Rutgers Editorial Style Guide

Department of University Communications and Marketing

Rutgers, The State University of New Jersey

communications.rutgers.edu

editorial@ucm.rutgers.edu

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Contents

Questions? Suggestions? University communicators may contact copy editor Lisa Elwood in the Department of University Communications and Marketing at lmelwood@ucm.rutgers.edu.

Introduction

The *Rutgers Editorial Style Guide* has been developed by the [Department of University Communications and Marketing](#) at Rutgers, The State University of New Jersey, to lend consistency to university communications. It can aid university communicators by highlighting frequently raised questions about editorial style in addition to addressing topics specific to Rutgers.

Having a preferred editorial style can save communicators the time and energy required to develop their own style sheets. This preferred style can be applied to a wide range of communications with internal and external audiences: print materials, websites, digital communications such as enewsletters, and social media. These guidelines allow for variations when preferred by the writer or when appropriate given the specific content or format of the communication.

The *Rutgers Editorial Style Guide* is based primarily on *The Chicago Manual of Style*. The Rutgers guide also includes a section about editorial style guidelines based on *The Associated Press Stylebook and Briefing on Media Law*, which is a standard for communications intended for the news media.

Language evolves over time. This editorial style guide reflects common, current usages. Questions of style, unlike many questions of grammar, usually do not have a right or wrong answer. Instead, establishing a preferred style is helpful so that a consistent presentation can be maintained throughout a single communication or throughout related materials that may be produced by different individuals. Communications with consistent editorial style present clearer messaging and a professional image of Rutgers.

Primary Sources for Editorial Style

Editorial style guides and sometimes dictionaries offer different rules and preferences. In addition to the primary sources used at Rutgers listed below, many professional organizations have specialized style guides for their specific disciplines, as do academic journals. Choose the style reference that is appropriate for your discipline and communications format.

Style Guides

- *The Chicago Manual of Style* (18th Edition)

   The creative services staff in University Communications and Marketing relies primarily on this source, which is updated periodically. Rutgers staff with a [NetID](#) have [online access](#) to the manual through Rutgers University Libraries.

- *The Associated Press Stylebook and Briefing on Media Law* (57th Edition)

   The university news and media relations staff in University Communications and Marketing relies primarily on this source, which is updated every other year.

Dictionary

- *Merriam-Webster's Collegiate Dictionary* (11th Edition)

   When a spelling variation to the main entry is listed, preference is for the main entry. Note: Online spell checks may be based on other dictionaries and flag words that accurately reflect spellings found in *Merriam-Webster* and style guides. Consult the dictionary and style guide to determine the preferred spelling.

Proper Names at Rutgers

Rutgers, The State University of New Jersey, is made up of Rutgers–New Brunswick, Rutgers Health, Rutgers–Newark, and Rutgers–Camden.

Rutgers, The State University of New Jersey

- Capitalization: Note that the word *The* is capitalized.

- Punctuation

  - *Rutgers* is followed by a comma.

  - When used in text, the full name of the university also is followed by a comma, treating the phrase *The State University of New Jersey* as an appositive.

    Example: Rutgers, The State University of New Jersey, is the eighth-oldest institution of higher learning in the United States.

  - *The State University of New Jersey* as a stand-alone phrase is capitalized when beginning a sentence or when used later in a sentence.

    Example: Rutgers is The State University of New Jersey and enrolls students from throughout the country and around the world.

- When to Use

  - *Rutgers, The State University of New Jersey*, the full institutional name, may be used when referring to the university as a whole or to the central administration of the university.

  - The full institutional name should be used in copyright notices to ensure that appropriate rights and protections extend to the full university.

  - The full institutional name may also appear in website footers, addresses, or other instances where a formal designation is appropriate.

  - Also acceptable: *Rutgers University* or *Rutgers.*

- Possessive

  - To make the word *Rutgers* possessive, add an apostrophe only. Do not add an extra *s.*

    Example: Rutgers' chess team was founded in 1768.

  - When used as a possessive, the word *Rutgers'* is never preceded by *the*.

    Hint: If you are not sure whether *Rutgers* should be possessive in a particular usage, substitute a name that does not end in *s*, such as *Yal*e, and see whether it makes sense or whether the substitution requires you to add an *'s*. Yale's student body: Rutgers' student body.

- Adjective

  - When used as an adjective, the word *Rutgers* may or may not be preceded by *the*, depending on the noun it modifies and the meaning of the sentence.

    Examples: Rutgers fans are a loyal bunch. The Rutgers campus is open.

  - When used as an adjective, the word *Rutgers* does not take an apostrophe.

Rutgers Entities

- **Chancellor-Level Units**

  - *Rutgers–New Brunswick* or *Rutgers University–New Brunswick*
  - *Rutgers Health*
  - *Rutgers–Newark* or *Rutgers University–Newark*
  - *Rutgers–Camden* or *Rutgers University–Camden*

  Use a closed en dash between *Rutgers* and the location. Do not use a hyphen (shorter) or an em dash (longer). See Punctuation: Dashes and Hyphens on page 16.

- **Rutgers Health**
  - Rutgers Health became the brand name of Rutgers Biomedical and Health Sciences—incorporating its mission areas of teaching, research, clinical care, and service—in July 2023.
  - Rutgers Health is New Jersey's academic health center and takes the integrated approach of educating students, providing specialized clinical care, and conducting innovative research, bringing discoveries in the lab directly to patients. Rutgers Health collaborates universitywide and is aligned with Rutgers–New Brunswick.
  - Rutgers Health locations should be described as Rutgers Health in Newark and Rutgers Health in New Brunswick.
  - *Rutgers Biomedical and Health Sciences* should be used only in historical, legislative, and legal references.

    Example: Rutgers Health was established in 2013 as Rutgers Biomedical and Health Sciences.

    On subsequent references, use *Rutgers Health*.
  - All job titles that include *Rutgers Biomedical and Health Sciences* will continue to do so.

    Example: Brian Strom is the inaugural chancellor of Rutgers Biomedical and Health Sciences. He leads Rutgers Health.

- **Rutgers–New Brunswick**
  - Made up of five smaller campuses:
    - Busch campus
    - College Avenue campus
    - Douglass campus
    - George H. Cook campus (G.H. Cook campus is also acceptable)
    - Livingston campus
  - References to the five smaller campuses are acceptable when writing for an internal audience at Rutgers. For external audiences, the preference is to use Rutgers–New Brunswick.
  - Also used, especially on maps: Cook/Douglass campus (although these are considered to be two distinct campuses).
  - When listing campuses, put in alphabetical order, as listed above.
  - The word *campus* is not capitalized.

