Name of institution
Per institutional guidelines, the name LSU Health Shreveport should always be used in full, never truncated to LSU or LSU Health. There are no periods or spaces in LSU.

Departments within the school
Consult departmental home pages for the official names of departments. On first reference, use the full, official name of the department. “Department of” may be omitted in subsequent references. The department name should be capitalized.
Example:
We thank the Department of Psychiatry for providing the funds for our subscription to PsychiatryOnline. Because of Psychiatry’s generosity, PsychiatryOnline is available for everyone at LSU Health Shreveport.

Name of library
For external documents, written to audiences outside of LSU Health Shreveport, the first reference to our department should use the name LSU Health Shreveport Health Sciences Library. Subsequent references may use the Library. It is capitalized.
Example:
Librarians from LSU Health Shreveport Health Sciences Library will exhibit at your conference. Please send information to the Library.
For internal documents, written to audiences within LSU Health Shreveport, our department should be called the Health Sciences Library in the first reference. Subsequent references may use the Library. It is capitalized.
Example:
The class for the medical students will be held in the Health Sciences Library. Students should arrive in the Library at 1:00.

Divisions within library
Section names within the Library are capitalized.
Example:
Contact User Access Services to reserve a study room.
Names of persons

- For all individuals, the first and last names will be used the first time they are mentioned in the text.
- If an individual has an advanced degree (PhD or MD), then the degree title(s) will be placed at the end of the name the first time it is written. For individuals with a master’s degree, the most pertinent degree title(s) (MLIS/MLS) can be used the first time the name appears in documents that are designed for an external audience.
- For all subsequent references to the individual: Mr. or Ms. followed by the last name, if no advanced degree, and Dr. followed by the last name, if the individual has a PhD or an MD.
- No comma is necessary before “Jr.” “Sr.” or any numeral suffix.
- Names and initials of persons are capitalized with one space in between each name or initial; for example:
  - C. S. Lewis
  - John F. Kennedy
  - Martin Luther King Jr.

Titles of faculty/staff
Capitalize titles that precede a proper name, but not those that follow it.
Example:
- Chancellor Robert Barish
- Robert Barish, our chancellor

Refer to the Library Directory for appropriate titles for Library staff.

Abbreviations after names
Include abbreviations for up to two graduate-level academic degrees and professional certifications. These follow the name, preceded by a comma. However, a comma should not be placed between different sets of credentials. Do not use periods in academic degree or certification abbreviations.
Examples:
- Dixie A. Jones, MLS AHIP
- Robert A. Barish, MD MBA
- Dennis J. O’Callaghan, PhD
SPELLING AND PUNCTUATION

Abbreviations & acronyms
On first reference, use the full, formal title, with the acronym in parentheses after the title, for example: Medical Library Association (MLA)
Subsequent references may use the acronym only. For abbreviations, do not use periods unless the abbreviation ends with a lowercase letter.

Ambiguous spelling/spacing/capitalization
When more than one option exists for the spelling, hyphenation, etc., of a word, it is important to be consistent. To standardize documents from the Library, use the following spellings and capitalizations:

- e-mail, e-book, e-journal
- home page
- Internet
- online
- health care
- capitalize “Web” when used as an abbreviation of World Wide Web, but not in website, web page, web address, webmaster

Databases & other resources
Consult the publisher’s website for accurate capitalization and spelling of and spacing within the names of databases.
Examples:
CINAHL
MedlinePlus
PubMed

Dates
For dates, use the following forms:
- 2004–05; not 2004–2005
- May 10, 2005; not 10 May 2005
- 1990s; not 1990’s
- avoid superscripts, particularly on dates: March 15; not March 15th

Gender he/she
When possible, use gender neutral phrasing. If it is not possible, use he or she instead of he/she, s/he, or (s)he.

Spacing after period at end of sentence
Most style guides require only one space at the end of a sentence. This convention follows the standard format for all material typed or presented on a computer.

Telephone numbers
Telephone numbers will have periods rather than hyphens or dashes, for example, 318.675.5445, not 318-675-5445. External telephone numbers should include an area code, even if it is a local phone number (e.g. 318.655.5976).
Times
- When identifying a time, use a.m. or p.m., lowercase and with periods, and use numerals with a colon between hours and minutes. Example: 4:00 p.m.; not 4 PM or 4 pm
- Noon is identified as 12:00 p.m., not 12 noon.

URLs
Not all addresses begin with “www” or “http.” When writing Web addresses, include “http://” only if the address does not begin with “www” or if it includes a variation of “http://.”
SPECIAL FORMATS

Business cards
Business cards are printed at the LSU Health Shreveport Print Shop according to a standard template that fulfills institutional guidelines. Web and physical addresses are optional on business cards as are social media sites. Do not list personal accounts on LSU Health Shreveport business cards.

Citation formats
- Research articles submitted to a journal must refer to the journal’s “Instructions for Authors” for the desired format.
- Documents that will not be submitted to a journal should use the formats referenced in *Citing Medicine: The NLM Style Guide for Authors, Editors and Publishers* (2nd edition).

Class handouts
All locally-created handouts should include the Library’s logo:

![Logo](image)

You may find the logo file [here](#).
The date that the handout was created/updated should appear in the bottom right-hand corner of the document, along with the initials of the person who created/updated it. (This will enable others who may want to use the handout to contact the appropriate person.)

Example:

```
Updated 1/24/14 DT
```

Email signatures
According to Chancellor’s Memorandum – 14 (CM-14):

1. The LSUHSCS e-mail system allows employees and students to customize footers and auto-signatures for outgoing messages. Users may modify the setting to add their name and contact information to outgoing messages – which is the intended purpose and entirely appropriate.
2. It is inappropriate for faculty and staff to add personalized comments such as animations, cartoons, humorous statements, religious or sports references, Biblical verses, political statements, and other quotations – etc to the footer/auto-signature.

**Style guides for reference**
For topics not covered by the library style guide, consult the following, in this order:

- Institution Style Guide
- LSU Baton Rouge style guide
- *Chicago Manual of Style*
- *Merriam Webster’s Collegiate Dictionary*
- Medical Library Association’s *MLA Style Manual*