time, such as *Dr. Andrew Thomas, MD.*

PI – Principal investigator. Not *principle* investigator.

Raphael Pollock, MD, PhD – Current director of The Ohio State University Comprehensive Cancer Center. <https://cancer.osu.edu/find-a-doctor/search-physician-directory/raphael-e-pollock>

post- – A prefix meaning “after.”

postdoctoral – Study beyond the MD or PhD degree. One word, no hyphen.

postgraduate – Study after earning a first degree in an area.
post-mortem – After death. Note the hyphen.
postoperative

pre- – A prefix meaning “before.”
premenstrual
prenatal – Not pre-natal.
preoperative

prediabetes

PREP Center – PREP is not an acronym.

preventive – Not *preventative*.

principal investigator – PI. Not *principle* investigator.

Prior Hall – The name of the building formerly known as the John A. Prior Health Sciences Library. Houses the Health Sciences Library, Office of Global Health, Center for Clinical and Translational Science, Center for Advanced Robotic Surgery, College of Medicine Human Resources and the Office of Curriculum and Scholarship.
<https://wexnermedical.osu.edu/locations/prior-hall>

professional initials of degrees – Do not use periods in professional initials. *Example: MD, PhD, not M.D., Ph.D. Same applies to academic degrees: BA, BS, MA, MS and MPH.* In writing, limit to three credentials after a person’s name. The recommended order is: highest earned degree, licensure, state designations or requirements, national certifications and awards and honors.

professor – A faculty member will have one of these titles:

- professor
- associate professor
- assistant professor

- clinical professor
- clinical associate professor
- clinical assistant professor

- research professor
- research associate professor
- research assistant professor

Professor Emeritus – Not Emeritus Professor. A title given to qualified retired faculty and academic administrators who have been recommended through a department-based process. Capitalize both words.

program names – Program names are capitalized when reference is made to a specific program. *Example: Dr. Iams is involved in Ohio State’s Preterm Birth Program.* Program names appear as lowercase when a general reference is made. *Example: Dr. Iams is in charge of a preterm birth program at Ohio State.*

pronouns – Avoid gender-specific terms when referencing people receiving Ob/Gyn care, as not every person with a uterus or vagina, or who is delivering a baby, identifies as a woman. For example:

- Pregnant person instead of pregnant woman
- Birthing parent instead of mother/mom
- Gynecology patients or obstetric patients instead of women or girls

Other gender-neutral terms include “laboring patient,” and using “their/them” instead of “her.” In many cases, a simple “patient” can be used instead of “woman” or “mom” and still provide clear communication.

Psychiatry, Ohio State Department of – Do not use. Known as Ohio State Department of Psychiatry and Behavioral Health.

Psychiatry and Behavioral Health, Ohio State Department of – Previously known as Ohio State Department of Psychiatry. <https://medicine.osu.edu/departments/psychiatry-and-behavioral-health>

Pulmonary, Critical Care and Sleep Medicine, Ohio State Division of – A division of the Department of Internal Medicine. Note that Allergy is no longer part of the division. <https://medicine.osu.edu/departments/internal-medicine/pulmonary>

R

R01, R03 – Note these use a zero, not the letter O. National Institutes of Health grants.

Rachit Thariani – Current chief administrative officer of the medical center’s Post-Acute and Home-Based Care Division. <https://wexnermedical.osu.edu/about-us/our-people/rachit-thariani>

Radiation Oncology, Ohio State Department of – No longer known as the Department of Radiation Medicine. <https://cancer.osu.edu/for-healthcare-professionals/find-a-department-or-division/departments/radiation-oncology>

rankings – In body copy, do not use the # sign in front of ranking number (use “No.” in accordance with AP Style). However, the # sign may be used in headlines, pull-out/pop-out text and other instances where it would be helpful visually in an ad layout or similar design.