Appropriate Rutgers Name

- The appropriate Rutgers name—Rutgers' institutional name or the name of a chancellor-level unit—must appear somewhere in all official Rutgers communications.

Queen's College and Old Queens

- Queen's College refers to the original name of Rutgers. Note that there is an apostrophe in Queen's College.
- Old Queens Campus is acceptable if in a historical reference; otherwise, do not use. Note that there is no apostrophe in Old Queens Campus.
- Old Queens Building is acceptable. When referring to the building on second reference, Old Queens is acceptable. Note that there is no apostrophe in Old Queens Building or Old Queens.

School and College Names

There are 29 schools and colleges at Rutgers, The State University of New Jersey. Note that the word *Rutgers* is formally part of the name in some cases (Rutgers Business School–Newark and New Brunswick, Rutgers Law School, Rutgers School of Dental Medicine) and not formally part of the name in other cases. *Rutgers* or *Rutgers'* may be placed before the name of the school or college in the latter case at the discretion of the writer.

1. Camden College of Arts and Sciences
2. Edward J. Bloustein School of Planning and Public Policy
3. Ernest Mario School of Pharmacy
4. Graduate School–Camden
5. Graduate School–Newark
6. Graduate School of Applied and Professional Psychology
7. Graduate School of Education
8. Mason Gross School of the Arts
9. New Jersey Medical School *
10. Robert Wood Johnson Medical School *
11. Rutgers Business School–Newark and New Brunswick **
12. Rutgers Law School
13. Rutgers School of Dental Medicine
14. School of Arts and Sciences
15. School of Arts and Science–Newark ***
16. School of Business–Camden
17. School of Communication and Information
18. School of Criminal Justice
19. School of Engineering
20. School of Environmental and Biological Sciences
21. School of Graduate Studies
22. School of Health Professions
23. School of Management and Labor Relations
24. School of Nursing
25. School of Nursing–Camden
26. School of Public Affairs and Administration
27. School of Public Health
28. School of Social Work
29. University College–Camden

* Medical school integration: The two medical schools are soon to become one. References to the integrated school name should always use the following phrasing: the future Rutgers School of Medicine.

** *Rutgers Business School–Newark and New Brunswick* is the preferred umbrella name used in most cases to identify students, faculty, and programs connected to the university's three formal degree-granting units that offer business programs in Newark and New Brunswick:

- Rutgers Business School: Undergraduate–Newark
- Rutgers Business School: Undergraduate–New Brunswick
- Rutgers Business School: Graduate Programs–Newark and New Brunswick

*** The School of Arts and Sciences–Newark incorporates two degree-granting units:

- Newark College of Arts and Sciences
- University College–Newark

School and College Names *(continued)*

- School names do not include *The* (cap T) as part of their names. You may, however, when appropriate, use *the* (lowercase *t*) to precede the name.

- The word *Rutgers* before the name of a school or college may or may not include an apostrophe depending on the writer's preference. Notable exceptions are Rutgers Business School–Newark and New Brunswick, Rutgers Law School, and Rutgers School of Dental Medicine, which never take an apostrophe.

   Examples: Rutgers' School of Criminal Justice is based in Newark.

   The professor gave a guest lecture at the Rutgers School of Social Work.

- Use a closed en dash in the name of the school. Do not use an em dash (longer) or a hyphen (shorter).

   Examples: University College–Camden, Graduate School–Newark

   See Punctuation: Dashes and Hyphens on page 16 for details and instructions on how to insert the dashes into your document. Also, see Style Guidelines for Material Prepared for News Media on page 25.

- Always use the full name of the school or college on first reference. On second reference and thereafter, it is preferable to use *the school* or *the college*, with distinctions made if necessary. Avoid abbreviations.

   Example: The School of Nursing and the School of Engineering are recognized nationally for their outstanding programs. The nursing school has locations in Newark, New Brunswick, and Blackwood. The engineering school is in Piscataway.

   Exception: On second reference, *Mason Gross* is acceptable for the Mason Gross School of the Arts and *Bloustein School* is acceptable for the Edward J. Bloustein School of Planning and Public Policy.

- If you must use an abbreviation in text for sake of brevity or clarity, use the full name of the school or college on first mention, followed by the abbreviation in parentheses. Contact the dean's office of the school or college to determine the preferred abbreviation.

   Also see Abbreviations for Current and Former Schools and Colleges on page 6.

Other Unit Names

- Department and administrative office names at Rutgers are almost always *Department of* or *Office of*. Exceptions include the Rutgers University Police Department, Rutgers Athletics, Rutgers Recreation, and Rutgers University Libraries.

- Capitalize the formal, full name of academic departments, administrative offices, and other formal groups, such as boards or committees. Use the full name on first reference. Lowercased shortened names may be used thereafter.

   Examples: Department of History, but the history department; Department of English, but the English department; Office of the Dean, but the dean's office; Board of Governors, but the board

- Make sure that the affiliation (Rutgers–New Brunswick, Rutgers Health, Rutgers–Newark, or Rutgers–Camden) of the unit described is obvious from the context.

   Example: Department of Psychology at Rutgers–Newark

- Capitalize the formal, full name of centers, institutes, and other Rutgers entities. Use the full name on first reference. Lowercased shortened names may be used thereafter (*the center*). Rely on abbreviations only when dealing with more than one center or institute. If you must use the abbreviation for sake of brevity or clarity, use the full name on first mention, followed by the abbreviation in parentheses.

   Examples: Matthew Maize is a visiting lecturer at the Institute for Advanced Materials, Devices, and Nanotechnology. The institute was established in 2005.

   The Center for American Women and Politics (CAWP) and the Center for Women's Global Leadership (CWGL) jointly sponsored the seminar. CAWP hosted the Friday sessions, and CWGL sponsored the Saturday sessions.

School/College/Unit Abbreviations

- Use abbreviations (acronyms and initialisms) sparingly. Spell out the formal names of schools, colleges, centers, and institutes, etc., on first mention and used shortened names (*the center, the institute*) thereafter to avoid using acronyms or initialisms. An acronym is formed from a series of letters read as a word (e.g., CAIT, for Center for Advanced Infrastructure and Transportation), while an initialism is formed from a series of letters read as a series of letters (e.g., CCAS, for Camden College of Arts and Sciences). If you need to use the abbreviation for the sake of brevity or clarity, reference the full name on the first mention, followed by the abbreviation in parentheses.

  Although schools, colleges, centers, and institutes may use abbreviations in internal communications or materials with specific audiences, like students, be mindful that general readers may not understand the abbreviations and that full names immediately convey the scope and nature of the unit.

