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DEGREES AND OTHER POSTNOMINALS

1. Overall order:

The overall order is civil honours; military honours; QC; degrees; diplomas; certificates; membership of academic or professional bodies.

- (a) 'Diploma' when used on its own (ie when not part of an abbreviation such as 'DEA') should be abbreviated as 'Dipl' (but the qualification 'Vordiplom' should not be abbreviated).
- (b) Diplomas should be placed after degrees, even when the diploma is equivalent to a first degree.
- (c) Postnominals denoting membership of a Roman Catholic religious order (SJ, OP, etc) should immediately follow the name.

2. Order of degrees

Degrees should be given in the order:

- **bachelor's** and/or other first degrees
 - (a) Other first degrees are: Laurea (not abbreviated); Licentiate, Licencié and cognate words (all abbreviated as 'Lic', except in Licencié ès Lettres, L ès L – not hyphenated); Candidate (Netherlands) (abbreviated as 'Cand'). Note also 'STL' (Licentiate in Sacred Theology) and PhL (Licentiate in Philosophy) as equivalent to a bachelor's degree.
 - (b) Bachelor's degrees should be included in this position even when the degree is a further degree. An Oxford BCL will *precede* an Oxford MA.
 - **master's** or equivalent degrees
 - (a) Equivalent to a master's degree are: the Oxford MA (when awarded upon supplication by the holder of an Oxford BA); Oxford MA status (to be shown as 'MA status Oxf'); Doctorandus (Netherlands) (abbreviated as 'Drs'); Magister (not abbreviated); Staatsexamen (not abbreviated).
 - (b) The 'European Master' degree is to be abbreviated as 'EM' (eg 'EM Hist Arch', European Master in History of Architecture). The EM degree is awarded by some universities following successful completion of a course arranged under the Erasmus Mundus programme, and involves study in universities in different countries.
 - (c) Master's degrees should follow bachelor's degrees even when the master's degree is in fact a first degree.
 - **doctor's**
 - (a) It is occasionally necessary to establish an order among doctorates, in which case Doctor of Divinity (or STD, Doctor of Sacred Theology), Doctor of Civil Law, Doctor of Medicine, Doctor of Letters, Doctor of Science (or Docteur ès Sciences, D ès Sc – not hyphenated), Doctor of Music (in this order) will precede a PhD or DPhil.
 - (b) The degree of Candidate of Sciences (CSc) is considered equivalent to a PhD.
- Note: (i) 'Dottore' and 'Dottoressa' should be abbreviated to 'Dott'.
(ii) The style used for German doctorates is 'Dr phil', 'Dr theol'.

- **postdoctoral qualifications**

The Habilitation qualification (abbreviated as 'habil') should be listed after a doctorate, as should certificates and diplomas.

Individual preference should be followed in using the forms 'AB' (instead of 'BA') or 'AM'

(instead of ‘MA’).

In the case of Oxford and Cambridge graduates, ‘BA’ should only be included if the person has not taken the MA. ‘BA MA Oxf’ should not appear.

In the case of incorporated degrees, the original degree and the incorporated degree should be shown: eg ‘MA Dub, MA Oxf’.

3. No full stops in abbreviations

All abbreviations of degrees and other distinctions, whether all upper-case or a mixture of upper- and lower-case, should appear without internal full stops, eg BA, BMedSci, MA, PhD, DPhil, FBA, FRCPsych. Internal stops will also not be used in these abbreviations: LLB, LLM, LLD.

4. Need for precision

Every effort should be made to name degrees precisely. Expressions such as ‘Degree in...’ should be avoided if possible.

5. Punctuation between degrees

A space (no comma) is used to separate degrees from the same institution, and a comma is used to separate sets of degrees from different institutions, eg ‘BA BSc Auckland, MSc PhD Michigan’.

