



Rutgers Editorial Style Guide

Quick Guide

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

- Rutgers, The State University of New Jersey, originated as Queen's College in 1766.
Note: Cap "The" and insert commas after "Rutgers" and "Jersey"; use apostrophe in Queen's.
- The appropriate Rutgers name should appear on all official Rutgers communications.
 - Rutgers, The State University of New Jersey
 - Rutgers University–New Brunswick
 - Rutgers Biomedical and Health Sciences
 - Rutgers University–Newark
- Use an en dash in ranges: pages 2–16, 1983–2019; close up spaces before and after en dash.
- Use first entry for a word spelling in the dictionary. (Sometimes a variation is listed second.)
- When using headline style, cap all words except conjunctions and prepositions.
- Generally, close up words that have a prefix (email, postgraduate, coauthor).
- Avoid abbreviations, acronyms, and initialisms.

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Lingjun Ying



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