

Rutgers Editorial Style Guide

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Introduction

The following editorial guidelines have been developed for Rutgers, The State University of New Jersey, in order to lend consistency to text presentation in university print publications. In general, the same guidelines should be followed for electronic text.

The primary purpose of this guide is to address topics specific to Rutgers that may not be adequately covered in the standard published style guides, such as *The Chicago Manual of Style* or *The Associated Press Stylebook* (see below). In addition, the guide summarizes some of the most frequently raised questions of style, topics that are dealt with in greater detail in these manuals, in order to offer a quick, but more comprehensive, reference tool.

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 an array of materials that may be produced by many different individuals. Having a set of predetermined guidelines can also save those individuals the time and energy required to develop their own guidelines.

Exceptions to university style that apply to materials intended for distribution to the news media may be found on [page 31](#).

Important References and Sources

Note that editorial style reference works frequently contradict one another. In addition to the two primary sources listed below, many professional organizations have specialized style sheets for their specific disciplines, as do academic journals. You need to choose the style reference that is appropriate for your discipline and publication format.

Style Guides

- [The Chicago Manual of Style \(15th Edition\)](#)

Chicago: University of Chicago Press, 2003.

Used for books, brochures, catalogs, reports, and websites. The creative services division of university relations relies primarily on this source.

- [The Associated Press Stylebook and Briefing on Media Law](#)

Cambridge, MA: Perseus Publishing, 2006.

Used for newspapers, media, etc. The media relations division of university relations relies primarily on this source.

Dictionaries

- [Webster's Third New International Dictionary and Supplements](#)

Springfield, MA: Merriam-Webster Inc., 1981.

Preferred reference for spelling, word syllable breaks, etc.

- [Merriam-Webster's Collegiate Dictionary \(11th Edition\)](#)

Springfield, MA: Merriam-Webster Inc., updated yearly.

(Not as comprehensive, but because it is updated more frequently, it contains recent usage changes. If these two sources contradict one another, the second is preferred.)

Grammar Guide

- [The Elements of Style \(4th Edition\)](#)

William Strunk Jr. and E.B. White, Boston & New York: Allyn & Bacon/Longman, 2000.

Used by everyone: a classic, accessible, brief exposition on style and grammar.

Proper Names at Rutgers

The Name of the University

1. Full, Proper Name: Rutgers, The State University of New Jersey. The original name of the university was Queen's College.

2. Capitalization: Note that the word "The" is capitalized.

3. Punctuation:

a. "Rutgers" is followed by a comma, not a dash.

b. When used in text, the full name of the university 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.

4. When to Use: The full name must be used the first time the name of the university appears in text. Subsequent references may use Rutgers or Rutgers University. Note that "university" is lowercased when used independently of "Rutgers," e.g., The university revised the housing policy. Campus designations may also be appropriate, such as Rutgers–Camden. (Also see [Campus Names on page 5](#).)

5. In Titles of Publications: For the sake of brevity, titles of publications should normally use only the word "Rutgers," rather than the full name of the university. The university logotype (Rutgers), with or without a signature (e.g., The State University of New Jersey, School of Criminal Justice, etc.), must appear on a publication's front cover. The full name of the university (Rutgers, The State University of New Jersey) must appear somewhere on the publication, such as the back cover or the address line. (See the Rutgers Visual Identity Manual online at identity.rutgers.edu for usage requirements and recommendations.)

6. Possessive (also see Plurals and Possessives on page 19):

a. Use an apostrophe only with the word “Rutgers.” Do not add an extra “s.”

Example: Rutgers’ chess team was founded in 1768.

b. When used as a possessive, i.e., with an apostrophe after the “s,” the word “Rutgers’ ” is never preceded by “the.”

c. 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: In general, Rutgers students are a loyal bunch. The Rutgers students did well.

Helpful Hint: When Rutgers precedes a noun, either as an adjective or as a possessive, never put a “the” before Rutgers and an apostrophe after the “s.”

Helpful 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 Yale, and see whether it makes sense or whether the substitution requires you to add an “s,” e.g., “Yale’s.”

Campus Names

(Note that capitalization of “Campus” is new and results from the transformation of undergraduate education at the New Brunswick Campus.)

Busch Campus
Camden Campus
College Avenue Campus
Douglass Campus
George H. Cook Campus
Livingston Campus (Kilmer Campus is not correct)
Newark Campus
New Brunswick Campus

Also used, especially on maps:

Cook/Douglass Campus (although these are considered to be two distinct campuses)

Official Titles for the Three Regional Campuses:

Rutgers–Camden

Rutgers–Newark

Rutgers–New Brunswick (not Rutgers–New Brunswick/Piscataway)

Note: Use a closed en dash between Rutgers and the city (as is used here, above). Do not use an em dash (longer) or a hyphen (shorter). See Dashes and Hyphens on page 26. On your toolbar, use “Insert” then “Symbol” to find the en dash and em dash.