6. University names

- Omit ‘University [of]’ from the name of institutions
- Give the name of the awarding university, not its country – for example ‘MSc Budapest’, not ‘MSc Hungary’.
- Use the English forms of place-names: Cologne, not Köln; Turin, not Torino; Basle, not Basel.
- Where there is no risk of confusion, the name of a city should be used in place of the full name of a university, eg ‘Berlin’ instead of ‘Humboldt University, Berlin’; ‘Munich’ instead of ‘Ludwig Maximilian University, Munich’. Where there is more than one university in a town, use differentiation (e.g. Oxf/Oxf Brookes).
- Names of British and Irish universities should be abbreviated: see list of abbreviations, below. Names should be given in full for universities not in this list. **Note that ‘Oxf’ is used for ‘Oxford’.**¹

7. Degree levels

- Where degrees of the same level have been gained from different universities, same-level degrees will be arranged in sets and in alphabetical order of the name of the university, eg ‘BA Durh, BA Lond, MPhil Oxf, MA York’, or ‘MA PhD Camb, MA DPhil Oxf’.
- Where degrees of different levels have been gained from the same university, all of the degrees gained from one university are grouped together, the position of the group of degrees being determined by the lower degree of the group: for example:
 - (i) ‘BA PhD Lond, MA Oxf, PhD Camb’ (the position of ‘BA PhD’ precedes

- ‘MA’, which precedes PhD)
- (ii) ‘MA Aberd, MSc PhD Lond’ (‘MA’ and ‘MSc PhD’ are on the same level: Aberdeen precedes alphabetically)

8. Federal universities

Please note the following:

Imperial College London

Imperial College London withdrew from the University of London in July 2007, and degrees awarded by it since then should appear as ‘Imp’.

University of London

Degrees awarded by these institutions should be shown as:

| | |
|--|------------------------------------|
| Birkbeck, University of London | Birkbeck |
| Central School of Speech and Drama | Central School of Speech and Drama |
| Courtauld Institute of Art | Courtauld |
| Goldsmiths, University of London | Goldsmiths |
| Heythrop College | Heythrop |
| Imperial College | Imp* |
| Institute of Cancer Research | Institute of Cancer Research Lond |
| Institute of Education | IOE Lond |
| King’s College London | KCL |
| London Business School | London Business School |
| London School of Economics | LSE |
| London School of Hygiene & Tropical Medicine | LSHTM |
| Queen Mary | QMUL |
| Royal Academy of Music | Royal Academy of Music |
| Royal Holloway | Royal Holloway |
| Royal Veterinary College | Royal Veterinary College |
| School of Oriental and African Studies | SOAS |
| School of Pharmacy | School of Pharmacy Lond |
| St George’s, University of London | St George’s Lond |
| University College London | UCL |

Medical degrees awarded by the following should also appear as ‘Lond’: Barts and the London School of Medicine and Dentistry; St George’s Medical School; Royal Free and University College Medical School.

* Note that Imperial College withdrew from the University of London in 2007.

University of Wales and Cardiff University

Degrees awarded by the following institutions of the University of Wales should appear as follows:

| | |
|--|-------------|
| Aberystwyth University | Aberystwyth |
| Bangor University | Bangor |
| North East Wales Institute of Higher Education | NE Wales |
| Swansea Metropolitan University | Swansea Met |
| Swansea University | Swansea |

Trinity College, Carmarthen
University of Wales Institute, Cardiff
University of Wales, Lampeter
University of Wales, Newport
University of Wales, Cardiff

Trinity Carmarthen
Card Institute
Lampeter
Newport
Card

Degrees awarded by the University of Wales Institute, Cardiff, should be shown as 'Wales'. Non-medical degrees awarded by Cardiff University since August 2004 should be shown as 'Card'; medical degrees awarded by Cardiff University should continue to be shown as 'Wales'.

Irish universities

The abbreviation 'NUI' should be used for degrees of the following institutions of the National University of Ireland:

University College, Dublin – National University of Ireland, Dublin
University College Cork – National University of Ireland, Cork
National University of Ireland, Galway
National University of Ireland, Maynooth

Degrees awarded by Trinity College, Dublin, should appear as 'Dub', and degrees awarded by Dublin City University should appear as 'Dub City'.

