This editorial style guide has been developed as a quick reference tool for anyone writing about Rutgers University–Camden. It provides basic guidelines for frequently raised questions of style, as well as specific standards of usage for Rutgers–Camden. Using a style guide helps to eliminate inconsistencies in spelling, grammar, and punctuation and to promote clear, professional writing.
Contents

Campus Names 4
Logos 5
Building and location names 6
Venues, Sculpture and landmarks on campus 7
Alumni designations 8
School and college initials 9
Abbreviations 10
Academic degrees 11
Addresses 12
Athletics 13
Beside, besides 14
Bullets 15
Capitalization 16
Comma 17
Dates 18
Ellipsis / Em Dash, En Dash 19
Gender-specific language 20
Hyphen 21
Italics / More important 22
Numbers 23
Plural and possessive 24
Prefixes 25
Religious references 26
States, cities, countries, state abbreviations 27,28
Suffixes 29
That or which, Time 30
Titles 31
Unit names 32
Web address 33
CAMPUS NAMES
Rutgers–Camden

- Rutgers University–Camden (*primary reference*)
- Rutgers–Camden (*secondary reference*)
- School of Business–Camden
- Rutgers Law School
- School of Nursing–Camden
- Faculty of Arts and Sciences–Camden
- Camden College of Arts and Sciences
- University College–Camden
- Graduate School–Camden

*Rutgers University–Camden* is the primary reference for the institution and must appear at least once in a communication about the institution.

*Rutgers–Camden* is an acceptable secondary reference for the institution that can be used only after the primary reference has been established.

Use an en dash before Camden. There should be no space on either side of the en dash.

In Word, use insert, select symbol and highlight the shortest dash for an en dash.

See hyphen and dash.
LOGOS

- The use of the Rutgers visual identity is regulated by Rutgers Policy 80.1.5. All visual identifiers related to Rutgers must adhere to these standards.

- The Rutgers visual identity system has been in effect since 2006. If you need a logo developed for your unit, please contact the University Communications and Marketing division: identity.rutgers.edu.

- “Rutgers red” is Pantone 186.

Below are examples of Rutgers University–Camden visual identification marks:

The “block R” is a spirit mark that serves as a rallying point and a bold unifying visual for Rutgers intercollegiate athletics and may also be used by the following groups when Rutgers pride is the primary message:

- recreational sports teams
- student groups
- alumni groups

The “block R” is not to be used as a primary identifier for academic or administrative units.
BUILDING AND LOCATION NAMES

The official name of a building or location is the street address, unless otherwise specified below.

For example: “303 Cooper Street” is titled just that, and not “Chancellor’s Office.”

- Rutgers–Camden Community Park, 110 Pearl Street
- Campbell’s Field, 401 North Delaware Avenue
- Business and Science Building, 227 Penn Street
- Student Housing Complex, 215 North Third Street
- Student Housing Facility, 330 Cooper Street
- Campus Center (not Camden Campus Center), 326 Penn Street
- Science Building, 315 Penn Street
- Athletic and Fitness Center, 301 Linden Street
- Fine Arts Building, 314 Linden Street
- Armitage Hall, 311 North Fifth Street
- Paul Robeson Library, 300 North Fourth Street
- Law School Building, 217 North Fifth Street (west), 501 Penn Street (east)
- Admissions Building, 406 Penn Street
- Social Work Building (not Capehart building), 217 North Sixth Street
- Johnson Park Library Building (not Walt Whitman building, not Walt Whitman Arts Center), 101 Cooper Street
VENUES

- Multi-Purpose Room
- IMPACT Booth
- Stedman Gallery
- Black Box Studio
- Walter K. Gordon Theater
- Rutgers–Camden Community Park (softball field, soccer field)
- Tennis Courts
- Archer & Greiner Moot Courtroom
- Clark Commons (*not* law school bridge)
- 401 Penn Classroom
- Johnson Park (*not* Walt Whitman Center Park)

SCULPTURE AND LANDMARKS ON CAMPUS

- Gateway (located at Fourth and Cooper Sts.)
- Walt Whitman (located in front of the Campus Center)
- Peter Pan (located in Johnson Park on Cooper Street)
- Emerge (located between the Law School Building and the Paul Robeson Library)
ALUMNI DESIGNATIONS

Rutgers alumni should be identified by class year and college attended. When writing for an external audience, say Sam Brown, a 2010 graduate of the law school.

