



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.

Rutgers Editorial Style Guide

AN Whitehead



Rutgers Editorial Style Guide:

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Table of Contents Rutgers Editorial Style Guide

1. Understanding the eBook Rutgers Editorial Style Guide
 - The Rise of Digital Reading Rutgers Editorial Style Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Rutgers Editorial Style Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Rutgers Editorial Style Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Rutgers Editorial Style Guide
 - Personalized Recommendations
 - Rutgers Editorial Style Guide User Reviews and Ratings
 - Rutgers Editorial Style Guide and Bestseller Lists

5. Accessing Rutgers Editorial Style Guide Free and Paid eBooks
 - Rutgers Editorial Style Guide Public Domain eBooks
 - Rutgers Editorial Style Guide eBook Subscription Services
 - Rutgers Editorial Style Guide Budget-Friendly Options
6. Navigating Rutgers Editorial Style Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Rutgers Editorial Style Guide Compatibility with Devices
 - Rutgers Editorial Style Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Rutgers Editorial Style Guide
 - Highlighting and Note-Taking Rutgers Editorial Style Guide
 - Interactive Elements Rutgers Editorial Style Guide
8. Staying Engaged with Rutgers Editorial Style Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Rutgers Editorial Style Guide
9. Balancing eBooks and Physical Books Rutgers Editorial Style Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Rutgers Editorial Style Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Rutgers Editorial Style Guide
 - Setting Reading Goals Rutgers Editorial Style Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Rutgers Editorial Style Guide
 - Fact-Checking eBook Content of Rutgers Editorial Style Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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