US State universities

For degrees awarded by US state universities, the usual local convention should be followed in identifying the relevant university and campus. Examples are:

Massachusetts at Amherst (the Amherst campus of the University of Massachusetts; 'Amherst' alone would identify Amherst College, a different institution)
UCLA (University of California, Los Angeles)
Berkeley (University of California, Berkeley)
Wisconsin–Madison (University of Wisconsin, Madison)

Abbreviations such as 'UCLA' should be used only when they are very familiar outside the US. It is usually preferable to give the name in full – for example 'University of California, San Diego' and not 'UCSD'.

9. Lambeth degrees

Degrees and diplomas awarded by the Archbishop of Canterbury should be identified as 'Cantuar', eg 'DD Cantuar'. This applies to degrees and diplomas awarded after examination, by thesis, or in recognition of service to the church. The Lambeth Diploma of Studentship in Theology should be shown as 'STh Cantuar'.

10. Medical memberships: Royal Colleges, etc

If a person has more than one medical membership, the memberships should appear in alphabetical order.

Membership of the Royal Colleges of Physicians and Surgeons should appear as in the

examples below:

F/MRCP (Fellow/Member of the Royal College of Physicians of London)
F/MRCP (Edin) (Fellow/Member of the Royal College of Physicians of Edinburgh)
F/MRCP (Ireland) (Fellow/Member of the Royal College of Physicians of Ireland)
F/MRCS (Fellow/Member of the Royal College of Surgeons of London)
F/MRCS (Edin) (Fellow/Member of the Royal College of Surgeons of Edinburgh)
F/MRCS (Ireland) (Fellow/Member of the Royal College of Surgeons of Ireland)
F/MRCPS (Glas) (Fellow/Member of the Royal College of Physicians and Surgeons of
Glasgow)

11. FRS, FBA, etc

Qualifications such as FRS, FBA, and qualifications indicating membership of professional bodies, should be included.

¹ Since the form 'Oxf' was introduced in early 2007 in the *Gazette*, it has been criticized by some readers. It is used because it follows the established pattern of most university abbreviations in the *Calendar*, of first syllable plus first consonant of second syllable – found for example in 'Camb', 'Durh', 'Lond', 'Warw'. It is not feasible to use the form 'Oxon' because to do so would entail Latinizing all of the very many university names which occur in the *Calendar*.

COMMITTEE LISTINGS

1. Showing actual current membership

Committee listings in the Calendar should show the actual current membership, and should not replicate the wording of the regulations establishing the committee – for example wording such as ‘A representative of ...’, or ‘A member of ...’ should not be included: the names of the current members should be given, preceded by the reference for the appropriate Appointing Body.

2. Classifying groups of members

Sub-headings should be used to classify each group of members of a committee. Appropriate sub-headings will often be ‘*Ex officio* Members’, ‘Elected or appointed Members’, and ‘Co-opted Members’, but committees will have particular needs in this respect (for example ‘Oxford Members’, ‘Area Representatives’).

3. Elected or appointed Members

Members elected or appointed by any of the Appointing Bodies should be grouped under the sub-heading ‘Elected or appointed Members’ (for simplicity, this wording is used even if those listed are all either elected or appointed).

4. *Ex officio* members

Ex officio members should be shown by name of post only (the name of the current holder not being added) for the following:

- The Vice-Chancellor
- Pro-Vice-Chancellors
- The Proctors and the Assessor
- The Registrar
- The Public Orator
- Bodley’s Librarian
- Heads of division
- Director of the Department for Continuing Education
- Heads of colleges
- Office-holders in the Conference of Colleges

(The names of the current holders of these positions can readily be found elsewhere in the Calendar.)

In the case of other *ex officio* members, including Professors (statutory and other), Readers, and Lecturers, the name of the post should be given, followed by the name of the current holder, in round brackets. If the post is currently vacant, its name should be given, followed by ‘(Vacancy)’.

5. Appointing Body references

Appointing Body references should be used only for elected or appointed members, not for *ex officio* members. (Occasionally a person may serve on a committee in two capacities, *ex*

officio and elected or appointed: this should be explained in a footnote.)

