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INTRODUCTION

The following editorial guidelines have been developed for *Drew Magazine*, in order to lend consistency to the magazine both in print and online.

The primary purpose of this guide is to address topics specific to Drew, as well as offer a quick reference tool for some of the most frequently raised questions of style, topics dealt with in greater detail in style manuals. For these matters, refer to *The Associated Press Stylebook*, the preferred guide for *Drew Magazine* style points and upon which this style guide is based.

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DREW-SPECIFIC STYLE MATTERS

Drew University is the full, proper name of the university. The full name of the university must appear in the *Drew Magazine* masthead. Otherwise, the terms *Drew* or *the university* (never *The University*) may be used. The term *the Forest* also may be used.

It should be assumed that all university-related items within the magazine relate specifically to Drew; it is not necessary to qualify items as such.

**EXAMPLES:**
- Jones is majoring in chemistry.
- When Muller was a student, he enjoyed eating at the Commons.

The university is comprised of three schools: the Caspersen School of Graduate Studies on all references is the *Caspersen School*; the College of Liberal Arts, on second and subsequent reference is the *college* (never *College*); and the Theological School, on second and subsequent reference is either the *Theological School* or the *Theo School*.

**EXAMPLE:**
- This May’s commencement will include 1,000 graduates from the College of Liberal Arts—a first for the college.

Regarding **Drew’s** **president**, use *President for the Interim Term Vivian A. Bull* on first reference, and *President Bull* on second and subsequent reference within an article.

**Departments, Offices and Titles**

Capitalize *department* and *office* when it is part of a unit’s formal name. Lowercase all other uses, including when the title is flopped and the *of* is dropped. Capitalize words that are proper nouns or adjectives.

**EXAMPLES:**
- The Office of Alumni and Parent Relations is planning homecoming.
- Direct all comments to the alumni and parent relations office.
- The chair of the Department of Sociology called a meeting of all faculty.
- The dinner was hosted by the English department.

As formal names, use *the Office of Alumni and Parent Relations* and *Alumni House*. The one exception to the use of alumni is for this single organization: *Theological School Alumni/ae Association*.

Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Use lowercase at all times for terms that are job descriptions rather than formal titles.

**EXAMPLES:**
- Provost Pamela Gunter-Smith will speak at the September faculty meeting.
- David W. Muha, chief communications officer, organized the briefing.
- Questions were answered by the dean of the college.

**Alumni Citations**

When citing a graduation year, use this format for the college: *’98*
When citing a graduation year, use this format for the Theo School: *T’98*
When citing a graduation year, use this format for the Caspersen School: *G’98*
If more than one degree, list from oldest to newest: *’68, G’78, T’88*
If more than one degree from same school, list from oldest to newest: *T’55, T’57, T’60*

**NOTE:** There are no spaces between commas

For graduates of more than a century ago, use this format: *T1885*

Capitalize *Class* when referring to an entire graduating class: *Class of ’07*. 

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CLASSNOTES-SPECIFIC STYLE MATTERS

Classnotes is one word and refers to the alumni news section in the back of *Drew Magazine*.

**Alumni citations and typography**

When citing a graduation year, use this format for the college: "'98
When citing a graduation year, use this format for the Theo School: "T'98
When citing a graduation year, use this format for the Caspersen School: "G'98
If more than one degree, use a chronological format: "'68, G'78, T'88
If more than one degree from same school, use this format: "T'55, '67, '80

*NOTE: There are no spaces between commas*

For graduates from more than a century ago, use this format: "T1885

Bold first use of an alumnus/a’s name: "Joseph Golden vacationed in Hawai…
If a possessive is necessary, use this format: "Joseph Golden’s son, Joe Jr.…
If a maiden name appears, use this format: "Anne (Poe) Golden was promoted…
If listed under a class year not his/her own, use this format: "Anne (Poe) Golden ’89 also attended…
If listed under a class year not his/her own and possessive: "Anne (Poe) Golden’s [’89] father…
If listing children’s ages, use this format: "Their children, Joe Jr., 12, and Beth, 8,…
If listing spouses under a class year not their own: "Anne (Poe) ’89 and Joseph Golden ’87…
If listing spouses under a class year not her own: "Anne (Poe) ’89 and Joseph Golden saw…
If listing spouses under a class year not his own: "Anne (Poe) and Joseph Golden C’87 saw…

Do not place a comma between name and class year.

