EDITORIAL STYLE GUIDE

Communication and Marketing Department
University of Cape Town

University of Cape Town · iYunivesithi yaseKapa · Universiteit van Kaapstad

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SPES BONA

UCT Vision 2030

Unleash human potential for a fair and just society

Contents

Introduction

This style guide is intended to steer the Communication and Marketing Department (CMD) and the University of Cape Town (UCT) towards a consistent writing style and clear language use when creating content for both internal and external audiences. It is a working document that will be updated on a regular basis.

Examples are in green.

Think About Your Writing

Readability over technicality

The most important rule to judge your writing by is readability. Does your use of diction, punctuation, capitalisation and stylisation make things clear for the reader?

Remember your audience

Are they internal or external? How can you better use language to inform, attract, capture and retain this audience? The Flesch-Kincaid reading test is available online for reading level checks.

Brand awareness

Apart from your writing, your layout should adhere to the UCT brand guidelines.

South African English

South Africa has adopted a localised version of British English. The recommended dictionary for reference is the Oxford South African Concise Dictionary. Dictionary.com (the online dictionary) is also an excellent resource.

Politics of writing

Any content should always consider the implications of race, gender, disability, HIV, etc. How we talk about these groups affects how the university is perceived. We should, as far as possible, remain sensitive to marginalised groups. Differently abled vs disabled. Use practical rather than politically correct English if it makes more sense. The World Health Organization (WHO) uses 'disability'. Consider what terms people will use to search for content.

Usability

Writing should be a combination of concise, objective and scannable. This leads to an increase in usability for web audience.

Good Content Practice

For Articles

Good content expresses the **who, what, when, where, why** and **how** (especially the **so what** and **why care**) of a story. Use headings, subheadings, introductions, pull quotes and imagery to lead readers through the text and to break up the text on the page – try to insert a visual break every 300 words. As a discipline, consider the following elements:

- **Content:** What are you doing?
- **Context:** Why are you doing it?
- **Concrete/clarity:**
  - Ensure that your communication is clear and can be easily digested by your audience.
  - Where applicable, give concrete examples to illustrate what you mean.
- **Call to action:** Ensure that your audience knows where to go for more information or what you want them to do next.

Getting To The Point

- Front-load text, that is, start with the conclusion (inverted pyramid).
- Front-load titles and headings. "Interlibrary Loans – FAQs" not "FAQs – Interlibrary Loans".
- Use plain English wherever possible. (See Plain English.)
- Keep it short. The following are suggested lengths for general web use:
  o subheadings: 1–5 words
  o sentences: 1–20 words
  o paragraphs: 1–4 sentences.
- The following are suggested lengths for use in stories:
  o headings: 2–6 words
  o blurbs: 25 words
  o newsbyte: 150 words
  o normal article 400–600 words
  o human interest / personality piece 1 000 words
  o special cases and features 1 500+ words.

For Web Pages

The following are guidelines to improve the scannability of your online writing:

- Use informative titles and headings to break text and introduce new topics (one heading per 300 words).
- Use 50% of the text you would use for printed material.
- If content is very long, use a short introductory summary (one paragraph) to show readers that the page is useful.
- Use bulleted and numbered lists (numbered for instructions or lists that require sequence).
- Limit each paragraph to a single main idea as users tend to move to the next paragraph after finding the information they need (this is called chunking).
- Referral point: Hyperlinks should also be lower down in articles to prevent readers from navigating away from the page before they have finished reading the article.
- FAQs are often more beneficial for users when presented in an accordion layout.
- Do not use "Read more" or "Click here", but instead use words that describe the link. The phrases are vague and pose a missed opportunity to provide meaningful context, both for readers and for search engines.

  > The annual report downplayed the recent deficit.

  > The vice-chancellor's speech had the audience in rapt silence.

For Media Releases

- Use a catchy headline, preferably 10 words or less
- Get right to the point in the first paragraph. Summarise the key message in the first paragraph. Always lead with UCT, even if it's a collaboration.
- The first paragraph should answer the 5Ws and an H (who, what, when, where, why and how)
- Keep paragraphs short and to the point
- The release must be at least between 500 and 750 words.
- Avoid 'marketese' or promotional writing.
- Include quotes whenever possible. Always start with a UCT quote. We do not quote people from other universities.
- Include your contact information.
- Provide access to more information/links to the study
- Avoid excessive jargon

Guidelines

This is an A–Z listing of guidelines for the use of abbreviations, capitalisation, numbers, punctuation, spelling and general language use.

A or an before H or vowel?

Use *an* before a silent H, but use *a* before an aspirated H.

> *an* hour, *a* happy day

With abbreviations and vowels, be guided by pronunciation.

> *a* GSB event, *an* LSE student, *a* unicorn, *an* onion

Abbreviations

See list of UCT abbreviations.

No full stops:
- in contractions (where the last letter of the abbreviation is the same as the last letter of the full word)
    Dr, Mr, St

- after abbreviations (unless there could be confusion such as no. for number)
    Prof, Assoc Prof, ie, eg, etc, JL Maister

- between letters of initialisms
    UCT, ANC, GSB

Include abbreviations in round brackets after the first mention of an entity, thereafter refer only to the abbreviation.
    Centre for Innovation in Learning and Teaching (CILT)

For a UCT entity, include abbreviations in round brackets after the first mention even if the reference is not repeated. The abbreviation in brackets does not take the possessive form.
    University of Cape Town's (UCT) rugby club

Plurals of abbreviations are written without an apostrophe.
    CNAs across the country are closing.

For weights and measures, there is a single space between numbers and units. Use non-breaking spaces to prevent splitting across a line. Remember that symbols never take a plural.
    35 kg

Do not follow an abbreviation with a word that repeats the final term in the abbreviation.
    PASS staff, HIV virus, PIN number, ID document

'Wi-Fi' is a registered trademark of the Wi-Fi Alliance and should always be written in this format. Wifi is incorrect.
    Wi-Fi is available in many university buildings.

Also see:

Academic degrees

Acronyms and Initialisms

Academic Degrees

We refer to a bachelor's degree, an honours degree, a master's degree, a postgraduate degree/diploma and a doctoral degree – no capitalisation – when referring to a level of study.

> She is working towards her master's in project management.

Specific degrees are capitalised.

> He graduated with a Bachelor of Business Science after several years of hard work.

We refer to a postgraduate or postgraduates, rather than postgraduate students.

Refer to postdoctoral students as postdoctoral research fellows.

Commonly accepted abbreviations:
- BA, BSocSc, BMed, BSc, BCom, BBusSc, BSc(Eng), LLB
- BA(Hons), BSocSc(Hons), BSc(Hons)
- PGDA, PGDM, PGDE, PGCE
- MA, MSocSc, MPhil, MSc, LLM, MSc(Eng), MBChB
- PhD.

Note: Do not use the title Doctor (Dr) when referring to holders of honorary doctorates.

The university where a degree has been earned appears in brackets after the degree.

> His qualifications include a BSc (Stellenbosch), an MSocSc (Wits) and an LLB (UCT).

Acronyms and Initialisms

Use round brackets for acronyms after the first mention of the full name, but thereafter use only the abbreviation.
United Nations Education, Scientific and Cultural Organization (UNESCO), UNESCO

For a UCT entity, include acronyms in round brackets after the first mention even if the reference is not repeated.
Centre for Innovation in Learning and Teaching (CILT)

Initialisms are formed from the initial letters of words, but not pronounced as a word.
BBC, UCT

All acronyms and initialisms should be uppercase.
AIDS not Aids
UNICEF not Unicef

Some acronyms are now accepted as nouns and are written as normal words.
scuba, laser, radar, gif

Active and Passive Voice

Write in the active voice and the present tense unless the passive voice or past tense is clearly required.
Norma Andrews won the speech contest.

Use of the passive voice diverts attention from the subject in a sentence; use of the past tense makes the message less immediate.
The speech contest was won by Norma Andrews.

Use the first or second person to address the reader directly – use "you" instead of "the applicant".
You may fill in an application online.

Adjectives and Commas

Qualitative adjectives describe the qualities of a person or thing – whether they are large or small, happy or sad, etc.

This type of adjective is gradable.
> a fairly tall man, a very boring film, a really long holiday.

Commas **are** required in strings of qualitative adjectives.
> a long, thin piece of wood
> a boring, tangential, inarticulate, unintelligible piece of writing

Classifying adjectives place people and things into categories or classes. This type of adjective is not gradable.
> a daily newspaper, an electric oven, the western hemisphere, an annual event, a nuclear weapon

Commas **are not** required in strings of classifying adjectives.
> annual economic growth

When qualitative and classifying adjectives are used together, no commas are required.
> a boring economic conference

Tip: If you can add "and" between adjectives, or switch adjectives around without losing sense, use commas.

Also see Commas.

Ages

There are several ways to write about age:
> Mike Smith, 33, is having a birthday.
> Mike Smith is 33 years old.
> A birthday party was held for 33-year-old Mike Smith.

Note: "20-year-old students" not "20 year-old students" unless referring to 20 students who are one year old.

Alerts

Web use: When posting alerts on the university websites, these should be short and to the point with the most important information appearing first, followed by supporting or additional information.

Alumni, Alumnus, Alumna

Alumni refers to former pupils, scholars or students of a particular school, college or university.
Alumni is the plural; *alumnus* is the singular and may be used to refer to both male and female alumni.
Alumna technically refers to a female alumnus but prefer *alumnus* to avoid gender bias.

And rather than &

Use "and" rather than "&" unless it is part of an official name or the title of an organisation.
> Faculty of Engineering & the Built Environment

Web use: The & is used in web menu items to keep them shorter.

Apostrophe

Apostrophes indicate contraction when two or more words are combined.
> didn't, couldn't, haven't

Apostrophes also indicate possession.
> Judith's car, Elske's laptop

To form the possessive of a singular noun, add an apostrophe and an s, even if the word ends in s.
> boy's and boss's

To form the possessive of a plural noun ending in s, add only an apostrophe.
> the bosses' room

Use pronunciation as a guide for adding an s after a personal name ending in s.
> Nicholas's, Williams'

Abbreviations, acronyms and numbers do not require an apostrophe when plural.
> URLs, 1s

You may use apostrophes to create plurals for single letters or words that would otherwise be difficult to read.
> Mind your p's and q's
> a book of do's and don'ts

Brand Names, Registered Trademarks

Capitalise all brand names and registered trademarks used as nouns. If they are used as verbs, prefer lower case.