- When referring to alumni with school/college and year of graduation, abbreviations are acceptable. When citing a person's school/college and year of graduation after their name, use the abbreviation for the unit, followed by an apostrophe and the last two digits of the year.

  Examples: John Smith GSE'56; John GSE'56 and Jane DC'58 Smith

  For clarity, use the whole year when referring to class years from past centuries, especially if it may not be clear to the reader based on the context.

  Example: Paul Robeson RC1919

Abbreviations for Current and Former Schools and Colleges (as used by Alumni Relations)

CC: Cook College
CCAS: Camden College of Arts and Sciences
CLAW: School of Law–Camden
DC: Douglass College
ED: School of Education
EJB: Edward J. Bloustein School of Planning and Public
   Policy
ENG: School of Engineering
GSAPP: Graduate School of Applied and
   Professional Psychology
GSBS: Graduate School of Biomedical Sciences
GSC: Graduate School–Camden
GSE: Graduate School of Education
GSM: Graduate School of Management
GSN: Graduate School–Newark
GSNB: Graduate School–New Brunswick
LC: Livingston College
MGSA: Mason Gross School of the Arts
NCAS: Newark College of Arts and Sciences
NJDS: New Jersey Dental School
NJMS: New Jersey Medical School
NLAW: School of Law–Newark
NUR: College of Nursing
PHARM: Ernest Mario School of Pharmacy
QC: Queen's College
RBS: Rutgers Business School–Newark and New
   Brunswick

RC: Rutgers College
RLAW: Rutgers Law School
RSDM: Rutgers School of Dental Medicine
RWJMS: Robert Wood Johnson Medical School
SAS: School of Arts and Sciences
SASN: School of Arts and Sciences–Newark
SB: School of Business
SBC: School of Business–Camden
SC&I: School of Communication and Information
SCILS: School of Communication, Information, and
   Library Studies
SCJ: School of Criminal Justice
SEBS: School of Environmental and Biological
   Sciences
SGS: School of Graduate Studies
SHP: School of Health Professions
SHRP: School of Health Related Professions
SMLR: School of Management and Labor Relations
SN: School of Nursing
SNC: School of Nursing–Camden
SPAA: School of Public Affairs and Administration
SPH: School of Public Health
SSW: School of Social Work
UCC: University College–Camden
UCN: University College–Newark
UCNB: University College–New Brunswick

Academic Terminology

Degree Names

- Spell out all 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., etc. Use either *doctorate* or *doctoral degree*, never *doctorate degree*. Use the word *degree* after the degree name 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.

  Examples: bachelor's degree, bachelor of arts degree

- Lowercase academic degrees: bachelor of arts degree in history.

- Use periods in degree abbreviations, if abbreviations are necessary. However, if there is a strong preference for dropping the periods, drop them consistently.

  Examples: B.A. and M.B.A., but BA and MBA

- Do not use italics for summa cum laude, magna cum laude, cum laude.

Academic and Professional Credentials

- Avoid listing abbreviations of degrees and professional credentials after a person's name. Spell out their degree or provide a professional designation in the text.

  Examples: Juanita Garcia, who holds a doctor of pharmacy degree... Samuel Simons, a physician who specializes in...

- Use a position description to identify and explain someone's academic or professional standing; an attribution adds more context to your communication than a string of abbreviations after a personal name.

  Examples: researcher and oceanographer Pedro Rivera; Glenda Gray, chief of endocrinology

- Avoid honorifics (*Mr., Mrs., Dr., Esq.*). List someone's full name on first reference and then use their last name.

  Example: We honored physician Alexandra Sanchez when she was elected to the academy. Sanchez's research was featured at the conference.

- If it is essential to your communication to indicate doctoral designations, do so after the name by adding *M.D., Ph.D.,* etc. Do not add *Dr.* before the name.

  Also see .

Addresses, Municipalities, States, and Countries

- Commas are used in text to set off individual elements in addresses and names of geographical places or political divisions. The standard U.S. Postal Service abbreviation for a state or country should be used when providing addresses primarily for the purpose of mailing. (Use only one space, not two, between the state and the zip code.) Otherwise, states and countries should be spelled out in full. Use *D.C.* in running text but *DC* in an address for mailing purposes.

  Examples: Please send all proofs to the editor at 25 Bentley Drive, New Brunswick, NJ 08901.

  The plane landed in Nairobi, Kenya, that evening but the luggage was in Richmond, Virginia.

  I visit Washington, D.C., twice a year.

- When referring in general to a municipality, city, or state, the word *city* or *state* is not capitalized when it precedes a place name, but when referring specifically to an official governmental function/action of the municipality, city, or state, *city* or *state* is capitalized when it precedes the place name.

  Examples: Visitors to the city of New Brunswick will see new Rutgers banners hanging from utility poles.

  Rutgers serves residents throughout the state of New Jersey.

  The City of New Brunswick approved Rutgers' banner program at the council meeting.

  The State of New Jersey issued new guidelines for teen drivers.

- Rutgers' return addresses on envelopes should have a minimum of three lines. The bottom line should have the city, state, and zip code. The second line from the bottom should have the street address (and suite number, if any). The third line from the bottom should have Rutgers, The State University of New Jersey, or appropriate Rutgers name. The name of the building, if any, should appear on the fourth from the bottom line along with a room or floor number, if any. Other information, e.g., school, department, etc., should appear above that. Note that New Jersey is abbreviated (NJ) when used with a zip code. Note that *Street, Avenue,* etc., are spelled out.

> Example: School/Center
> Building Name, Room Number (if any)
> Rutgers, The State University of New Jersey (or appropriate Rutgers name) (See page 3.)
> Street Address, Suite Number (if any)
> City, State Zip

Alphabetization

Preference is to use the letter-by-letter (as opposed to word-by-word) method to alphabetize.

> Example of letter-by-letter order: Newark, New Brunswick, New York (preferred)

> Example of word-by-word order: New Brunswick, New York, Newark

Athletics

Style for commonly used athletics terms:

> Big Ten or Big Ten Conference (always spell out *Ten*; never use *10*)

> Division I, Division II, Division III (use roman numerals)

> National Collegiate Athletic Association (NCAA)

> SHI Stadium (never *S.H.I. Stadium*)

> A score of 6–8 (use an en dash)

> Having a season record of 9-3 (use a hyphen)

For questions regarding NCAA or Big Ten copyrights, trademarks, and related issues, contact the Office of Trademark Licensing in University Communications and Marketing.

Capitalization

Capitalize sparingly. Lowercase is preferred in contemporary usage.

Common Nouns

- Lowercase *university, college, school, institute,* etc., unless they are used as part of a formal, complete name.

> Example: The School of the Arts and Sciences offers modern living and learning spaces. The school also provides many dining options.