Do not boldface spouses’ names unless the spouse also attended Drew.

Do not boldface punctuation following an alumnus/a’s name that has been set in boldface.

Do not boldface an alumnus/a’s name on second and subsequent mentions in the same class column.

There is no set style for setting a married alumna’s name; this is done on a case-by-case basis and is determined and double-checked by the Office of Alumni and Parent Relations based upon each alumna’s preference.

Set class secretaries’ information in italics, without terminal punctuation. Only those class secretaries without email provide U.S. mail address; the preference is to list the email address only. Abbreviate avenue, boulevard and street. All similar words (alley, drive, road, terrace, etc.) always are spelled out.

**EXAMPLE:**  
Michelle Green, mgreen@gmail.com  
Michelle Green, 123 Maple St., Anytown, NJ 01234; 123.456.7890;  
mgreen@green.com

For class secretaries with winter and summer addresses, use the format of the below example.

**EXAMPLE:**  
Michelle Green, 123 Maple St., Anytown, NJ 01234; 123.456.7890  
(May–August); and 123 Palm Ave., #3456, Sunnytown, FL 09876;  
098.765.4321 (September–April); mgreen@green.com

Where location is needed in a newspaper name but is not part of the official name, use parentheses.

**EXAMPLE:**  
The *(Morristown, N.J.) Daily Record*  
The Huntsville *(Ala.) Times*
When **captioning a group photo**, lead the caption with the event and date (when appropriate) in all caps, followed by line break. On the next line, lead with the directional (for rows only, using *front row*, *second row*, *third row*, *and so on*, *back row*), a colon and a list of names. Separate rows with periods, and end extended-row I.D.’s with a terminal period.

**EXAMPLES:**
THE JOHNSON-FIORENTINO WEDDING, JULY 31, 2005
Front row: Sara Kane ’99, Amanda Glazar ’00, Andrea Cerrito ’00, Julia ’00 and Rich Miller ’99.

THEOLOGICAL SCHOOL CLASS OF ’56

When **referencing news or a photo in another area of Classnotes**, use the following formats.

- See In Memoriam, page xx.
- See photo, page xx.

**Obituary news** in individual school Classnotes should be of a more personal nature than obituary news listed in In Memoriam. References to obituaries **are not necessary** in class columns, unless they include a personal note about the deceased. Obituary news in In Memoriam does not need to appear in individual school Classnotes.

Only the name of the deceased is set in boldface in the In Memoriam section.

**A note to Alumni House and class secretaries:** Due to the time lag between classnotes submission and publication, do not use future tense to relay news (*Mort and I will take a cruise to Bermuda this September*... if scheduled to be published in the fall issue). Instead, save that news for the following issue (*Mort and I enjoyed a cruise to Bermuda in September*... published in the winter issue).
ABBREVIATIONS/ACRONYMS

For agencies or organizations that are known by their abbreviation or acronym but are not well known, on first mention indicate the abbreviation or acronym in parentheses following the full name, then use only the abbreviation or acronym for subsequent mentions.

For well-known organizations, use just the full name on first mention and the acronym or abbreviation for subsequent mentions.

Abbreviate titles when used before a full name.

   EXAMPLES: Dr., Gov., Mr., Ms., the Rev.

   (NOTE: Do not use Dr. before a name in narrative text.)

Abbreviate suffixes, and do not set off with commas.

   EXAMPLE: John Smith Jr. works at Time Inc.

Do not use periods in abbreviations of three or more letters,

   EXAMPLES: CEO, RISE, UMC

…but use periods for abbreviations of only two letters.

   EXAMPLES: D.C., Sr., U.S.

   EXCEPTIONS: academic degrees (see list below)

   (NOTE: Spell out United States as a noun.)

In forming the plural of an abbreviation or acronym with no periods, just add an s (without an apostrophe); likewise for numerals.

   EXAMPLES: B-52s, CEOs

Use an apostrophe and s to form the plural of an abbreviation with periods or to avoid confusion.

   EXAMPLE: I.D.’s

When months of the year are used with specific dates, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year alone.

   EXAMPLES: Her son was born Aug. 11, 2006.
   Homecoming will be celebrated in September 2007.