Band-Aid, Google, Styrofoam, Frisbee, Velcro

I'll google it.

Whenever possible, rather use the generic term.

plaster, search engine, polystyrene, flying disc

Brand identity is important to business but may break the standard rules of English. It's acceptable to make changes to the format of a brand name, so long as it is still clearly recognisable.

Yahoo (Yahoo!), Facebook (facebook), Twitter (twitter)

The spelling of an organisation's name is copied verbatim.

World Health Organization

This also applies to names that include "Program" or "Center" in their title.

Bullets

Bullets are used for listing or highlighting items – if everything is in bullets, the content no longer stands out.

Items in a bulleted list must preferably follow the same structure – if they are sentences, they should all be sentences.

If each item in a bulleted list completes an introductory stem, they do not begin with a capital letter. No punctuation, *and* or *or* is required until the end of the final bullet.

Professor Khumalo's research interests include:
- marine biology
- data streaming and storage
- second language acquisition theory.

If each item in a bulleted list does not complete an introductory stem, and is a full sentence, each item begins with a capital letter and ends with a full stop.

Bob was fond of several types of chocolate:
- Dark chocolate is his first choice because he is a firm believer in its health benefits.
- Milk chocolate with nuts is his favourite because the sugar content is so high.
- White chocolate is Bob's least favourite, but he likes it with ice cream.

Web use: Bullets should be used more widely on the web due to their scannability.

Use numbered lists for showing logical steps in a process or for sequential instructions.

The application process involves four simple steps:
1. Complete a formal UCT application form, which is available online.
2. Your details will be captured and the application referred to the faculty office.
3. You will receive a firm offer to study the degree programme of your choice.
4. Confirm that you will be accepting the offer to study in the faculty.

Capitals

Don't use capitals unless it's absolutely necessary.

Capital letters are used for the first letter of a sentence, headings and proper nouns only. They are never used for emphasis.

Basic do's and don'ts. Use:

- lower case for government, state, church and university unless it is part of a title

- lower case for racial groups such as black, white and coloured, but capitalise Indian, Asian and African – they refer to proper nouns

- lower case when spelling out currencies, directions, compass points, labels (political, economic and religious) and the common-noun element when naming more than one street or river, etc Harrington Street, but the corner of Harrington and Buitenkant streets
  Limpopo and Orange rivers
  lakes Malawi and Kivu

- lower case for the high court and the magistrates' court (note apostrophe after the s), unless referring to a specific court
  Western Cape High Court

- lower case laureate of Nobel laureate even when written in full

- lower case for generic subjects or disciplines (unless they are proper nouns, like English), but use caps as part of a formal title
  My favourite subject is biology, so I am taking Biology 101.
  Tshepo registered for a Bachelor of Commerce, while Njabulo finished his master's in linguistics.

Also see [Academic degrees](#).

- capitals to designate a recognised political or geographical region, but lower case when referring to part of a general region
  East Africa, southern Africa

- capitals for university courses (but only if they are referred to directly: Biology 101), governmental departments, -isms formed from proper nouns, religious denominations and titles of sacred texts

- capitals for Bill, Act, Green Paper, White Paper, National Assembly, the Cabinet (but cabinet ministers), Parliament (but parliamentary), the Constitution (at country level, and specific) (but constitutional)

- capitals for genus names, and lower case for species names – while writing both in italics
  Pongo pygmaeus, the Bornean orangutan

- an exception is made in ornithology where bird names are usually written with capitals
  The Black Sparrowhawk is a large bird.

- a capital for the word *chapter* if it's in the same book or document; lower case if the word *chapter* is in a different book or document
  in Chapter 9, in chapter 9 of *The Executioner's Song*

- a capital for names that include a number or letter
  Route 66, Form 2a, Room 101

- a capital for the word deaf
  SASL is SA's 12th official language to promote the rights of persons who are Deaf and hard of hearing.

- a capital for City if it refers to the City of Cape Town (council/municipality), otherwise use lower case
  The City is providing portable flush toilets to people living far from the city.

- a capital for *fellows* only when used as part of an academic's formal title, not when referring to fellows in general.

Captions

Captions take a capital letter and end with a full stop only when they are one or more full sentences.
UCT's cybersecurity team are (from left) Nthabeleng Sedumedi, Nkhensani Maluleke and Sizwe Mkhize.

Captions that are not full sentences take a capital letter but do not take a full stop.
Professor Sudesh Sivarasu in his laboratory

Figure captions are used when the caption refers to an illustration, and end with a full stop.
Figure 3.2 A cross-section of a road shows layers of rock.

Chairs (academic)

A person should not be referred to as a "chair". They should be referred to as a "chair-holder" or the "occupant of a [named] chair". So UCT has the Arderne Chair of English, and JM Coetzee held the Arderne Chair of English, but it would be wrong to refer to JM Coetzee as the Arderne Chair of English; rather he should be referred to as the Arderne

Professor of English. (SARChI Chairs are inanimate things, and individuals are appointed to them and/or hold them but are not them.) Chair takes a capital letter.

Mark New is the newly appointed holder of the AXA Chair in African Climate Risk at UCT.

Colon

The colon shows a progression from a premise to a conclusion, from a cause to an effect, from a general statement to an example. Colons may also be used to introduce a list.

Three people have birthdays this month: Matt, Malaika and Nozuko.

If a colon introduces a complete sentence, more than one sentence, a formal statement, a quotation or speech in a dialogue, then capitalise the first word of the sentence.

If the colon introduces a sentence fragment, do not capitalise the first letter. This holds true for content titles and book titles especially. Headlines use lower case for content following the colon.

The winter is over: a heatwave has hit Cape Town.

Commas

Use commas sparingly.

Avoid using the Oxford comma (the final comma before the and introducing the final item in a list).

My desk is covered with coffee cups, papers, books, and chargers.
My desk is covered with coffee cups, papers, books and chargers.

An Oxford comma may be useful to prevent ambiguity.

I love my parents, Lady Gaga, and Angela Makholwa.

Without the comma, the sentence could mean that your parents are Lady Gaga and Angela Makholwa.

Commas cannot be used alone to join two main clauses – this is commonly known as the comma splice. Use either a semicolon or a comma along with a coordinating conjunction.

I like to play tennis, I play every week. (comma splice)
I like to play tennis, and I play every week. I like to play tennis; I play every week. (corrected)

Commas are used to enclose a parenthetical phrase.

Shakespeare, a philandering husband, is better known for his plays.

Commas are used after an introductory clause or adverb.

In order to retain his fitness over the cold winter months, Phil was on the stationary bike again.
Surprisingly, Ntshengezeni agreed to join the committee.

Also see [Adjectives and commas](#)

Concord and collective nouns

A collective noun takes a singular verb if it refers to a group as a whole.
> The team *is* top of the league.

A collective noun takes a plural verb if it refers to individuals within a group.
> The team *are* planning a getaway.

Crediting images

Credit all images labelled for non-commercial reuse and include a link to the source page.

Also see [Captions.](#)

Currency

See [Money.](#)

Dates

Do not use the suffix *-th* after the number.
> 4 April 2016 not 4th April 2016 or the 4th of April 2016

Avoid the or *of* for clarity.
> 9 May 2017 (non-breaking spaces)

Include the year unless the article makes this clear (this will assist in archiving and searches).

Refer to the previous year by date rather than "last year" or "the previous year" to make it concrete and properly referable. Also use "past year" to refer to the year before the current one.
> The 2019 annual general meeting reflected on the past year and celebrated volunteerism in its many forms.

Hyphens are used when a date is used as an attributive adjective.
> sixth-century remains, 21st-century boy

Web use: Format dates as YYYY/MM/DD when not in sentence form.

Decades

Do not use apostrophes to show plurals.

1870s, the '90s

You may write out thirties, forties, fifties, etc, but readers may process 1930s, 1940s, '50s and '60s more easily (note the apostrophe before the abbreviated '50s and '60s).

Decimals

Decimals are expressed with full stops not commas.

9.58, R4 756.72 (non-breaking spaces)

Also see Fractions.

Ellipses

An ellipsis (prefer the symbol to three full stops in a row) indicates omission of text from quoted material (with a space on either side).

He promised that they would … never allow it to happen again.

If an ellipsis is inserted between two full sentences, the full stop of the preceding sentence remains.

That's a horrible idea. … How can you even consider it?

Ellipses are always spaced unless followed by terminal punctuation (usually a question or exclamation mark).

Will you …?

Web use: Do not use an ellipsis at the end of a hyperlink, just a full stop. Avoid this usage: "Read more …"

Do not use in buttons.

Email

Do not hyphenate or capitalise, unless it starts a sentence. The word "email" is the correct use.

Web use: Always add links to email addresses. For internal communications, email addresses can be hyperlinked to the person's name. In some circumstances, it may be beneficial to write out the email address in full:

Contact John Doe.
Contact John Doe on John.Doe@uct.ac.za.

Emphasis

Use bold or italics sparingly to emphasise parts of text. Avoid underlining and using full capitals.

The deadline of **30 September** cannot be extended.

Forward slash

Used to indicate the relationship between two or more things, the forward slash is most often used to show alternatives; to separate days, months and years; and to separate elements of a web address. In this case it is used without a space.

13
either/or
29/05/1988
www.uct.ac.za/news

If it is used to separate two multi-word concepts, then a space is used.

Titles of works / bodies of work

Fractions

Spell out fractions using a hyphen, but do not use a hyphen between a whole number and a fraction.

one and a half
three and three-quarters
one-third
seven-eighths

Web use: 1/3, 7/8

Also see Decimals.

Headlines

Single quotation marks are used in headlines and subheads when quotation marks are required. (This comes from the old days when newspapers had limited printing space and cut punctuation wherever they could.)

Hyphens and dashes

A hyphen (-) is not interchangeable with an en dash (–).

