



UBC Media Relations Canadian Press style guide

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Capitalization guidelines

As per Canadian Press style, we do not capitalize the names of faculties, departments or schools.

Examples:

- department of psychiatry
- faculty of medicine
- school of nursing
- school of population and public health

We do, however, capitalize the 'proper names' of schools, for example, schools named after donors.

Examples:

- Peter A. Allard School of Law
- UBC Sauder School of Business
- Vancouver School of Economics

Capitalization is typically used for any institution or centre names often in the news.

Examples:

- Centre for the Study of Democratic Institutions
- BC Centre on Substance Use
- BC Children's Hospital Research Institute
- BC Centre for Excellence in HIV/AIDS
- Vancouver Prostate Centre

We apply lowercase for the names of courses and programs.

Examples:

- political studies program, world history course, etc.

Titles

As per Canadian Press style, we use Dr. for licensed health-care professionals only. We do not use Dr. for people with doctorates outside the health-care field.

Pronouns

Whenever possible, confirm with the person how they wish to be described in print, including their preferred pronouns — male, female or gender-neutral pronouns like they and them.



Such pronouns can be used sparingly to refer to a single individual who expresses such a preference.

Always explain the person's preference in copy, and make generous use of the person's chosen name as an alternative in order to foster as much clarity as possible.

Indigenous Peoples language guidelines

The UBC Vancouver campus is located on the traditional, ancestral, and unceded territory of the Musqueam people.

The Okanagan campus is located on the ancestral and unceded territory of the Syilx Okanagan Nation.

We use the word Indigenous with a capital "I" to refer to members of the Indigenous community.

Indigenous Peoples in Canada are not a homogeneous group. An effort should be made to reflect their diversity in stories specifically dealing with Indigenous groups. Calling someone an Indigenous person in British Columbia is unhelpful. Try to identify the Indigenous group, territory, affiliation, First Nation or people.

For more information, click here. <https://www.thecanadianpress.com/app/uploads/2017/12/18th-edition-Stylebook-corrections.pdf>

Note: Information adapted from *The Canadian Press stylebook: a guide for writers and editors*

Questions? Please contact: media.relations@ubc.ca