

Drew Magazine
Style Guide
1/31/13

CONTENTS

Introduction	2
Drew-Specific Style Matters	3
Departments, offices and titles	
Alumni citations	
Classnotes-Specific Style Matters	4
Alumni citations and typography	
Class secretaries' information	
Locations in newspapers	
Captioning a group photo	
Referencing news in other areas	
Obituary news	
A note to Alumni House	
Abbreviations/Acronyms	6
Months of the year	
Addresses	
Academic degrees	
U.S. states	
Addresses, Cities and States	7
Domestic cities that stand alone	
Apostrophe	8
Bios	8
Capitalization	9
Captions and Credits	10
Colon	11
Comma	11
Dashes	12
Dates	13
Decks	13
Ellipses	13
Folios	13
Gender	13
Hyphenation	14
Italics	14
Names	15
Numbers	15
Parentheses	15
Phone Numbers	15
Punctuation	15
Semicolon	16
Times of Day	16
Typography	16
Web Recommendations	17
Word List	18

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, '67, '80

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*.

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
<i>NOTE: There are no spaces between commas</i>	
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 Hawaii...
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 <i>her</i> own:	Anne (Poe) '89 and Joseph Golden saw...
If listing spouses under a class year not <i>his</i> 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, Sunnyside, 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.**
Second row: **Steve Novak '00, John Kayser '00, James Fiorentino '99** (groom), **Jessica Johnson '00** (bride), **Joe Keiser '00.** Back row: **John Cevallos '99, Tom Cahill '00, Tripp Fischer '00, Brian Gable '99.**

THEOLOGICAL SCHOOL CLASS OF '56
Front row: **Bill Crouch, Bob Eddy, Jay House, Robin Van Cleef, Charles Marks, John Barr.** Back row: **Bill McCartney, Conway Keibler, Marlowe Potter, Larry Snow, Bob Germond, Bill Lewis, Jack Adams, Ed Wilkins.**

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).

A

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.

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

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 *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.

C

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
Front row: Sara Kane '99, Amanda Glazar '00, Andrea Cerrito '00, Julia '00 and Rich Miller '99. Second row: Steve Novak '00, John Kayser '00, James Fiorentino '99 (groom), Jessica Johnson '00 (bride), Joe Keiser '00. Back row: John Cevallos '99, Tom Cahill '00, Tripp Fischer '00, Brian Gable '99.

THEOLOGICAL SCHOOL CLASS OF '56

Front row: Bill Crouch, Bob Eddy, Jay House, Robin Van Cleef, Charles Marks, John Barr. Back row: Bill McCartney, Conway Keibler, Marlowe Potter, Larry Snow, Bob Germond, Bill Lewis, Jack Adams, Ed Wilkins.

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.

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.

N

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.

P

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**.

W

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

D

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)

P

part-time (adj. preceding a noun)
part time (after a verb)
percent
policymaker or policymaking (n.)
postdoc
prelaw
premedicine
preveterinary

R

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

S

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

T

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

U

U.N. Semester
universitywide

V

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

W

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