- Sam Brown, J.D. CLAW’10
- Joe Smith CCAS’80
- Mary Smith CLAW’80

Use the whole year when referring to early or late century.

- Joe Brown RC 1905

Academic unit designations for Rutgers–Camden graduates are:

- College of Arts and Sciences: **CCAS**
- The Graduate School: **GSC**
- University College: **UCC**
- School of Business (undergraduate): **SBC**
- School of Business (graduate): **GSBC**
- Rutgers Law School: **RLAW**
- School of Nursing (undergraduate): **SNC**
- School of Nursing (graduate): **GSNC**
- School of Social Work: **SSW**
- Rutgers College of South Jersey: **RCSJ**
SCHOOL AND COLLEGE INITIALS

Camden Campus
FASC–Faculty of Arts and Sciences–Camden
CCAS–Camden College of Arts and Sciences
GSC–Graduate School–Camden
RLAW–Rutgers Law School
SBC–School of Business–Camden
SNC–School of Nursing–Camden
UCC–University College–Camden

Other University Schools
CC–Cook College
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
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
NUR–College of Nursing
PHARM–Ernest Mario School of Pharmacy
RBS–Rutgers Business School–Newark and New Brunswick
RC–Rutgers College
RSDM–Rutgers School of Dental Medicine
RWJMS–Robert Wood Johnson Medical School
SAS–School of Arts and Sciences
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
SHRP–School of Health Related Professions
SMLR–School of Management and Labor Relations
SN–School of Nursing (RBHS)
SPAA–School of Public Affairs and Administration
SPH–School of Public Health
SSW–School of Social Work
UCN–University College–Newark
UCNB–University College–New Brunswick
ABBREVIATIONS

- Spell out the first reference followed by the acronym or abbreviation in parenthesis.
- Use the abbreviation or acronym for subsequent references.
- Abbreviations may be used as first references when they are widely recognized.
- SAT, ACT, GPA No periods
- R.S.V.P. use caps and periods. Never use as a verb or with “please.”
- Always spell out “and.” Use an ampersand only if it is part of a title or proper name, as in Archer & Greiner.
When writing about someone, the preferred style is to spell out the degree. The degree and its concentration are lowercase, except for proper nouns. The exception is when the full degree is spelled out.

- bachelor’s degree in biology, master’s degree in English, doctoral degree, or doctorate (never doctorate degree).

- Use lowercase unless using abbreviation. B.A., M.A., Ph.D., J.D., M.D., M.B.A. set off with commas. Joe Smith, Ph.D., will deliver keynote address. If you use honorific, do not follow name with degree. Dr. Smith, not Dr. Smith, Ph.D.
ADDRESSES

- Always use number figure for house number.
- Spell out and capitalize First through Ninth for Street names.
- Do not abbreviate the words “avenue,” “road,” “street,” “terrace,” “court.”
- “Street,” “boulevard,” and “avenue” may be abbreviated when used with a number address.

See also state abbreviations.

ADVISER

Adviser is preferred to advisor.
ATHLETICS

- Scarlet Raptors (note: always gender-neutral; never “Lady Raptors”)
- NCAA
- NCAA championship
- New Jersey Athletic Conference (NJAC)
- Final Four
- Division III
- All-American
- Big Ten (not Big 10)
BESIDE, BESIDES

**Beside** is a preposition meaning *by the side of*; **besides** is a preposition meaning *in addition to.*

- “Beside the road”
- “Besides you, ten others are invited”

Besides can also be used as an adverb meaning “in addition.”
Use a colon to introduce bullets only if the text following does not flow naturally.