In numbered addresses, abbreviate avenue, boulevard and street. All similar words (alley, drive, road, terrace, etc.) always are spelled out. (Find more on addresses below.)

   EXAMPLES: He lives on Madison Avenue.
   He lives at 36 Madison Ave.

Avoid the abbreviation of academic degrees. Use an apostrophe in bachelor’s degree, a master’s, etc., but there is no possessive in Bachelor of Arts or Master of Science. Avoid PhD references in titles.

   EXAMPLE: Tony Green, who has a doctorate in English, won the award.
When necessary, abbreviate academic degrees as follows:

- Bachelor of Arts: BA
- Certificate in Medical Humanities: CMH
- Doctor of Letters: DLitt
- Doctor of Medical Humanities: DMH
- Doctor of Ministry: DMin
- Doctor of Philosophy: PhD
- Master of Arts: MA
- Master of Divinity: MDiv
- Master of Letters: MLitt
- Master of Medical Humanities: MMH
- Master of Theological Studies: MTS
- Master of Sacred Theology: STM
- Master of Business Administration: MBA

Spell out the names of the 50 U.S. states when standing alone in text. Use state abbreviations in conjunction with the name of a city or town. Abbreviate names of states in text as follows; ZIP code abbreviations—used only with full addresses, including ZIP code—are in parentheses:

- Ala. (AL)  Md. (MD)  N.D. (ND)
- Ariz. (AZ)  Mass. (MA)  Okla. (OK)
- Ark. (AR)  Mich. (MI)  Ore. (OR)
- Calif. (CA)  Minn. (MN)  Pa. (PA)
- Colo. (CO)  Miss. (MS)  R.I. (RI)
- Conn. (CT)  Mo. (MO)  S.C. (SC)
- Del. (DE)  Mont. (MT)  S.D. (SD)
- Fla. (FL)  Neb. (NE)  Tenn. (TN)
- Ga. (GA)  Nev. (NV)  Vt. (VT)
- Ill. (IL)  N.H. (NH)  Va. (VA)
- Ind. (IN)  N.J. (NJ)  Wash. (WA)
- Kan. (KS)  N.M. (NM)  W.Va. (WV)
- Ky. (KY)  N.Y. (NY)  Wis. (WI)
- La. (LA)  N.C. (NC)  Wyo. (WY)

Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah are never abbreviated in text.

**ADDRESSES, CITIES AND STATES**

In text, use the abbreviations Ave., Blvd., and St. only with a numbered address. Spell them out and capitalize when part of a formal street name without a number. Lowercase and spell out when used alone or with more than one name.

**EXAMPLES:**

- He lives at 36 Madison Ave.
- He lives on Madison Avenue.
- We met at the corner of Waverly and Lincoln places.
Always use figures for an address number. Use commas in text to set off individual elements in addresses and names of geographical places. Spell out the names of states and countries when standing alone in text. Use state abbreviations in conjunction with the name of a city or town (See abbreviation list above.).

**EXAMPLE:** Send class news to Michelle Green, 123 Maple St., Anytown, NJ 01234. They vacationed in Manchester, England, last summer.

The following is a list of **domestic cities that stand alone** without the state named.

<table>
<thead>
<tr>
<th>Atlanta</th>
<th>Denver</th>
<th>Milwaukee</th>
<th>St. Louis</th>
</tr>
</thead>
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<tr>
<td>Baltimore</td>
<td>Detroit</td>
<td>Minneapolis</td>
<td>Salt Lake City</td>
</tr>
<tr>
<td>Boston</td>
<td>Honolulu</td>
<td>New Orleans</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Chicago</td>
<td>Houston</td>
<td>New York</td>
<td>San Diego</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>Indianapolis</td>
<td>Oklahoma City</td>
<td>San Francisco</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Las Vegas</td>
<td>Philadelphia</td>
<td>Seattle</td>
</tr>
<tr>
<td>Dallas</td>
<td>Los Angeles</td>
<td>Phoenix</td>
<td>Washington</td>
</tr>
<tr>
<td>Miami</td>
<td>Pittsburgh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APOSTROPHE**

To form the possessive of most singular nouns, add an apostrophe and an *s*,

**EXAMPLES:** Daniel Drew’s legacy, cat’s tail, the lady’s hat

...but to form the possessive of a noun plural in form, singular in meaning, add only an apostrophe.