Common Nouns with Proper Nouns

- Capitalize the generic term with proper nouns if used in the plural.

> Examples: the Raritan and Millstone Rivers; the Departments of Economics and Geography

Names of Organizations

- Capitalize the formal, full names of organizations or groups. Use the full name on first mention. Lowercase shortened names or casual references.

> Example: The Foundation for Fighting Blindness held a gala to honor donors. The foundation supports cutting-edge medical research into prevention and treatments.

- Lowercase *the* in front of all organization names unless the organization formally incorporates the *The* as the formal part of its name. *The* is not capped for Rutgers units.

> Example: He attended The Ohio State University and completed graduate work at the School of Criminal Justice at Rutgers–Newark.

Professional Titles

- Short, formal professional titles should be capitalized before a person's full name on first reference.

    Examples: Professor Raj Patel; Dean Sara Strictland; Mayor Maria Rodrigue

- Longer, formal professional titles (for readability) should be lowercased and come after the full name on first reference.

    Example: Andre Donore, executive vice president for development and alumni engagement, introduced the guest.

- Exception: Named professorships or endowed positions, distinguished professorships, and university professorships should always be capitalized, such as Board of Governors Professor, Distinguished Professor, University Professor, and other specific titles bestowed.

    Examples: Sanja Starr, Distinguished Professor of Physics, was the keynote speaker.

- Lowercase occupational positions or academic titles when used a descriptive tag. This is different than a formal title. Lowercase whether listed before or after a person's full name.

    Examples: Alexandra Garcia, NASA engineer, was honored at the symposium.

    Center director Suzanne Kane mentored the interns.

    Biology professors Monique Green and Randall Andrews were members of the panel.

- If in doubt about titles and capitalization, use an appositive construction, which is set off by commas, comes after the position, and is lowercase.

    Example: Marshall Baker, high school principal, was an inspirational force for generations of students.

- Titles should be used only once, on first reference; thereafter, the last name should be used.

    Example: Professor of Literature Huck Finn, then Finn

    Also, see .

Titles of Works and Headlines

- Capitalize the first and last words and all nouns, pronouns, adjectives, verbs, and adverbs. Lowercase articles, conjunctions, and prepositions (no matter how long). Also, see .

    Examples: How to Be Happy; She Is a Superhero; Read between the Lines; Single but Not Lonely

- With hyphenated compounds, always capitalize the first element. Subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions, or if the first element is a prefix.

    Examples: Fifth-Century Art; Medium-Sized Schools; Non-Christian Mythology; but Out-of-the-Way Places; Re-creating the World

Racial, Ethnic, and Cultural Identities

- Capitalize *Black, Latino/a, Asian, Hispanic, Indigenous*.

- Lowercase *white* and *brown.*

- Use terms such as *Latinx* or *Latine* in place of *Latina/o* only if appropriate and preferred by the subject of the communication.

Academic Subjects and Course Titles

- Lowercase the names of subject areas in text, unless the name is a proper noun.

    Example: She is an economics major but also studies Mandarin. His focus is American studies.

- Capitalize a subject when used as the name of a specific course or with its subject code or curriculum code.

    Examples: Sociology 01:920:201, Sociology 920

- Capitalize course titles and put in quotation marks in running text.

    Example: Tomorrow is the first meeting of "Intro to Planetary Physics."

Academic Years

- Lowercase terms designating academic years. Because it is preferable to avoid gender-specific language, generally use *first-year student* instead of *freshman* if it does not change or make ambiguous the meaning of the sentence.

   Examples: first-year student, sophomore, junior, senior, graduate student, postdoctoral student or postdoc

Graduating Classes

- Treated collectively, specific classes can be considered a formal group and therefore capitalized.

   Example: A special dinner was held for the Class of 1986.

Seasons of the Year

- Lowercase the four seasons: spring, summer, fall, winter.

Governing Boards

The proper names of all governing boards at Rutgers should be capitalized: Board of Governors, Board of Trustees, Rutgers University Senate; but the governors, trustees, senate, member of the Board of Governors, etc. should be lowercased.

- Governing boards at Rutgers are headed by a chair and vice chair; avoid using *chairman, chairwoman,* or *chairperson*.

Inclusive Language

Rutgers strives to create and sustain an equitable and inclusive environment for all students, faculty, staff, and visitors. University communications should be crafted with this expectation for inclusiveness in mind.

Use language that is concise, accurate, unbiased, and focused on information that is relevant to the communication. Mention race, ethnicity, age, gender, disability, socioeconomic or immigration status, or sexual orientation, etc., only if doing so aids the reader's understanding of the topic and is acceptable to the subject.

- When a specific person is referenced, ask the individual which pronouns are preferred. Likewise, if race, ethnicity, or disability, etc., will be included because it is relevant to the communication, ask for preferred terms.

- Treat all subjects similarly, if possible. If the scope of the writing requires one person's particular characteristics to be included, do so for others mentioned with their preferred terms and if it makes sense to do so.

Gender

Gender is not synonymous with *sex. Gender* refers to a person's social identity, whereas *sex* refers to biological characteristics.

- When content is about a **nonspecific person or group of people or if the gender is unknown,** writers have several options to achieve inclusive, nongendered language. Both word choice and sentence construction can be used to avoid gender-specific communications.

  - Avoid gender-specific terms or phrases.

    - For example, use police officer (not *policeman*), first-year students (not *freshmen*), and chair (not *chairma*n or *chairwoman*).

  - Use a plural pronoun instead of a singular pronoun, even with a singular subject.

    - Original: A student left *his or her* laptop in the library.

    - Rewrite: A student left *their* laptop in the library.

  - Replace a pronoun with an article.

    - Original: Request that the employee submit *her* report.

    - Rewrite: Request that the employee submit *the* report.

  - Remove a pronoun altogether.

    - Original: Ask the professor whether *he* is ready to begin the presentation.

    - Rewrite: Ask whether *the professor* is ready to begin the presentation.

- Switch a gendered pronoun with *who*.
    - Original: The lecturer will be better prepared after *she* attends the conference.
    - Rewrite: A lecturer *who* attends the conference will be better prepared.
- When writing about a **specific person or group of people:**
    - Ask the subject(s) what pronouns are preferred (he/him/his, she/her/hers, they/them/their, or others).
    - Note that when a plural pronoun is used to refer to one person, it still takes the plural verb.

        Example: Alex is in the lab right now. They are finishing up the research.

LGBTQA

LGBTQA is an abbreviation for *lesbian, gay, bisexual, transgender, queer, asexual* and generally refers to someone's sexual identity or sexual orientation.

