

**University of Pardubice**  
**Style Guide**  
**for official communication**  
**and publication**



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## 1.1 The University name

Use the form 'the University of Pardubice' in the first instance; thereafter, it is acceptable to continue to refer to the University of Pardubice, or to use 'the University' or 'Pardubice' (if it is clear that it refers to the University and not to the city).

**Correct:** The University of Pardubice offers high quality education to students from the Czech Republic and abroad. Every year, approximately 1500 students graduate from the University and enter the world of work or continue with postgraduate studies. Pardubice is proud of its 40 000 graduates that have over the years successfully completed their studies in 150 different study programmes.

All organisations and institutions are singular, and should be referred to as ,it', not ,they'.

**Correct:** The University of Pardubice offers discounted gym membership to its staff.

**Incorrect:** The University of Pardubice offers discounted gym membership to their staff.

## 1.2 The abbreviation of the University's name

The official abbreviation of the University's name is UPCE.

**Correct:** All UPCE staff and students are invited to participate.

**Incorrect:** All UPa staff and students are invited to participate.

**Incorrect:** All UPce staff and students are invited to participate.

## 1.3 Referring to a faculty

Capitalise only when used as part of the title of a faculty, not when referring to a faculty without using its full name.

**Correct:** The Faculty of Restoration is in Litomyšl. The faculty's phone number is 466 036 590.

## 1.4 Referring to a department

Capitalise only when used as part of the title of a department, not when referring to a department without using its full name.

**Correct:** The Department of English and American Studies was established in the 1990s. The department is located on the 13<sup>th</sup> floor of the EA building.

The official English abbreviation for a department is Dept or dept. The rule for capital or small letter follows the rule above.

## 1.5 Referring to a centre

Capitalise only when used as part of the title of a department, not when referring to a centre without using its full name.

**Correct:** The Centre for Ethics focuses on issues around the value of human life. The centre's staff includes several international staff members.

## 1.6 Faculty names in English

- Faculty of Transport Engineering (abbreviated as "FTE")
- Faculty of Electrical Engineering and Informatics (abbreviated as "FEEI")
- Faculty of Economics and Administration (abbreviated as "FEA")
- Faculty of Arts and Philosophy (abbreviated as "FAP")
- Faculty of Chemical Technology (abbreviated as "FChT")
- Faculty of Restoration (abbreviated as "FR")
- Faculty of Health Studies (abbreviated as "FHS")

## 2.1 Numbers

For numbers below 10, write out in words:

**Correct:** The University has four campuses.

**Correct:** There are seven faculties.

For numbers 10 and higher, write as numerals:

**Correct:** The department has 12 staff members.

**Correct:** We have students from 30 different countries.



When a sentence starts with a specific quantity, spell out the number.

**Correct:** Twenty students were awarded prizes.

Or try to rewrite the sentence so that the number is later in the sentence.

**Correct:** Prizes were awarded to 20 students.

Even when a sentence starts with a spelled-out quantity, use numerals when appropriate in the rest of the sentence.

**Correct:** Twenty students and 14 staff were awarded prizes.

Spell out and hyphenate fractions whose terms are both less than 10.

**Correct:** one-quarter of the students

**Correct:** two-thirds of the staff

## 2.2 Dates

In dates, use numerals without ordinal endings.

**Correct:** January 3 or Jan 3

**Incorrect:** January 3rd or Jan 3rd

Always put the date before the month.

**Correct:** Easter this year is on 4 April 2021

**Incorrect:** Easter this year is on April 4, 2021.

Use numerals for decades and form their plurals by adding an 's'. Do not use apostrophes.

**Correct:** the 1960s

**Incorrect:** the 1960's

## 2.3 Thousands separator and decimal separator

For numbers of 1 000 and higher, use a space as thousands separator, and use the period (full stop) to indicate decimals. This is the SI style (English version), and avoids confusion about different conventions in the world regarding commas being used as thousands and/or decimal separator (see below).