The students in the Tuesday afternoon seminar were asked to

- read a chapter in a novel from the 18th century;
- write an essay comparing it with a chapter in a novel from the 20th century; and
- complete both assignments by 5 p.m.

If the bulleted text is a sentence, capitalize and end with a period.

The students in the Tuesday afternoon seminar have three assignments:

- Read a chapter in a novel from the 18th century.
- Write an essay comparing it with a chapter in a novel from the 20th century.
- Complete both projects by 5 p.m.
CAPITALIZATION

• Avoid capitalization as a general rule. Capitalize proper names and proper nouns.
• Capitalize formal titles when preceding a name. Lower case titles when used alone or when set off from name by comma. military rank follows same guidelines.
• Lowercase academic departments unless proper noun (e.g., English, German, French).
• The formal, full name of departments, offices, centers, institutes are capitalized. (e.g., Department of History, Office of the Chancellor)
• Lowercase in casual reference. (e.g., history department, the chancellor's office)
• Boards and committee follow the same guidelines. (e.g, Board of Trustees, the board)
COMMA

- Use commas in a series. *For example: I like the colors red, black, and silver. But not: I like the colors red, black and silver.*

- Use a comma with equal adjectives.

- Use a comma with introductory phrase.

- Use a comma with a conjunction.

- Use a comma before a quote and after a quote if there is attribution.

- Use a comma for nonessential phrase. Do not use for essential phrase. His wife, Mary, stayed home. His friend John stayed home.

- Commas are not needed to precede Jr., III, Esq. after a name.

- The period and comma always go inside the quotes.

- The dash, semicolon, question mark, and exclamation point go inside quotes when they apply to the quoted matter; outside when they apply to the whole sentence.
DATES


Do not use comma with month and year; do use comma with month, day, year.

• January 2016
• Jan. 1, 2016
• Jan. 1
• The first century
• The 21st century (not superscript)
ELLIPSIS

An ellipsis is three periods without spaces between them or the text used to indicate omission of one or more words. If it is used at the end of the sentence, add the period without any space.

EM DASH, EN DASH

An em dash (the longest of the dashes) is used to indicate an abrupt insertion or change of thought in a sentence. There is no space between dashes and the words.

Example: —

The en dash (between an em dash and hyphen in size) is commonly used to indicate a closed range of values. This may include ranges such as those between dates, times, scores, and other numbers.

Example: –

See also Rutgers–Camden.
Avoid the use of gender-specific terms when possible. Use:

- Chair (instead of “chairman”)
- Humankind
- Police officer
- First-year student (instead of “freshman”)
- He or she; not she/he or s/he
- Scarlet Raptors (note: always gender-neutral; never “Lady Raptors”)
HYPHEN

Use a hyphen to join compound modifiers before a noun. It is not necessary after a noun.

• (examples: “Mary is a full-time student.” “Mary studies full time.”)

No hyphen is necessary with very or modifiers ending in –ly.

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

Hyphenate “grade-point average.”

See also em dash, en dash
ITALICS

- Titles of books, journals, magazine, newspapers, reports, films, television programs (episodes are in quotes), court cases, scientific names, words and phrases in other languages (unless it is listed in Webster’s as familiar enough not to need italics) should be italicized.

- Article titles and titles of musical compositions are in quotes.

- Plays and theatrical productions are in quotes.

MORE IMPORTANT

- Not more importantly.
NUMBERS

- Zero through nine should be spelled out unless used as an age, monetary figure, or percentage.
- Numbers 10 and higher use numbers.
- When a number is the first word in a sentence, spell it out.
- Fractions less than one are spelled out. Use a hyphen. (e.g., One-third)
- Use the word “percent” rather than the percent sign (e.g., 80 percent), except in tabular data.
PLURAL AND POSSESSIVE

- The possessive case of singular nouns is formed by adding apostrophe “s”.

- The possessive case of plural nouns is formed by adding apostrophe only.
  
  Exception: Use an apostrophe only with Rutgers. Do not add an extra s.