**EXAMPLES:** Charles Dickens’ *A Christmas Carol*, Jesus’ ministry, measles’ effect, United States’ debt

To form the possessive of plurals ending in an *s*, add only an apostrophe,

**EXAMPLES:** the Joneses’ new barbecue, the cats’ tails, the ladies’ hats

…but to form the possessive of a collective noun, add an apostrophe and an *s*.

**EXAMPLES:** women’s, children’s, group’s, couple’s

Use an apostrophe and an *s* to form the plural of an abbreviation with periods or to avoid confusion.

**EXAMPLE:** I.D.’s

**BUT:** B-52s, CEOs

**B**

**BIOS**

Set in italics (with appropriate publications set off in Roman), and align flush left. Quips are acceptable at the editor’s discretion.
CAPITALIZATION

In general, avoid unnecessary capitalization. Capitalize words when *Webster’s New World College Dictionary* says “often cap” or “usually cap.”

Capitalize the first word after a colon or dash when it is followed by a complete sentence.

Capitalize *Class* when referring to an entire graduating class: *Class of ’07*.

Do not capitalize the in the title of an organization, restaurant, rock group, etc.

EXAMPLES: the UMC, the Garlic Rose, the Beatles

Capitalize and italicize the to introduce a periodical title. Lowercase the before newspaper names if a story mentions several papers, some of which use the as part of the name and some of which do not.

EXAMPLES: *The New York Times*, *The Daily Record*

In a **headline or title**, capitalize the first letter of any word of four or more letters; all adjectives, adverbs, nouns, pronouns and verbs, no matter how short; and the first letters of the first and last words. Lowercase articles (*a, an, the*), prepositions (*to, in, of, on*) and coordinating conjunctions (*and, or, but, if*) of three letters or less that fall within a title. On the cover, capitalize the first word of every line.

In a **hyphenated compound**, always capitalize the first word, but capitalize the second word, too, if it has equal weight. Lowercase the second word if it modifies the first or if both make up a single word.

EXAMPLES: Well-Known, Blue-Green, Son-in-Law
Medium-size, Self-conscious, Twenty-fifth

Capitalize **points of the compass** and adjectives derived from them when they designate regions

EXAMPLES: We have a beach house in South Jersey.
They are missionaries in the Far East.
…but not when they simply denote direction or compass points.
EXAMPLES: Drew is located in northern New Jersey.

Capitalize **department and office** when it is part of a unit’s formal name. Lowercase all other uses, including when the title is flopped and the *of* is dropped. Capitalize words that are proper nouns or adjectives.

EXAMPLES: The Office of Alumni and Parent Relations is planning homecoming.
Direct all comments to the alumni and parent relations office.

Capitalize **formal titles** when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Use lowercase at all times for terms that are job descriptions rather than formal titles.

EXAMPLES: Provost Pamela Gunter-Smith will speak at the September faculty meeting.
David W. Muha, chief communications officer, organized the briefing.
Questions were answered by the dean of the college.
CAPTIONS AND CREDITS

Set all captions and photo credits in consistent fonts throughout magazine.
Use concise caption wording, keeping the information to the point.
When a photo/caption runs with an article, refer to a person by their last name.
End captions with a period. For directionals, left to right is assumed and not needed.

For **directionals**, use the following terms:
- Clockwise, from top/top left/top right
- Top and Above (when there are two photos above the caption)
- Below and Bottom (when there are two photos under the caption)
- Inset

When the directional introduces the caption, follow the directional with a colon,
**EXAMPLE:** Top left: President Bull at her birthday celebration.

…but when the directional is embedded in a caption, enclose the directional in parentheses after the name.
**EXAMPLE:** The executive staff gathered to honor President Bull (top left) on her birthday.

Separate individual captions with semicolons.
**EXAMPLE:** Clockwise from top left: groundbreaking at the new dorm; balloon launch in the Tolley-Brown parking lot; architect’s rendering of the new building

When **captioning a group photo**, lead the caption with the event and date (when appropriate) in all caps, followed by line break. On the next line, lead with the directional (for rows only, using **front row, second row, third row, [and so on], back row**), a colon and a list of names. Separate rows with periods, and end extended-row I.D.’s with a terminal period.