Style	Countries and Regions
1,234,567.89	Australia, Cambodia, Canada (English-speaking; unofficial), China, Hong Kong, Iran, Ireland, Israel, Japan, Korea, Malaysia, Malta, Mexico, Namibia, New Zealand, Pakistan, Philippines, Singapore, South Africa, Taiwan, Thailand, United Kingdom and other Commonwealth states, United States.
1 234 567.89	<b>SI style (English version)</b> , Canada (English-speaking), China, Hong Kong, Namibia, South Africa, Sri Lanka, Switzerland (officially encouraged for currency numbers only), United Kingdom, United States (in education).
1 234 567,89	SI style (French version), Albania, Belgium (French), Bulgaria, Canada (French-speaking), Costa Rica, Croatia, the Czech Republic, Estonia, Finland, France, Hungary, Kosovo, Latin Europe, Latvia, Lithuania, Norway, Peru, Poland, Portugal, Russia, Slovakia, South Africa, Spain, Sweden, Switzerland (officially encouraged, except currency numbers), Ukraine, Vietnam.

**Correct:** The University currently has around 7 000 students.

**Incorrect:** The University currently has around 7,000 students.

**Incorrect:** The University currently has around 7.000 students.

## 3. Spacing

There is never a space between the number and a % sign. In Czech there is a space depending on whether it is a noun or adjective. In English, there is no distinction.

**Correct:** A mark of 50% is required to pass this course.

**Correct:** Students must pay a 10% accommodation deposit.

**Incorrect:** A mark of 50 % is required to pass this course.

**Incorrect:** Students must pay a 10 % accommodation deposit.

There is only one space after a full stop. The use of two spaces dates from the times of typewriters and this rule has fallen away with the use of computers.

**Correct:** Our graduates are well equipped for the job market. This makes them sought-after candidates.

**Incorrect:** Our graduates are well equipped for the job market. This makes them sought-after candidates.

## 4. Capitalisation

In the formal or official names of courses, programmes, departments, centres or faculties, all the main words should be in capital letters – also called title case (i.e., all words are capitalised except prepositions, conjunctions and articles). In Czech, only the first word is capitalised (in current UPCE documents).

e.g., Hospodářská politika a veřejná správa = **Economic Policy and Public Administration (correct)**

Ekonomika veřejného sektoru = **Public Sector Economics (correct)**

## 5. Quotation marks

In English, quotation marks/inverted commas are both on the 'high level' and there is no space between the quotation marks and the word they are around. Opening and closing quotation marks may be identical in form, called neutral, vertical, straight, or typewriter quotation marks (e.g., „text“) or may be distinctly left-handed and right-handed, called typographic quotation marks (e.g., “text” or "text"). **The same style should be used in one document.**

**Correct:** „text“ or “text” or "text"

**Incorrect:** «text» (German style) or „text“ (Czech style)

## 6. Writing Academic Degrees

Academic degrees are capitalised only when the full name of the degree is used, such as Bachelor of Arts or Master of Science. General references, such as a joint degree, an honorary degree, or a bachelor's, master's, or doctoral degree, are not capitalised. Use an apostrophe (possessive) with bachelor's degree and master's degree, but not in Bachelor of Arts or Master of Science. Do not use an apostrophe with a doctoral degree. Do not capitalise the discipline specialty unless it is a proper noun, or it is part of a recognised degree name (such as MBA).

a bachelor's degree

a master's degree

a doctoral degree

a Bachelor of Arts in English

a Bachelor of Science in chemistry

a Master of Business Administration

In English, the abbreviations of degrees can be written with or without punctuation:

BA or B.A.

BIng or B.Ing.

MSc or M.Sc.

MIng or M.Ing.

PhD or Ph.D.

**The same style should be used in one document.** It is recommended that punctuation be used (Ph.D.) because similar to Czech.