- Identify an individual as someone who identifies as LGBTQA only when pertinent and agreed to by that person. Ask what terms are preferred when describing or referring to that person, including pronouns.
- Ask the subject(s) what pronouns are preferred (he/him/his, she/her/hers, they/them/theirs, or others).
- LGBTQA+ may be preferred to be more inclusive.

Disability

When it is pertinent to indicate someone has a disability (and they have agreed), consider their preference for how to be described.

- Generally, strive for "people first" language: use phrases that put the person at the center of the description rather than being labeled by a disability. For example, use *a person who has epilepsy* rather than *an epileptic*.
- Some may prefer "identify first" language. For example, an individual may prefer *a blind person* rather than *a person who is blind* because they consider the disability an intrinsic part of their identity.
- Avoid terms such as *handicapped, disabled, suffers from, victim of,* or *wheelchair bound*.
- If it is pertinent to state that someone does not have a disability, use *nondisabled* or say *does not have a disability*. Avoid using *normal* or *able-bodied*.

Immigration Status and the International Community

- Writers should be familiar with the categories describing a person's citizenship and immigration status. Use terms that are legally accurate.
    - Use *undocumented* to describe someone without legal status if it is accurate and relevant.
    - Use *illegal* only to describe an action, not a person. Avoid *alien*.
    - The word *resident* (not *citizen*) generally is more inclusive and accurate.
- International students and faculty should not be identified by country of origin if it is not relevant.
    - Don't use *foreign* or *foreigner* to describe a person.
    - Indicate if someone is *from abroad, an international student,* or is *part of the international community at Rutgers* if it is relevant.

Appropriate and Changing Terminology

Language is fluid. Writers should seek out resources to determine appropriate usage of terminology by visiting websites of professional organizations, specialized centers or institutes, select media outlets, and governmental agencies, for example, to stay abreast of acceptable, preferred, and accurate terms.

Italics

Using italics for emphasis in text should be avoided as much as possible. Italics are used for the following, however:

Titles

- Printed works: book, journal, magazine, newspaper, report, and brochure titles are italicized. (Periodical article titles are placed in quotation marks. See [Punctuation: Quotation Marks on page 15](#).)

- Film, television program, and podcast titles are italicized. (Episode titles are placed in quotation marks. See [Punctuation: Quotation Marks on page 15](#).)

- Musical recording, album, CD titles are italicized. (Song titles are placed in quotation marks. See [Punctuation: Quotation Marks on page 15](#).)

- Titles of paintings, photographs, sculpture, other artwork, and art installations and exhibitions are italicized.

Media Websites

- Online newspapers, magazines, journals, blogs, and podcasts follow formatting conventions for analogous print media, almost always italics.

  Examples: Her comments appeared last year in the *Economist*.

  She writes for the online edition of the *Economist*.

  The article and comments are archived online at economist.com.

  I subscribe to *The New York Times* online.

  Rutgers Today is the official online source for universitywide news.

  NJ.com, the online home of several New Jersey newspapers, launched a newly designed website.

  Note: Rutgers Today, NJ.com, the Associated Press, etc., are not italicized.

Words as Words or Letters as Letters

- Preference is for italics, but using quotation marks instead is also acceptable. Be consistent.

  Examples: The word *simple* has several meanings. *Fantastic* has nine letters. Also acceptable: The word "simple" has several meanings. "Fantastic" has nine letters.

Letter Grades

  Example: The average grade for the class was a *B,* but Lisa earned an *A*.

Court Cases

  Example: *Miranda v. Arizona*. Also, the *Miranda* case.

Foreign Language

- Words and phrases in other languages are italicized if they are likely to be unfamiliar to readers. Set in regular/roman if repeated.

- If a foreign language word is listed in *Merriam-Webster,* it is assumed to be familiar enough not to warrant italics, such as summa cum laude, magna cum laude, and cum laude.

Slang or Terms with Special Meaning

- Slang or terms with special meanings are italicized if they are likely to be unfamiliar to readers. Set in regular/roman if repeated.

- If a word is listed in *Merriam-Webster,* it is assumed to be familiar enough not to warrant italics.

- Using quotation marks instead of italics is also acceptable. Be consistent.

Numbers

The general rule is to spell out cardinal and ordinal numbers zero through nine and first through ninth. Use Arabic numerals for 10 and above, and 10th and above. This may cause a paragraph, or even a sentence, to have both words and numerals for numbers. This is fine. For example: She had three cats and 11 dogs.

Exceptions are made for academic credits, percentages, ages, heights, weights, and dimensions.

Ordinal Numbers

- Do not use superscript when typing 10th and above.

    Example: 15th, not 15th

Academic Credits

- Express in numerals.

    Examples: The major requires a total of 36 credits. This is a 3-credit course.

Percentages

- Express in numerals, and the word *percent* is spelled out. An exception can be made for tables, where the percent sign (%) can be used. Also, see Style Guidelines for Material Prepared for News Media on page 25.

    Example: The professor passed 80 percent of the class.

Ages

- Express in numerals.

    Examples: a 3-year-old dog; it is 58 years old; a 20-year-old

Height, Weight, Dimensions

- Express in numerals; spell out *inches, feet, pounds, ounces,* etc.

    Examples: She is 5 feet, 10 inches tall. The baby weighed 5 pounds, 11 ounces.

- Hyphenate adjectival forms before nouns.

    Examples: He is a 235-pound fullback. The 15-inch pipe fell off the truck.

Numbers at the Beginning of Sentences

- Spell out.

    Examples: Eighty percent of the class was in attendance. Sixteen children squealed with delight.

Times

- Use numerals except for noon (12 p.m.) and midnight (12 a.m.).
- Use a colon to separate hours from minutes: 11:15 a.m., 3:25 p.m.
- Do not use :00 if the time is on the hour: 10 p.m. (An exception may be made in formal invitations: Please join us from 11:00 a.m. to 2:00 p.m.)

Dates

- Specific date: include the day of the week, if possible. Do not abbreviate the days of the week or months.

    Examples: Thursday, May 16, 2019; September 2020; April 12 (not 12th or 12th)

- Span of years: 2022–2023. If space is limited, 2022–23 is acceptable.

    Note that an en dash is used in ranges and is closed up.

- Decades: the 1980s, the '80s

- Centuries: 20th century, 21st-century politics, fifth and sixth centuries

Telephone Numbers

- Use hyphens: 732-445-3701

Possessives and Plurals

- The possessive case of singular nouns is formed by the addition of an apostrophe s ('s). This applies to common nouns as well as proper nouns, even if they end in an *s*, except for *Rutgers'*.