Use a hyphen when referring to a top [number] as an adjective. *Example: “This is a top-10 program.”* Do not use a hyphen when referring to a top [number] as a noun. *Example: “She hopes to stay in the top 10 of her class.”*

Raphael Pollock, MD, PhD – Current director of The Ohio State University Comprehensive Cancer Center. <https://cancer.osu.edu/find-a-doctor/search-physician-directory/raphael-e-pollock>

Ravi Tripathi, MD, MBA – Current chief health informatics officer. <https://wexnermedical.osu.edu/about-us/our-people/ravi-tripathi>

residency – A period of at least one year, and often three or four years, of on-the-job training that is part of the formal educational program for health professionals.

resident – A physician or surgeon who continues his/her clinical training within a medical or surgical specialty in a clinical department after graduation from medical school. Use “resident physician” for consumer audiences. “Resident” is sufficient in internal publications.

resilience – Use “resilience” or “resilient” rather than “resiliency.” *Example: Burnout is just one example of a difficult condition that requires resilience to overcome.*

Richard M. Ross Heart Hospital, Ohio State – First reference: The Ohio State University Wexner Medical Center Richard M. Ross Heart Hospital. Second reference: Ohio State Richard M. Ross Heart Hospital. Third reference: Ohio State Ross Heart Hospital. Fourth reference: Ross Heart Hospital. <https://wexnermedical.osu.edu/locations/richard-m-ross-heart-hospital>

RN – Registered nurse.

Roman numerals – Use for references such as “phase I clinical trial,” “Level I trauma center” and “Level III NICU.” Note that Level I Trauma and Level III NICU are the highest certifications in their specialties even though they use different numbers.

S

SAFEAUTO Garage – Uppercase every letter in SAFEAUTO. “Hospitals” is no longer part of the name of the garage.

Ohio State Same-Day Care – Formerly known as Ohio State Same-Day Immediate Care. <https://wexnermedical.osu.edu/same-day-care>

Sarah Sherer, MSHR, SPHR – Current senior associate vice president and chief human resources officer. <https://wexnermedical.osu.edu/about-us/our-people/sarah-sherer>

says – Use instead of “said” for quotes when possible. Use present tense in verb forms for all medical center publications unless linked to a specific date or time in the past (such as an announcement, dedication or event.) *Example: “This is a great hospital,” Smith says.*

School of Allied Medical Professions – Do not use. Now known as the School of Health and Rehabilitation Sciences.

School of Health and Rehabilitation Sciences – Formerly known as the School of Allied Medical Professions. <https://hrs.osu.edu/>

Elizabeth Seely – Current chief administrative officer, Hospital Division.
<https://wexnermedical.osu.edu/about-us/our-people/elizabeth-seely>

Sarah Sherer, MSHR, SPHR – Current senior associate vice president and chief human resources officer. <https://wexnermedical.osu.edu/about-us/our-people/sarah-sherer>

William “Skip” Hidlay – Current chief communications and marketing officer for The Ohio State University Wexner Medical Center, the James Cancer Hospital and Solove Research Institute and the Ohio State Health Science Colleges.
<https://wexnermedical.osu.edu/about-us/our-people/skip-hidlay>

skull base, skull-base – Two words as a noun, hyphenated as a compound modifier.
Example: He had images taken of his skull base. Dr. Smith performed skull-base surgery on the patient.

Ohio State Sports Medicine – Comprises faculty from Orthopaedics, Family Medicine, Internal Medicine, Physical Medicine and Rehabilitation, Emergency Medicine, Psychiatry and Behavioral Health and Neurology, as well as experts from Health and Rehabilitation Sciences and Nutrition Services. It resides in the Department of Family and Community Medicine. <https://wexnermedical.osu.edu/sports-medicine>

staff – Can be both singular and plural. *Example: He is staff (or a staff member) in Orthopaedics. All staff are invited to the medical center’s Town Hall Meetings.*

STAR – Stress, Trauma And Resilience. Note the capitalization of “And.” A program of the Ohio State Department of Psychiatry and Behavioral Health.
<https://medicine.osu.edu/departments/psychiatry-and-behavioral-health/star>

State Route 315 – Use on first reference. Second reference: SR 315 or SR-315.