6. Groupings of members

Elected or appointed members should be grouped firstly by the terminal date of appointment, then alphabetically within that sub-group; a vacancy should be listed after the named members. Members without a terminal date should be listed after those with a date, alphabetically. For example:

| | |
|---------------|---------|
| Dr A Jones | MT 2013 |
| Dr K Smith | MT 2013 |
| Dr A Johnson | MT 2014 |
| Dr C Williams | MT 2014 |
| Vacancy | MT 2014 |
| Mrs E Brown | |
| Dr H Green | |

Other groups of members whose names are given should be arranged alphabetically. Remember that MT of any calendar year follows HT and TT of that year, as it begins the next academic year.

7. Format of names

Where a name is given, the format is: title, initials (without full stops), surname, college affiliation if appropriate. Degrees and other postnominals are not included.

8. Chair

The chair should not be listed separately, but in the appropriate place, with the word 'Chair/Chairman' in round brackets after the name, or, in the case of the *ex officio* members listed in 3 above, after the name of the post.

9. Position of VC

Where the Vice-Chancellor is statutorily a member of a committee but has appointed a chairman in his place, he or she should be listed with the *ex officio* members, but within square brackets: '[Vice-Chancellor]'. The chairman should then be listed with the elected or appointed members, with the Appointing Body reference '[1.6]', his or her name followed by '(Chairman)'.

DIVISIONAL SECTIONS

1. Style for individual faculty member entries

Entries for individual faculty member should appear as in the following example:

1998 R C T Smith, MA Camb, MA DPhil Oxf, Fellow of St Hugh's *Professor of History*

These components should *all* be included:

- (i) Year of appointment.
- (ii) Initials, without full stops and with a space between multiple initials.
- (iii) Surname.
- (iv) Degrees and other postnominals, as set out above. Note that honorary degrees are not included.
- (v) Details of college fellowship.

Note: we no longer include the terminal year of appointments for faculty entries.

2. Statutory professors

In the case of statutory professors, the symbol ‡ ('double dagger') should appear between the year of appointment and the name. (This symbol can be found under the 'Insert/Symbol' menu in Word.)

3. Non-statutory professors and readers

Non-statutory professors and readers are included in the lists of professors and readers. Where a person who holds a university lecturership is awarded a distinction title, his or her listing should be transferred to the list of professors or readers, as appropriate. The year of appointment, at the left of the name, will be the year in which the distinction title is awarded.

4. Persons not employees of the University

Persons who are not employees of the University, but have been awarded a distinction title, must be included in the appropriate faculty or departmental listing of Professors or Readers.

5. Emeritus Professors and Readers

With regard to the transfer of entries to the listings of Professors and Readers Emeritus, please note the following extract from Council Regulations 3 of 2004

(www.admin.ox.ac.uk/statutes/regulations/185-084.shtml#_Toc87060904):

'9. The following shall hold the title of Professor Emeritus:

- (1) any person who has retired over the age of 60 from a professorship, including a personal or titular professorship;
- (2) any person who has retired from a professorship and on whom the title has been conferred by resolution of Council.

10. The following shall hold the title of Reader Emeritus:

- (1) any person who has retired over the age of 60 from a readership, including a personal or titular readership;
- (2) any person who has retired from a readership and on whom the title has been conferred by resolution of Council.'

COLLEGE SECTIONS

1. Form of names

Names should be entered in inverted form, surname followed by full forenames (not initials):
eg Smith, Derek Aloysius

2. Royalty

The current monarch should be shown as 'HM The Queen'.

In other cases, where appropriate, the first word of the entry should be the person's territorial designation, eg:

Japan, HIH Crown Prince Naruhito of
Jordan, HRH Prince el-Hassan bin Talal of
Wales, HRH Prince Charles, Prince of

In British usage, 'His/Her Majesty' is a style used for the king or queen; 'His/Her Royal Highness' is used for princes and princesses. Examples are:

Edward, HRH Prince
Anne, HRH Princess, the Princess Royal

3. Peers

The recommended style for life peers is surname, forenames, title, honours, and degrees. For example:

Armstrong, Robert Temple, the Rt Hon Lord Armstrong of Ilminster, GCB, CVO, MA
Oxf

For hereditary peers title alone is used.

A royal peer should be listed as:
Edinburgh, HRH Prince Philip, Duke of

4. Degrees and postnominals

See Part I.