  Examples: the professor's lab; Juan's car; Columbus's ship, Rutgers' reputation

- The possessive case of plural nouns is formed by the addition of an apostrophe only. This applies to common nouns as well as proper nouns.

  Examples: students' textbooks; puppies' tails; the campuses' bus system; the Elwoods' home

- The possessive form of *Rutgers* is *Rutgers'*. Use an apostrophe only. Do not add an extra s. This is an exception to the general rule.

  Example: Rutgers' faculty and staff (Also see [Proper Names at Rutgers on page 2](#).)

- The word *Rutgers* before the name of a school, college, center, institute, program, etc., may or may not include an apostrophe, depending on the writer's preference. Notable exceptions are Rutgers Business School–Newark and New Brunswick, Rutgers Law School, and the Rutgers School of Dental Medicine, which never take an apostrophe.

  Examples: Rutgers' School of Criminal Justice and Institute of Jazz Studies are in Newark.

  The professor presented the seminar at Rutgers New Jersey Medical School.

- Single or multiple letters used as words and numbers form the plural by adding s alone, so far as it can be done without confusion.

  Examples: earning three *Bs*, IOUs, the early 1920s, in her 60s

- Abbreviations ending with a period form the plural with an apostrophe s.

  Examples: U.S.'s, Ph.D.'s

- If periods are dropped consistently, however, form the plural by adding s alone.

  Example: MDs and MBAs

Punctuation

Formatting

- Periods, exclamation points, commas, colons, semicolons, hyphens, and other internal and terminal punctuation should be set in the typestyle (e.g., bold, italic, regular/roman, color) of the preceding word.

  Examples: The prize went to *Volcanoes of the Deep,* a film coproduced by Rutgers.

  Contact your adviser **immediately!**

- An exception is when a web address comes at the end of a sentence. If the web address is formatted in bold or color, the ending punctuation should remain unformatted (to distinguish it from the URL).

Spacing after Terminal Punctuation and Colons

- Use only one space between sentences.

- Use only one space after a colon in a sentence.

Commas

- Use a serial comma (also called a series comma or Oxford comma): a comma after each element in a series of three or more. Also, see [Style Guidelines for Material Prepared for the News Media on page 25](#).

  Example: students, faculty, and administration

  Exception: The use of ampersands (&) is discouraged. However, if an ampersand must be used, perhaps due to limited space or the use of display type, a comma is not placed before the ampersand.

  Example: housing, dining & transportation

- Use a comma before a conjunction in a compound sentence, one that connects two separate but complete sentences.

  Examples: The lecture was over, and the students collected their belongings.

  The physician began the exam, but the patient collapsed.

  They entered the building and immediately suspected something was wrong.

- Use commas to set off a word or phrase in apposition unless it has an essential identifying function. (Apposition is when two usually adjacent nouns referring to the same thing are used in a sentence and are essentially interchangeable. In the example below, the person has one wife, Mary; there is no confusion about which wife is referred to, so Mary does not serve an essential identifying function for "my wife" and is set off by commas. The person does have more than one friend, however, so John does serve an essential identifying function for "my friend" and is not set off by commas.) Example: My wife, Mary, arrived but my friend John did not.

- In dates, commas are not used to mark off the month and year. If the day is included, the year is set off by commas before and after.

  Examples: The meetings were held in April 1967.

  The events of April 18, 1775, have been celebrated in song and story.

- Use commas after both a city and state when both are given.

  Example: They lived in Bedford Hills, New York, before moving to Georgia.

- Abbreviations following a person's name, such as Jr. and Sr., and roman numerals are not set off by commas.

Parentheses

- No punctuation should be used before an opening parenthesis.

  Example: I left on Tuesday (not Monday, as originally planned).

- Ending punctuation precedes a closing parenthesis if the entire sentence is in parentheses; otherwise, it follows.

  Example: She looked at the picture (the one on the right). (Did she suspect a child drew it?)

Quotation Marks

- All punctuation marks except the colon and semicolon are placed within quotation marks.

  Examples: He heard what he described as a "very loud and disturbing growl." "This is crazy," she said.

  He described the procedure as "a definite step forward"; others disagreed.

- Use double quotation marks for quoted words, phrases, and sentences that are not set apart in block quotations. Use single quotation marks to enclose quotes within quotes.

  Example: "Then, for an encore, he sang 'Yesterday.'"

- Article, dissertation, song, poem, and TV episode titles are placed in quotes. (See Italics on page 12 for styles of other titles.)

- Academic course titles are placed in quotes when appearing in narrative text.

Colons

The first word following a colon within a sentence should be lowercased, even if it is a complete sentence. Use only one space after a colon.

  Example: She indicated only one thing: she did not want to leave the program.

Semicolons

Use semicolons to separate elements in a series that would not be clear if separated by commas only.

  Examples: They came from Mendon, Utica, and Chester, New York; Paterson, Camden, and Newark, New Jersey; and Newton, Worcester, and Hull, Massachusetts.

  Her work combines elements of environmental, civil, and mechanical engineering; human and animal biology; and sociology.

Dashes (En and Em) and Hyphens

There are three common dashes of differing lengths used in formatted copy: en dash (–), em dash (—), and hyphen (-). The em dash is the longest (the width of an uppercase M). The en dash is half the length of the em dash. The hyphen is the shortest. Also, see Style Guidelines for Material Prepared for the News Media on page 25.

- **En Dash**
  - An en dash is used to separate a range of inclusive dates and numbers. The en dash should be closed, i.e., with no space before or after the en dash.

    Example: May–June, 1964–1970, pages 25–39

  - An en dash is used in sports scores and should be closed.

    Example: a score of 6–8

  - Rutgers uses the en dash in school and university names and should be closed.

    Examples: Graduate School–Camden, Rutgers–New Brunswick

  Note: To insert an en dash in Word:

    PCs: From the menu, choose Insert > Symbol, then choose the en dash (the shorter of the two dash options). The shortcut is Ctrl + Numberpad Minus Sign (-).

    MACs: From the menu, choose Insert > Advanced Symbol, then choose the en dash (the shorter of the two dash options). The shortcut is Option + Numberpad Minus Sign (-).

- **Em Dash**
  - Use an em dash to denote an abrupt change in thought or to set off an element added for emphasis, explanation, or digression. The em dash should be closed, i.e., with no space before or after the em dash.

    Example: Thousands of previously unknown proteins—revealed to scientists through the mapping of the human genome—may lead to the discovery of new drugs.

  Note: To insert an em dash in Word:

    PCs: From the menu, choose Insert > Symbol, then choose the em dash (the longer of the two dash options). The shortcut is Ctrl + Alt + Numberpad Minus Sign (-).