**EXAMPLES:**
- **THE JOHNSON-FIORENTINO WEDDING, JULY 31, 2005**
- **THEOLOGICAL SCHOOL CLASS OF ’56**

Run one photo credit per spread with directionals up the gutter.

When crediting a photographer, use this format: Karen Mancinelli
When crediting a courtesy photo, use this format: Courtesy Jane Doe’85
When crediting University Archives, use this format: University Archives

Use the following terms:
- This page
- Facing page

Separate photo credits with commas, and photo and illustration credits with a semicolon. Place directionals in parentheses, using the following formats.
- For a single photo/illustration, list name of artist:
  Karen Mancinelli
- For a combination artist name and agency, separate with a slash:
  Paul Loopyman/Getty
- If multiple photos/illustrations are on single page:
  Facing page, Karen Mancinelli, Nick Romanenko
- If photos are on both pages:
Photo credits can run on the next spread, if the photo would be diminished by the credit:
Previous page, Nick Romanenko

COLON

Initial-cap a full sentence following a colon; lowercase a fragment.
EXAMPLE: She discovered the problem: It was excessive use of antibiotics.
She discovered the problem: excessive use of antibiotics.

Use a colon to introduce quotations of more than one sentence or to introduce an extract.

COMMA

Avoid excessive use of commas. Use only to prevent misreading.

Use a comma to separate an introductory clause or phrase from the main clause.
EXAMPLES: In 2007, Bob Woodward came to campus.
When he tired of the mad pace of theater, he switched his major to sociology.

An essential clause or phrase must not be set off from the rest of a sentence by commas. A nonessential clause or phrase must be set off by commas.
EXAMPLES: Students who do not complete homework should not complain about their grades.
(one class of students, those who do not complete homework)

Students, who do not complete homework, should not complain about their grades.
(all students do not complete homework and should not complain)

They ate dinner with their daughter Julie and her husband, Jeff. (no comma before Julie because they have more than one daughter; comma before Jeff because Julie has only one husband)

Julie and husband Jeff went to Tahiti last summer.
Julie and her husband, Jeff, went to Tahiti last summer.

Note: That is the preferred pronoun to introduce essential clauses referring to an inanimate object or an animal. Which is the only acceptable pronoun to introduce a nonessential clause referring to an inanimate object or an animal.

In a list of three or more items, do not put a comma before the conjunction,
EXAMPLE: Drew’s campus is picturesque winter, spring, summer and fall.
…but put a comma before the conjunction in a complex series of phrases.
EXAMPLE: Drew’s campus is picturesque when the snow falls in the winter, when the daffodils bloom in the spring, when the sun shines through the trees in the summer, and when the leaves change to beautiful colors in the fall.

Use appositive commas in cases where the appositive is the sole example,
EXAMPLES: his wife, Mary... (means he has only one wife)
her book, To Kill a Mockingbird... (means this is her only book)

...but omit if it is not.
EXAMPLE: her son Steve... (means she has more than one son)
his book State of Denial... (means he has more than one book)

Set off adverbs such as too, though and either with commas within a sentence or clause but not at the end of a sentence or clause.
EXAMPLES: She, too, wants to change the policy.
She wants to change the policy too.
She didn’t want any either.

Use a comma between independent clauses, except when both clauses are short.
EXAMPLES: Homecoming was moved to the fall, and Alumni House anticipates a large turnout.
Turn left and walk down the path.

Do not use a comma in month-year dates,
EXAMPLE: January 2000

...but use commas with a day-date or complete date.
EXAMPLES: She died Tuesday, Sept. 11, ...
He died Sept. 11, 2001, ...

When referring to a city and state midsentence, place a comma before and after the state,
EXAMPLE: She grew up in Marietta, Ga., and abroad.

...and include a comma after a city-state combination used as a modifier.
EXAMPLE: He attended a Morristown, N.J., party.

D

DASHES

Use an em dash to set off a summary statement.
EXAMPLE: Red, yellow and blue—these are my favorite colors.

Use an em dash to set off a parenthetical phrase about an element in a series already separated by commas.
EXAMPLE: During her time at Drew, she lived in Brown, Hoyt—by far her favorite—Riker and Welch halls.