Note: Lowercase “campuses” when referring to multiple campuses.

Example: Academic buildings are being renovated on the Newark and Camden campuses.

School and College Names

Degree-Granting Schools and Colleges

As of July 2007, there are 27 degree-granting schools and colleges at Rutgers, The State University of New Jersey. (Rutgers Business School–Newark and New Brunswick is counted as three schools for this tally. See explanation on [page 9](#).*)

Please keep in mind that in July 2007 the number of undergraduate degree-granting colleges and schools changed to reflect the transformations in undergraduate education happening on the New Brunswick Campus. (See New Schools in New Brunswick on [page 7](#).)

Note: School names do not include “The” (cap “T”) as part of their name. You may, however, when appropriate, use “the” (lowercase “t”) to precede the name of some of the schools in text. Typical usage is noted in the left parentheses in the lists on [page 7](#) and [page 8](#).

Note: The word “Rutgers” before the name of a school or college may or may not include an apostrophe depending on the writer’s preference. A notable exception is the Rutgers Business School–Newark and New Brunswick, which never takes the apostrophe.

Examples: Rutgers’ School of Criminal Justice is based in Newark. The professor presented his seminar at the Rutgers School of Social Work.

Note: When typesetting, use a closed en dash in the name of the school (as is used in the lists on [page 7](#) and [page 8](#)). Do not use an em dash (longer) or a hyphen (shorter).

Note: Capitalize “Colleges” in a list with two or more of the following five former colleges: Cook College, Douglass College, Livingston College, Rutgers College, University College. (Although these colleges no longer enroll students, there are circumstances under which they will appear in current copy. See example below.) In all other cases, lowercase “college” (or “school”) in a list of colleges or schools, when referring to Rutgers’ schools and colleges or those of other institutions.

Example: There was a reunion of 1980s preceptors from Cook, Douglass, Livingston, and Rutgers Colleges.

Example: The schools of Management and Labor Relations, Social Work, and Criminal Justice jointly sponsored the conference.

Schools and Colleges Granting Undergraduate Degrees Only (10 units)

Camden Campus

1. (the) Camden College of Arts and Sciences
2. University College–Camden

Newark Campus

3. (the) Newark College of Arts and Sciences
4. University College–Newark
5. Rutgers Business School: Undergraduate–Newark* ([see page 9](#))
6. (the) College of Nursing

New Brunswick Campus

7. (the) School of Arts and Sciences (see New Schools in New Brunswick, below)
8. (the) School of Environmental and Biological Sciences (see New Schools in New Brunswick, below)
9. Rutgers Business School: Undergraduate–New Brunswick* ([see page 9](#))
10. (the) School of Engineering

New Schools in New Brunswick

Beginning in July 2007, two new schools were added to the list of degree-granting schools in New Brunswick. They are:

- School of Arts and Sciences (but **not** School of Arts and Sciences–New Brunswick);
- School of Environmental and Biological Sciences.

The School of Arts and Sciences is a merger of the four liberal arts colleges (Douglass College, Livingston College, Rutgers College, and University College) and thus replaces the four liberal arts colleges in the list. Students enrolled in Douglass, Livingston, Rutgers, and University Colleges prior to fall 2007 may still earn degrees from those four schools. The School of Environmental and Biological Sciences is the new name for Cook College, and thus replaces Cook College in the list.

Note: When including all three of the university’s arts and sciences degree-granting units in a sentence or paragraph, you may parenthetically add “New Brunswick” after School of Arts and Sciences to help distinguish among the three campuses: Camden College of Arts and Sciences, Newark College of Arts and Sciences, and School of Arts and Sciences (New Brunswick).

Note: Do not say “the former Cook College” when referring to the School of Environmental and Biological Sciences. See below for preferred usage.

Examples:

Cook College, now referred to as the School of Environmental and Biological Sciences, offers food science degree programs. The School of Environmental and Biological Sciences, the renamed Cook College, offers food science degree programs. The School of Environmental and Biological Sciences, the new name for Cook College, offers food science degree programs.

Schools Granting Graduate Degrees Only (11 units)

11. (the) Graduate School–Camden
12. (the) School of Law–Camden
13. (the) Graduate School–Newark
14. (the) School of Law–Newark
15. (the) School of Criminal Justice
16. (the) School of Public Affairs and Administration
17. Rutgers Business School: Graduate Programs–Newark and New Brunswick* ([see page 9](#))
18. (the) Graduate School–New Brunswick
19. (the) Graduate School of Education
20. (the) Graduate School of Applied and Professional Psychology
21. (the) School of Social Work

Schools Granting BOTH Undergraduate and Graduate Degrees (6 units)

