

# Rutgers Editorial Style 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.

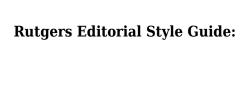


- W Butgers, The State University of New Jersey, originated as Queen's College in 1766.
  - Note: Cap "The" and insert commas after "Rutgers" and "Jersey"; use apostrophe in Queen's.
- III The appropriate flutgers name should appear on all official flutgers communications.
  - \* Rutgers, The State University of New Jersey
  - \* Rutgers University-New Brunswick
  - · Butgers Biomedical and Health Sciences.
  - Rutgers University-Newark

- W Use an en dash in ranges: pages 2-of., 1965-2019; close up spaces before and after en dash.
- W Use first entry for a word spedling in the dictionary. (Sometimes a variation is fisted second.)
- When using headline style, cap-all words except conjunctions and prepositions.
- III Generally, close up words that have a prefix (email, postgraduate, coauthor).
- M Apold abbondutions accomme and initialisms

# **Rutgers Editorial Style Guide**

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