Stephanie Milburn – Current associate vice president of Government Affairs for The Ohio State University Wexner Medical Center and the health sciences colleges.
<https://wexnermedical.osu.edu/about-us/our-people/stephanie-milburn>

Susan White, PhD, RHIA, CHDA – Current chief analytics officer.
<https://wexnermedical.osu.edu/about-us/our-people/susan-white>

T

Vincent Tammaro – Current chief financial officer and vice president for Health Sciences. <https://wexnermedical.osu.edu/about-us/our-people/vincent-tammaro>

technology transfer – Do not use. Use “technology commercialization.”

Walter “Ted” Carter Jr. – Became the 17th president of The Ohio State University on Jan. 1, 2024. <https://president.osu.edu/meet-president-carter>

Teleburn, Telestroke – One word, capitalized.

telehealth – Do not capitalize.

telephone numbers – Always include the medical center area code [614] with the phone number. The number should be in this form: 614-293-5123. (Do not put the area code in parentheses, and use a hyphen between each grouping of numbers.) There is no need to include a ‘1-’ before the phone number. Same rules apply to toll-free numbers: 800-293-5123.

tense – When possible, copy for all medical center materials should appear in the present tense. *Example: Use “says” instead of “said.”*

Rachit Thariani – Current chief administrative officer of the medical center’s Post-Acute and Home-Based Care Division. <https://wexnermedical.osu.edu/about-us/our-people/rachit-thariani>

the – Capitalize the word “The” before The Ohio State University Wexner Medical Center and The Ohio State University.

The James – It is the third-reference internal and local nomenclature for the patient care hospital and cancer research program of The Ohio State University. First reference: The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute. Second reference: Ohio State Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute. Third reference (regional/state/national): Any of the previous references or OSUCCC – James. Third reference (local/internal): Any of the previous references or OSUCCC – James or The James; do not use The OSU James. In all cases, when referencing the full name (The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute) or the shortened one (OSUCCC – James), use an en dash with a space on either side of the dash, rather than a hyphen or an em dash. *(To make an en dash in Word, add a space after the last word you typed, type a hyphen,*

hit the space bar and continue to type. The en dash will be automatically created.)
<http://cancer.osu.edu/>

The Ohio State University – After the first full reference to The Ohio State University (note the capital T), use any of the following: Ohio State University, Ohio State, the university. Avoid OSU.

Andrew Thomas, MD – Current Robert F. Wolfe and Edgar T. Wolfe Foundation Chief Clinical Officer of the Ohio State Wexner Medical Center and senior associate vice president for Health Sciences. <https://wexnermedical.osu.edu/find-a-doctor/andrew-thomas-md-3642>

titles – Capitalize formal titles when they immediately precede a name. *Example: President Ted Carter.* In text matter, titles following a personal name or used alone in place of a name are lowercased. *Example: Skip Hidlay, medical center chief communications and marketing officer, attended the seminar. Medical Center Chief Communications and Marketing Officer Skip Hidlay attended the seminar.*

When referring to medical center staff members, use the title or rank given to them by the hospital or university. “Chief” is not a title. Limit to three credentials after a person’s name. The recommended order is: highest earned degree, licensure, state designations or requirements, national certifications and awards and honors.

Tom Bentley, MS, BSN, FHIMSS – Current chief information officer.
<https://wexnermedical.osu.edu/about-us/our-people/tom-bentley>

Tom Blincoe, MBA – Current executive director for Network Development and Outreach. <https://wexnermedical.osu.edu/about-us/our-people/tom-blincoe>

Trauma, Critical Care and Burn, Division of – Note the order of the care services. A division in the Department of Surgery. It is important to distinguish it from the Department of Internal Medicine’s Division of Pulmonary, Critical Care and Sleep Medicine. <https://medicine.osu.edu/departments/surgery/trauma-critical-care-burn>

Ravi Tripathi, MD, MBA – Current chief health informatics officer.
<https://wexnermedical.osu.edu/about-us/our-people/ravi-tripathi>

type 1 diabetes, type 2 diabetes – Lowercase “type” and use numerals.

U

underway – One word.

university – Do not capitalize the word “university” when referring to The Ohio State University if the words “Ohio State” do not precede it. *Examples: Changes within The*

Ohio State University have been abundant. Changes within the university have been abundant.

