

## **Style Guide:**

### Use Vanderbilt, not VU/VUMC:

When referring to shared endeavor, strategic plan, history, overall research environment, joint investment/support, enterprise, cores, programs, centers etc.

### Use VU or VUMC (either as acronyms or full names) specifically:

When referring to singular, unique offices (e.g. VUMC Office of Research) or entities (e.g. VUMC clinics)

### Use full names (collectively Vanderbilt University and Medical Center, or singularly Vanderbilt University, Vanderbilt University Medical Center):

On first mention in a letter or grant section

Subsequent mentions: Vanderbilt, the University, the Medical Center, VU, or VUMC as appropriate for level of specificity.

### Do not mix acronym and full name in a single sentence; for example:

Use Vanderbilt University and Medical Center, or Vanderbilt University and Vanderbilt University Medical Center, or VU and VUMC.

Do not mix use of Vanderbilt University and VUMC, or VU and Vanderbilt University Medical Center, in a single sentence.

### In a letter of support use specific name or acronym when referring to specific commitment:

For example:

VUMC (or Vanderbilt University Medical Center) will provide \$500,000 over 5 years to support XYZ...