22. (the) School of Business–Camden
23. (the) Ernest Mario School of Pharmacy† ([see page 9](#))
24. (the) Mason Gross School of the Arts
25. (the) School of Communication, Information and Library Studies
26. (the) Edward J. Bloustein School of Planning and Public Policy
27. (the) School of Management and Labor Relations

*** Rutgers Business School–Newark and New Brunswick**

“Rutgers Business School–Newark and New Brunswick” is the preferred umbrella name used in most cases to identify students, faculty, programs, etc., connected to the university’s three formal degree-granting schools 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

In general, always use “Rutgers Business School–Newark and New Brunswick.” You may use the formal nomenclature if preparing a formal report for a provost or vice president and you need to make a distinction between programs. But for general audiences use the umbrella name. To make distinctions, consider specifying “the bachelor of science program at Rutgers Business School–Newark and New Brunswick,” for example. Never use “Rutgers Business School–Newark” or “Rutgers Business School–New Brunswick.”

An explanation of the name changes that became effective in November 2001:

The umbrella name (Rutgers Business School–Newark and New Brunswick) does not appear in the degree-granting list because this name replaced the Faculty of Management, which was not a formal “school” or “degree-granting school.” The names of the three degree-granting schools changed as follows:

* The School of Business–New Brunswick became Rutgers Business School: Undergraduate–New Brunswick

* The School of Management became Rutgers Business School: Undergraduate–Newark

* The Graduate School of Management became Rutgers Business School: Graduate Programs–Newark and New Brunswick

To create a new school, subsuming the three parts, would have required submission to the state for approval, which was not done.

† Ernest Mario School of Pharmacy

This school now offers only a graduate degree: the doctor of pharmacy. However, it is considered an undergraduate school since it admits students as first-year students directly from high school into its six-year degree program. Therefore, it is listed in the “Both” category.

Acronyms/Initialisms (School/Center Name Abbreviations)

Use acronyms and initialisms sparingly. The preference is to spell out school, college, center, and institute names in full and to avoid using acronyms, initialisms, abbreviations, or shortened names. An acronym is an abbreviation formed from a series of letters read as a “word” (e.g., NASA), while an initialism is an abbreviation formed from a series of letters read as a series of letters (USDA).

Particularly when referring to the new degree-granting schools in New Brunswick and Newark, use the full names: School of Arts and Sciences, School of Environmental and Biological Sciences, School of Public Affairs and Administration

In general, it is preferable to use “the school” on second reference, with distinctions made if necessary, e.g., “the psychology school.” Note that on second reference, Mason Gross is acceptable for Mason Gross School of the Arts and the Bloustein School is acceptable for the Edward J. Bloustein School of Planning and Public Policy.

When referring to a center or institute, it is always preferable to refer to “the center” or “the institute” on second reference. Rely on acronyms/initialisms only when dealing with more than one center or institute. If you need to use the acronym/initialism in text for brevity’s sake, reference the full name at the first mention, followed by the acronym/initialism in parentheses. Acronyms are not preceded by “the” while initialisms often are.

A few schools at Rutgers have sufficiently long names that use of the acronym/initialism is generally accepted. These include, for example, the School of Communication, Information and Library Studies (SCILS) and the Graduate School of Applied and Professional Psychology (GSAPP). In addition, there are a few centers and institutes that are commonly known by their acronyms/initialisms, examples of which follow:

CAIT (Center for Advanced Infrastructure and Transportation)
CAIP (Center for Advanced Information Processing)
EOHSI (Environmental and Occupational Health Sciences Institute)
IWL (Institute for Women’s Leadership)

Examples:

The Mason Gross School of the Arts is the arts conservatory of Rutgers, The State University of New Jersey. Established in 1976, the school offers professional degrees in several artistic disciplines.

Catherine studied under a faculty member at the Institute for Advanced Materials and Devices. The institute was established in 2005.

The Center for American Women and Politics (CAWP) and the Eagleton Center for Public Interest Polling (ECPIP) are parts of the Eagleton Institute of Politics. ECPIP was founded in 1971.

Addresses, 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 or in citations. Otherwise, states and countries should be spelled out in full. Note that “D.C.” in running text is used with periods but “DC” in an address for mailing purposes is used without periods.

Examples:

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

Merriam-Webster’s Collegiate Dictionary (11th Edition) Springfield, MA: Merriam-Webster Inc.

The College Avenue Campus is located in New Brunswick, New Jersey. The plane landed in Nairobi, Kenya, that evening.

Rutgers return addresses should have a minimum of three lines. The bottom line should have the city, state, and zip code. The second from the bottom line should have the street address (a room/office/suite number can also appear on this line.) The third from the bottom line should have Rutgers, The State University of New Jersey. Other information, e.g., school, department, etc., should appear above Rutgers, The State University of New Jersey. Note that New Jersey is abbreviated (NJ) when used with a zip code. Note that Street, Avenue, etc., are spelled out in full.