Generally, the term 'graduation ceremony' is used, instead of 'degree ceremony' or 'degree congregation'.

In English, the ceremony and name apply to all university degrees (bachelor, master, and doctoral degrees) and there is not a distinction between ceremonies for bachelor and postgraduate degrees as in Czech.

Bakalářská sponze = **graduation (correct)**

Promoce = **graduation (correct)**

### 7.1 Spelling

There are several differences between spelling in American and British English. The University of Pardubice has officially chosen British spelling for its documents and communication.

**Correct: British English**

colour

behaviour

theatre

metre, centre

organise, familiarise

travelled

Internationalisation

jewellery, cancelled

programme\*

**Incorrect: American English**

color

behavior

theater

meter, center

organize, familiarize

traveled

Internationalization

jewelry, canceled

program

\*In British English, **programme** is the preferred spelling, although **program** is often used in computing contexts.

**Correct:** The University offers postgraduate programmes in English.

**Correct:** Students will get practical experience in writing computer programs.

## 7.2 The use of ampersand (&)

Do not use an ampersand (&) to replace 'and', unless it forms part of a formal name (e.g., Marks & Spencer).

**Correct:** We spend millions on research and development.

**Incorrect:** We spend millions on research & development.

## 7.3 Word forms

Use 'among' and 'while' instead of 'amongst' and 'whilst', which are considered outdated.

**Correct:** The University of Pardubice is among the best universities in the Czech Republic.

**Incorrect:** The University of Pardubice is amongst the best universities in the Czech Republic.

## 8. Correct international styling of COVID-19

The correct way of writing this is to use all capitals and a hyphen for COVID-19, and lowercase for the coronavirus (which is one word). To form adjectives, use all capitals and a hyphen to combine the adjective to the word 'COVID'.

**Correct:** The University requires staff to be tested for COVID-19 if they want to be on campus.

**Correct:** The coronavirus has impacted the academic schedule or the year.

**Correct:** The novel coronavirus was detected in the Czech Republic in March 2020.

**Correct:** Students will be taught via MS Teams during the COVID-19 pandemic.

**Correct:** The University adheres to all hygienic measures to provide a COVID-secure workplace.

**Incorrect:** Due to Covid-19, the library is currently closed.

## 9. Internet terminology

Note the following way of writing words related to internet terminology.

**Correct:**

- e-learning
- e-book
- email
- homepage
- internet, intranet
- online
- program (computer)
- webpage
- website

**Incorrect:**

- elearning
- ebook
- e-mail
- Internet, Intranet
- on-line
- programme (computer)

## 10. Pronouns

It is possible to use 'they' instead of than 'he/she', and 'their' rather than 'his/her'.

A student must make an appointment if he or she wants to see the lecturer.

**Correct:** A student must make an appointment if they want to see the lecturer.\*

A student may bring his or her own laptop to class.

**Correct:** A student may bring their own laptop to class.\*

\*This is the generally accepted way of avoiding 'he or she' / 'his or her', even though 'a student' is singular and 'they'/'their' is plural.

## 11. Articles

Use 'an' before a silent 'h', e.g., 'an honorary degree'. Use 'a' before an aspirated 'h', e.g., 'a historian'. For abbreviations, be guided by pronunciation, e.g., 'an' MSc.

**Correct:** He was awarded an honorary degree by the University.

**Incorrect:** He was awarded a honorary degree by the University.

**Correct:** Miroslav Šedivý is a historian from the Faculty of Arts at the University of Pardubice.

**Incorrect:** Miroslav Šedivý is an historian from the Faculty of Arts at the University of Pardubice.

**Correct:** She received an MSc degree at the graduation ceremony. (pronounced: an EM ES CEE degree)

**Incorrect:** She received a MSc degree at the graduation ceremony.

## 12. Dashes and hyphens

n-dash (-)

Use in a pair in place of round brackets or commas, surrounded by spaces.