- “Parents weekend” is a weekend for parents not a weekend of parents, so no apostrophe.

- Medium, media
- Emeritus, emeriti
- Emerita, emeritae
- Criterion, criteria
- Curriculum (singular), curricula (plural)
- Alumna, alumnae (feminine)
- Alumnus, alumni (male)
- Faculty may be singular or plural and take singular or plural verb (members of the faculty may be preferable to avoid awkward construction)
- Faculties when referring to faculty of more than one academic unit
- Gymnasiums is preferred (not gymasia)
**PREFIXES**

*Most prefixes are not hyphenated.*

*Use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel. Use a hyphen if the word that follows is capitalized. Use a hyphen for doubled prefixes.*

*Multipurpose is not hyphenated except for Multi-Purpose Room in the Campus Center.*

- Multimedia, multicast, minicourse
- Prelaw, premed
- Postgraduate
- Antidiscrimination

*Use a hyphen when it means former but not when it means out of.*

- For example, ex-president, excommunicate

*Use a hyphen when first word is equal, not modifying.*

- Example: student-athlete

*Do not use a hyphen with non.*

- Example: nonprofit, nonsense, noncompliance.
RELIGIOUS REFERENCES

- Church of Jesus Christ of Latter-day Saints (capital L, hyphen, lowercase d for Latter-day), also Mormon
- Episcopal Church
- Evangelical Lutheran Church in America, also Lutheran
- Protestant
- Church groups covered by the term Protestant include: Anglican, Baptist, Congregational, Methodist, Lutheran, Presbyterian, and Quaker. Not Protestant: Catholic, Christian Scientist, Jehovah’s Witnesses, Mormons.

  Do not use Protestant to describe Eastern Orthodox; use Orthodox Christian.

- Roman Catholic Church, also Roman Catholic, Catholic (lowercase catholic is used to mean general or universal)
- United Methodist Church, also Methodist
- United Presbyterian Church in the United States, also Presbyterian
- Religious Society of Friends, also Quaker
- Religious titles such as pope, bishop, minister, pastor, elder should be capitalized before the name and lowercase in all other uses.
- Voodoo and hoodoo are not capitalized.
# States, Cities, Countries

**State Abbreviations**

*Always spell out United States in text, unless used as an adjective.*

**Example:** I live in the United States. He resides in a U.S. territory.

The first name listed should be used in text with a city, town, village, etc.; the second is the zip code abbreviation to use when referencing a full postal address in text.

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala.</td>
<td>AL</td>
</tr>
<tr>
<td>Alaska</td>
<td>AK</td>
</tr>
<tr>
<td>Ariz.</td>
<td>AZ</td>
</tr>
<tr>
<td>Ark.</td>
<td>AR</td>
</tr>
<tr>
<td>Calif.</td>
<td>CA</td>
</tr>
<tr>
<td>Colo.</td>
<td>CO</td>
</tr>
<tr>
<td>Conn.</td>
<td>CT</td>
</tr>
<tr>
<td>Del.</td>
<td>DE</td>
</tr>
<tr>
<td>Fla.</td>
<td>FL</td>
</tr>
<tr>
<td>Ga.</td>
<td>GA</td>
</tr>
<tr>
<td>Hawaii</td>
<td>HI</td>
</tr>
<tr>
<td>Ill.</td>
<td>IL</td>
</tr>
<tr>
<td>Ind.</td>
<td>IN</td>
</tr>
<tr>
<td>Iow.</td>
<td>IA</td>
</tr>
<tr>
<td>Kan.</td>
<td>KS</td>
</tr>
<tr>
<td>Ky.</td>
<td>KY</td>
</tr>
<tr>
<td>La.</td>
<td>LA</td>
</tr>
<tr>
<td>Maine</td>
<td>ME</td>
</tr>
<tr>
<td>Md.</td>
<td>MD</td>
</tr>
<tr>
<td>Mass.</td>
<td>MA</td>
</tr>
<tr>
<td>Mich.</td>
<td>MI</td>
</tr>
<tr>
<td>Minn.</td>
<td>MN</td>
</tr>
<tr>
<td>Miss.</td>
<td>MS</td>
</tr>
<tr>
<td>Mo.</td>
<td>MO</td>
</tr>
<tr>
<td>Mont.</td>
<td>MT</td>
</tr>
<tr>
<td>Neb.</td>
<td>NE</td>
</tr>
<tr>
<td>Nev.</td>
<td>NV</td>
</tr>
<tr>
<td>N.H.</td>
<td>NH</td>
</tr>
</tbody>
</table>

