

O

off-campus (adj.), off campus (adv.)

Hyphenate when used as an adjective: *The university is looking at off-campus housing as an option.*

Write two words, without hyphenation when used as an adverb: *The student moved off campus.*
Guidelines are the same for *on-campus* and *on campus*.

office

Capitalize when part of a proper name: *She submitted her story to the Office of Communications*
Use lowercase in all other uses : *He visited the dean's office.*

Online Degree programs

A-State Online, known for being convenient, affordable, and valuable, allows a student to achieve educational goals on the individual's schedule. One of the oldest online degree programs in Arkansas, the degrees earned through A-State Online are identical to those earned by the more than 80,000 alumni of Arkansas State University. Take a look at the [complete list of online degrees offered at the undergraduate and graduate levels](#).

osteopathic medical school (see NYIT entry)

osteopathic medicine, doctor of

Use D.O. to abbreviate doctor of osteopathy. See the **NYIT** entry. The NYIT editorial style manual also is available [here](#).

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