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Check the Rutgers Editorial Style Guidefor a full list of unit titles. Every word in your unit's full title should be capitalized, but it's not necessary in any other format. "The Rutgers Department of History is highly acclaimed" "I work in the Rutgers history department"

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Rutgers Editorial Style Guide. Department of University Communications and Marketing Rutgers, The State University of New Jersey 96 Davidson Road Piscataway, NJ 08854 ucm.rutgers.edu Revised July 1, 2017. 2. Contents. This PDF is entirely searchable. From the toolbar menu, choose Edit > Find or Search to begin your search. You can also click on an entry or page number in the Contents list below to jump to a selected section.

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#### **Resources | Communicating about Rutgers**

The Rutgers Visual Identity System provides specific guidelines and standards for using Rutgers' marks, signatures, and other identity elements in all university communications and on university-authorized products. If you're working with outside vendors, be sure they follow the guidelines provided, as well. If you need further assistance, contact us at

#### **Guidelines for Use | Communicating about Rutgers**

For a more comprehensive guide, please see the Rutgers Editorial Style Guide. For those who prepare press releases or other materials for news media outlets, please see the last page of the Rutgers Editorial Style Guide for exceptions to the rules outlined below. How to refer to the university:

# **Style Guide - Rutgers University**

This editorial style guide has been developed as a quick reference tool for anyone writing about Rutgers University–Camden. It provides basic guidelines for frequently raised questions of style, as well as specific standards of usage for Rutgers–Camden. Using a style guide helps to eliminate inconsistencies in spelling,

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Editorial guidelines have been developed for Rutgers, The State University of New Jersey, in order to lend consistency and clarity to text and web communications. The Rutgers Editorial Style Guide is updated periodically to keep it current. The most recent version is dated November 1, 2019: Download the Rutgers Editorial Style Guide [PDF].

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