Program Content Style Guide

1. Bios should be written in third-person tense.
2. Please include preferred pronouns where applicable.
3. The University of Texas at Austin style does not allow the use of the Oxford comma.
4. While many areas may have unique internal titles, only the following degree program titles approved for the UT curriculum can be used in Texas Theatre and Dance programs. If you have questions, please direct inquiries to Marketing. Do not include a degree program title in your bio that is not included on this list. Options are:
   a. B.F.A. in Acting major
   b. B.A. in Theatre and Dance major with an emphasis in [choose whatever is applicable]:
      i. dance performance and choreography
      ii. design and technology
      iii. history, literature and dramaturgy
      iv. performer's process
      v. playwriting and directing
      vi. stage management
      vii. theatre for youth and communities
   c. B.F.A. in Dance major
   d. UTeach Dance major
   e. UTeach Theatre major
   f. M.F.A. in Dance
   g. M.F.A. in Design and Technology with a focus on [choose whatever is applicable]:
      i. costume design
      ii. costume technology
      iii. integrated media
      iv. lighting design
      v. scene design
   h. M.F.A. in Directing
   i. M.F.A. in Drama and Theatre for Youth and Communities
   j. M.F.A. in Playwriting
   k. M.A., M.F.A. or Ph.D. in Performance as Public Practice
5. Avoid designations like “freshman,” “sophomore,” etc., in favor of “first-year,” “second year,” etc.
6. When listing recent credits, following this formula is desirable: “Recent credits include the role(s) of “Character Name” in Title of Show (Name of Producing Entity, Year), etc.”
   a. When included, character names should always appear in quotations marks.
   b. Since production titles cannot be italicized in Qualtrics, please write all titles in capital letters.
   c. For past UTNT productions, please use the following formula: Three Shitty Sons (UTNT (UT New Theatre), 2018).
7. Please confirm the correct name of the producing entity for all productions you list in your bio, including arts organizations, entities and/or universities.
   a. If you include any acronyms, please spell out the full title or phrase.
   b. If you refer to The University of Texas at all in your bio, it should first appear as “The University of Texas at Austin.” You may thereafter use the abbreviation “UT.”
10. The Department may be referred to either as “the Department of Theatre and Dance” or “Texas Theatre and Dance.”

Example Bio: Christian Henley (Character Name) is a B.F.A. in Acting major at The University of Texas at Austin. She has an extensive background in both dance and acting. Recent credits with Texas Theatre and Dance include In the Heights, Fame the Musical and In the Red and Brown Water, in addition to multiple projects as part of The Cohen New Works Festival.