Example:

School of Business–Camden
Rutgers, The State University of New Jersey
227 Penn Street
Camden, NJ 08102-1656

Alphabetization

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

Example of letter-by-letter order: Camden, Newark, New Brunswick

Example of word-by-word order: Camden, New Brunswick, Newark

Capitalization

1. General Rule: Capitalize sparingly. Lowercase is preferred in modern usage.
2. Academic Subjects: Lowercase the names of subject areas in text, unless the name is a proper noun, such as French. Capitalize a subject when used as the name of a specific course or with its subject code or curriculum code.

Example: Sociology 01:920:201, Sociology 920. He double-majored in art and sociology.
3. University, College, and School: Lowercase university, college, and school unless they are used as part of a formal complete name.

Example: The Camden College of Arts and Sciences is part of Rutgers, The State University of New Jersey. The college offers majors in a wide variety of disciplines.

Note: Capitalize “Colleges” in a list with two or more of the following five former colleges: Cook College, Douglass College, Livingston College, Rutgers College, University College. Otherwise, lowercase “college” (or “school”) in a list of colleges or schools, when referring to Rutgers’ schools and colleges or those of other institutions.

4. Titles of Organizations: Capitalize the formal, full names of centers, bureaus, institutes, academic departments, administrative offices, and other formal groups, such as boards or committees. Lowercase shortened names or casual references. Always capitalize proper nouns in formal or casual references. Department and administrative office names at Rutgers are almost always “Department of” or “Office of.” An exception is the Rutgers University Police Department. Make sure that the campus affiliation (Camden, Newark, or New Brunswick) of the group described is obvious from the context of the material being prepared. Use this style when writing about institutions of higher education other than Rutgers.

Example: the Institute of Marine and Coastal Sciences, but the marine institute or the institute; the Department of History, but the history department; the Department of English, but the English department; the Office of the Dean, but the dean’s office; the Office of University Undergraduate Admissions, but the admissions office or admissions; the Board of Governors, but the board.

5. “The” as Part of the Title of an Organization: Lowercase “the” in front of all formal titles unless you know that the organization insists on making the “the” a formal part of its title. “The” is not capped for Rutgers units. Note that the word “the” preceding a newspaper title is lowercase and not italicized. This is the case with all newspaper titles regardless of whether the word “the” appears on the newspaper’s masthead.

Example: He attended The Ohio State University and completed graduate work at the School of Criminal Justice at Rutgers–Newark. He later worked for the *New York Times*.

6. Academic Years: Lowercase terms designating academic years. Because it is preferable to avoid gender-specific language, use “first-year student” in place of “freshman” if it does not change or make ambiguous the meaning of the sentence.

Example: first-year student, freshman, senior, or graduate student

A specific class, treated collectively, can be considered a formal group and therefore capped. If lowercase is preferred, one simply needs to be consistent within the publication.

Example: the Class of 1946

When citing a person’s school and year of graduation after his or her name, the standard form is the name of the school, followed by a space, followed by an apostrophe and the last two digits of the year. Close up spaces when using an acronym/initialism with a year.

Example: Graduate School of Education ’96 or GSE’96

For clarity, use the whole year when referring to early- or late-century class years.

Example: Rutgers College 1905, Rutgers College 1896

7. Academic Degrees: The preferred style is to spell out all 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. Use either doctorate or doctoral degree, never doctorate degree. Use abbreviations if spelling out the degree is unwieldy. Lowercase all academic degrees except when using the abbreviations. Using the word “degree” after the title is strongly preferred for clarity.

Example: bachelor’s degree, bachelor of arts degree, B.A. degree

Some degrees often drop periods in modern usage. If, for example, MBA is used in a publication, it is preferable to drop the periods in other degrees mentioned.

Example: JD and MBA, but J.D. and M.B.A.

Use italics for *summa cum laude*, *magna cum laude*, *cum laude*.

8. Titles of Persons: Lowercase titles of persons except when used in front of the person's name as an honorific.

Example: the dean of students, the provost, the provost of the Newark Campus Steven Diner, professor of chemistry Martha Cotter, but Dean Hughes, Provost Diner, Professor Price, or President McCormick

Helpful Hint: If you can substitute Mr. or Ms. for the title, it probably qualifies as an honorific.

9. Capitalize names of racial, linguistic, tribal, religious, and other human groups. Designations based on color are usually lowercased.

Example: Caucasian, Dane, Latino, Catholic, black, white

10. Titles of Works: In titles, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions. Lowercase articles, coordinate conjunctions, and prepositions (no matter how long).

11. In hyphenated compounds in titles, 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.

Example: Fifth-Century Art, Medium-Sized Schools, Non-Christian Mythology, but Out-of-the-Way Places, Re-creating the World, Anti-intellectual Pursuits

12. Geographical terms that are considered proper names are capitalized. Lowercase descriptive adjectives that are not part of a recognized name.

