

# RUTGERS UNIVERSITY–CAMDEN

## Editorial Style Guide

Revised July 2016



**RUTGERS**  
UNIVERSITY | CAMDEN

*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.*

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# UNIVERSITY NAMES

- Rutgers University–Camden (*primary reference*)
- Rutgers–Camden (*secondary reference*)
- School of Business–Camden (*external reference: Rutgers School of Business–Camden*)
- Rutgers Law School (*not Rutgers Law School–Camden*)
- School of Nursing–Camden (*external reference: Rutgers School of Nursing–Camden*)
- Faculty of Arts and Sciences–Camden (*external reference: Rutgers–Camden Faculty of Arts and Sciences*)
- Camden College of Arts and Sciences (*external reference: Rutgers–Camden College of Arts and Sciences*)
- University College–Camden (*external reference: Rutgers–Camden University College*)
- Graduate School–Camden (*external reference: The Graduate School at Rutgers–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 a closed en dash before Camden. There should be no space on either side of the en dash. Do not use a hyphen.

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

See hyphen and dash.

The name “Rutgers, The State University of New Jersey,” should be used when referring to the university as an entity that comprises Rutgers University–New Brunswick, Rutgers University–Newark, Rutgers University–Camden, and Rutgers Biomedical and Health Sciences.

The full name should be used in copyright notices to ensure that appropriate rights and protections extend to the full university. The full name may also appear in website footers, addresses, or other instances where a formal designation is appropriate.

# LOGOS AND VISUAL IDENTITY

- 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 full Rutgers Visual Identity manual is available at **[identity.rutgers.edu/guidelines-use/rutgers-visual-identity-manual](https://identity.rutgers.edu/guidelines-use/rutgers-visual-identity-manual)**.
- Introduced in celebration of Rutgers' 250th anniversary in 2016, the new shield honors provides greater flexibility when used as 21st-century iconography in pageantry, publishing, and promotion. The shield may be used as a standalone element or as lockup with the Rutgers logo and a chancellor-level or a school signature beneath it. Please note that the university's informal seal will be phased out as use as a graphic element with the introduction of the shield.
- Existing logos are available for download at **[identity.rutgers.edu](https://identity.rutgers.edu)**.
- If you need a logo developed for an official Rutgers–Camden unit, University Communications and Marketing is authorized to create these files. To request a logo, see **[identity.rutgers.edu/contact-us](https://identity.rutgers.edu/contact-us)**.
- “Rutgers red” is Pantone 186 for print or promotional items; C=0 M=100 Y=81 K=4 for four-color printing; and #CC0033 and R=204 G=0 B=51 for web/video.

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



## LOGOS AND VISUAL IDENTITY *continued*

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.*

Example: 303 Cooper Street (*not* Chancellor's Office)

- Rutgers–Camden Community Park, 110 Pearl Street
- 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
- Writers House (*not* Writers' House), 305 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. RLAW'10
- Joe Smith CCAS'80
- Mary Smith SBC'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

## ***Rutgers University–Camden***

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–School of Nursing–New Brunswick and Newark  
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.*

# ACADEMIC DEGREES

*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 the 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, 10 others are invited”

Besides can also be used as an adverb meaning “in addition.”

# BULLETS

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. Examples: English, French, German.
- The formal, full name of departments, offices, centers, institutes are capitalized. Examples: Department of History, Office of the Chancellor.
- Lowercase in casual reference reference. Examples: history department, the chancellor's office.
- Boards and committees follow the same guidelines. Examples: Board of Trustees, the board.

# COMMA

- Use commas in a series. Example: "I like the colors red, black, and silver." 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. Example: John Doe Jr.
- 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

- Abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec. The other months should be spelled out.

*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. The en dash is the mark between "University" and "Camden" in "Rutgers University–Camden."*

Example: –

See also Rutgers–Camden.

# EMAIL SIGNATURE AND RETURN ADDRESS

*The bottom line of a return address 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). Note that Street, Avenue, etc., are spelled out in full. The third line from the bottom of a return address should always be "Rutgers University–Camden."*

- Return Address

Name  
Title  
Department  
School/Administrative Unit/Center  
Building (if applicable)  
Rutgers University–Camden  
Street Address  
Camden, NJ 08102

- Email Signature

Name  
Title  
Department  
School/Administrative Unit/Center  
Building (if applicable)  
Rutgers University–Camden  
Street Address  
Camden, NJ 08102  
p. xxx-xxx-xxxx  
f. xxx-xxx-xxxx

See University Names for more information.

# GENDER-SPECIFIC LANGUAGE

*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.  
Example: one-third.
- Use the word "percent" rather than the percent sign, except in tabular data. Example: 80 percent.

# 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 gymnasia).

# 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.*

- 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.*

Examples: "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.*

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

N.J. NJ  
N.M. NM  
N.Y. NY  
N.C. NC  
N.D. ND  
Ohio OH  
Okla. OK  
Ore. OR  
Pa. PA  
R.I. RI  
S.C. SC  
S.D. SD  
Tenn. TN  
Texas TX  
Utah UT  
Vt. VT  
Va. VA  
Wash. WA  
W.Va. WV  
Wis. WI  
Wyo. WY

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

Atlanta  
Baltimore  
Boston

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

# STATES, CITIES, COUNTRIES

## STATE ABBREVIATIONS *Continued*

*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

- Suffixes are rarely hyphenated.

# THAT OR WHICH

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

- Examples: “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"

Example: "She is an associate professor." Not: "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. Examples: 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  
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