A hyphen is used for creating compound words, for clarifying the pronunciation of a prefixed word or for indicating that a word has broken across a line. There is no space before or after a hyphen.
merry-go-round, mother-in-law, re-enter

Do not hyphenate when prefixes result in a double vowel, unless a double vowel will affect the meaning of the word or the pronunciation.
re-enter, cooperate, readvertise

Use a hyphen after a prefix if the prefix is repeated or if the prefix is followed by a proper noun.
sub-subregion, anti-British

Do not hyphenate after the e meaning electronic.
email, ebusiness, ebanking

The suspensive hyphen is used as follows:
a five-, 10- or 15-minute break

Hyphenate compound adjectives when they are attributive (before the word they modify), but not when they are predicative (after the word they modify).
the well-known man, the man is well known

Don't hyphenate compound adjectives that start with an adverb ending in -ly unless it prevents ambiguity
highly regarded student, quickly approaching fire, early-career researchers

En dashes (spaced) can act as an alternative to brackets for inserting additional material into sentences.
The building – damaged in the fire of 1947 – still serves as the community meeting place.

En dashes (spaced) may be used to introduce an afterthought or an aside.
The train was late – we nearly got locked out of the hotel.

En dashes (unspaced) are used for indicating ranges. In these cases, the en dash acts much like the word to.
100–200, 12–14 March 2020, A–Z of Bike Shops

En dashes (unspaced) are used for showing relationships. In these cases, the en dash acts much like the word and.
the Mayweather–Pacquiao fight, the Zuma–Gupta scandal

The en dash should not replace the word and or to if the word between or from is used to indicate a range.
He's between 25 and 30 years old. It's from 15 to 18 April.

Web shortcut: &ndash
Shortcut for the en dash: ctrl and minus sign.

-ice vs -ise

The suffix -ice indicates a noun, while -ise indicates a verb.
> device (noun), devise (verb)

Tip: Use the pronunciation of advice/advise to work out which to use for practice/practise and licence/license.

-ise vs -ize

Prefer -ise, -yse, -ised or ising in all cases unless the word specifically requires -ize.
> seize, prize

ie, eg, etc

No full stops when using ie, eg and etc.

ie is an abbreviation of the Latin id est, meaning "that is". A list starting with ie does not take etc at the end.
> Travel into Cape Town on the north–south freeway, ie the N1.

eg is an abbreviation of the Latin exempli gratia, meaning "for example". A list starting with eg does not take etc at the end. The use of eg suggests that the list is incomplete.
> UCT offers many sports clubs, eg archery, badminton, chess and field hockey.

etc is an abbreviation of the Latin et cetera, meaning "and the rest". It is used to show that a list is incomplete.
> UCT offers many sports clubs: archery, badminton, chess, field hockey, etc.

et al is an abbreviation of the Latin et alia, meaning "and others".
> Young, Humphprey, Baloyi, et al.

Images

Web use: All images must be provided with a title and alternative text. Small images should be left-aligned.

Also see Crediting images.

Inclusive terminology (gender non-specific)

Don't use	Use
best man for the job	best person for the job
chairman/chairwoman	chair, chairperson, convenor, presiding officer
cleaning lady	cleaner, cleaning staff
gentleman's agreement	unwritten agreement, agreement based on trust
headmaster/headmistress	principal
housewife	homemaker
layman	layperson
male nurse	nurse
man, manning	staff, staffing
man hour	working hour
man or mankind	humanity, human kind, human race
man-made	artificial, synthetic, constructed, of human origin
manpower	employees, workforce, labour force
policeman/policewoman	police officer
workmanlike	efficient, proficient, skilful, thorough

The use of 'womxn' is acceptable, particularly in the context of feminism or gender studies.

In a context of the pervasive silencing of lesbian womxn, director and writer Phyllis Klotz found her solution.

Inverted commas

See [Quotations](#)

Initials

Do not include spaces between initials.
JM Coetzee, EM Forster

Justified text

Prefer unjustified text (ragged right) because word spacing can look odd if justified, especially in tables or columns.

Justified text is not used for headings, bullets or in tables. Only use centred text as a design element.

Money

No space between currency symbol and numbers. Use non-breaking spaces, not commas, as required.
R100, R100 000, R10 million

Avoid cents unless required. If there are no cents, it is unnecessary to add .00 at the end of the number.

Use lowercase when writing out the currency.
rands and cents, dollars, pounds

Names

In an article, mention the person's full name and title in the first instance, followed by title and surname, and then just surname in third and subsequent instances.
Professor Kelly Chibale was appointed … Professor Chibale's qualifications include … Chibale said he would …

Personal name particles must be lower case unless they start a sentence or are used without the first name.
Pete van der Woude said, Van der Woude said
The forecast was for rain, so Van der Woude packed his umbrella.

Also see [Titles](#)

Non-English words/phrases

Italicise non-English words or phrases, including music terms. Exceptions are those foreign words that are used regularly in English.
  à la carte, au pair, bon appetit

When referring to the genus of plants and animals, use the common name followed by the Latin name in brackets, but only where not doing so would lead to misunderstanding.
  the Natal long-fingered bat (*Miniopterus natalensis*)

Common words adopted into English from one of the country's official languages need not be italicised. However, unfamiliar words should be written in italics and translated unless it is the name of a noun.
  lekgotla, umgijimi (runner)

Numbers

Write out numbers from one to nine in full; use numerals from 10 to infinity.
  He had two bananas and 23 blueberries for lunch.

Write out fractions below 10 and use figures for fractions larger than 10.
  nine and a half, but 17.5

Separate every third figure in numbers greater than 999 with a non-breaking space (ctrl+shift+space) rather than a comma.
  1 000 not 1,000

For very large numbers, a combination of figures and words may be used. Use a non-breaking space to prevent numbers breaking across lines. (Note: full stop, not comma, to separate decimals.)
  1.2 million votes, R90 million

Spell out numbers at the beginning of a sentence or recast the sentence so that it doesn't begin with a number.
  Twenty-two students came to the meeting.
  The meeting was attended by 22 students.

Use numerals when you are referring to parts of a book.
  Chapter 4, Table 2.5 or page 4

Spell out ordinal numbers up to ninth; use numbers and st/nd/rd/th for larger ordinal numbers.
  fourth, seventh, 102nd, 433rd

If you use th after a number in numerals, the th should not be superscript. Word will often autocorrect to superscript, so use ctrl+z immediately to undo this autocorrection.

40th not 40th

Also see:

[Fractions](#)

[Decimals](#)

Numbered lists under [Bullets](#)

Official languages

When referring to South Africa's 12 official languages, use the names as given in the Constitution.

Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, [South Africa Sign Language (SASL)](#)

Percentages

Use the symbol % without a space after a number, particularly in graphs and tables.

78%

Ratios can be used for clarity.

Three out of four students do not have cars.

Plain English

Use plain language wherever possible. Two guides:

• https://www.usability.gov/how-to-and-tools/methods/writing-for-the-web.html

• http://www.plainenglish.co.uk/free-guides/60-how-to-write-in-plain-english.html

Use plain language wherever possible. Two guides:

• additional (extra)

• advise (tell)

- applicant (you)
- commence (start)
- complete (fill in)
- comply with (keep to)
- consequently (so)
- ensure (make sure)
- forward (send)
- in accordance with (under, keeping to)
- in excess of (more than)
- in respect of (for)
- in the event of (if)
- on receipt (when we/you get)
- on request (if you ask)
- particulars (details)
- per annum (a year)
- persons (people)
- prior to (before)
- purchase (buy)
- regarding (about)
- should you wish (if you want)
- terminate (end)
- whilst (while)

Pronouns

Reflexive pronouns must refer to subjects previously mentioned in order to clarify which subject is being discussed.

Where possible, pronouns should be gender-neutral. It is common practice to use the non-gendered plurals *"they,"* *"them,"* or *"theirs"* rather than the gendered singulars *"his/hers"* or *"him/her."*

The student left their test on the table. (Preferred).
The student left his/her test on the table.

Pronouns (gender non-binary)

A person's gender identity is how they see and define themselves, regardless of how the outside world perceives them. Gender non-binary means that an individual does not fit into the traditional binary categories of male and female. As our understanding of sexuality and gender identity expands, we will accept the use of non-binary pronouns as preferred by individuals. If in doubt, confirm with the subject of the article.

At the end of the article, include an explainer:

As an inclusive community, the University of Cape Town is committed to using gender-inclusive language in its news articles. In this article, non-binary pronouns [SPECIFY] have been used.

She/Her, He/Him, They/Them/Theirs

Punctuation and formatting

Punctuation should be formatted in the same manner as the preceding text.

When: Wednesday, 17 October 2018
Where: Lecture Theatre 2, Kramer Law Building, Middle Campus, UCT

Note: This is not the case in a list that has some italicised items (the commas remain in roman).

Quotations

Use double outer quotation marks and single inner quotation marks (followed by double, single, double as required).

"I would like to commend Dr Sinclair. As he said, 'Students are the future of this institution', and he is so right."

If a quote is complete (the entire spoken/written sentence), the punctuation falls inside the closing quotation marks.

"The budget has been finalised," announced the minister.

If the quote is incomplete (part of a sentence), or the sentence has been artificially broken, the punctuation falls outside the closing quotation marks.

The group decided to follow their ex-leader's urging to "stay strong".

Complete longer quotes start on a new line; shorter quotes are preferably embedded in paragraphs.

Use single quotation marks for concepts or words used in a specific or non-conventional way.

Community networks can help people on the very 'edge' of the internet.

Colons can introduce quotations, particularly if they are full sentences or paragraphs. In all other cases, introduce with commas.

When quotations use incorrect English, use sic in square brackets (from the Latin sic erat scriptum, "thus was it written").

"There [sic] clothes were dirty," wrote the editor.

Omissions that need to be added to make the meaning of the sentence clear can also be added in square brackets.

"He left [UCT] to find work."

Quotation marks must be curly " ' ' " not straight " ' ' ". Search and replace during writing.

See Shortcuts.

Said vs says

Both *said* and *says* have their place in journalistic writing.

Said is preferred for hard news stories, while *says* is preferred for human-centred stories, profiles or features, particularly where one person is being interviewed about their own work or opinions.

Whatever the stylistic choice, it should be used consistently in a particular article.

Salutations: letters and email notices

Use Ms Smith instead of Mrs Smith.

No capital letters are necessary if a term rather than a name or title is used.
    Dear colleagues and students

Web use: In emails, use "Regards" to sign off.

SARChI The South African Research Chairs Initiative (SARChI) – note the lower-case h in
    Refer to Professor Xolisa Guzula who holds the SARChI Chair in Criminology.

