



STYLE GUIDE

Volume 1

? **What is the name of the University?**

The name of the University is

The University of Trinidad and Tobago (UTT)

i The “**T**” in “**The**” is always uppercase.

All written articles and correspondence should reflect such, especially in the first instance of mentioning the University.

The University may be referred to as

the University or abbreviated to **UTT**

when mentioned subsequently.

i The “**U**” in “**U**niversity” is always uppercase.

i **Appropriate Usage**

The University should **NOT** be referred to as

 **University of Trinidad and Tobago**
or **the UTT**

whether written, orally, or otherwise, under any circumstances.

The following are **correct** examples of the University’s name:



- **Welcome to The University of Trinidad and Tobago (UTT)!**
- **Several of the University’s students...**

The following are **incorrect** examples of the University’s name:



- **Welcome to the University of Trinidad and Tobago (UTT)!**
- **Several of the university’s students...**

? What are the names of the University's academic units?

The University's academic units are:

- **The Academy for the Performing Arts (APA)**
- **The Academy of Arts, Letters, Culture and Public Affairs (ALCPA)**
- **The Aviation Institute**
- **Biosciences, Agriculture and Food Technologies (BAFT)**
- **Caribbean Academy of Fashion and Design (CAFD)**
- **Centre for Education Programmes**
- **Centre for Information and Communication Technology**
- **Centre for Kinesiology, Physical Education and Sport (CKPES)**
- **Centre for Maritime and Ocean Studies (CMOS)**
- **Energy Systems Engineering**
- **Foundations and Prior Learning**
- **Health Sciences and Health Administration**
- **Institute of Criminology and Public Safety (ICPS)**
- **Mechanical Engineering, Manufacturing and Entrepreneurship (MME)**
- **Process Engineering**
- **Project Management and Civil Infrastructure Systems (PMCIS)**
- **Utilities and Sustainable Engineering (USE)**