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DEGREES AND OTHER POSTNOMINALS

NOTE: The Calendar does not include certain postnominals in the divisional sections. These include qualifications indicating academic membership of professional bodies such as FRS, FBA etc, and honours such as CBE, OBE etc. The exception is medical memberships and professional/administrative ones that are required to practise in a field. However, all designations are included in the college entries.

1. Overall order

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

- ‘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).
- Diplomas should be placed after degrees, even when the diploma is equivalent to a first degree.
- 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 (note that lists of examples are not exhaustive):

- **bachelors’** and/or other first degrees in alphabetical order (merging UK and non-UK lists if appropriate)
 - (a) UK first degrees include: BA, BCL, BDS, BEd, BM BCh¹, BMedSci, BMSc, BSc, BTech, BVM&S, LLB, STB
 - (b) non-UK first degrees include: BMedSc, Cand, Diplom, Laurea, Lic, L ès L, PhL, STL
 - (c) bachelors’ degrees should be included in this position even when the degree is a further degree. An Oxford BCL will *precede* an Oxford MA
- **masters’** or equivalent degrees in alphabetical order (merging UK and non-UK lists if appropriate)
 - (a) UK masters’ (and equivalent) degrees include: LLM, MA (including Oxford/Cambridge MA and Oxford MA status (to be shown as ‘MA status Oxf’), MBA, MBiochem, MChem, MCompSci, MEarthSci, MEng, MFA, MLitt, MMath, MPhil, MPhys, MRes, MS, MSc, MSci, MSt
 - (b) non-UK masters’ degrees include: Artsexamen, DEA, Drs, EM, Magister, Mag rer nat, Maîtrise, MPH, MS, Staatsexamen
 - (c) masters’ degrees should follow bachelors’ degrees even when the master’s degree is in fact a first degree

¹ Bachelor of Medicine and Bachelor of Surgery may, depending on the awarding body, be abbreviated as: BM BCh, BM BS, BMed, MB BCh, MB BCh BAO (Ireland), MB BChir, MB BS, MB ChB

- **doctorates and higher degrees** in that order where both apply

(a) doctorates: CSc, EdD/DEd, DClinPsy, Dott, DPhil/PhD, Dr phil, Dr theol

(b) higher degrees should be listed in the order of academic precedence set out in Council Regulations 22 of 2002:
DD/STD, DCL, DM/MD, DLitt, DSc/ScD, DMus

- **postdoctoral qualifications**

(a) the Habilitation qualification (abbreviated as ‘habil’) should be listed after a doctorate

(b) diplomas and certificates come at the end of the list: BVC, CertMedEd/PGCertMedEd, DCH, DEEA, DipCogTh, Dipl, DipLATHE, DiplBiol, DipPaeds, DipPsych, DTM&H, MRCP, PGCE.

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 as in the examples above.

4. Need for precision

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

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]’ and translations thereof from the name of institutions.
- Use ‘TU/UT’ to indicate technical universities and translations thereof.
- 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 (eg 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’.**²

² Since the form ‘Oxf’ was introduced in early 2007 in the *Gazette*, it has been criticised 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 Latinising all of the very many university names which occur in the *Calendar*.

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:

(a) ‘BA PhD Lond, MA Oxf, PhD Camb’ (the position of ‘BA PhD’ precedes ‘MA’, which precedes ‘PhD’)

(b) ‘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; degrees awarded by Imperial should be given as ‘Imp’.

University of London

Degrees awarded by these institutions should be shown as:

King’s College London	KCL
London School of Economics	LSE
Institute of Education	IOE Lond
University College London	UCL
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
Institute of Cancer Research	Institute of Cancer Research Lond

London Business School	London Business School
London School of Hygiene & Tropical Medicine	LSHTM
Queen Mary	QMUL
Royal Academy of Music	RAM
Royal Holloway	RHUL
Royal Veterinary College	RVC
St George's, University of London	St George's Lond
School of Oriental and African Studies	SOAS
School of Pharmacy	School of Pharmacy Lond

Medical degrees awarded by the following should also appear as:

Barts & London School of Medicine & Dentistry	Lond
St George's Medical School	Lond
Royal Free & University College Medical School	Lond
UCL Medical School	Lond

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

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 (the main campus of the University of Massachusetts)

Massachusetts at Lowell (a branch of the University of Massachusetts; not the main campus)

UCLA (University of California, Los Angeles)

Berkeley (University of California, Berkeley)

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 '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/fellowships: Royal Colleges etc

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

Fellowship/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. FBA, FRS, etc

Qualifications such as FRS, FBA, and qualifications indicating membership of professional bodies should not be included in the divisional sections; but they can be included in college listings. Multiple such qualifications should be placed in alphabetical order.