Scientific names

When referring to plants and animals, use the common name followed by the Latin name in brackets.
    the African elephant (*Loxodonta africana*)

Alternatively, this may also be written:
    Loxodonta africana, the African elephant

Semicolons

Semicolons are used to join two main clauses that are closely related and complement or parallel each other.
    The school year usually ends at the beginning of December; summer is just beginning.

Semicolons are used to further separate lists that are already separated by commas. Note the semicolon used before the and of the final item in the list.
    I would like to thank my family; all the staff, without whom I could have done nothing; the support team, who were always there; and my ginger cat and faithful dog.

Square brackets

Use square brackets for comments, corrections or translations within quoted material.

Also see Quotations.

Telephone numbers

Use consistent spacing in telephone numbers to improve legibility. Brackets are not required around the area code. Use non-breaking spaces – ctrl+shift+space – to prevent poor line breaks.
021 488 6659, 078 994 3576

International codes should be used unless the call is specifically local, such as the emergency services.
+27 (0)21 685 3328

Time

Use digital 24-hour time. Use 0 for starting times earlier than 10:00. Use a colon, not a full stop or an h.
07:30, 15:00, 21:35

Titles (position)

Capitalise and spell out formal titles such as President, Dean and Chancellor only when these precede the name or are used as a name.
President Nelson Mandela, Mr President, Vice-Chancellor Professor Mosa Moshabela

Use lower case for general references, descriptions, and titles that follow a name.
Nelson Mandela was the president of South Africa; Professor Mosa Moshabela, vice-chancellor of UCT

The main distinction is between positions used as titles, which take upper case, and positions used as descriptors, which take lower case.

Interim Vice-Chancellor

When referring to an interim vice-chancellor, use the term Vice-Chancellor interim (in italics). This format distinguishes the temporary status of the position

The Vice-Chancellor *interim* addressed the students' meeting.

*If another interim vice-chancellor is appointed in the future, they should also be referred to as Vice-Chancellor interim

Also see Names.

Titles of works / bodies of work

Title case (capitals for first word, last word and principal words, excluding articles, conjunctions and prepositions) and italics for: MOOCs, books, cartoons, comic strips, journals, magazines, music albums, newspapers, operas, radio shows, television shows, movies, plays, works of art and long musical compositions.

Africa Today, Umasihambisane, Sarafina, Kilimanjaro

Quotation marks in roman for: lectures, workshops, conferences, academic articles, blog entries, chapters in books, television episodes, essays, photos, short poems, short stories, songs and unpublished manuscripts, speeches, theses and lectures.

Professor Joubert spoke at the "Mining Indaba 2025" conference in Cape Town.
"A Rose for Emily" was the first short story written by William Faulkner.
"Who speaks for climate? Making sense of media reporting on climate change"

Thesis titles are italicised only when published. If they are not, they remain in roman with quotation marks.

Nandi's unpublished thesis, "Problems with eqality and school system in South Africa", languished in his bottom drawer.

Subtitles take sentence case, with the first capitalised even if it is a conjunction.

Play to Win: What Women Can Learn from Men in Business

The titles of publications that appear only online are treated like print titles with italics and title case.

Climate change is featured in the latest online edition of Nature.
The Sunday Times reports on both local and international news.

Website names, including blogs, use roman without quotation marks.

Many students use CarsRUs to buy second-hand cars.
BikeHub is a useful platform for finding bicycle-related information.

When referring to bodies of work and their components, bodies of work must be italicised while the components must be placed in inverted commas.

Pearl Jam's latest studio album, Nine Types of Light, contained the standout song, "Caffeinated Consciousness".

Translation

Translation in English in roman text in brackets follows directly after the non-English language quote in italics.

Je suis d'accord (I agree)

Also see [Non-English words/phrases.](Non-English%20words/phrases.)

UCT

Naming UCT

The University of Cape Town or UCT are the two official names used for the university.

Use the full name on first mention with the abbreviation UCT following in brackets. Thereafter use only UCT or "the university" (note the use of lower case for "university").

Note: The university, UCT or the University of Cape Town often refers to a singular, gender-neutral subject. It may, however, refer to an organisation comprising many individual units (plural). In the spirit of transformation, we encourage the use of plural, inclusive pronouns (we, our) for references to the UCT community.

> At UCT we embrace a philosophy of inclusivity.

UCT departments

Use the full name of professional, administrative support and service (PASS) departments and capitalise all words except prepositions and articles. With subsequent reference, when only a partial name is used, lower case becomes appropriate.

> Communication and Marketing Department, but the communication department

Note: PASS departments use the word "Department" at the end to distinguish them from academic departments, which use the word "Department" at the beginning. The Department of Student Affairs (DSA) is an exception.

> Communication and Marketing Department, Department of Fine Art

UCT identity mark

If the university's logo appears on the cover of a publication, on a certificate or on any other text-filled page, the words "UCT" or "the University of Cape Town" need not be used on the same page as part of a title, heading or cover text. The logo serves as the identifier.

Web use: The official versions of the university's logos must be used.

UCT buildings and other structure names

The names of buildings, thoroughfares, monuments, organisational units and departments are capitalised, but only in accordance with the <u>List of UCT department and building names.</u>

For faculty and departmental names, there is a preference for using full titles.
> the Faculty of Engineering & the Built Environment

Capitalise faculty names when using just the faculty name to refer to the faculty (not the area of study).
> Humanities, Law, Health Science

You can use just the faculty name or the lower case "faculty" after using the full title in your text. If you are referencing the engineering faculty, for example, then lower case is acceptable.

Avoid capitalising words that have a clear general meaning such as:
> several faculties, a faculty matter, a departmental issue, other universities, a number of committees and subcommittees of Senate, all the executive deans, a dean or heads of departments

UCT committee names

All committee names are capitalised at UCT. After using the full names, use the lower case "committee".
> University Naming Committee, the committee decided

UCT Council and Senate

Council and *Senate* always take capitals.

UCT executive staff

Hyphenate Vice-Chancellor, Deputy Vice-Chancellor and Pro Vice-Chancellor.

These can later be abbreviated to VC or DVC. (The hyphen falls away with abbreviations.)

Treat them as a plural when "executive" is used.
> The executive have decided to close today.

UCT locations

Refer to UCT campuses in lower case unless it stems from a proper noun, begins a sentence or is being used as part of an address. For some campuses, the full name should be used on first mention:

- upper campus, middle campus, lower campus
  The Design Thinking workshop was held at Hasso Plattner d-school Afrika, located on UCT's middle campus.
  Students attended a seminar on environmental policy at UCT upper campus.

- Watch the graduation ceremony online.

- medical campus or medical school (the Faculty of Health Sciences is located here)

- Hiddingh Campus (note that the Michaelis School of Fine Art is a department)

- Breakwater Campus (Graduate School of Business (GSB) is located here).

Websites

Avoid writing out the full web address. The hyperlink should be linked from a key word or phrase.
  Watch the [graduation ceremony](#) online.

If a web address must be written out (to be avoided), it should never break over two lines, unless space constraints force this. If a website must be broken across a line, the break should be made after a full stop or forward slash.

When using a web address as a reference within the body text, you do not have to use the "http://" extension, but make sure that any hyperlinks include the extension if required to make the link work.

Do not use self-referential links.
  click here, read here, download the documents

Rather use wording that explains where the link is going.
  Download the [2018 Annual Report.](#)

Web use: External links should always open in a new tab.

Weight and measurements

Use the metric system wherever possible.

Use abbreviations when combined with numbers.
  3 kg, 5 km (non-breaking space between number and symbol)
  320 GB or 320 gigabytes (non-breaking space between number and symbol)

Note: This is not the case with degrees of temperature.
  23°C (no space between numbers and symbol)

Troublesome Words

adaptation

adaptation not adaption

addendum vs appendix

An addendum is an addition to a completed written document. Most commonly this is a proposed change or explanation. (Plural: addenda)

An appendix is an attachment of additional matter added to books or documents. (Plural: appendices)

alma mater

We do not italicise alma mater, nor do we use capitals (unless beginning a sentence).

among vs amongst

Avoid the old-fashioned -st where possible.

among vs between

Among many but between two, generally speaking. When exactly two entities are specified, between should always be used.

We use among to talk about things which are not clearly separated because they are part of a group or crowd or mass of objects.

amount vs number

Amount refers to a mass or quantities that cannot be counted or cannot be expressed in terms of a single number.
cheese, rice, population

Number refers to quantities that can be counted.
pens, cars, diseases

annex vs annexe

The annexe is a place (noun).

To annex is an action (verb).

antenna (radio)

The correct plural is antennas (antennae belong to bugs)

around (amount)

About or approximately are better.
about 100 attended, approximately 50 people

around vs round

Around is more commonly used in American English, while round is more commonly used in British English.

Round generally refers to a definite, specific movement.
You can find what you are looking for round that corner.

Around is generally less specific.
You can find books around the library.

award vs confer

In line with the Higher Education Act 101 of 1997, diplomas and certificates are awarded while degrees are conferred.

buses

Buses takes a single s for the plural. As with focuses and focused.

biennial, biannual and bimonthly

Biennial occurs every two years.

Biannual occurs twice a year.

Bimonthly occurs twice a month.

Note: It may be simpler to write "every second year", "twice a year" or "twice a month".

bits vs bytes

A byte is made up of 8 bits (or binary digits).

Bytes are a unit of measurement of computer information storage.
> a 320 GB (320 gigabytes) hard drive

When abbreviated, it should be written with a capital letter.

can vs may

Can implies ability, whereas may implies permission or uncertainty.

can not vs cannot

You would only use can not when the "not" forms part of another construction such as "not only".
> I can not only play the piano better than you; I can also sing better.
> I cannot lift such a heavy weight on my own.

censer vs censor vs censure

A censer is a container in which incense is burned.

To censor is to prevent publication.

To censure is to criticise severely.

classic vs classical

Classic means typical, excellent as an example, timeless.

Classical means relating to Greek or Roman antiquity. (Classical music is the exception to this rule.)
> He collects a variety of classic cars, but the MG BGT is his favourite.
> She teaches Latin and classical mythology.

compare with vs compare to

Compare with is used to point out differences between objects regarded as essentially of the same order.

Compare to is used to point out or imply resemblances between objects regarded as essentially of a different order.