Example: The North won the Civil War. The northern United States is quite cold in winter. The Pine Barrens are in South Jersey.

13. Lowercase the four seasons.

Example: the fall semester

Electronic Media Terms

cablecast	PDF (Portable Document Format)
database	screen-saver
email	URL (Uniform Resource Locator; i.e., an individual web address)
homepage	username
HTML (Hypertext Markup Language)	web
internet	webcast
online	webpage
log in (verb)	website
log-in (adj. and noun); login is also acceptable	
password	

Additional web recommendations:

1. Use “rutgers.edu” when referring to the university web address, **not** www.rutgers.edu.
2. http:// (Hypertext Transfer Protocol) and www. (World Wide Web): Before deciding whether to include “http://” and/or “www.” in web addresses in your copy, test the URL to see if you can open the desired webpage without these components. Try to avoid using http:// and www. for webpages because it often is not necessary to enter them as part of a URL, and they clutter copy. Rather, state clearly that the address is a web address.

Example: Please visit oirap.rutgers.edu on the web.

3. It is not necessary to typeset URLs in italics. However, if you want to draw attention to a URL, consider using bold or a color. The university does not insist on a specific style, since the best choice may vary depending on the design of the publication.
4. It is strongly preferable 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.
5. When a URL falls at the end of a sentence, it should be followed by a period. It is assumed that it is common knowledge that the period is not part of the URL. Should you wish to emphasize this and your URL is typeset in bold or in a color, then the period should revert to the previous (often roman or black) type. (This contradicts standard typesetting, which calls for punctuation to be set in the type style of the preceding word.)
6. Ewords: Many expressions are cropping up with the letter “e” preceding a familiar word. We recommend closing all such expressions.

Example: ebusiness, ecommerce

Gender-Specific Language

Avoid gender-specific language whenever possible.

Yes	No
chair	chairman/chairwoman/chairperson
humankind or humanity	mankind
police officer	policeman
flight attendant	steward or stewardess
first-year student*	freshman*

*First-year student is preferred unless it changes the meaning of the text or makes it ambiguous. For example, in saying that “housing is guaranteed to all first-year students,” there is the possibility that readers may consider an upper-level transfer student to be a first-year student, when, in fact, housing is only guaranteed to freshmen.

Governing Boards

Rutgers has several governing boards. The proper names of all governing boards should be capitalized: Board of Governors, Board of Trustees, Board of Overseers, University Senate, the Rutgers Board of Governors, the Rutgers University Senate; but the governors, trustees, senate, member of the Board of Governors, senator. All governing boards at Rutgers are headed by a chair and vice chair; do not use chairman, chairwoman, or chairperson.

Italics

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

1. Titles of books, journals, magazines, newspapers, films, television programs (specific episodes are in quotation marks), collections of poetry, and brochures (the last is a preference of this style guide only). Article titles are placed in quotes. Academic course titles are placed in quotes when appearing in narrative text.

2. Titles of long musical compositions, such as operas. (Titles of songs and short compositions are set in roman and quoted.)
3. Titles of paintings, drawings, sculpture, and other art
4. Court cases and decisions. The “v” may be in roman or italic if done consistently. Example: *Brown v. Smith* or *Miranda v. Arizona*. (Also, the *Miranda* case, not the *Miranda v. Arizona* case.)
5. Isolated words and phrases in other languages, if they are likely to be unfamiliar to readers. Set in roman if repeated. If a foreign language word is listed in the main body of *Webster’s*, it is assumed to be familiar enough not to warrant italics.
6. Scientific names of plants and animals. Capitalize genus, but not species and subspecies.

Example: *Homo sapiens rutgersensis*
7. Terms with special meanings or slang may be italicized the first time they are used. Subsequent uses are in roman.
8. Technical terms, especially when being defined
9. References to words as words or letters as letters may be in italics. Using quotation marks instead of italics is equally acceptable. The usage must just be consistent.

Example: The word *simply* has other meanings. X marks the spot. Also acceptable: The word “simply” has other meanings. “X” marks the spot.
10. Letters used as mathematical terms
11. Letter grades
12. Use for *summa cum laude*, *magna cum laude*, *cum laude*.

Numbers

1. The general rule is to spell out cardinal and ordinal numbers through nine, i.e., 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 other dimensions.

2. Academic credits are always expressed in numerals.

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

3. Percentages are always expressed in numerals, and the word “percent” is spelled out. An exception can be made for tables where the percent sign (%) can be used.

Example: The professor passed 80 percent of the class.

4. Use numerals in ages: a 3-year-old girl, she is 32 years old

5. Numbers at the beginning of sentences must be spelled out.

Example: Eighty percent of the class passed.

6. Times: Use figures except for noon (12 p.m.) and midnight (12 a.m.).

Use a colon to separate hours from minutes: 11 a.m., 3:25 p.m.

