



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.

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- 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

David F. Chapman



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A History of the Rutgers University Glee Club David F. Chapman, 2022-06-20 Commemorating the 150th anniversary of the Rutgers University Glee Club this volume offers a comprehensive history recounting the origins of the group's most beloved traditions while celebrating both the colorful charismatic directors of the club and the dedicated talented young men who have performed in it

The Lawyer's Style Guide Peter Butt, 2021-02-25 Clarity and precision in legal writing are essential skills in the practice and study of law This book offers a straightforward practical guide to effective legal style from a world leading expert The book is thoughtfully structured to explain the elements of good legal writing and its most effective use It catalogues all aspects of legal style topic by topic phrase by phrase usage by usage It scrutinises them all suggesting improvements Its dictionary arrangement makes it easy to navigate Entries cover matters such as abbreviations acronyms active and passive voice brackets bullet points citation methods cross referencing fonts document design footnotes gender neutral language numbering systems plain legal language punctuation the use of Latin in law structures for legal advices and documents and techniques for editing and proofreading Also covered are many words and phrases that non lawyers find opaque and obscure the aim being to show that lawyers can usually substitute a plain English equivalent that captures the legal nuances of the legalese Other topics include ambiguity deeds definitions provisos recitals simplified outlines terms of art tone and the various principles of legal interpretation With an emphasis on technical effectiveness and understanding the book is required reading for all those engaged in the practice and study of law

Guide to Publishing Opportunities for Librarians Carol F Schroeder, Gloria G Roberson, Peter Gellatly, 2012-10-12 This helpful guidebook makes it easy for librarians to select the most appropriate periodical or serial for their proposed articles A subject index with cross references ensures quick access to the alphabetically listed titles The Guide to Publishing Opportunities for Librarians provides the following comprehensive information for each publication listed bibliographic entry name and address of editor to whom manuscripts should be submitted names of indexing and abstracting services which include the publication editorial aim policy scope and content intended audience manuscript style requirements acceptance rate review procedures for submitted articles Both novice and experienced authors will be able to quickly select the most appropriate periodical or serial for proposed articles from a wide variety of publications In addition to the more familiar organs of national library associations societies and library schools the guide also includes regional publications newsletters bulletins scholarly journals interdisciplinary and general periodicals subject specific publications and electronic journals Public academic special and school librarians as well as other information specialists seeking to publish in the library science field will find the Guide to Publishing Opportunities for Librarians a valuable tool for promoting professional development

Public Policy Evaluation Stuart S. Nagel, 2018-08-13 First published in 1998 this volume examines how super optimum decisions involve finding alternatives to controversies whereby Conservatives Liberals or other major groups can all come out ahead of their best initial expectations

simultaneously This book is organised in terms of concepts methods causes process substance and the policy studies profession Concepts clarify that policy evaluation traditionally involves 1 Goals to be achieved 2 Alternatives available for achieving them 3 Relations between goals and alternatives 4 Drawing a conclusion as to the best alternative in light of the goals alternatives and relations and 5 Analysing how the conclusion would change if there were changes in the goals alternatives or relations Super optimizing also involves five related steps but with the following improvements 1 Goals are designed as conservative liberal or neutral 2 Alternatives get the same designations 3 Relations are simplified to indicate which alternatives are relatively high or low on each goal 4 The conclusion involves arriving at an alternative that does better on Goal A than Alternative A and simultaneously better on Goal B than Alternative B and 5 The fifth step involves analysing the super optimum or win win alternative in terms of its feasibility as to the economic technological psychological political administrative and legal matters

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