The online course compares unfavourably with UCT's full-time class-based course.

Shall I compare thee to a summer's day?

complement vs compliment

To complement (verb) is to add to something in a way that enhances or improves.

A complement (noun) is a number of something required to make a group complete.

To compliment (verb) is to politely express praise or admiration. A compliment (noun) is such an expression.

A complimentary (adjective) drink is given for free.

comprise vs be comprised of

To comprise means "to consist of".

The team comprised scientists, biologists and a small poodle named Larry. (The whole comprises the parts.)

Comprised of is generally frowned upon because comprise means "to consist of".

consists vs comprises

Consists takes "of" when used in a sentence but comprises doesn't.

The goo consists of bicarbonate of soda and washing liquid.

The document comprises all the forgotten chapters.

continual vs continuous

Continual means occurring frequently, but not constantly (repeating at intervals).

Continuous means ongoing (without pause or interruption).

continuing education vs Continuing Education

Use lower case when referring to the function.

Use capitals when referring to the unit or programme.

data vs datum

Technically speaking, data is plural; datum is singular. Modern usage, however, increasingly permits the use of data as singular.

database

Database is always one word.

dependent vs dependant

To be dependent (adjective) on someone or something is to rely on their support.

A dependant (noun) is a person who relies on another.

disabled/handicapped vs a person with disabilities

A person with disabilities is preferred over a disabled person.

Handicapped is a politically incorrect word and can be construed as insensitive to some people.

See table on inclusive terminology (gender non-specific)

disc vs disk

British English generally prefers disc, while American English prefers disk.

In computing, disc refers to optical media (CD, DVD, BluRay), while disk refers to magnetic media and is usually sealed in a casing (floppy disk, flash disk, hard disk drive).

disinterested vs uninterested

Disinterested means not having a personal interest – impartial, unbiased.

Uninterested means not interested – indifferent.

enormity

Enormity does not refer to great size; it refers to great wickedness, sin or outrage.

enquiry, inquiry and query

An enquiry is a request for information.
An inquiry is an official investigation into something.
A query is a questioning of something or an expression of doubt about it.

fewer vs less

Fewer refers to people or items that can be counted.
> This till only accepts baskets filled with 10 items or fewer.

Less is used to refer to amounts that cannot be counted.
> There is less cheese on this burger than last time.

focuses/focused

Single s for the plurals or past tense.

fortnightly vs biweekly

Fortnightly is every second week; biweekly can mean either appearing or taking place every two weeks or twice a week.
To be clear use "fortnightly" and "twice a week".

Healthcare

Use as one word for both noun and adjective.

historic vs historical

Historic means very important.
Historical means relating to history.

HIV or AIDS

AIDS (acquired immune deficiency syndrome) is caused by HIV (human immunodeficiency virus).
Since HIV does not necessarily lead to AIDS, prefer HIV or AIDS to HIV and AIDS or HIV/AIDS.
Instead of AIDS victims, use the phrase people living with AIDS.
Do not follow the abbreviation HIV with the word virus – the V stands for virus, making the word virus redundant.
Prefer simply HIV.

inter alia vs among others

Use among others to avoid confusion.

internet vs Internet

Prefer lower case when referring to the internet.

insure vs ensure

Insure pertains to insurance.

Ensure means to make sure.

judgment vs judgement

Judgment (with only one e) refers to a legal decision. Judgement refers to a personal opinion.

The court's judgment sent Harry to prison.

My judgement of Harry is that he is a bad man.

lend vs borrow

Borrow from, but lend to.

To lend is to give something to someone with the understanding of having it returned.

To borrow is to accept something from someone with the intent of returning it.

LGBTQIA+

Not LGBT

loose vs lose

Loose means not firmly or tightly fixed in place.

To lose is to not win, or to be unable to find something.

may vs might

Both may and might express possibility, but with may the possibility is more open while with might the possibility is more tenuous.

It is no longer the case that might is used in the past tense and may is used in the present.

MBps vs Mbps

MBps means megabytes per second and relates to how much of a file is downloaded.
Mbps means megabits per second and relates to line speed.

Police force vs police service

Use police service to refer to the South African Police Service.

principle vs principal

A principle is a fundamental truth or rule.
A principal is someone who is first in importance, a person with the highest authority or a headmaster.

staff vs employees

Staff are people who perform duties as directed by another entity (person or organisation).
Employees are people who are paid wages or a salary by their employer to perform duties.
Staff includes employees, but can also include volunteers (people who do not receive remuneration) and contractors (people paid via a third party employer).
Staff can take a plural or singular verb depending on whether it is used to refer to the group as a whole or the individuals who make up the group.

stationery vs stationary

Stationery includes writing paper and other supplies.
Stationary objects are not moving.

that vs which

That introduces a defining clause.
> This is the rock that killed him. (Note: that never refers to humans – prefer who.)
Which introduces a non-defining clause.
> The rock, which John threw from over there, killed him.

When which is used to introduce a non-defining clause, it should be preceded by a comma.

Note: Either that or which may be used to introduce a defining clause. If which is used to introduce a defining clause, no comma should precede it.

title or entitle

Entitle is a legal right or privilege.

Title means to provide a title for or call by a title.
>   The book is titled Six Pennies. Purchasing the book does not entitle one to plagiarise the copy.

under way

Under way is spelt as two words.

unique

Unique means one of a kind (only one in existence), not distinctive or unusual.

what vs which

What is used when there are an unknown or infinite number of possibilities.
>   What university are you going to?

Which is used if you are choosing between a more limited number of items.
>   Which dress will you be wearing?

while vs whilst

Avoid the old-fashioned -st where possible.

who vs whom

Technically speaking, who should be used when referring to the subject of a clause, and whom should be used when referring to the object of a clause. Increasingly in modern usage, who may be used for both subject and object references.

Note: If you can replace the word with "he" or "she", use who. If you can replace it with "him" or "her", use whom.

Yours sincerely vs Yours faithfully

These are most often used only in formal writing.

When addressing a recipient by name (Mr Daniels), use Yours sincerely.

When the recipient's name is not known (Dear Sir, Dear Madam), use Yours faithfully.

Shortcuts and Quick Tips

Copy text	Ctrl+C
Find and replace text	Ctrl+H Cmd+F
Paste text	Ctrl+V
Cut text	Ctrl+X
Redo text	Ctrl+Y Shift+Cmd+Z
Undo text	Ctrl+Z
Non-breaking space	
En dash	ALT0150 or Ctrl -
Em dash	ALT0151
Web shortcut	– —

Quotations

“ left double

” right double

‘ left single

’ right single

Word shortcuts

Ctrl-Shift-Space	Non-breaking space
Ctrl+0	Toggles 6pts of spacing before a paragraph
Ctrl+A	Select all contents of the page
Ctrl+B	Bold highlighted selection
Ctrl+C	Copy selected text
Ctrl+D	Open the font preferences window

Ctrl+E	Align the line or selected text to the centre of the screen
Ctrl+F	Open find box
Ctrl+I	Italicise highlighted selection
Ctrl+J	Align the selected text or line to justify the screen
Ctrl+K	Insert a hyperlink
Ctrl+L	Align the line or selected text to the left of the screen
Ctrl+M	Indent the paragraph
Ctrl+N	Open new, blank document window
Ctrl+O	Open the dialog box or page for selecting a file to open
Ctrl+P	Open the print window
Ctrl+R	Align the line or selected text to the right of the screen
Ctrl+S	Save the open document (just like Shift+F12)
Ctrl+T	Create a hanging indent
Ctrl+U	Underline the selected text
Ctrl+V	Paste
Ctrl+W	Close the currently open document
Ctrl+X	Cut selected text
Ctrl+Y	Redo the last action performed
Ctrl+Z	Undo last action
Ctrl+Shift+L	Quickly create a bullet point
Ctrl+Shift+F	Change the font
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts
Ctrl+]	Increase selected font +1pts
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt
Ctrl+[	Decrease selected font -1pts

Ctrl+'+<char> I	nsert a character with an accent (grave) mark, where <char> is the character you want
Ctrl+<left arrow>	Move one word to the left
Ctrl+<right arrow>	Move one word to the right
Ctrl+<up arrow>	Move to the beginning of the line or paragraph
Ctrl+<down arrow>	Move to the end of the paragraph
Ctrl+Del	Delete word to right of cursor
Ctrl+Backspace	Delete word to left of cursor
Ctrl+End	Move the cursor to the end of the document
Ctrl+Home	Move the cursor to the beginning of the document
Ctrl+Spacebar	Reset highlighted text to the default font
Ctrl+1	Single-space lines
Ctrl+2	Double-space lines
Ctrl+5	1.5-line spacing
Ctrl+Alt+1	Change text to heading 1
Ctrl+Alt+2	Change text to heading 2
Ctrl+Alt+3	Change text to heading 3
Alt+Ctrl+F2	Open new document
Ctrl+F2	Display the print preview
Ctrl+Shift+F6	Switch to another open Microsoft Word document
Ctrl+Shift+F12	Print the document
F5	Open the Find, Replace, and Go To window in Microsoft Word
F7	Spellcheck and grammar check selected text or document
F12	Save as
Shift+F3	Change text to uppercase, lowercase or capitals at the beginning of every word.
Shift+F7	Run a thesaurus check on the selected word

List of UCT Abbreviations

AAH	All Africa House Board
AAHMC	All Africa House Management Committee
AC	Admissions Committee
ACC	African Centre for Cities
ACCC	Administrative Computing Co-ordinating Committee
ACU	African Cinema Unit
ADU	Avian Demography Unit
AEB	Atomic Energy Board
AEON	Africa Earth Observatory Network
AFC	Academic Freedom Committee
AHRU	Adolescent Health Research Unit
APC	Admissions and Progression Committee
ASDC	Academic Staff Development Committee
ASPECT	Academic Support Programme for Engineering in Cape Town
ASRU	AIDS & Society Research Unit
AU	Academics Union
BERU	Bioprocess Engineering Research Unit
BfGS	Board for Graduate Studies
BISRU	Blast Impact & Survivability Research Unit
CARe	Centre for Actuarial Research
CAS	Centre for African Studies
CCI	Centre for Contemporary Islam