Do not use :00 if the time is on the hour. (An exception may be made in formal invitations: Please join us at the afternoon banquet from 11:00 a.m. to 2:00 p.m.)

7. Dates: When citing a specific date, it is helpful to the reader to include the day of the week. Do not abbreviate the days of the week and months.

Examples: Monday, September 18, 2006. September 2006. September 18 (not 18th).

8. Currency: 5 cents, \$1.05, \$650,000, \$2.45 million

9. The 1980s, the '80s

10. Spell out numbers in casual expressions: Thanks a million.

11. Height, Weight: Use figures for all and spell out inches, feet, pounds, ounces, etc. Hyphenate adjectival forms before nouns.

Examples: He is 5 feet 10 inches tall. The 5-foot-10-inch man. The 5-10 quarterback. The baby weighed 5 pounds, 11 ounces. He is a 235-pound fullback.

Telephone Numbers

The preferred form for listing telephone numbers is the following:

732-445-3701, ext. 6409

If the address precedes the telephone number in text, place the entire telephone number in parentheses; do not precede the parentheses with a comma.

Plurals and Possessives

1. The possessive case of singular nouns is formed by the addition of an “apostrophe s” (’s). The possessive case of plural nouns is formed by the addition of an apostrophe only. This applies to proper nouns and common nouns.

Example: Jack’s car, Columbus’s ship, puppies’ tails

Exception: Rutgers’. Use an apostrophe only with the word “Rutgers.” Do not add an extra “s.”

Example: Rutgers’ football team (or the Rutgers football team), Rutgers’ campuses (or the Rutgers campuses). (Also see the [Name of the University on page 4](#).)

Other exceptions: Jesus, Moses, and Greek names of more than one syllable ending in “s”

Note: 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 the Rutgers Business School–Newark and New Brunswick and the Rutgers Center for Historical Analysis, which never take the apostrophe.

Examples: Rutgers’ School of Criminal Justice and Institute of Jazz Studies are based in Newark. The professor presented his seminar at the Rutgers School of Engineering. The Rutgers Center for Advanced Information Processing is on the Busch Campus.

2. Single or multiple letters used as words and numbers (whether spelled out or in figures) form the plural by adding “s” alone, so far as it can be done without confusion.

Example: the three Rs, CODs, IOUs, SOSs, the early 1920s

3. Abbreviations ending with a period form the plural with an “apostrophe s.”

Example: Ph.D.’s, M.D.’s, Psy.D.’s

A few abbreviations typically drop the periods in modern usage, in which case the apostrophe is not needed for the plural. If MBA is used in a publication, it is preferable, for consistency, to drop all the periods in other degrees mentioned.

Example: JDs and MBAs, but J.D.’s and M.B.A.’s if the periods are used

Preferred Spellings and Capitalizations

Always use the preferred spelling (the first entry in the dictionary) when there is more than one acceptable spelling listed. Example: toward, not towards

A

adviser

aesthetic

affect (see effect): Affect, as a verb, means to influence: The construction will affect traffic for many months to come. Affect, as a noun, is rarely used. It means emotional state: The patient's depression was indicated by his flat affect.

African American (n.)

African-American (adj.)

alumna (f., singular)

alumnae (f., plural)

alumni (m. or group of men and women, plural)

alumnus (m., singular)

archaeology

assure (see ensure and insure): Assure means to make sure or certain. He double-checked to assure himself that the answers were correct.

audiovisual

B

black (person)

C

cablecast

campuswide

catalog (not catalogue)

chair (not chairman, chairwoman, or chairperson)

child care (n. and adj.)

co-chair

Cold War

colonial

coursework

craftspeople

craftsperson

credits (not credit hours)

cross-cultural

cumulative grade-point average

curriculum, curricula

D

database

day care (n. and adj.)

decision maker or making (n.)

decision-making (adj.)

dial-up (adj.)

dial up (v.)

dual degree (n.)

dual-degree (adj.)

E

ebusiness

ecommerce

effect (see affect): Effect, as a verb, means to accomplish: The new president effected many changes. Effect, as a noun, means result: The effect of the donation was dramatic.

email

emerita, emeritae (f. singular, f. plural)

emeritus, emeriti (m. or m. and f. singular, m. or m. and f. plural)

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

F

faculties

fieldwork

fifth-year student

first-term student

first-year student

fiscal year 2007 (also FY2007; try to reserve FY for financial matters)

follow-up (noun and adj. preceding a noun)

follow up (verb)

full-time (adj. preceding a noun)

full time (after a verb)

fundraise, fundraiser

fundraising (n. and adj.)

FY2007 (or fiscal year 2007)

G

grade-point average

groundbreaking

gymnasiums

H

he or she (not he/she, s/he, or (s)he)

health care (n. and adj.)

high school (n. and adj.)

high-speed (adj.)

high-tech (adj.)

his or hers (not his/hers)

homepage

I

impact (n.): Impact should not be used as a verb. Try using influence or affect instead.

in-depth (adj.)

