

EXAMPLE 1.1

When messaging about CFAES, start with the whole and then ladder to other components. For example, CFAES is part of Ohio State, so **always lead with the university name or combine it with the college name** to show ownership of the college by the university.

Then, follow the college name with names of CFAES entities and departments to show ownership of them by the college. Sources or faculty members can be identified by their specialty or by their official title, depending on which better tells the story. Sources or faculty members can also be introduced before or after the college name, depending on the flow of the writing.

Rainy, cooler weather experienced recently throughout the region means slugs may be on the rise in some field crops, says **Kelley Tilmon, a field crop entomologist with the College of Food, Agricultural, and Environmental Sciences (CFAES) at The Ohio State University**.
Tilmon works with **Ohio State University Extension and the Ohio Agricultural Research and Development Center (OARDC), CFAES' respective outreach and research arms.**

The faculty member is identified by her specialty within the college.

The college and the university are mentioned together to show CFAES' connection to Ohio State.

The faculty member's work is funded by both Extension and OARDC. It is important to explain how Extension and OARDC are connected to the college.

EXAMPLE 1.2

Honey bees don't just buzz. They dance. And thousands of students in Ohio and seven other states will learn why that's a vital aspect of honey bee pollination as they participate in this year's **4-H Ag Innovators Experience, the Honey Bee Challenge.**

The challenge was developed by **specialists with the College of Food, Agricultural, and Environmental Sciences (CFAES) at The Ohio State University.** It's the third consecutive year that the college has developed the challenge used for the annual innovators experience, sponsored by the National 4-H Council and Monsanto Company.

This is a nationally recognized program, so it's ok to lead with it, before mentioning the university or the college.

The faculty members' connection to the college is clear. The college and the university are mentioned together to show CFAES' connection to Ohio State.

EXAMPLE 1.3

Ohio 4-H youth development hosted the 2016 challenge kickoff in April with middle school students from Clear Fork Local Schools in Morrow County. **Ohio 4-H is the youth development arm of Ohio State University Extension, which provides outreach for the College of Food, Agricultural, and Environmental Sciences (CFAES).**

“The big takeaway is modeling the bee behavior,” said Bob Horton, **a STEM education specialist with the college.** “These playful little bots sound like a bee and buzz around like a bee.”

Per CFAES style, the full name “Ohio 4-H youth development” is used here, followed by “Ohio 4-H” below.

The hierarchical relationship among 4-H, Extension, and the college is clear.

The faculty member is identified by his specialty within the college.

EXAMPLE 1.4

Some things just don't get covered in the classroom.

That's one reason Gonul Kaletunc created a mentoring program for women engineering students at **The Ohio State University**.

The university's full name is used here, followed by its abbreviated name below.

Although women make up 20 percent of engineering graduates, only 11 percent of the engineering workforce is female, said **Kaletunc, professor of food engineering in Ohio State's colleges of Engineering and Food, Agricultural, and Environmental Sciences (CFAES)**.

The faculty member has appointments in two colleges, but her title describes her focus.

About half the students were majors **in Kaletunc's home department of Food, Agricultural and Biological Engineering (FABE) within CFAES**; the others majored in mechanical, chemical, environmental, and industrial systems engineering.

Here, the faculty member's home department is revealed.

EXAMPLE 1.5

There's a way to grow crops that's all wet, in a good way, and you can learn about it in northeast Ohio soon. Registration is now open for **The Ohio State University's** 2018 Greenhouse Management Workshop, which, this year, will focus on hydroponics, a booming industry that grows crops in water without soil.

The event is Feb. 8–9 at the **Wooster campus of Ohio State's College of Food, Agricultural, and Environmental Sciences (CFAES)**, about 60 miles south of Cleveland.

The university's full name is used here, followed by its abbreviated name below.

The college and the university are mentioned together to show CFAES' connection to Ohio State. This example also demonstrates how to reference the Wooster campus.

EXAMPLE 1.6

Helping farmers, growers, and producers stay efficient and productive is an important goal for researchers at **The Ohio State**

University College of Food, Agricultural, and Environmental Sciences (CFAES).

Stopping pests—diseases, insects, or weeds—is one way scientists, funded by **CFAES’ Ohio**

Agricultural and Research Development Center (OARDC), are continually working to

help Ohio farmers increase crop yields and profitability while producing safe, healthy foods and food products.

The college and the university are mentioned together to show CFAES’ connection to Ohio State.

OARDC and CFAES are mentioned together to show OARDC’s connection to CFAES.