CCR	Centre for Catalysis Research
CCW	Centre for Creative Writing
CCWG	Curriculum Change Working Group
CeBER	Centre for Bioprocess Engineering Research
CEC	Council Executive Committee
CERECAM	Centre for Research in Computational and Applied Mechanics
CFASM	Consultative Forum on Academic Staff Matters
CFT	Cross faculty teaching
CHE	Council for Higher Education
CHEC	Cape Higher Education Consortium
CHED	Centre for Higher Education Development
CHED Board	Centre for Higher Education Development Board
CILT	Centre for Innovation in Learning and Teaching
CITANDA	Centre for Information Technology and National Development in Africa
CME	Centre for Materials Engineering
CMR	Centre for Minerals Research
COE	Cost of employment
COL	Centre for Open Learning
CPM	Centre for Popular Memory
CPS	Campus Protection Services
CREE	Centre for Research in Engineering Education
CRS	Centre for Rhetoric Studies
CRU	Cardiovascular Research Unit
CSCR	Centre for Supramolecular Chemistry Research
CSD	Centre for Science Development

CSIR	Council for Scientific and Industrial Research
CS-LR	Centre for Socio-Legal Research
CSSR	Centre for Social Science Research
CTPA	Centre for Theoretical Physics and Astrophysics
DAC	Dean's Advisory Committee
DAD	Department of Alumni & Development
DCAM	Development, Communication, Alumni & Marketing Working Group
DDB	Doctoral Degrees Board
DiMP	Disaster Mitigation for Sustainable Livelihoods Programme
DoE	Department of Education
DPA	Deemed Pensionable Amount
DPRU	Development Policy Research Unit
DSA	Department of Student Affairs
DTA	Distinguished Teachers Award
DVC	Deputy Vice-Chancellor
EBE	Faculty of Engineering & the Built Environment
ECSA	Engineering Council of South Africa
ED	Executive Director
EE	Employment Equity
EEN	Employment Equity Network
EEU	Environmental Evaluation Unit
EIR	Ethics in Research Committee
EMS	Centre for Extra-Mural Studies
EMU	Electron Microscope Unit
EMWG	Environmental Management Working Group

ERC	Energy Research Centre
ERMC	Employee Relations Management Committee
EU	Employees Union
EXCO	Council Executive Committee
FAAC	Faculties Academic Administration Committee
FEC	Faculty Examinations Committee
FPC	Fundraising Projects Committee
FRU	Freshwater Research Unit
GOB	General operating budget (the "Council-controlled" section of the budget)
GSB	Graduate School of Business
HAICU	HIV/AIDS Inclusivity and Change Unit
HEMIS	Higher Education Management Information System
HEQC	Higher Education Quality Committee
HESA	Higher Education South Africa
HOD	Head of Department
HPCSA	Health Professions Council of South Africa
HRA	Human Resources Advisor
HRO	Human Resources Officer
HRMAG	Human Resources Management Advisory Group
HRP	Human Resources Practitioner
HSRC	Human Sciences Research Council
IAA	Albertina and Walter Sisulu Institute for Ageing in Africa
IAPO	International Academic Programmes Office
ICRSA	Institute for Comparative Religion in Southern Africa
ICTC4D	Information and Communications Technology Centre for Development

ICTS	Information and Communication Technology Services
ICTUG	Information and Communication Technology Users Group
IDLL	Institute of Development and Labour Law
IEASA	International Education Association of South Africa
IF	Institutional Forum
IFDS	International full degree student(s)
IIDMM	Institute of Infectious Disease and Molecular Medicine (also abbreviated as IDM)
iNCUDISA	Intercultural & Diversity Studies of Southern Africa
IPD	Institutional Planning Department
IPRU	Intellectual Property Research Unit
IRMA	Integrated Research Management Application
ITF	International Term Fee
ITTWG	Information Technology Thrust Working Group
JIC	Joint Investment Committee
JMS	Joint Medical Staff
JSAC	Joint Standing Advisory Committee (UCT/PGWC)
LLAREC	Lucy Lloyd Archive Resource & Exhibition Centre
LWG	Library Working Group
MA-RE	Marine Research Institute
MRC	Medical Research Council
MSC	Management Services Committee
NAPP	New Academic Practitioners Programme
NEHAWU	National Education Health and Allied Workers Union
NHLS	National Health Laboratory Service

NRF	National Research Foundation
NSFAS	National Student Financial Aid Scheme
OEHRU	UCT Occupational and Environmental Health Research Unit
OIC	Office for Inclusivity and Change
Ops	MAG Operations Management Advisory Group
OVC	Office of the Vice-Chancellor
P & S	Properties and Services
PAC	Publications Award Committee
PACE	Public & Continuing Education
PASS staff	Professional, administrative support and service staff
PASS	SDC LG Professional, administrative support and service Staff Development Committee Liaison Group
PASS SDC	Professional, administrative support and service Staff Development Committee
PC	Pay class
PC	Principal's Circular
PCRU	Precipitation and Crystallisation Research Unit
PCU	Plant Conservation Unit
PDP	Personal Development Plan
PFIAO	Percy FitzPatrick Institute of African Ornithology (Fitzstitute)
PGFO	Postgraduate Funding Office
PGWC	Provincial Government of the Western Cape
PIWG	Planning Integration Working Group
PMAG	Planning Management Advisory Group
PPLSC	Physical Planning and Landscape Sub-committee
PPLWG	Physical Planning and Landscape Working Group
PPS	Procurement & Payment Services

PPS	Personal Performance System
PRAESA	Project for Study of Alternative Education in SA
PSFC	Postgraduate Studies Funding Committee
QAWG	Quality Assurance Working Group
RASC	Research Associateships Selection Committee
Remcom	Remuneration Committee
RFJ	Rate for Job
RICSA	Research Institute on Christianity and Society in Africa (originally the Research Institute for Christianity in South Africa)
RMC	Risk Management Committee
RO	Research Officer
RRC	Readmission Review Committee
SAC	Space Allocation Committee
SADC	Southern African Development Community
SAFL	Sasol Advanced Fuels Laboratory
SALDRU	Southern Africa Labour and Development Research Unit
SAP	Systems, Applications and Products in Data Processing. (SAP is a client/server-based information management program.)
SAPC	Senate Academic Planning Committee
SASP	Standard Academic Salary Package
SATVI	South African Tuberculosis Vaccine Initiative
SC	Sports Council
SDC	Staff Development Committee
SEBS	Staff Education Bursary Scheme
SEC	Senate Executive Committee

SETA	Sector Education and Training Authority
SHAWCO	Students Health and Welfare Centres Organisation
SHED	Safety, Health and Environment Department
SLC	Staff Learning Centre
SLG	Senior Leadership Group
SO	Scientific Officer
SSA	Semester Study Abroad
supaTsela	"Light of the road ahead" (ICTS renewal project)
TEPF	Temporary Employees Pension Fund
TMAG	Transformation Management Advisory Group
TO	Technical Officer
UAC	University Audit Committee
UB & DC	University Building & Development Committee
UCTRF	University of Cape Town Retirement Fund
UDC	University Development Committee
UFC	University Finance Committee
UHRC	University Human Resource Committee
UICTC	University Information and Communication Technology Committee
UIF	Unemployment Insurance Fund
UNC	University Naming Committee
URC	University Research Committee
USC	University Strategy Committee
USDSC	University Student Development and Services Committee
USFC	Undergraduate Studies Funding Committee
USHEPIA	Universities Science, Humanities and Engineering Partnerships in Africa

UTAC	University Transformation Advisory Committee
VC	Vice-Chancellor
VCMAG	Vice-Chancellor's Management Advisory Group
VSFC	Visiting Scholars' Fund Committee
WG	Working Group
WHRU	Women's Health Research Unit
WOAC	Works of Art Committee

List of UCT Department and Building Names [Also see here](#)

Department / Building	Campus
Academic Development Programme (Hlanganani)	Upper Campus
Accounting (Leslie Commerce Building)	Upper Campus
Administrative Offices (Bremner Building)	Lower Campus
Admissions Office (Masingene)	Middle Campus
African Studies: Centre for (Harry Oppenheimer Institute)	Upper Campus
All Africa House	Middle Campus
Allan Cormack House	Lower Campus
Anaesthesia (Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Anatomy Building	Health Sciences Campus
Animal Demography Unit (John Day Building)	Upper Campus
Archaeology (Beattie Building)	Upper Campus
Architecture and Planning school (Centlivres Building)	Upper Campus
Arena Theatre	Hiddingh Campus
AC Jordan Building	Upper Campus
ASPECT (Menzies Building)	Upper Campus
Astronomy (RW James Building)	Upper Campus

Department / Building	Campus
Barnard Fuller Building	Health Sciences Campus
Baxter Hall	Lower Campus
Baxter Theatre Centre	Lower Campus
Beattie Building	Upper Campus
Bertram House	Hiddingh Campus
Bertram Place	Hiddingh Campus
Biochemistry (Molecular Biology Building)	Upper Campus
Bird Ringing Unit (SAFRING) (John Day Building)	Upper Campus
BISRU (Maintenance Place)	Upper Campus
Boehringer Ingelheim Lung Institute	Health Sciences Campus
Bolus Herbarium (HW Pearson Building)	Upper Campus
Bongani Mayosi Health Sciences Library	Health Sciences Campus
Bookshop (Steve Biko Students Union)	Upper Campus
Botany (HW Pearson Building)	Upper Campus
Botany Glasshouse	Upper Campus
Braemar Cottage	Health Sciences Campus
Breakwater Lodge	Breakwater Campus
Bremner Building – Central Administration	Lower Campus
Burg Road	Middle/Lower Campus
Burnage	Lower Campus
Cadbol House	Lower Campus
Cambria House	Middle Campus

Department / Building	Campus
Campus Protection Services (Burnage House)	Lower Campus
Campus Protection Services (Kramer Law Building)	Middle Campus
Campus Protection Services (Robert Leslie Social Sciences Building)	Upper Campus
Campus Protection Services (Barnard Fuller Building)	Medical Campus
Campus Protection Services (Forest Hill Residence)	Lower Campus
Campus Protection Services (Orange Street, Cape Town)	Hiddingh Campus
Cardiovascular Research Unit (Chris Barnard Building)	Health Sciences Campus
Careers Service (Hoerikwaggo Building)	Upper Campus
Cecil Road	Lower Campus
Centlivres Building	Upper Campus
Centre for African Studies (Harry Oppenheimer Institute)	Upper Campus
Centre for Higher Education Development (CHED) (Hlanganani)	Upper Campus
Centre for Materials Engineering (GH Menzies Building)	Upper Campus
CERECAM (Computational and Applied Mechanics) (GH Menzies Building)	Upper Campus
Chancellor Oppenheimer Library	Upper Campus
Chemical Engineering	Upper Campus
Chemical Engineering Building	Upper Campus
Chemistry Mall	Upper Campus
Chemistry (PD Hahn Building)	Upper Campus
Child Guidance Clinic (Isaac Albow Building)	Lower Campus
Chris Barnard Building	Health Sciences Campus
Chris Hani Building	Upper Campus