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

internet

J

joint degree (n.)
joint-degree (adj.)

L

lifestyle
log in (verb)
log-in (adj. and noun); login is also acceptable, especially online
long-standing (adj.)
long-term (adj.)

M

material (n.)
materiel (n.): equipment, apparatus, or supplies used by an institution
minicourse
multimedia

O

on-campus (adj. preceding a noun)
on campus (after a verb)
online
on-site (adj. preceding a noun)
on site (after a verb)
orthopedics

P

part-time (adj. preceding a noun)
part time (after a verb)
password
policymaker or policymaking (n.)
policy-making (adj.)
prelaw
premedicine
preveterinary
psychophysical

R

reentry
romanticism

S

screen-saver
semester (preferred usage; see term)
solid-state (adj.)
Social Security Number
socioeconomic
spin-off (n. and adj.)
spin off (v.)
startup (n. and adj.) (fledgling business)
state house (see separate entry under State References)

statewide
stem cell research
supply chain management
symposia (pl.)

T

term (generally only used when referring to term bills; otherwise, use semester)
theater
third world (n.): Don't use, unless quoting material. Use developing world instead.
third-world (adj.): Don't use, unless quoting material. Use developing world instead.
tollbooth
totaled
totaling
turfgrass

U

universitywide
username

V

v. or v. (in title of a court case)
versus (not vs.)
vice president

W

web
webcast
webpage
website
white (person)
workforce
workplace
worldwide
World Wide Web

Z

Zip (in forms)
zip
zip code

Punctuation

Bulleted and Numbered Lists

1. In vertical lists that do not comprise a single sentence: A vertical list is best introduced by a complete grammatical sentence, followed by a colon. After each bullet or number, each entry should start with a capital letter. The entries should carry no punctuation at the end, unless they are complete sentences.

Example:

Other online innovations have also been developed:

- Financial aid application
- Web-based class schedule
- Financial aid awards
- Financial aid requests for documentation
- Loan promissory notes
- Loan counseling
- Online student survey to measure service quality

2. In vertical lists punctuated as a single sentence: A numbered or bulleted 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:

We also consider such qualitative factors as

- participation in programs designed for college preparation;
- extracurricular activities;
- community, volunteer, or U.S. military service;
- honors and awards;
- employment;
- family obligations;
- essays;
- special talents; and
- socioeconomic background.

Note: The above styles for punctuating lists are recommendations. One has flexibility in choosing styles for punctuating lists. The goal should be to punctuate lists with style consistency throughout a document.

Commas

1. Series or Serial Comma: Use a comma after each element in a series of three or more.

Example: students, faculty, and administration

Exception: School of Communication, Information and Library Studies

Exception: No comma before an ampersand (&)

2. Title abbreviations following a person's name, such as Jr., Sr., Esq., and roman numerals are not set off by commas.

Example: John J. Jones Sr. and John J. Jones III were poor, but John J. Johns Esq. made a lot of money.

3. Use commas to set off a word or phrase in apposition, unless it has an essential identifying function.

Example: My wife, Mary, arrived but my friend John did not.

4. 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.

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

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

6. Use a semicolon in lists of names or titles or in other lists that would not be clear if separated by commas only.

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

Example: They came from Mendon, Utica, and Point Lookout, New York; Springfield, East Brunswick, and Newark, New Jersey; and Newton, Worcester, and Hull, Massachusetts.

Dashes and Hyphens

There are three common dashes of differing lengths used in typeset copy: em dash (—), en dash (–), and hyphen (-). The em dash is the longest (the width of an uppercase “M” in the typeface and size being used, which is usually also the point size). The en dash is half the length of the em dash. The hyphen is the shortest.

1. Em dash: Use this dash in most print publications and brochures and online where appropriate to denote an abrupt change in thought or to set off an element added for emphasis, explanation, or digression. The em dash should be typeset closed, i.e., with no extra space before or after the dash.

Example: Tens of thousands of previously unknown proteins—revealed to scientists through the mapping of the human genome—may point the way to the discovery of new drugs to treat disease.

2. En dash: The en dash is another option to denote an abrupt change in thought or to set off an element added for emphasis, explanation, or digression. The en dash is more typically used in text prepared for the media and in some online text. The en dash should be typeset open, i.e., with one space before and after the dash.

Example: Tens of thousands of previously unknown proteins – revealed to scientists through the mapping of the human genome – may point the way to the discovery of new drugs to treat disease.

An en dash is also normally used to separate inclusive dates and numbers. For this use, en dashes should be typeset closed.

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

In addition, Rutgers uses the en dash in school names and campus names.

