

USE THIS TERM	DON'T USE
<b>antivirus</b> (use only as an adjective)	anti-virus
<b>app</b>	application
<b>backup</b> (when used as a noun or adjective) <i>Schedule automatic backups.</i>	back up
<b>back up</b> (when used as verb) <i>Back up your files regularly.</i>	backup
<b>cloud computing</b>	cloud computing (do not capitalize)
<b>cybersecurity</b>	not Cybersecurity, CyberSecurity, or cyber-security
<b>email</b>	e-mail, E-mail, or Email
<b>FAQ</b>	<i>do not spell out with first use</i>
<b>Help Desk</b>	help desk
<b>go-live</b> (use hyphen when used as a noun) <i>The go-live is scheduled for next week.</i>	go live
<b>go live</b> (no hyphen when used as a verb) <i>The app will go live next week.</i>	go-live
<b>HDMI</b>	<i>do not spell out with first use</i>
<b>homepage</b>	home page
<b>hotspot</b>	hot spot
<b>internet</b>	Internet
<b>Internet of Things (IoT)</b> (Spell out with first use)	IOT

<b>iOS, iPhone, iPad</b>	IOS, IPhone, IPad
<b>link, click a link</b>	hyperlink, follow a link
<b>login, logon, logoff</b> (one word when used as a noun or adjective) <i>This is a secure login page. Use your logon credentials.</i>	log in, log on, log off
<b>log in, log on, log off</b> (two words when used as a verb) <i>You need a password to log in. Log off before closing the page.</i> <b>log</b> in to	login, logon, logoff; log into
<b>malware</b>	Malware
<b>mobile phone</b>	cell phone or cellular phone
<b>multi-factor authentication (MFA)</b> (spell out with first use; do not capitalize when spelling out unless it is in a title.)	multifactor
<b>PDF</b>	<i>do not spell out with first use</i>
<b>setup</b> (one word when used as a noun or adjective) <i>The workstation setup will be configured by your IT professional.</i>	set up
<b>set up</b> (two words when used as a verb) <i>Your IT professional will set up your workstation.</i>	setup
<b>sign-in, sign-on</b> (use hyphen when used as a noun or adjective) <i>Use your sign-in credentials.</i>	sign in, sign on
<b>sign in, sign on</b> (no hyphen when used as a verb), <b>sign in to</b> <i>Sign in to the app using your JHED ID.</i>	sign-in, sign-on, sign into
<b>single sign-on (SSO)</b> (spell out with first use; do not capitalize when spelling out unless it is in a title)	single sign on, single signon

<b>smartphone</b>	smart phone, Smartphone
<b>tap</b>	tap on
<b>terabyte (TB)</b> (spell out with first use) <i>The hard drive has 3 terabytes (TB) of storage space.</i>	TeraByte
<b>telemedicine</b> (only capitalize if referring to a team/department)	Telemedicine, TeleMedicine, telehealth
<b>URL</b>	<i>do not spell out with first use</i>
<b>USB</b>	<i>do not spell out with first use</i>
<b>user group</b>	user's group, users group
<b>virtual private network (VPN)</b> (spell out with first use)	vpn
<b>voicemail</b>	Voicemail or voice mail
<b>web</b>	Web, worldwide web
<b>webpage</b>	web page or Webpage
<b>website</b>	web site or Website
<b>WiFi</b>	wi-fi, Wi-Fi, or wifi