University Hospital – First reference: The Ohio State University Wexner Medical Center University Hospital. Second reference: Ohio State University Hospital. Third reference: University Hospital. <https://wexnermedical.osu.edu/locations/university-hospital>

University Hospital East – Do not use. Now known as East Hospital. First reference: The Ohio State University Wexner Medical Center East Hospital. Second reference: Ohio State East Hospital. Third reference: East Hospital. The names “UH East” and “OSU East” are no longer accurate. <https://wexnermedical.osu.edu/locations/east-hospital>

Unverferth House – Provides lodging and support for Wexner Medical Center heart transplant patients and their families. <http://unverferthhouse.org/>

Ohio State Urgent Care – Two locations at [Ohio State Urgent Care Hillard Station](#) and [Ohio State Urgent Care Rocky Fork Gahanna](#).

U.S. News & World Report – Use an ampersand rather than the word “and.” Second reference: *U.S. News* (maintain the space between “U.S.” and “News”). Italicize both uses.

V

Vincent Tamarro – Current chief financial officer and vice president for Health Sciences. <https://wexnermedical.osu.edu/about-us/our-people/vincent-tamarro>

W

Walter “Ted” Carter Jr. – Became the 17th president of The Ohio State University on Jan. 1, 2024. <https://president.osu.edu/meet-president-carter>

John J. Warner, MD – Current chief executive officer of The Ohio State University Wexner Medical Center and executive vice president at Ohio State. <https://wexnermedical.osu.edu/about-us/our-people/john-warner>

web addresses – Do not use “http://” or “www.” at the start of a website address in copy. Do not capitalize any letters in a URL.

webcast – One word, beginning with a lowercase letter.

web navigation – When describing in text how to reach a page within a website, use the arrow key to explain navigation. *Example: The HCAHPS reports are accessible from MyTools under Scorecards > Patient Satisfaction.*

website – One word, beginning with a lowercase letter. Also, webcam, webcast and webmaster.

well-being – Two words, hyphenated.

Wexner Medical Center, The Ohio State University – Comprises the College of Medicine and its School of Health and Rehabilitation Sciences; the Office of Health Sciences, including the OSU Faculty Group Practice; various research centers, programs and institutes; The Ohio State University Comprehensive Cancer Center – Arthur G. James Cancer Hospital and Richard J. Solove Research Institute; and the Ohio State Health System, which includes University Hospital, East Hospital, Ohio State Harding Hospital, the Richard M. Ross Heart Hospital, Dodd Rehabilitation Hospital, the Ohio State Brain and Spine Hospital, the Ohio State Primary Care Network, Outpatient Care multispecialty outpatient facilities, Urgent Care, Advanced Urgent Care and Same-Day Care locations.

- First reference: The Ohio State University Wexner Medical Center. Note the inclusion of the word “The” in front of the name.
- Second and subsequent references can drop “University” and lowercase “the”: the Ohio State Wexner Medical Center.
- Keep “the” in front of the name in second and subsequent references. *Example: At the Ohio State Wexner Medical Center, we’re dedicated to improving health in Ohio.*
- For internal-only audiences, “Wexner Medical Center” may be used on third and subsequent references.
- Do not use OSU Medical Center or WMC.

When referencing the organization without its full name, lowercase “medical” and “center.” *Example: He was a patient at the Ohio State Wexner Medical Center. His wife came to visit him here at the medical center.*

It is not necessary to make the name possessive (*Example: Ohio State’s Wexner Medical Center treats many patients.*) unless it is grammatically appropriate to do so.

Susan White, PhD, RHIA, CHDA – Current chief analytics officer.

<https://wexnermedical.osu.edu/about-us/our-people/susan-white>

Workers’ Compensation, Bureau of – Not “workman’s” (or “workmen’s”) compensation.

workgroup – One word.

Wound Center – First reference: The Ohio State University Wexner Medical Center. Second reference: Ohio State Comprehensive Wound Center. <http://wexnermedical.osu.edu/wound-healing>

X

X-ray – Not x-ray.