Note that no more than two honorary degrees should be included in an entry; if there are more than this, the honorary degrees should be listed in an end-note. It is always preferable to include honorary degrees in an end-note rather than in the entry.

5. Dates of appointment/election.

For heads of house, and governing body fellows, the date of election to the headship or current fellowship should appear to the left of the name. Some colleges also add the date of appointment or election for other fellows or post-holders.

6. Symbols

Note: the following symbols can be found under the 'Insert/Symbol' menu in Word

ρ (rho)

The Greek letter rho against a name indicates that the person is a former Rhodes Scholar. This symbol should precede the name.

The following symbols are used, where appropriate, after the name, honours and degrees. Where the name is followed by the title of the post held, in italics (*Tutor in Mathematics*, for example), the symbols are placed immediately before the title of the post. The symbols are used in the order given here.

* (asterisk)

Indicates that a person is entered in the *Calendar* under more than one college. Heads of house, for example, may hold emeritus or honorary fellowships at other colleges; emeritus and honorary fellows likewise. The user should consult the index for a cross-reference to the other college or colleges.

¶ [paragraph mark]

Indicates that a person holds a university post (including CUF appointments) other than a statutory professorship or readership.

‡ (double dagger sign)

Indicates that a person holds a statutory professorship or readership in the University; in the divisional lists, such persons will normally have the same symbol following the year of appointment. (The one exception is a person holding a statutory readership in conjunction with the title of professor, whom the faculty or department will have listed as professor without the double dagger symbol.)

The paragraph mark and the double dagger symbol identify someone as holding a university post and direct the user to the index for a cross-reference to the post held. Their omission indicates that a person does not hold a joint or entitled post.

§ (section mark)

Indicates that further information will be found in the notes at the end of the entry.

When combined, the asterisk, paragraph mark, double dagger sign, and section mark should appear in this order, for example:

Smith, John Arthur, BA Lond, MA Oxf, PhD Camb * ¶ §

This shows that the person is also listed in another college entry and is the holder of a university post, and that a note will be found at the end of the entry.

7. Offices held

Title(s) of offices held are printed in italics, without a preceding comma.

8. Notes

The note should be introduced by surname, comma, first name, in bold. More than this is usually unnecessary, as the point is to identify the person to whom the note refers; his or her full name will be given in the main entry.

Notes are used to indicate that a person has held a senior office or academic post in the University or holds or has held one outside it (information of this kind should always be transferred to a note, not placed in the main entry). Dates of appointment should follow details of the office or post, without a comma, eg 'Professor of Physics, Harvard 1980–90' or (in the case of a continuing post) 'Lord Justice of Appeal 2000–'. Semi-colons should separate the details of each office or post; full stops should not be used, and the note should not end with a full stop.

ABBREVIATIONS FOR BRITISH AND IRISH UNIVERSITIES

Note: names are to be given in full for universities not in this list.