    MACs: From the menu, choose Insert > Advanced Symbol, then choose the em dash (the longer of the two dash options). The shortcut is Shift + Option + Numberpad Minus Sign (-).

- **Hyphen**
  - Use to form compound words (see Hyphenation, below).
  - Use in phone numbers, e.g., 732-445-3710.

Hyphenation

Current usage tends toward the closing of prefixes and of compound words that used to be hyphenated. Consult *Merriam-Webster.* (Also see Word List: Preferred Spellings, Capitalization, and Usage on page 19.)

- Compound adjectives that are hyphenated before a noun are open after a noun.

  Examples: full-time student, the student is full time; on-campus housing, housing on campus

- Adjectival phrases are hyphenated before the noun and are usually open after a noun.

  Examples: up-to-date list, list is up to date; state-of-the-art equipment, equipment is state of the art

- Other compound adjectives may or may not be hyphenated. Hyphens should be used to avoid ambiguity.

  Examples: personal-computer program, slow-moving van

- If the meaning of the compound adjective is a universally understood expression, no hyphen is needed.

  Examples: health care system; high school classroom

- Less common expressions are better hyphenated.

  Examples: joint-degree program; dual-degree program

- Use hyphens with nouns that represent different and equally important functions when they form a single expression. Do not hyphenate if the first word is used as an adjective.

    Examples: student-athlete, but student nurse and student teacher

- A hyphen is used after the first of two prefixes or after the first element in a double compound adjective.

    Examples: macro- and microeconomics, fourth- and fifth-century art (but *art in the fourth and fifth centuries*)

- Do not hyphenate an adverb ending in *ly* before an adjective.

    Example: highly popular musician

- Compound adjectives where the second adjective ends in *ed* are hyphenated.

    Example: good-natured proofreader

- Prefixes generally are not hyphenated.

    Examples: prelaw, coauthor, postdoctoral

    Exceptions: (a) when the second element is capitalized or is a figure, e.g., mid-July, pre-1960s; (b) when there is a homonym, e.g., recover a lost object, but re-cover a couch; (c) for clarity, when it creates a strange spelling connection, e.g., co-opt; and (d) sometimes when there are repeated vowels, e.g., co-op, but cooperative, reestablish, and reelect. Consult *Merriam-Webster.*

- Ewords: Close such expressions and lowercase the word immediately following the *e* prefix.

    Examples: ebusiness, ecommerce, evite, enewsletter

Note that the *e* in such terms is capitalized when the term appears in a headline, as a stand-alone head, and at the beginning of a sentence.

    Example: Ecommerce is important to success in the retail marketplace.

- Sports records: a season record of 9-3.

- All *self* compounds are hyphenated except when the addition is a suffix.

    Examples: self-confident, self-reliant, but selfless and selfish

- Compounds with *well* are hyphenated before the noun unless the expression carries a modifier. Do not use a hyphen if the compound appears after the verb.

    Examples: a well-intentioned person, but a very well known man. She is well known.

- Suffixes generally are not hyphenated.

    Examples: statewide, campuswide, universitywide

Bulleted and Numbered Lists

- A vertical list is best introduced by a complete sentence, followed by a colon. Each entry in the list should begin with a capital letter. Entries should carry no punctuation at the end, unless they are complete sentences. Do not mix complete and incomplete sentences. Also, be consistent and parallel in construction of bulleted items: if one begins with a verb, they all should. Another consideration is to alphabetize the list if the list is in no particular order.

    Examples:

    Additional online resources have been developed:

    - Financial aid applications and awards
    - Loan counseling
    - Loan promissory notes
    - Student survey to measure service quality

    Compose three sentences to do the following:

    1. Illustrate the use of commas in dates.
    2. Distinguish the use of semicolons from the use of periods.
    3. Demonstrate knowledge of the em dash.

- A vertical list that comprises, with its introduction and entries, a complete sentence begins with an introductory statement followed by numbers or bullets. Each entry starts with a lowercase letter and is followed by a semicolon. A period should follow the final entry.

> Example:
>
> Admissions criteria also include such qualitative factors as
>
> - extracurricular activities;
>
> - community, volunteer, or U.S. military service;
>
> - family obligations; and
>
> - honors and awards.

Note: The above styles for structuring and punctuating lists are recommendations. One has flexibility depending on the communication content and format. It is best to use a consistent style throughout a document or website.

Web Addresses

- Web addresses (URLs) are set in roman.

- It is strongly preferred not to break a URL at the end of a line of text. If possible, rewrite the text to avoid this. If a web address must be broken between two lines, be sure that a hyphen or space is not added inadvertently at the break point.

- When a URL falls at the end of a sentence, it should be followed by a period. It is common knowledge that the period is not part of the URL. Should you wish to emphasize this and your URL is formatted in bold or in a color, then the period should revert to the previous (often regular/roman or black) type. (This contradicts standard formatting, which calls for punctuation to be set in the typestyle of the preceding word.)

Word List: Preferred Spellings, Capitalization, and Usage

Use the first spelling listed in the main entry for a word in *Merriam-Webster* (preferred over variants).

Example: *toward*, not *towards*; *modeling*, not *modelling*

A

AAPI (Asian American and Pacific Islander)

AAU (Association of American Universities)

adviser (not *advisor*)

affect (also see *effect*): More commonly used as a verb, *affect* means to influence: The construction will affect traffic.
As a noun, *affect* means emotional state: The patient's depression was indicated by his flat affect.

African American

all-American (athlete)

aid (n.: thing or v.)

aide (n.: person)

alum (f. or m., singular; use very sparingly and never in formal communications)

alumna (f., singular) Yvonne is an alumna of Douglass College.

alumnae (f., plural) Lisa and Kathy are alumnae of Douglass College.

alumni (m. or group of men and women, plural) Jane, Roberto, and six other alumni attended the meeting.

alumnus (m., singular) Bill is an alumnus of the School of Social Work.

antiracism

antisemitism

Asian American

assure (also see *ensure* and *insure*): *Assure* means to make sure or certain: He reviewed his work to assure that the answers were correct.

B

Barnes & Noble at Rutgers

bestseller (n.)

best-selling (adj.)

Big Ten Conference (always spell out *Ten*; never use *10*)

Big Ten Academic Alliance

Black (people and culture)

blog

C

campuswide

catalog (not *catalogue*)

chair (not *chairman, chairwoman,* or *chairperson*)

changemaker

childcare

citizen (use only if someone has legal citizenship; preference is to use *resident*)

CMS (content management system)

coauthor

co-chair (this is an exception to the rule to close up words beginning with *co*)

commencement; 259th Anniversary Commencement

coursework

COVID-19; COVID

credits (not *credit hours*)

cross-cultural

cum laude

cumulative grade-point average

curricula (pl.); curriculum (sing.)

cybercrime; cybercriminal

cybersecurity

D

database

day care (n., adj.)

decision-maker; decision-making

dialogue (not *dialog*)

Division I, Division II, Division III

doctor (see *physician*)

dos and don'ts

double major (n., v.)

dual degree (n.)

dual-degree (adj.)