Y

Your Plan for Health – A health care lifestyle program offered by The Ohio State University Office of Human Resources. Always refer to Your Plan for Health without using descriptors, such as The Your Plan for Health program. First reference: Your Plan for Health (YP4H). Second reference: YP4H. <http://yp4h.osu.edu/>

Z

ZIP code – An acronym for Zone Improvement Program. Write ZIP in all capital letters, but always lowercase the word “code.” Do not put a comma between the state name and the ZIP code; two spaces should be put between the state name and the ZIP code. *Example: Columbus, OH 43221.*

Writing guide

These tips are designed to help Wexner Medical Center faculty, staff, students, contractors and partners write in our brand voice and style.

Capitalization

All headlines should be sentence case, which means only the first word and proper names are capitalized.

- This applies to both print and electronic copy.
- Copy for clickable buttons should be sentence case.

Capitalize formal titles when they come before a name:

Yes: Ohio State President Ted Carter

Titles following a personal name or used alone in place of a name are lowercased:

Yes: Ted Carter, president of Ohio State

Time, Date, Place

The proper sequence is time, day/date, place. Note the comma after the date when both the day and the date are used:

Yes: The ceremony is at 11:30 a.m. Saturday, March 23, in The James lobby.

No: The ceremony is at 11:30 a.m. Saturday, March 23 in The James lobby.

Don't use the :00 with the top of the hour:

No: 1:00 p.m.

Yes: 1 p.m.

Use noon, not 12 p.m.

For a time span in the same 12-hour span, use only a single a.m. or p.m., with a hyphen separating the time:

Yes: 8-10:30 a.m.

No: 8 a.m.-10:30 a.m.

Don't include the year if it's within this current year.

Don't use ordinal numbers with a date:

No: May 3rd

Yes: May 3

When referencing a month and year, spell out the whole month and don't use a comma:

No: President Joe Biden visited Ohio State in March, 2021.

Yes: President Joe Biden visited Ohio State in March 2021.

When referencing a month and date or month, date and year, abbreviate the months January (Jan.), February (Feb.), August (Aug.), September (Sept.), October (Oct.), November (Nov.) and December (Dec.):

No: His birthday is December 15.

Yes: His birthday is Dec. 15.

Include the day of the week with the mention of the date:

Yes: Wednesday, May 1

Punctuation

Don't add a comma before the last item in a list:

No: Eats, shoots, and leaves

Yes: Eats, shoots and leaves

Periods and commas almost always go inside quotation marks.

Avoid using an ampersand, unless it's part of the proper name, like *U.S. News & World Report*:

No: Department of Psychiatry & Behavioral Health

Yes: Department of Psychiatry and Behavioral Health

There isn't a need to put words in quote marks unless it's a quote:

No: You have been placed on a "waitlist" for the tickets.

Yes: You have been placed on a waitlist for the tickets.

Capitalize the first word after a colon when you're introducing a complete sentence

No: Clinical update: clowns scare children

Yes: Clinical update: Clowns scare children

Add a space before and after an em dash.

Don't hyphenate "lifesaving" but do hyphenate "life-changing."

Try not to use exclamation points.

Credentials and Titles

Use only three credentials with someone's name, in order of their educational importance and limited to ones most people will recognize. On first reference, include the credential after their last name (MD, DO, PhD, MBBS, OD [doctor of optometry], PharmD [doctor of pharmacy], DPT [doctor of physical therapy], DVM [doctor of veterinary medicine] or DDS [doctor of dental surgery]). Can include up to two additional credentials. For second and subsequent reference, use Dr.

First reference: Leslie Kim, MD

Second and subsequent references: Dr. Kim

If someone doesn't have credentials, use their first and last name on first reference and only their last name on second and subsequent references.

Numbers

Either use the exact number or use "more than XX," rounded down to the nearest five:

Yes: There were more than 115 people on hand.

No: There were more than 118 on hand.

Yes: There were 118 people on hand.

Use "inaugural," not "first annual."

Our brand language

People are "who," things are "that." Animals are also "who," but only if they've been named.

Use "we" not "they" when talking about the medical center.

When discussing a disease or disorder, don't say "XX patients." Instead use "patients with XX."