| | | | |
|--|-----------|--|--------------|
| Aberdeen | Aberd | Liverpool Hope | Liv Hope |
| Abertay Dundee | Aber Dund | Liverpool John Moores | Liv J Moores |
| Anglia Ruskin University | Ang Rus | London* | Lond |
| University of the Arts, Lond | Arts Lond | London Metropolitan | Lond Met |
| University of Bedfordshire | Bedf | London School of Economics and Political Science* | LSE |
| Belfast (Queen's University) | Belf | London South Bank | Lond SB |
| Birmingham | Birm | Loughborough | Lough |
| Birmingham City | Birm City | Manchester | Manc |
| Bournemouth | Bourne | Manchester Metropolitan | Manc Met |
| Bradford | Brad | Middlesex | Middx |
| Brighton | Brigh | Newcastle upon Tyne | Newc |
| Bristol | Brist | North London | North Lond |
| Brunel | Brun | Northampton | N'ton |
| Buckingham | Buck | Northumbria | N'ria |
| Cambridge | Camb | Nottingham | Nott |
| Canterbury Christ Church | Cant Univ | Nottingham Trent | Nott Trent |
| Cardiff* | Card | Oxford | Oxf |
| Central Lancashire | Cen Lancs | Oxford Brookes | Oxf Brookes |
| Chester | Ches | Plymouth | Plym |
| Chichester | Chich | Portsmouth | Port |
| City University London | City Lond | Queen Margaret | Qu Marg |
| Coventry | Cov | Reading | R'dg |
| Cumbria | Cumb | Robert Gordon | Robt Gor |
| Cranfield | Cran | Roehampton | Roeh |
| De Montfort | De Mont | Royal College of Art | RCA |
| Dublin (University of) (Trinity College, Dublin)* | Dub | Royal College of Music | RCM |
| Dublin City* | Dub City | Royal Veterinary College | RVC |
| Dundee | Dund | St Andrews | St And |
| Durham | Durh | Salford | Salf |
| East Anglia | East Ang | Sheffield | Sheff |
| East London | East Lond | Sheffield Hallam | Sheff Hallam |
| Institute of Education (London)* | IOE Lond | Southampon | S'ton |
| Edinburgh | Edin | Southampton Solent | S'ton Sol |
| Exeter | Exe | Staffordshire | Staffs |
| Glamorgan | Glam | Stirling | Stir |
| Glasgow | Glas | Strathclyde | Strath |
| Glasgow Caledonian | Glas Cal | Sunderland | Sund |
| Gloucestershire | Glouc | Surrey | Sur |
| Greenwich | Greenw | Sussex | Sus |
| Guildhall School of Music and Drama | GSMD | Teesside | Tees |
| Heriot-Watt | H-W | Thames Valley | Thames V |
| Hertfordshire | Herts | University College Lond* | UCL |
| Huddersfield | Hudd | Wales, University of* | Wales |
| Imperial College London* | Imp Lond | Warwick | Warw |
| Ireland, National University of* | NUI | West of England, Bristol | West Eng |
| King's College London* | KCL | West of Scotland | West Scot |
| Lancaster | Lanc | Westminster | Westmin |
| Leeds Metropolitan | Leeds Met | Winchester | Winc |
| Leicester | Leic | Wolverhampton | Wolv |
| Lincoln | Linc | Worcester | Worc |
| Liverpool | Liv | | |

* See 'Degrees and other postnominals', para. 8, above.

SOME ABBREVIATIONS USED IN THE *UNIVERSITY CALENDAR*

The following is a list of relatively uncommon abbreviations found in the Calendar. Any comments on the list would be welcomed, and should be sent to: gazette@admin.ox.ac.uk.

| | |
|----------------|--|
| AMP | Advanced Management Programme |
| ANU | Australian National University |
| AUB | American University of Beirut |
| Cand | Candidate/Candidatus |
| Cantuar | Identifies a 'Lambeth' degree or diploma (awarded by the Archbishop of Canterbury) |
| CASM | Certificate of Advanced Study in Mathematics |
| CEA | Commissariat à l'Énergie Atomique |
| CSc | Candidate of Science or Sciences |
| DCH | Diploma in Child Health |
| DEA | Diplôme d'études approfondies |
| DEUG | Diplôme d'études universitaires générales |
| DEUST | Diplôme d'études universitaires scientifiques et techniques |
| DIC | Diploma of Membership of Imperial College, London |
| Dr rer nat | Doctor rerum naturarum (Doctor of Natural Science) |
| Drs | Doctorandus |
| EM [Hist Arch] | European Master [of Architectural History] |
| ETH | Eidgenössische Technische Hochschule |
| FFARCS | Fellow of the Faculty of Anaesthetists of the Royal College of Surgeons |
| FISMIRM | Fellow of the International Society for Magnetic Resonance in Medicine |
| FKC | Fellow of King's College, London |
| habil | Habilitation |
| HDCT | Higher Diploma in Chemical Technology |
| FMedSci | Fellow of the United Kingdom Academy of Medical Sciences |
| INSEAD | Institut Européen d'Administration des Affaires |
| Lic | Licentiate, Licencié, etc |
| M/FRCPCH | Member/Fellow of the Royal College of Paediatrics and Child Health |
| NUI | National University of Ireland |
| OPM | Owner/President Management Program |
| RNDr | Rerum Naturarum Doctor (Doctor of Natural Sciences) |
| TU | Technical University |