

Rutgers Editorial Style Guide

This quick reference sheet addresses common questions about editorial style at Rutgers. It complements the complete *Rutgers Editorial Style Guide*, which lists school names, preferred style, grammar, word usage, etc. and can be found online at communications.rutgers.edu/styleguide.

Quick Reference

- Rutgers, The State University of New Jersey, originated as Queen's College in 1766.
Note: Cap "The" and insert commas after "Rutgers" and "Jersey"; use apostrophe in Queen's.
- The appropriate Rutgers name should appear somewhere in all official Rutgers communications. Specify in text or with the correlating logo/signature

Rutgers, The State University of New Jersey,
Rutgers University–New Brunswick,
Rutgers Biomedical and Health Sciences,
Rutgers University–Newark,
Rutgers University–Camden, or
Rutgers Health.

For communications from/about the central administration and governing boards, or when referencing more than one entity, use

Rutgers, The State University of New Jersey, or
Rutgers.
- Use an en dash and close up spaces before and after it in university names as indicated above. To insert en dash:

Mac: hold down Option and press Minus key
PC: hold down Ctrl and press Minus key
- Possessive form: Rutgers' professors (not Rutgers's or Rutger's)
- Adjective form: the Rutgers professors (but never the Rutgers' professors)
- Use one space between sentences and after a colon. Lowercase word after colon in a sentence.
- Use a series comma (also known as the Oxford comma or serial comma).
- Avoid capitalizing words unless part of a formal name.
- Spell out numbers zero through nine, except for ages, percentages, academic credits, heights, weights.
- Use an en dash in ranges: pages 2–16, 1965–2019; close up spaces before and after en dash.
- When using an em dash—to set off a phrase or clause—close up spaces before and after em dash. To insert em dash:

Mac: hold down Shift+Option and press Minus key
PC: hold down Alt+Ctrl and press Minus key
- Use first entry for a word spelling in the dictionary. (Sometimes a variation is listed second.)
- When using headline style, cap all words except conjunctions and prepositions.
- Generally, close up words that have a prefix (email, postgraduate, coauthor).
- Avoid abbreviations, acronyms, and initialisms whenever possible.
- Spell out academic degrees: bachelor's degree instead of B.A. or B.S., master's degree instead of M.A. or M.S., doctoral degree instead of Ph.D., medical degree instead of M.D. Use either "doctorate" or "doctoral degree," never "doctorate degree." Use the word "degree" after the degree for clarity. Note that the proper construction is "bachelor of arts degree" or "bachelor's degree." It is never "bachelor's of arts degree." Use abbreviations only if spelling out the degree is unwieldy or space is limited.
- If using abbreviations for degrees, use periods: B.A., Ph.D., etc. (If deleting periods is a strong preference, i.e., MBA, be consistent and delete periods in all like abbreviations.)
- Lowercase job titles when used with a full name (vice chancellor Jane Jones; history professor Juan Gonzalez; Mary White, campus dean); capitalize with last name (Professor Gonzalez, Dean White).

Rutgers editorial style is based on the *The Chicago Manual of Style* (17th edition).

Exceptions of style preferences are made for communications materials prepared for the media and websites.

See the complete *Rutgers Editorial Style Guide* at communications.rutgers.edu/styleguide.