Department / Building	Campus
Civil Engineering (Snape Building)	Upper Campus
Clarinus (Groote Schuur Hospital Complex)	Groote Schuur Hospital and surrounds
Classroom Support Services (Geological Sciences Extension Building)	Upper Campus
Clinical Laboratory Science (Werner Beit, Falmouth and Chris Barnard Buildings)	Health Sciences Campus
College House	Lower Campus
College of Music	Lower Campus
Commerce Building (Leslie Commerce Building)	Upper Campus
Communication and Marketing Department (Welgelegen)	Lower Campus
Computational and Applied Mechanics (Menzies Building)	Upper Campus
Computer Science	Upper Campus
Computer Science Building	Upper Campus
Construction Economics and Management (New Snape Building)	Upper Campus
Cricket Pavilion	Middle Campus
Criminology, Centre of (Kramer Law Building)	Middle Campus
Cross-Campus Road	Middle/Lower Campus
Development and Alumni Dept (Old Admin Building)	Lower Campus
Development Policy Research Institute (DPRU) (Leslie Social Sciences Building)	Upper Campus
Disability Services (Steve Biko Building)	Upper Campus
Discrimination and Harrassment Office (DISCHO) (The Cottage, Lovers Walk)	Lower Campus
Dullah Omar Hall	Lower Campus
Educare Centre	Upper Campus
Edwin Hart Annex	Lower Campus

Department / Building	Campus
Egyptian Building	Hiddingh Campus
Electrical and Mechanical Engineering Building	Upper Campus
Electrical Engineering (Menzies Building)	Upper Campus
Electron Microscope Unit (RW James Building)	Upper Campus
Energy Efficiency Group (Maintenance Building)	Upper Campus
Energy Research Centre (Menzies Building)	Upper Campus
Engineering Mall	Upper Campus
English Language and Literature (AC Jordan Building)	Upper Campus
Enquiries Office (Admin) (Bremner Building)	Lower Campus
Environmental and Geographical Science Building	Upper Campus
Eskom Power Plant Engineering Institute (EPPEI) Hub (Maintenance Building)	Upper Campus
Extra-Mural Studies (Leslie Social Sciences Building)	Upper Campus
Falmouth Building	Health Sciences Campus
Fees Office (Kramer Law Building)	Middle Campus
Forest Hill (Main Road, Mowbray)	Lower Campus
Fuller Hall	Upper Campus
Gardens Department	Upper Campus
Gender Health and Justice Research Unit (Falmouth Building)	Health Sciences Campus
Geological Sciences	Upper Campus
Geological Sciences Building	Upper Campus
Geological Sciences Extension Building	Upper Campus
Geomatics (Menzies Building)	Upper Campus

Department / Building	Campus
Glenara	Lower Campus
Glenres	Lower Campus
Graça Machel Hall	Lower Campus
Graduate School of Business	Breakwater Campus
Graphic Design Building	Hiddingh Campus
Groote Schuur Mansions and Res	Upper Campus
Hasso Plattner d-school Afrika*	Middle Campus
H W Pearson Building	Upper Campus
HIV/AIDS Inclusivity and Change Unit (HAICU) (Ivan Toms Building)	Lower Campus
Health and Rehabilitation Sciences (Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Health Economics Unit	Health Sciences Campus
Harry Oppenheimer Institute	Upper Campus
Hiddingh Hall	Hiddingh Campus
Historical Studies (Beattie Building)	Upper Campus
Hlanganani	Upper Campus
Hoerikwaggo	Upper Campus
Human Biology (Anatomy Building)	Health Sciences Campus
ICTS Front Office (Computer Science Building)	Upper Campus
ICTS on Main	Lower Campus
Immelman Building	Upper Campus
Industrial Computational Fluid Dynamics Group (InCFD group) (Electrical and Mechanical Engineering Building)	Upper Campus
Information Centre	Upper Campus

Department / Building	Campus
Information and Library Studies (PD Hahn Building)	Upper Campus
Information Systems centre	Breakwater Campus
Information Systems department (Leslie Commerce Building)	Upper Campus
Information and Communication Technology Services (ICTS)	Lower Campus
Institute of Ageing in Africa (Old Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Institute of Infectious Disease and Molecular Medicine (Wolfson Pavilion)	Health Sciences Campus
International Academic Programmes Office (IAPO) (Masingene)	Middle Campus
Irma Stern Museum	Lower Campus
Isaac Albow Building (Child Guidance)	Lower Campus
Jagger Library	Upper Campus
James, R W, Building	Upper Campus
Japonica Walk	Lower Campus
John Day Building	Upper Campus
JP Duminy Court	Lower Campus
Kaplan Centre for Jewish Studies	Upper Campus
Kilindini	Lower Campus
Kopano	Lower Campus
Kramer Law School (Wilfred and Jules Kramer Law Building)	Middle Campus
La Grotta	Middle Campus
Languages and Literatures, School of	Upper Campus
Legal Aid Clinic (Kramer Law Building)	Middle Campus
Leo Marquard Hall	Lower Campus

Department / Building	Campus
Leslie Commerce Building	Upper Campus
Leslie Social Sciences Building	Upper Campus
Library Road	Upper Campus
Library: Hiddingh	Hiddingh Campus
Library: Law (Kramer Law Building)	Middle Campus
Library: Medical	Health Sciences Campus
Library: WH Bell Music	Lower Campus
Liesbeeck Gardens Building	Lower Campus
Linguistics and Southern African Languages (AC Jordan Building)	Upper Campus
Little Theatre Workshop	Hiddingh Campus
Lovers Walk	Lower Campus
Madiba Circle	Upper Campus
Maintenance Building	Upper Campus
Management Studies School (Leslie Commerce Building)	Upper Campus
Masingene	Middle Campus
Mathematics Building	Upper Campus
Medical Residence	Health Sciences Campus
Meulenhof	Lower Campus
Sarah Baartman Hall	Upper Campus
Menzies Building	Upper Campus
Michaelis School of Fine Art	Hiddingh Campus
Molecular Biology Building	Upper Campus

Department / Building	Campus
Neville Alexander Building	Lower Campus
Obz Square	Health Sciences Campus
Off-Campus Student Accommodation Services (OCSAS) (Meulenhof)	Lower Campus
Old Admin Building	Lower Campus
Old Medical School Building	Hiddingh Campus
Ombud's office	Lower Campus
Ornithology (John Day Zoology Building)	Upper Campus
Otto Beit Building	Upper Campus
Paediatrics and Child Health department	Upper Campus
PD Hahn Building	Upper Campus
Percy FitzPatrick Institute of African Ornithology (John Day Zoology Building)	Upper Campus
Philip Kgosana Residence	Upper Campus
Philosophy (Leslie Social Science Building)	Upper Campus
Physical Planning Unit (Meulenhof)	Lower Campus
Physics (RW James Building)	Upper Campus
Plaza	Upper Campus
Political Studies (Leslie Social Science Building)	Upper Campus
Post Office (Rhodes Gift)	Upper Campus
Postgraduate Funding Office (Otto Beit Building)	Upper Campus
Postgraduate Centre (Otto Beit Building)	Upper Campus
Procurement and Payment Services (Meulenhof)	Lower Campua
Properties & Services Administration Building	Upper Campus

Department / Building	Campus
Properties & Services (Meulenhof)	Lower Campus
Psychiatry and Mental Health (Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Psychology (PD Hahn Building)	Upper Campus
Public Health and Primary Health Care (Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Quad Building	Hiddingh Campus
RW James Building	Upper Campus
Radiation Medicine (Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Rag Organisation (Steve Biko Students Union)	Upper Campus
Religious Studies (Leslie Social Sciences Building)	Upper Campus
Research Contracts and Intellectual Property Services (RCIPS) (Allan Cormack House)	Lower Campus
Research Office (Allan Cormack House)	Lower Campus
Residence Road	Upper Campus
Rhodes Avenue	Lower Campus
Rhodes Recreation Ground	Lower Campus
Ritchie Building	Hiddingh Campus
Rochester House (Browning Road)	Groote Schuur Hospital and surrounds
Rondeberg	Lower Campus
Rosedale	Hiddingh Campus
Royal Society of Science (PD Hahn Building)	Upper Campus
SA Labour Development and Research Unit (SALDRU)	Middle Campus
Sarah Baartman Hall	Upper Campus

Department / Building	Campus
Sarah Baartman Hall	Upper Campus
School for Advanced Legal Studies (Kramer Building)	Middle Campus
School of Dance	Lower Campus
School of Economics Building	Middle Campus
School of Education (Neville Alexander Building)	Upper Campus
Schools Development Unit (Hoerikwaggo)	Upper Campus
SHAWCO Office (Steve Biko Students Union)	Upper Campus
Snape Building	Upper Campus
Soccer Field	Lower Campus
Social Anthropology (AC Jordan Building)	Upper Campus
Social Development (Leslie Social Sciences Building)	Upper Campus
Socio-Legal Research: Centre for (Kramer Law Building)	Middle Campus
Sociology (Leslie Social Sciences Building)	Upper Campus
Sports Administration (Sports Centre)	Upper Campus
Sports Centre	Upper Campus
Sports Fields: Cricket	Lower Campus
Sports Fields: Hockey	Lower Campus
Sports Injuries Clinic (Sports Centre)	Upper Campus
Sports Science Institute of SA (Boundary Road, Newlands)	Boundary Road, Newlands
Squash Courts: Kopano	Lower Campus
Squash Courts: Medical (Barnard Fuller Building)	Health Sciences Campus
Squash Courts: Sports Centre	Upper Campus