Use an em dash to denote an abrupt change in thought in a sentence or an emphatic pause.
EXAMPLE: The group offers an array of remarkable—sometimes quirky—accomplishments.

The en dash functions as a stronger hyphen, to link a two-word noun to another word;
EXAMPLE: New Jersey–style
mid–nineteenth century

for sports scores;
EXAMPLE: The Yankees won 9–3.

for highways;
EXAMPLE: I–80

and to substitute for “to” in a range.
EXAMPLES: Jan.–Oct.

DATES

Do not use a comma in month-year dates,
EXAMPLE: January 2000
…but use commas with a day-date or complete date.
EXAMPLES: She died Tuesday, Sept. 11, … He died Sept. 11, 2001, …

DECKS

Capitalize the first word of a deck, and end a deck with a period. Construct decks using a verb.

Set decks in consistent fonts throughout magazine departments.

E

ELLIPSES

Use ellipses (three dots) plus the terminal punctuation mark (period, exclamation point or question mark) when omitting words at the end of a sentence within a quote or excerpt. Use ellipses alone at end of sentence to show that conversation has trailed off. Do not insert spaces within or after ellipses.

F

FOLIOS

Run page number and magazine name on left-hand page; issue date and page number on opposite page.

G

GENDER

Avoid gender-specific terminology and construction.
EXAMPLES: first-year student (not freshman), firefighter (not fireman)

Note: Use alumni when referring to a group of men and women
**H**

**HYPHENATION**

Hyphenate a compound adjective when it precedes the noun.

**EXAMPLE:** a well-liked professor

Do not hyphenate numeral-noun modifiers.

**EXAMPLE:** 15 percent solution

Use hyphens with nouns representing different and equally important functions when forming a single expression.

**EXAMPLES:** city-state, student-athlete.

Proper nouns may be hyphenated using editorial discretion, especially in Classnotes.

The following is a list of **prefixes** that are not hyphenated.

- ante
- macro
- pre
- trans
- anti
- meta
- pro
- ultra
- bi
- micro
- proto
- un
- bio
- mid
- pseudo
- under
- co
- mini
- re
- counter
- multi
- semi
- extra
- neo
- socio
- infra
- non
- sub
- inter
- over
- super
- intra
- post
- supra

**EXCEPTIONS:**
- when the second element is capitalized or is a figure (*mid-July, pre-1980s*)
- when there is a homonym (*re-cover a couch*)
- when it creates a strange spelling (*co-chair, not cochair*)

**Suffixes** rarely are hyphenated, unless particularly cumbersome.

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**I**

**ITALICS**

Italicize **first mention of foreign words** that have not passed into common usage.

Italicize **punctuation mark that follows an italicized word,**

**EXAMPLES:** *Drew Magazine’s* staff

…but enclose italic text in **regular (Roman) parentheses.**

Italicize titles of the following works: **artwork** (*paintings, sculptures, etc.*); **ballets, oratorios, operettas, operas, musicals and long musical compositions**; **movies, plays and TV and radio series:** books,
magazines, newsletters, newspapers, columns and comic strips; long poems; record albums; legal cases; and official reports.

Website titles are not italicized, unless the site functions as one of the above.

NAMES

At first mention of a person, use his or her full name, with alumni citation where appropriate, set in Roman type. For subsequent mentions, use only the last name of an adult and the first name of a child. If the person has not been mentioned in the story long enough for the reader to have forgotten who he or she is, restate the person’s full name and/or professional title or affiliation.

NUMBERS

Spell out zero through nine. Use numerals for 10 through 999,999. Spell out million and above, and precede with numeral, rounding to significant digits. Exceptions are made for ages, percentages (but spell out the word percent), height, weight and other dimensions.

Spell out any number that starts a sentence.

EXAMPLE: Forty-year-old Smith probably will not see his 41st birthday.

PARENTHESES

Set parentheses in same typeface as surrounding text, even when they enclose italic text.

PHONE NUMBERS

Use this format for phone numbers: 973.408.3000

POSSESSIVES

See APOSTROPHE, page 8.

PUNCTUATION

Use one space after a period, colon and other terminal punctuation.
S

SEMICOLON

Use semicolons to separate phrases in a series that contain commas.