Example: Graduate School–Camden, Rutgers–Newark

3. The hyphen is typically used to form compound words, e.g., long-term commitment, self-study, part-time student, spin-off company, screen-saver. It is also used in phone numbers, e.g., 732-445-3710. (See [Telephone Numbers on bottom of page 18.](#))

Hyphenation

1. In general, modern usage tends toward the closing of prefixes and of compound words that used to be hyphenated. First check the style guide you are following. Then check the dictionary. (Also see [Preferred Spellings on page 20](#).)

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

Example: Macro- and microeconomics, fourth- and fifth-century art (but “established in the fifth century”)

3. Do not hyphenate an adverb ending in “ly” before an adjective.

Example: highly popular musician

4. Compound adjectives where the second adjective ends in “ed” are hyphenated.

Example: good-natured proofreader

5. Other compound adjectives may or may not be hyphenated. Check the dictionary, as many are listed there.

a. Hyphens should definitely be used to avoid ambiguity.

Example: personal-computer program, slow-moving van

b. However, if the meaning of the compound adjective is a universally understood expression, no hyphen is needed.

Example: the health care system, a high school classroom

c. Other less common expressions are better hyphenated.

Example: joint-degree program, advanced-technology center

6. Use hyphens with nouns that represent different and equally important functions when they form a single expression.

Example: city-state, student-athlete

7. The following prefixes are not hyphenated:

ante	infra	mini	pro	super
anti	inter	multi	proto	supra
bi	intra	neo	pseudo	trans
bio	macro	non	re	ultra
co	meta	over	semi	un
counter	micro	post	socio	under
extra	mid	pre	sub	

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; and (c) for clarity, when it creates a strange spelling connection (co-chair, not cochair); when there are repeated vowels, such as anti-intellectual or co-op, although even these frequently are now closed.

8. All “self” compounds are hyphenated except when the addition is a suffix.

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

9. 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.

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

10. Suffixes are rarely hyphenated, unless particularly cumbersome.

Example: statewide, campuswide, universitywide

Internal and Terminal Punctuation (Typesetting)

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

Examples: The professor was quoted in the *New York Times*. The prize went to *Volcanoes of the Deep*, a film coproduced by Rutgers. **Contact your adviser immediately!**

Parentheses

No punctuation should be used before an opening parenthesis. All punctuation except terminal punctuation should be dropped before a closing parenthesis.

Periods and Other Terminal Punctuation

Between sentences, use only one space after the period, question mark, and exclamation point.

Quotation Marks

1. All punctuation marks except the colon and semicolon are always placed within quotation marks.
2. 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.’ ”

3. Longer quotations (over three typeset lines) are usually indented and set in smaller type. These block quotations are not enclosed by quotation marks.

Semicolons and Colons

The first word of a sentence following a semicolon or the first word of a sentence or list following a colon within a sentence should be lowercased. Use only one space after a semicolon or colon.

State References

1. The proper name of the meeting place of the New Jersey legislature in Trenton is the New Jersey State House. Note that “state house” is two separate words, not “statehouse,” as you would find in the dictionary. Use lowercase in generic references.

Example: The state house is the first stop on the traveling seminar.

2. When referring to another state’s legislative meeting place, research the proper name.

Example: Maryland State House, Ohio Statehouse, Kentucky State Capitol, State Capitol of Pennsylvania. Proper usage can be found on state legislative and tourism websites.

3. Use the lowercase, generic form for plural references.

Example: The Maryland and New Jersey state houses

4. Always spell out governor, the chief of the executive branch in New Jersey.

Examples: Governor Jon S. Corzine visited Rutgers Tuesday. The governor announced the creation of a task force on school security.

5. Spell out states in full except when providing addresses primarily for the purpose of mailing or in citations, in which case standard U.S. Postal Service abbreviations should be used.

Examples: The College Avenue Campus is located in New Brunswick, New Jersey. Please send all proofs to the editor at 25 Bentley Drive, New Brunswick, NJ 08901. *Merriam-Webster’s Collegiate Dictionary* (11th Edition) Springfield, MA: Merriam-Webster Inc.

Style Guide Exceptions 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. *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. *I want orange juice, toast, and ham and eggs for breakfast.*

“Governor”: Use the abbreviation Gov. with a proper name. *Gov. Jon S. Corzine*

Hyphenation and Dashes:

School names: Use a hyphen in school names and campus names.

Graduate School-Camden, Rutgers-Newark

Use a hyphen to separate inclusive dates and numbers.

May-June, 1964-1970, pages 25-30

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.

States: Abbreviate with periods following AP Style (Ariz., Ala., etc.). Eight states are never abbreviated in datelines or text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah. Use U.S. Postal Service abbreviations (e.g., AR, AL) when giving full mailing addresses with zip codes.

“Web” and “e-mail”: Capitalize Web-related references, such as Web site, Internet, and URL; Web site should be two words. Include hyphens with “e” words that denote the short form of “electronic.” For example, *e-mail, e-commerce, e-business.*