COMMITTEE LISTINGS

NB: Please check membership against regulations or statutes for the committee and update membership if necessary.

1. Show actual current membership

Committee listings in the Calendar should show the actual membership for the coming year, 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: instead, the names of the 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’ etc).

3. *Ex officio* members

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

- 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)’.

4. 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).

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 firstly by the terminal date of appointment (if there is one) then 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: appointing body reference (if appropriate), 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' 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 chair in his place, he or she should be listed with the *ex officio* members, but within square brackets: '[Vice-Chancellor]'. The chair should then be listed with the elected or appointed members, with the Appointing Body reference '[1.6]', his or her name followed by '(Chair)'.

DIVISIONAL SECTIONS

1. Style for individual faculty/department member entries

Entries for individual faculty members 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/department 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.

4. Associate professors

The grades of 'Associate Professor' and 'Associate Professor (titular)' came into use in 2014. Accordingly, two new categories were created in faculty and departmental entries:

- 1) 'Associate Professor' now includes everyone previously listed under University Lecturer, University Lecturer (Medical), CUF Lecturer, Faculty Lecturer and ULNTF Lecturer
- 2) 'Associate Professor (titular)' now includes everyone previously listed under Titular CUF Lecturer and Supernumerary Titular CUF Lecturer.

All other grades remain the same.

Please note: if your divisional office has determined that anyone with the title of University Research Lecturer may now use the title of Associate Professor, they should also be included under the 'Associate Professor (titular)' heading.

5. 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.

6. Emeritus Professors and Readers

Please include those who are now emeritus professors or readers in the 'Emeritus' section. With regard to the transfer of entries to the 'Emeritus' listing, 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):

Smith, Derek Aloysius

If someone is known by a name other than their given first name (eg a middle name), give their given name in brackets between the surname and the name by which they are known:

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, CVO, GCB, MA
Oxf

For hereditary peers their 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 honorary degrees should be listed in an end-note.

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 postholders.

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* as a fellow or honorary fellow of 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 other than a statutory professorship or readership.

‡ (double dagger symbol)

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 symbol 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. If they are known by a different name to their given first name, as long as the official name has been given in brackets in the main entry (see 'Form of names' above) only the preferred name need be used in the notes.

Notes are used to list past and present senior office/academic posts in the University, and current posts 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 1980–90' or (in the case of a continuing post) 'Professor of Physics 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.

Notes should include *only* these listings, in this order:

Oxford affiliations/posts

only *current/emeritus* posts at other universities

only *current* professional affiliations (eg posts, memberships, fellowships)

only *current* or very important previous political positions (eg past heads of state, university chancellors)

all honorary degrees

- Listings should be in date order, within the categories above
- For university names, use abbreviated forms as used in the rest of the Calendar (eg Warw, Leic)
- After Oxford colleges, don't use 'College' (except for New College and University College)
- For Cambridge colleges, use 'College' after the name and then a comma and 'Camb' (eg 'Trinity College, Camb')

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 Academy of Music	RAM
Dublin (Univ of) (Trinity Coll, Dub)*	Dub	Royal College of Art	RCA
Dublin City*	Dub City	Royal College of Music	RCM
Dundee	Dund	Royal Veterinary College	RVC
Durham	Durh	St Andrews	St And
East Anglia	East Ang	Salford	Salf
East London	East Lond	Sheffield	Sheff
Institute of Education (London)*	IOE Lond	Sheffield Hallam	Sheff Hallam
Edinburgh	Edin	Southampton	S'ton
Exeter	Exe	Southampton Solent	S'ton Sol
Glamorgan	Glam	Staffordshire	Staffs
Glasgow	Glas	Stirling	Stir
Glasgow Caledonian	Glas Cal	Strathclyde	Strath
Gloucestershire	Glouc	Sunderland	Sund
Greenwich	Greenw	Surrey	Sur
Guildhall School of Music and Drama	GSMD	Sussex	Sus
Heriot-Watt	H-W	Teesside	Tees
Hertfordshire	Herts	Thames Valley	Thames V
Huddersfield	Hudd	University College London*	UCL
Imperial College London*	Imp Lond	Wales, University of*	Wales
Ireland, National University of*	NUI	Warwick	Warw
King's College London*	KCL	West of England, Bristol	West Eng
Lancaster	Lanc	West of Scotland	West Scot
Leeds Metropolitan	Leeds Met	Westminster	Westmin
Leicester	Leic	Winchester	Winc
Lincoln	Linc	Wolverhampton	Wolv
Liverpool	Liv	Worcester	Worc

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