EXAMPLE: Among those present were Tom Kean, former Drew president; President Bull; and Michele Fabrizio, trustee of the university.

T

TIMES OF DAY

Set a.m. and p.m. in lowercase with periods.

Use numerals with a.m. and p.m., and omit “:00” when the time is on the hour.

EXAMPLE: 6 p.m. (not 6:00 p.m.)

Use noon and midnight, not 12 p.m. and 12 a.m. Avoid redundant use of a.m. and p.m.

EXAMPLES: 7:45 in the evening (not 7:45 p.m. in the evening)
           6–10 p.m. (not 6 p.m.–10 p.m.)

TYPOGRAPHY

Do not set punctuation marks in the same font (bold, italic, etc.) as the word immediately preceding it;

EXAMPLES: Is that true of other public beaches?
           Instead of John Doe…
           John Doe—
           John Doe’s

including parentheses, which remain the same as surrounding type (i.e., enclose italicized text in Roman parentheses)

EXAMPLES: (The Honeymooners)
           Photographs (clockwise from top left):

Use one space after a period and other terminal punctuation.
WEB RECOMMENDATIONS

Avoid using http:// and www. in text.
   EXAMPLE: For more on continuing education at Drew, visit drew.edu/cue.aspx.

Avoid breaking a web address at the end of a line of text. If necessary, use caution not to add a hyphen or space to the address.

Follow web address that fall at the end of a sentence with a period. If the web address is set in a type treatment, set the period in Roman type.
WORD LIST

A
adviser
affect (see effect): (v.) to influence; (n.) emotional state
   EXAMPLES: The construction will affect traffic for months.
              Her depression was indicated by her flat affect.
after-school (compound modifier)
alumna (f., singular)
alumnae (f., plural)
alumni (m. or group of men and women, plural)
alumnus (m., singular)
assure (see ensure and insure): to make sure or certain
   EXAMPLE: He double-checked to assure himself the answers were correct.

B
best-seller (n. and adj.)
black (person, n. and adj.)

C
campuswide
catalog (not catalogue)
chair (not chairman, chairwoman or chairperson)
child care (n. and adj.)
co-author (comma retained when forming n., adj. and v. indicating occupation or status)
co-chair
co-worker
cyberspace

database
day care (n. and adj.)
dial-up (adj.)
dial up (v.)
Drewid(s) (refers to anyone in the Drew community, including alumni)

E
effect (see affect): (v.) to accomplish; (n.) result
   EXAMPLES: The new president effected many changes.
              The effect of the donation was dramatic.
email
emerita, emeritae (f.)
emeritus, emeriti (m. or group of men and women, plural)
ensure (see assure, insure): Ensure means to guarantee: Steps were taken to ensure
   accuracy.

F
faculties
fieldwork
fifth-year student
first-term student
first-year student
follow-up (noun and adj. preceding a noun)
follow up (verb)
full-time (adj. preceding a noun)
full time (after a verb)
fundraise, fundraiser
fundraising (n. and adj.)

G
grade-point average or GPA
Gov. (when used as formal title before name in regular text)
Governor (when used as formal title before name in direct quotation)

H
he or she (not he/she, s/he, or (s)he)
health care (n. and adj.)
high-speed
high school (n. and adj.)
high-tech (adj.)
his or hers (not his/hers)
homepage

I
Inbox
Inc. (when used as part of corporate name, not set off with commas)
insure (see assure, ensure): reserved for insurance, i.e., paid policy
internet

L
lifestyle
long-standing (adj.)
long-term (adj.)

O
OK
on-campus (adj. preceding a noun)
on campus (after a verb)
online
on-site (adj. preceding a noun)
on site (after a verb)
part-time (adj. preceding a noun)
part time (after a verb)
percent
policymaker or policymaking (n.)
postdoc
prelaw
premedicine
preveterinary

reunion
the Rev. (when used before name; abbreviation does not stand for a noun)

screen saver
semester
state house
state of New Jersey
statewide
symposia (pl.)

theater (but Drew’s Department of Theatre Arts)
T-shirt

U.N. Semester
universitywide

v. or v. (in title of a court case)
versus (not vs.)
vice president

web address
webcast
website
white (person, n. and adj.)
worldwide
World Wide Web