**Correct:** This statue is – as far as we know – the only example of its kind.

**Correct:** The building – which was built in the seventeenth century – needs to be repaired.

Use singly and surrounded by spaces to link two parts of a sentence, in place of a colon.

**Correct:** Dark-soled shoes may not be worn in the sports halls – students must have correct gym shoes.

Use to link concepts or ranges of numbers, with no spaces either side.

**Correct:** The exam will focus on the German–Polish non-aggression pact.

**Correct:** Students can rent rooms in the dorms, costing 2700–3700 CZK per month.

**Correct:** Bursaries are offered to students in the 18–23 age bracket.

Use between names of joint authors/creators/performers, etc. (to distinguish from hyphenated names of a single person, e.g., Caroline Novák-Jolly)

**Correct:** The Forsberg–Conant article was published in the Nordic Wittgenstein Review in 2018.

hyphen (-)

Use in an adjectival phrase before a noun, e.g., 'the up-to-date list' or 'well-equipped laboratories' (but laboratories are well equipped).

**Correct:** Please find attached the most up-to-date list of new applicants. (but: the list is up to date)

**Correct:** Students will get practical experience in our well-equipped laboratories. (but: laboratories are well equipped)

Use a hyphen to form a single idea from two or more words, e.g., 'socio-economic' or 'mid-nineteenth century'.

**Correct:** The course focuses on socio-economic issues that influence trade in Europe.

**Correct:** His bachelor's thesis focuses on the development of public administration in the Czech Republic from the mid-nineteenth century to the present.

Use a hyphen when referring to multiple pages.

**Correct:** Details of the University's international cooperation can be found on pages 34-38 of the report.

## 13. Use of italics for publication names

For books, journals, television programmes, films, newspapers and magazines, use title case (i.e., all words capitalised except prepositions, conjunctions and articles) and write in italics. There are no quotation marks.

**Correct:** His research was recently published in *The Journal of Physical Chemistry*.

**Correct:** Our students were featured in an article in *The Prague Tribune* last month.

**Incorrect:** His research was recently published in *The Journal Of Physical Chemistry*.

**Incorrect:** His research was recently published in "The Journal of Physical Chemistry".

**Incorrect:** Our students were featured in an article in "The Prague Tribune" last month.

## 14. Currency

In English, the rule when writing is that the symbol for the currency always goes in front of the amount.

**Correct:** Accommodation costs around CZK10 000 per month.

**Correct:** Accommodation costs around 10 000 Czech crowns per month.

**Correct:** Students should budget around €200 per month for living expenses.

**Correct:** Students should budget around 200 euro per month for living expenses.



In English, the term euro is never written in plural and it starts with a lower case letter.

**Correct:** €200

**Correct:** 200 euro

**Incorrect:** 200 Euro

**Incorrect:** 200 euros

## 15. Glossary of University Terminology (Czech to English)

At the following link there is a glossary of terminology used at the University (Czech to English).

[https://www.upce.cz/glosar?\\_ga=2.70901136.1279776748.1578292467-1002913040.1550666044](https://www.upce.cz/glosar?_ga=2.70901136.1279776748.1578292467-1002913040.1550666044)

## 16. For translators, when translating texts

UNIVERSITY OF PARDUBICE	
Directive No. 7/2019, as amended by Annex 2	
Subject Matter:	
Applicable to:	All departments of the University and users of the University Library
Effective from:	1 September 2019
Reference No.:	
Prepared by:	
Submitted by:	
Approved by:	

## 16. Referring to Acts

When referring to Acts, please adhere to the following style regarding numbering:

Sections are numbered 1 to 9

Subsections are numbered (1.1) to (1.9)

Clauses are numbered (a.1) to (a.9)

Subclauses are numbered (i.1) to (i.9)

Paragraphs are numbered (A.1) to (A.9)

Subparagraphs are numbered (I.1) to (I.9)

Act No. 111/1998 Sb., as amended (the Act on Higher Education)

