



CVM Editing Checklists

General Checklist

- Check whether antecedents of pronouns are clear.
- Ensure parallelism in series and lists.
- Use gender neutral terms whenever possible (firefighters instead of firemen, letter carriers instead of mailmen)
- When introducing a person, state his or her affiliation to the Texas A&M College of Veterinary Medicine & Biomedical Sciences (CVM).
- Be consistent in first, second, or third person (generally, you will only use third person in news stories, except for quotes).
- Check spelling of unfamiliar names (both proper and common).
- Don't use "etc."
- Use "for example" or "such as" instead of "e.g.," and "in essence" or "in other words" for "i.e."
- Use "afterward" or "toward" (NOT "afterwards" or "towards")
- Explain technical jargon (example: theriogenology) and CVM-specific terms that may be unfamiliar to readers (example: Vet Med Ambassadors)
- Eliminate "little qualifiers" whenever possible; these include the following: a bit, a little, sort of, kind of, rather, around, quite, very, pretty, much, in a very real sense, somewhat.
- Make sure "only" is placed properly in a sentence. The location of "only" can change the meaning of a sentence.
- Remember: when "either...or" and "neither...nor" are used, the verb agrees in person with the nearer subject. *Examples:* Neither the coach nor the players are to blame. Neither the players nor the coach is to blame.
- USE project/poster is "titled" (NOT "entitled")
- USE "Survived the side effects of a drug" (NOT "Survived from the side effects")
- USE "they sought sponsors" (NOT "they sought out sponsors")
- USE "cases of Salmonella infection" (NOT "cases of Salmonella")
- USE "head of the Department of Pathobiology" (NOT "head of Pathobiology")
- USE "...based in California" (NOT "...based out of California")
- USE "...completed his master's degree" (NOT "...completed his masters")
- USE "half-staff" (not "half-mast" unless, of course, the flag is actually on a ship)

Exceptions to AP Style

Serial comma

Use the serial comma (also called the Oxford comma). The serial comma is the comma before the coordinating conjunction (usually "and" or "or") when listing three or more items in a series.

Example: The medical center has scanning equipment for cats, dogs, horses, and rabbits.

USA

The term "USA" for "United States" is allowed in AP style but not by the Texas A&M Written Style Guidelines. Use United States or U.S. instead as appropriate. See also "United States" in CVM Style: A Guide.

Temporal accuracy checklist

- Use the proper tense in headlines.
- Never say “yesterday” or “tomorrow.” These words are confusing to readers. Use the day of the week. “Today” may be used.
- Make sure that verb tenses accurately reflect the situation at the time of publication. (An event that was in the future may be in the past when CVM Today is published.)
- Use the day of the week for six days before or after a specific day. Use the date when it is seven or more days before or after a specific day.
- Confirm the article reflects the number that is accurate when the issue is released (years, months, days, arrivals, awards, money, and promotions).
- Don’t begin with the date if the news is old.
- For past events, report it happened “Friday,” NOT “last Friday.” (Eliminate the word “last.”) For future events, report it will happen “Monday,” NOT “next Monday.” (Eliminate the word “next.”)
- Refer to academic semesters as “Fall 2013” not “Fall of 2013.”
- Mention year along with month.
- Mention year in statement when using phrases like “last summer,” or “the first two years.”
- Preferably mention the exact year instead of saying the number of years ago.

CVM-specific terms

College, program names

For formal uses and on first reference within written pieces, spell out “Texas A&M College of Veterinary Medicine & Biomedical Sciences” —using the ampersand symbol (&) and not the word “and”—followed by CVM in parentheses. On second (and subsequent) mention, use the abbreviation. Despite the addition of the phrase “Biomedical Sciences” to the name of the college, the abbreviation is still CVM.

An acceptable shortened second reference is “Texas A&M Veterinary Medicine & Biomedical Sciences.”

“Texas A&M Veterinary Medicine” or “VetMed” (when referring only to the professional program) is acceptable on second reference.

“Texas A&M Biomedical Sciences” or “BIMS” (when referring only to the undergraduate and graduate programs) is acceptable on second reference.

If you are using “college,” whether for internal audiences or on subsequent mention after you have established which college is referenced, do not capitalize college.

VMTH names

The name of our hospital is the “Veterinary Medical Teaching Hospital” and the acceptable abbreviation is “VMTH.” When communicating about the Large Animal and Small Animal sections of the VMTH, please refer to them as the “Large Animal Hospital” (LAH) and the “Small Animal Hospital” (SAH). (Please note that the word “hospital” is correct, while the word “clinic” is not.)

Carl B. King Dean of Veterinary Medicine

The first mention of someone who is/was the Carl B. King Dean of Veterinary Medicine should be as follows: “Dr. [First name][Last name], the former Carl B. King Dean of Veterinary Medicine.” Capitalize everything except “the former” and “of.” Dr. Green is always “Dr. Eleanor M. Green, the Carl B. King Dean of Veterinary Medicine” on first mention unless there is a very good reason to refer to her as something else. The “the” helps her title be less confusing to people. On second and subsequent mention, refer to her as “Green.”