Chicago
Cincinnati
Cleveland
Dallas
Denver
Detroit
Honolulu
Houston
Indianapolis
Las Vegas
Los Angeles
Miami
Milwaukee
Minneapolis
New Orleans
New York
Oklahoma City
Philadelphia
Phoenix
Pittsburgh
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle
St. Louis
Washington

*Do not use states with these U.S. cities:*
Do not use countries with these international cities:

Amsterdam
Baghdad
Bangkok
Beijing
Beirut
Berlin
Brussels
Cairo
Djibouti
Dublin
Geneva
Gibraltar
Guatemala City
Havana
Helsinki
Hong Kong
Islamabad
Istanbul
Johannesburg
Jerusalem
Kuwait
London
Luxembourg
Macau
Madrid
Mexico City
Milan
Monaco
Montreal
Moscow
Munich
New Delhi
Panama City
Paris
Prague
Quebec City
Rio de Janeiro
Rome
San Marino
Sao Paulo
Shanghai
Singapore
Stockholm
Sydney
Tokyo
Toronto
Vatican City
Vienna
Zurich
• Suffixes are rarely hyphenated.
THAT OR WHICH

*That defines and restricts; which does not. Which is usually preceded by a comma.*

- For example: “I love cats that don’t scratch.” “The cat, which doesn’t scratch, slept on the bed.”

TIME

*Use numbers and lower case a.m. and p.m. with periods.*

- 9 a.m.
- 9:30 p.m.
- Spell out noon and midnight.
- Omit the colon and double zero in times. 11 a.m., not 11:00 a.m.
- If a time range is given and both are in the a.m. or p.m., omit the first a.m. or p.m. reference.

  1 to 2:30 p.m., but not 1 p.m. to 2:30 p.m.
TITLES

- Titles of books, journals, magazine, newspapers, reports, films, television programs (episodes are in quotes), court cases, scientific names, words and phrases in other languages (unless it is listed in Webster’s as familiar enough not to need italics) should be italicized.

- Article titles and titles of musical compositions are in quotes.

- Titles of individual works of art, as well as exhibitions of art and artifacts, are in quotes.

- Title of plays or other theatrical productions are in quotes.

- Faculty or job titles are never capitalized unless they directly precede the name of an individual: “Jane Smith, associate professor of English” or “Associate Professor of English Jane Smith”

  Use “She is an associate professor,” never “She is an Associate Professor”
UNIT NAMES

• Capitalize the formal, full names of centers, bureaus, institutes, academic departments, administrative offices, and other formal groups, such as boards or committees. Use the full name of the unit on first reference. Lowercase shortened names or casual references used thereafter. Always capitalize proper nouns in formal or casual references, e.g., the Department of English, the English department.

• Department and administrative office names at Rutgers are almost always “Department of” or “Office of.” Exceptions are the Rutgers University Police Department, Rutgers Athletics, and Rutgers Recreation.
WEB ADDRESS

Urls should be as short as possible.

• Do not include “http://” or “www” UNLESS the url will not operate without that information.

• Example: camden.rutgers.edu
For more information, contact the Rutgers University–Camden Communications Office:

Mike Sepanic
Associate Chancellor for External Relations
856-225-6026
msepanic@camden.rutgers.edu

Monica Buonincontri
Manager of Marketing Communications
856-225-2527
mbuoninc@camden.rutgers.edu

RUTGERS UNIVERSITY–CAMDEN
Editorial Style Guide

Revised August 2015