E

Earth (i.e., She returned to Earth.); the earth (i.e., She returned to the earth.)

East Coast

ebusiness

ecommerce

effect (also see *affect*): More commonly used as a noun, *effect* means result: The effect of the donation was dramatic.
As a verb, *effect* means to accomplish: The new president *effected* many changes.

email

emerita (f., singular) She is a trustee emerita of the board.

emeritae (f., plural) The women are trustees emeritae of the Women's Science Coalition.

emeriti (m. or group of men and women, plural) They were trustees emeriti of the board.

emeritus (m., singular) John is a trustee emeritus of the board.

enewsletter

ensure (also see *assure, insure*): *Ensure* means to guarantee: Steps were taken to ensure accuracy.

evite

F

faculties (plural, when referring to faculty of more than one academic unit)

faculty (may be singular or plural for verb agreement; use *members of the faculty* if necessary to avoid awkward construction)
Rutgers faculty [they] seek solutions for urgent problems. The Rutgers faculty [it] is known for excellence in research.

fall (the season)

FAQ (not *FAQs*) for Frequently Asked Questions

federal

fieldwork

first-year student

fiscal year 2025 (see *FY2025* for financial matters) (note: Rutgers' fiscal year is July 1–June 30)

follow up (v.)

follow-up (n. and adj.)

full-time (adj. and adv.)

fundraise; fundraiser; fundraising

FY2025 (for financial matters; also see *fiscal year 2025*) (note: Rutgers' fiscal year is July 1–June 30)

G

grade-point average

groundbreaking

H

health care (n. and adj.)

high school (n. and adj.)

high-speed (adj.)

high-tech (adj.)

historic (having great and lasting importance)

historical (having occurred in the past)

homepage

I

in-depth (adj.)

Indigenous

inpatient

insure (also see *assure, ensure*): *Insure* is reserved for insurance, i.e., paid policy.

internet

J

Jersey Shore

joint degree (n.)

joint-degree (adj.)

jump start (n.)

jump-start (v.)

L

land-grant university

Latino/a; Latinx or Latine (gender-neutral alternatives that should be used if the subject of the communications prefers it)

LGBTQA, LGBTQA+ (lesbian, gay, bisexual, transgender, queer, asexual)

life cycle

lifelong

life span

lifestyle

lifetime

livestream

living-learning community

log in (v.)

login (adj. and n.)

log out (v.)

logout (adj. and n.)

long-standing (adj.)

long-term (adj.)

longtime (adj.)

M

magna cum laude

marginalized (may describe groups historically excluded from opportunities) (also see *underrepresented* and *underserved*)

microblog

minicourse

modeled; modeling

multimedia

myRutgers

N

NCAA (National Collegiate Athletic Association)

NetID

New Jersey State House (but *statehouse* generically)

North Jersey (but *northern New Jersey*)

O

on campus (adv.)

on-campus (adj.)

online

on-site

on the Banks

outpatient

P

part-time

password

pageview

physician (preferred over *doctor* when referring to a medical doctor)

physician assistant (not *physician's assistant*)

podcast

policymaker; policymaking

postdoctoral student; postdoc

prelaw

premedicine

preveterinary

problem-solving

R

real world (n.)

real-world (adj.)

reentry

résumé

round up (v.)

roundup (n.)

rutgers.edu

Rutgers, The State University of New Jersey

S

semester (preferred usage; also see *term*)

SHI Stadium (not *S.H.I. Stadium*)

sign up (v.)

sign-up (n. and adj.)

Social Security number

socioeconomic

South Jersey (but *southern New Jersey*)

spin off (v.)

spin-off (n. and adj.)

spring (the season)

start-up (n. and adj.) (fledgling business)

statehouse (generically, but *New Jersey State House*)

statewide

stem cell research

student-athlete

summa cum laude

summer (the season)

supply chain management

symposia (pl.); symposium (sing.)

T

task force

teleconference; teleconferencing

telehealth

telemedicine

term (generally only used when referring to term bills; otherwise, use *semester*)

theater

3D; 3D-printed object

time frame

timetable

tool kit

totaled, totaling

trade off (v.)

trade-off (n.)

trailblazer

turfgrass

U

underrepresented (may describe gender or racial and ethnic populations that are represented at disproportionately low levels in a field) (also see *underserved* and *marginalized*)

underserved (may describe low-income populations, racial and/or ethnic minorities, or first-generation college students) (also see *underrepresented* and *marginalized*)

underway

universitywide

username

V

v. (in title of a court case)

versus (not *vs.*)

vice chair

vice chancellor

vice president

videoconference, videoconferencing

W

WeatherWatchers

webcast

webpage

website

West Coast

Wi-Fi

winter (the season)

woman (adj.) (preferred over *female*) She is the first woman president.

workforce

workplace

work-study (adj.)

worldwide

Z

zip code

Style Guidelines for Material Prepared for News Media

The following exceptions to university style apply to materials intended for distribution to the news media.

News organizations adhere to Associated Press (AP) style. Using AP style decreases the likelihood of copy errors.

Comma, in a Series

- Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

  Example: The flag is red, white and blue.

- But if an integral element of the series requires a conjunction, place a comma before the concluding conjunction.

  Example: I want orange juice, ham and eggs, and toast for breakfast.

Titles for Elected Officials

- Use the abbreviations Gov., Rep., and Sen. with a proper name.

  Example: Gov. Phil Murphy

Headline Style

- Capitalize all words except conjunctions, articles, and prepositions of three or fewer letters.

Hyphens and Dashes

- Use a hyphen in Rutgers' names, with no space before or after the hyphen.

  Examples: Graduate School-Camden; Rutgers-Newark

- Use a hyphen to separate inclusive dates and numbers, with no space before or after the hyphen.

  Examples: May-June; 1964-1970; pages 25-30

- Use en dashes within a sentence to set off a phrase or change in thought. Insert spaces before and after the en dashes.

  Example: The president listed qualities – intelligence, honesty, organization – that she liked in an assistant.

Months

- Abbreviate the following months when used with a specific date: Jan., Feb., Aug., Sept., Oct., Nov., and Dec.
- Spell out all months when using alone, or when using with a year and no specific date.

Percent

- Use the percent sign (%) in text instead of writing out the word *percent.*

Personal Titles

- Follow AP style for capitalization of titles.