Yes: Patients with cancer

No: Cancer patients

When quoting someone, use "says" after their name, unless their name is followed by a long title or descriptor:

Yes: "I believe the sun is yellow," Jan Smith says.

No: “I believe the sun is yellow,” says Jan Smith.

Yes: “My job is to cultivate others’ ideas,” says Andrew Thomas, MD, chief clinical officer at The Ohio State University Wexner Medical Center.

No: “My job is to cultivate others’ ideas,” Andrew Thomas, MD, chief clinical officer at The Ohio State University Wexner Medical Center, says.

Wexner Medical Center should be referred to as an academic **medical** center, not an academic **health** center.

Health care is always two words.

Characteristics of our brand voice

As you write, keep these brand characteristics in mind:

- **Energetic and optimistic:** Be upbeat, enthusiastic, inspirational. *Example words: Buckeye Spirit, life-changing, inspiring*
- **Concise:** Don’t add unnecessary details; use simple language.
 - *Instead of this: The team’s faculty advisor who oversaw their efforts was Old McDonald, the Director of Farm Services at the OSU Wexner Medical Center.*
 - *Say this: Old McDonald Dial, director of Farm Services at the Wexner Medical Center, was the team’s faculty advisor.*
- **Spark a conversation:** Tell them something they don’t know, and include information that people can relate to and avoid words and phrases every hospital could say. *Example words: Never before, first in the country, rare achievement*
- **Approachable:** Helpful, customer service, friendly. *Example words: Please, if you need more information, happy to assist*
- **Honest, authentic and transparent:** Humble; prove with facts rather than bragging. *Example words: Accomplishment, achieve, successfully, ability to offer*
- **Action-oriented:** Leave the reader with the desire to do something or to take an action. *Example words: For more information, read more, attend, call*
- **Compassionate:** Patient, kind, relatable. *Example words: Responsibility to help, duty to care for, opportunity to treat*
- **Conversational:** Use common contractions (*Examples: doesn’t, we’ll, won’t, wouldn’t. Don’t use “who’re” as a contraction for “who are.”*)

Don't

Don't use the words "the following" when introducing a list:

Yes: If you have any of **these** symptoms:

No: If you have any of **the following** symptoms:

Acronyms must always be spelled out on first reference and then can be used subsequently.

- Avoid spelling out your acronym in your headline; ideally it's done with the first reference in body copy.
- Don't include an acronym if it's not used elsewhere in your piece.

Avoid using our name in a headline:

No: The Ohio State University Wexner Medical Center is participating in a clinical trial of an innovative therapy designed to reshape the left ventricle in heart failure patients

Yes: Tests are underway on a new device that strengthens the left ventricle for heart failure patients without open heart surgery

Don't confuse "each other" and "one another:"

Yes: Two people look at each other.

Yes: More than two look at one another.

Avoid using "impact" as a verb if another word would suffice, especially in contexts where an "impaction" or something being "impacted" is a specific, clinical term (content involving bowels or teeth, for example). Often, we can easily use the words "affect" or "influence" instead.

Avoid using "that" too often:

No: The table that we've been using as a desk needs to be replaced.

Yes: The table we've been using as a desk needs to be replaced.

Do not use "etc." when using "e.g.," with a list:

No: Reservations should be made as soon as possible when the location is identified (e.g., restaurant, café, banquet hall, etc.).

Yes: Reservations should be made as soon as possible when the location is identified (e.g., restaurant, café, banquet hall).

When talking about our medical students, use "learners," "residents" or "fellows" rather than "trainees."

Go with “educating” instead of “training.” (You train animals and educate people.)

Do

Make sure your headline has a subject and a verb.

Use the headline to spell out benefits to the audience:

No: The Ohio State University Wexner Medical Center is participating in a clinical trial of an innovative therapy designed to reshape the left ventricle in heart failure patients

Yes: Tests are underway on a new device that strengthens the left ventricle for heart failure patients without open heart surgery

Run spellcheck.

Use “educating” instead of “training” when writing about any of our College of Medicine programs.

Triple-check names, titles and credentials.

Use our style guide, located at wexnermedical.osu.edu/Brand and at apstylebook.com/osu/.