Department / Building	Campus
Students' Representative Council (SRC) (Steve Biko Students Union Building)	Upper Campus
Staff Training and Development (Cambria House)	Middle Campus
Stanley Road	Middle Campus
Statistical Sciences (Mathematics Building)	Upper Campus
Steve Biko Students Union	Upper Campus
Strubenholm	Lower Campus
Student Administration (Masingene)	Middle/Lower Campus
Student Affairs department (Steve Biko Students Union)	Upper Campus
Student Housing (Avenue House, Avenue Road)	Lower Campus
Student Housing (Masingene)	Middle Campus
Student Records (Masingene)	Middle Campus
Student Wellness Service (Ivan Toms Building)	Lower Campus
Students' Union: Medical	Health Sciences Campus
Students' Union: Rosedale	Hiddingh Campus
Summer House	Middle Campus
Surgery (Old Groote Schuur Hospital)	Groote Schuur Hospital and surrounds
Swimming pool and gym	Lower Campus
TB Davie Court	Lower Campus
Tennis courts and club house	Upper Campus
The Colenso Van Wyk Field Station	Upper campus
The Cottage	Lower Campus
The Woolsack	Middle Campus

Department / Building	Campus
Traffic Office (Geological Sciences extension building)	Upper Campus
Tugwell Hall	Lower Campus
UCT Club: Sports Centre	Upper Campus
UCT Campus Store (Steve Biko Students Union)	Upper Campus
UCT Private Academic Hospital	Groote Schuur Hospital and surrounds
University House	Lower Campus
Upper Campus Residence	Upper Campus
Varietas (Matopo Road)	Lower Campus
Wernher Beit Building North	Health Sciences Campus
Wernher Beit Building South	Health Sciences Campus
Wilfred and Jules (Kramer Law Building)	Middle Campus
Wolfson Pavilion	Health Sciences Campus
Woolsack Drive	Middle/Lower Campus
Zoology (John Day Zoology Building)	Upper Campus

List of UCT Room Names

Room Names	Location
Aadil Moerat Conference Room	Barnard Fuller Building
Alan Jay Pifer Room	Bremner Building, Bldg No 801 Space No 2.07
Albert Wessels Conference Room	Department of Mechanical Engineering
Alex du Toit Library	Geological Sciences Building, Bldg No 107
Basil Jaffe Seminar Room	Falmouth Building
Ben Beinart Room	Otto Beit Students Union Building, Bldg No 112 Space No 004
Bennie de Wet Lecture Theatre	Groote Schuur Hospital Old Main Building
Bessie Head Computer Laboratory	Beattie Building (ground floor), Bldg No 118 Space No B19
Bill Hoffenberg Conference Room	Groote Schuur Hospital
Bolus Herbarium Library and the Bolus Herbarium	HW Pearson Building
Caltex Classroom	Leslie Commerce Building, Bldg No 145 Space No 208
Camelot Room	Jagger Library, Bldg No 110
Cas Troskie Seminar Room	PD Hahn Building
Chancellor Oppenheimer Library	Upper Campus, Bldg No 110 Jagger, 137 Immelman and 143 Student's Union extension 3 and 4
Chancellor's Walk	Below the first flight of steps below Sarah Baartman Hall
Chisholm Recital Room	Strubenholm Building, Bldg No 221 Space No C7
Cissie Gool Plaza	Upper Campus, at the Library end of Chemistry Mall
Dulverton Trust Laboratory	Steve Biko Building, Upper Campus, Bldg No 153 Room 4.02
Dumo Baqwa Conference Room	Barnard Fuller Building
Duncan McMillan Laboratory	Building 144 2.16

Room	Location
Eric Simpson Lecture Theatre GEOLSIM	Geological Sciences Building, Bldg No 107
Eric Walker Seminar Room	Beattie Building, Department of History, Bldg No 118 Space no 2.40
Falconer Lecture Theatre	Old Groote Schuur Hospital, Bldg No 777 J49.10
Fleming Individual Study Lab	Leslie Commerce Building, Bldg No 145 Space No B Lab 3.02.4B
Frances Ames Conference Room	Barnard Fuller Building
Frank Forman Reading Room	Health Sciences Library, Bldg No 313 Space No 5.0
George Dall Bridge	Bridge over Anzio Road
Gilfillan Room	The Wilfred and Jules Kramer Law School, Bldg No 807 1.04.11
Glen Residence	Bldg No 526
Goodlet Laboratories	Engineering Department, Bldg No 144 Room 3.34, 3.34.1, 3.34.2
Gregorio Fiasconaro Opera Rehearsal Room	Strubenholm Building, Bldg No 221 Space No C6
Gus Lewis Computing Studio	Leslie Commerce Building, Bldg No 145 Space No L_ Lab
Guthrie Identification Centre	Next to the main herbarium, Bldg No 121 4.23.1
HM Robertson Room	School of Economics
Harry Crossley Room	Directors' Office, Postgraduate Funding Office, Otto Beit Building
Henno Martin Computer Room	Geological Sciences Building, Bldg No 107 Computer Room 508
Hiddingh Hall Library	Hiddingh Hall, Bldg No 410
Ian Bunting Dining Hall	Dining Hall – Kopano Residence, Woolsack Drive
Jack Brock Conference Room	Old Groote Schuur Hospital Old Main Building, E Floor Room
Jeanette Curtis Room	Steve Biko Students' Union, Bldg No 153 Room No 4.12
John de Villiers Library	Geological Sciences Building, Bldg No 107
John Goodwin Room	Beattie Building, Bldg No 118 Space No 3.10

Room	Location
John Martin Room	EBE Faculty Conference Room, 6th Floor, Menzies Building, Bldg No 144 Space No 6.01.7
Jolly Lecture Theatre	Werner Beit North (Health Sciences Campus), Bldg No 308
Katrine Harries Print Cabinet	Hiddingh Campus, Bldg No 413
Kipling Room	Jagger Library, Bldg No 110 Space No 3.03
Mafeje Room	Bremner Building
Mandela Rhodes Room	Postgraduate Centre and Funding Office, Otto Beit Building (Old Student Union), adjoined to TB Davie
Margaret Levyn's Flat 2	Flat in Wolmunster, Bldg No 508 8 Christow Road
Michael Blackman Reading Room	Wilfred and Jules Kramer Law Building, Bldg No 807 Space No 5.20
Molly Blackburn Hall	Otto Beit Building, open space in front of coffee shop, Bldg No 112
MSD (SA) Wing of the Health Sciences Library	Health Sciences Library Wing, Bldg No 313
Nellie's Room	Department of Quantity Surveying, Centlivres (117) CL3.17
Oliver Tambo Moot Court	The Wilfred and Jules Kramer Law School, Middle Campus, Bldg No 807 Space No KRAM5.19
PA Wagner Museum	Geological Sciences Building, Bldg No 107 Space No 151
Percy Fitzpatrick Institute of African Ornithology	John Day Zoology Building, Bldg No 129
Phillip and Leah Marks Library Werner Beit South	Health Sciences Library, Bldg No 313
Ray Inskeep Room	Beattie Building, Bldg No 118 Space No 3.08
Raymond & Wendy Ackerman Room	Graduate School of Business, Breakwater Campus, Syndicate Room 3, Level 3, D Block
Richard Luyt Room	Otto Beit Students' Union Building, Ground Floor, Bldg No 112 Space No 005
Rogers Room	Geological Sciences Building, Bldg No 107
Saint Museum for Surgical Pathology	Old Groote Schuur Hospital, Bldg No 777

Room	Location
Samsung Mobile Innovation Lab	Leslie Social Sciences Building, Room 5.24
Saunders Room	Kopano, Bldg No 804
Sheila van der Horst Room	School of Economics Building, Staff lounge, Room 4.45
Simpson Lecture Theatre	Geological Building, Bldg No 107
Smit Pentow Marine Seminar Room	Kramer, Middle Campus, Bldg No 807 KRAM 5E/F
Sonnenberg Micro Computer Laboratory	Department of Business Science shared with the Department of Accounting
Stuart J Saunders Reading Room	Reading Room, in the MSD (SA) Wing of the Health Sciences Library, Bldg No 313 Space
TB Davie Room	Otto Beit Students' Union, Bldg No 112 Space No
The Brand van Zyl Library	The Wilfred and Jules Kramer Law School, Bldg No 807 2.05
The Brig	Graduate School of Business, Waterfront
The Chris Barnard Children's Heart Unit	Red Cross Children's Hospital, Bldg No 530
The Claire Louw Lounge	Tugwell Hall, Bldg No 267
The Daimler Chrysler	GH Menzies Building, Bldg No 144 Space
The George	Smuts Hall, Bldg no 124
The Helen Brown Reading	Faculty of Health Sciences Library, the Journal Room, Bldg No 313
The Lawrence Room	PD Hahn Building, Bldg No 1054. 17
The Mendi Computer Room	Beattie Building (basement), Bldg No 118
The Nedbank Room	Leslie Commerce, Bldg No 145 Space No 2B
The Niven Library	John Day Zoology Building, Bldg No 129 Space No 1.01
The Old Mutual Conference Room	GSB, Blocks B and D, Bldg No 575
The Skewes Room	Kopano, formerly known as Driekoppen, Bldg No 804

Room	Location
The Weston Learning Centre	Ground floor communal study area, Obz Square Residence
The Wolfson Suite	Fourth floor, Obz Square residence
Van Reenen Room	Welgelegen, Bldg No 805
Vodacom Laboratory (for 25 years)	Laboratory in the Werner Beit South Building, Bldg No 304
WE Frahn Library	RW James Building, Bldg No 122 Space No 5.40 and 5.41
WH Bell Music Library	College of Music, Middle and Lower Campus, Bldg No 224 A15
WJ Talbot Library 3.05	The Shell Environmental and Geographical Science Building, Bldg No 103 Space No 3.06
Weston Room	Lower Campus Learning Centre, Bldg No 235
William Porter Flat 1	Flat in Wolmunster, Bldg No 508, 8 Christow Rd
Wolfson Computer Laboratory (Wolfson Lab 1)	Health Sciences Library, including the MSD Wing, Bldg No 313 Space No 7.0
WS Logeman Reading Room	Hiddingh Hall Library, Bldg No 410 Space No 005
ZK Matthews Gallery	Exhibition space, Hoerikwaggo, Space No 2.05

[A list of all UCT building names is available on the UCT main website](#)

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