Berkeley SCHOOL OF INFORMATION

Short Style Guide

University Name

YES

- University of California, Berkeley
  (with a comma)
- UC Berkeley
  (with a space)

NO

- ⊗ University of California at Berkeley
  (do not use "at")
- ⊗ University of California – Berkeley or
  UC-Berkeley
  (do not use a hyphen or dash)
- ⊗ U.C. Berkeley
  (do not use periods in 'UC')

School Name

YES

- UC Berkeley School of Information
- School of Information
- I School
  (with a capital 'I', a space, and a capital 'S')

NO

- ⊗ iSchool
  (do not use a lower-case 'i')
- ⊗ I-School
- ⊗ ISchool

Degree Names

YES

- master's degree
  (with an apostrophe)
- M.I.M.S.
- Master of Information Management and Systems
  'Master' (singular) and 'of'.
  (The full degree name. Capitalize.)
- master's in information management and systems
  "Master's" (with an apostrophe-s) and 'in'.
  (The major. May be lower-case.)

NO

- ⊗ masters degree
  ('master's' should always include an apostrophe)
- ⊗ M.A. (or master of arts) or
  M.S. (or master of science)
  (The M.A. and M.S. are both academic degrees, not professional degrees. The School of Information does not offer M.A. or M.S. degrees.)
- ⊗ M.I.S.
  ('M.I.S.' typically stands for management information systems. This is not the name of the I School degree, major, or field.)

YES

- M.I.D.S.
- Master of Information and Data Science
  'Master' (singular) and 'of'.
  (The full degree name. Capitalize.)
- master's in information and data science
  "Master's" (with an apostrophe-s) and 'in'.
  (The major. May be lower-case.)

NO

- ⊗ Master of Data Science
  (Not the official degree name)
- ⊗ M.A. (or master of arts) or
  M.S. (or master of science)
  (The M.A. and M.S. are both academic degrees, not professional degrees. The School of Information does not offer M.A. or M.S. degrees.)

YES

- Ph.D.
- Ph.D. in information management and systems
- doctorate
- doctoral degree

NO

- ⊗ Doctor of information management and systems
  (All Ph.D.s are technically doctors of philosophy. The "major" is information management and systems)