



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

A Gutmann



Rutgers Editorial Style Guide:

Whispering the Techniques of Language: An Mental Quest through **Rutgers Editorial Style Guide**

In a digitally-driven world wherever screens reign supreme and quick transmission drowns out the subtleties of language, the profound strategies and emotional subtleties hidden within phrases frequently go unheard. Yet, situated within the pages of **Rutgers Editorial Style Guide** a fascinating literary prize sporting with organic thoughts, lies an exceptional journey waiting to be undertaken. Published by an experienced wordsmith, that wonderful opus encourages visitors on an introspective trip, softly unraveling the veiled truths and profound impact resonating within the very fabric of every word. Within the psychological depths of the moving review, we will embark upon a heartfelt exploration of the book is key subjects, dissect their charming publishing model, and fail to the strong resonance it evokes strong within the recesses of readers hearts.

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