# Binghamton University Preferred Word List

<table>
<thead>
<tr>
<th>Preferred term/spelling</th>
<th>Over this</th>
</tr>
</thead>
<tbody>
<tr>
<td>acknowledgment</td>
<td>acknowledgement</td>
</tr>
<tr>
<td>advisor</td>
<td>adviser</td>
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<tr>
<td>aesthetic</td>
<td>esthetic</td>
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<tr>
<td>afterward</td>
<td>afterwards</td>
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<tr>
<td>amid</td>
<td>amidst</td>
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<tr>
<td>archaeology</td>
<td>archeology</td>
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<tr>
<td>artwork</td>
<td>artworks</td>
</tr>
<tr>
<td>break down (v.)</td>
<td>breakdown or break-down</td>
</tr>
<tr>
<td>breakdown (n. and adj.)</td>
<td>break down or break-down</td>
</tr>
<tr>
<td>break in (v.)</td>
<td>break-in</td>
</tr>
<tr>
<td>break-in (adj.)</td>
<td>break in</td>
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<tr>
<td>break up (v.)</td>
<td>breakup or break-up</td>
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<tr>
<td>breakup (n. and adj.)</td>
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<td>build up (v.)</td>
<td>buildup or build-up</td>
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<tr>
<td>buildup (n. and adj.)</td>
<td>build up or build-up</td>
</tr>
<tr>
<td>campus wide (adv.)</td>
<td>campus-wide or campuswide</td>
</tr>
<tr>
<td>campus-wide (adj.)</td>
<td>campus wide or campuswide</td>
</tr>
<tr>
<td>canceled</td>
<td>cancelled</td>
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<td>canceling</td>
<td>cancelling</td>
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<tr>
<td>cancellation</td>
<td>cancelation</td>
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<tr>
<td>cannot</td>
<td>can not</td>
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<tr>
<td>catalog</td>
<td>catalogue</td>
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<tr>
<td>chair</td>
<td>chairman, chairwoman or chairperson</td>
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<tr>
<td>check up (v.)</td>
<td>checkup or check-up</td>
</tr>
<tr>
<td>checkup (n.)</td>
<td>check up or check-up</td>
</tr>
<tr>
<td>childcare</td>
<td>child care or child-care</td>
</tr>
<tr>
<td>clean room</td>
<td>cleanroom</td>
</tr>
<tr>
<td>clean up (v.)</td>
<td>cleanup or clean-up</td>
</tr>
<tr>
<td>cleanup (n. and adj.)</td>
<td>clean up or clean-up</td>
</tr>
<tr>
<td>corequisite</td>
<td>co-requisite</td>
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<tr>
<td>coursework</td>
<td>course work or course-work</td>
</tr>
<tr>
<td>criterion (sing.)</td>
<td>criteria</td>
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<tr>
<td>criteria (pl.)</td>
<td>criterion</td>
</tr>
<tr>
<td>cut off (v.)</td>
<td>cutoff or cut-off</td>
</tr>
</tbody>
</table>
cutoff (n. and adj.)
cut off or cut-off
database
data base
daycare
day care or day-care
degree-seeking
degree seeking
disc (phonograph records, optical and laser-based devices, brakes)
disk
disk (computer-related and medical references)
disc
download
down load or down-load
e-mail
e-mail
everyday (adj.)
every day
every day (adv.)
everyday
farther (physical distance)
further
first
firstly
firsthand
first hand or first-hand
first-come, first-served
first-come, first-serve
flie (aviator or handbill)
flyer
follow up (v.)
followup or follow-up
follow-up (n. and adj.)
followup or follow up
forward
forwards
full-time (adj.)
full time or fulltime
fundraiser
fund raiser or fund-raiser
fundraising
fund raising or fund-raising
further (time or matter of degree)
farther
hand-held
handheld or handheld
healthcare
health care or health-care
homepage
home page
Internet
internet
judgment
judgement
kickoff (n. and adj.)
kick off or kick-off
kick off (v.)
kickoff or kick-off
language
foreign language
lifespan
life span or life-span
lifelong
life long or life-long
lifestyle
life style or life-style
lifetime
life time or life-time
login (n.)
log in or log-in
log in (v.) login or log-in
logoff (n.) log off or log-off
log off (v.) logoff or log-off
logon (n.) log on or log-on
log on (v.) logon or log-on
newsgroup news group or news-group
offline off line or off-line
ongoing on going
online on line or on-line
premier (adj.) premiere
premiere (n.) premier
prerequisite pre-requisite
preventive preventative
regardless irregardless
résumé (employment history document) resume
to order to
runner-up, runners-up runner up or runnerup
second secondly
second-guess (v.) second guess
second guess (n.) second-guess
start up (v.) startup or start-up
startup (n. and adj.)* start-up or start up*
student coed
T-shirt T shirt, tee-shirt or tee shirt
to in order to
toward towards
webpage web page
website web site
World Wide Web world wide web
Web (Internet) web
X-ray x-ray
5K, 10K (run or walk) 5k, 5-k or 5-K; 10k, 10-k or 10-K
401K 401k, 401-k or 401-K

*Exception: Innovative Technologies Complex Start-Up Suite