



# EDITORIAL STYLE GUIDE

PRINT AND DIGITAL STANDARDS  
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Table of contents items are hyperlinked for quick access to the topics listed.

Updated annually. For answers to questions not addressed in this guide, please email [styleguide@stevens.edu](mailto:styleguide@stevens.edu).



# 1.0 Stevens House Style

## An Overview and Helpful Tips

The Stevens Editorial Style Guide was created to educate and guide communicators, faculty and staff in the use of a universally consistent style for Stevens print, graphic and electronic materials. This style should also be employed by all consultants retained by Stevens.

Stevens Institute of Technology uses The Associated Press (AP) Stylebook and the Merriam-Webster Dictionary. While AP style is useful as a framework, Stevens has modified this style where appropriate for university purposes. The following guide explains how Stevens style differs from AP style, and describes how we address certain editorial situations not clearly delineated in AP's Stylebook. Consult the AP Stylebook, available online at [www.apstylebook.com](http://www.apstylebook.com), for basic style questions. In cases where Stevens style differs from AP style, the Stevens style takes precedence.

For guidance on voice and tone, refer to the Stevens Brand Guideline.

Here are some helpful tips to follow across all types of content:

- **Capitalize most words** in headlines (not articles and prepositions).
- **Capitalize only** the first word in media releases, media hits and subheadings.
- **Always single-space** after sentences, never double-space.
- **Do not use periods** in photo captions unless the caption is a full grammatical sentence.
- **Avoid excessive use of "internal speak"** — phrases commonly utilized within Stevens that may not be understood by those beyond the university community.

For the correct AP and Stevens style renditions of some commonly used terms, see page 22.

For further questions on style issues, email [styleguide@stevens.edu](mailto:styleguide@stevens.edu).

## 1.1 Stevens Style Exceptions to AP Style

Stevens style occasionally diverges from AP style. Here are some examples:

Stevens Style	AP Style
advisor	adviser
healthcare	health care
more than 10,000 students	over 10,000 students
phone: 201.871.1000	phone: 201-871-1000
Stevens', campus'	Stevens's, campus's
university-wide	universitywide

When formatting titles of journals, works of art, etc:

Stevens Style	AP Style
<i>The New York Times</i>	no italics allowed
the journal <i>Nature</i>	no italics allowed
"War and Peace" or <i>War and Peace</i>	no italics allowed

When capitalizing headlines, with the exception of media releases and media hits:

Stevens Style	AP Style
Stevens Wins New Grant	Stevens wins new grant

## 1.2 Academic Degrees

Use the following guidelines when writing degree names and abbreviations:

If spelling the full degree, use lowercase, except for proper nouns.

- A bachelor's degree in computer engineering and a master's degree in engineering management

Use lowercase for the field of study.

- She is pursuing a B.S. in environmental engineering.

If using the abbreviation of degree type, use periods in all degrees except those with three capital letters. Do not place any spaces between the letters.

Formal Use [use capital letters]	General Use 1	Use 2	Abbreviation
Bachelor of Arts	bachelor's degree	bachelor's	B.A.
Bachelor of Engineering	bachelor's degree	bachelor's	B.E.
Bachelor of Science	bachelor's degree	bachelor's	B.S.
Master of Arts	master's degree	master's	M.A.
Master of Business Administration	master's degree	master's	MBA
Master of Engineering	master's degree	master's	M.Eng.
Master of Science	master's degree	master's	M.S.
Master of Management Science	master's degree	master's	MMS
Master's of Engineering, Honoris Causa	honorary master's	master's	Hon. M.Eng.
Doctor of Science	doctoral degree	doctorate	Sc.D.
Doctor of Engineering, Honoris Causa	honorary doctorate	doctorate	Hon. D.Eng.
Doctor of Philosophy	doctoral degree	doctorate	Ph.D.

Additionally, the following professional degrees of engineer are awarded by Stevens:

Degree Name	Abbreviation	Title
Biomedical Engineering Degree of Engineer	BM.E.	Biomedical Engineer
Chemical Engineering Degree of Engineer	CH.E.	Chemical Engineer
Civil Engineering Degree of Engineer	C.E.	Civil Engineer
Computer Engineering Degree of Engineer	CP.E.	Computer Engineer
Computer Science Degree of Engineer	CS.E.	Computer Science Engineer
Electrical Engineering Degree of Engineer	E.E.	Electrical Engineer
Mechanical Engineering Degree of Engineer	M.E.	Mechanical Engineer

## 1.2 Academic Degrees (continued)

The word "degree" should not follow an abbreviation:

- She has a B.A. in philosophy. (or) She has a bachelor's degree in philosophy.

In stories or releases concerning holders of multiple degrees, try to write around the issue of using too many initials and "alphabet soup" as often as possible:

- Jones received a bachelor's degree in mechanical engineering at Stevens in 1988 before completing a master's in management in 1990.

When graduates hold multiple Stevens degrees, list ALL degrees, from least to most advanced, with NO commas between:

- Jane Jones '76 M.S. '80 Ph.D. '84

## 1.3 Acronyms and Abbreviations

Stevens has many acronyms that are used internally; however, these acronyms are unfamiliar to external audiences and should be avoided. Do not use acronyms or abbreviations that the reader would not quickly recognize.

If you need to abbreviate a school or program name — or some new research you're writing about — first spell it out with the acronym in parentheses.

- Her work with the School of Systems and Enterprises (SSE) has been recognized by the U.S. Department of Defense.

All other references thereafter can use the acronym only.

## 1.4 Attribution and Class Year

Because an unusually high proportion of Stevens students enroll in five-year programs and other nontraditional pathways to their degrees, we discourage the use of the terms "freshman," "sophomore" and "junior" as these may be misleading. "Senior" is acceptable, as we still formally refer to "Senior Design Projects." Where incremental progress must be noted, you may use "first-year student," "third-year student," "fifth-year student" and so forth.

**Currently enrolled students** (except seniors): Indicate the entire year, with the words "Class of" preceding:

- John Smith, Class of 2025, performed summer research in the university's imaging laboratories before returning to Stevens this fall.
- Jennifer Smith, a 3/5 majoring in biology, pursued her love of singing as a member of the President's Ensemble.

**Currently enrolled seniors:** Indicate the graduation year (or anticipated graduation year) in two-digit format, with a reversed apostrophe ('):

- Joan Smith '23 presented her team's capstone design project at the annual Innovation Expo.

**Alumni from 1940 forward:** Indicate graduation year in two-digit format, with a reversed apostrophe ('):

- Jane Smith '12 directs investments for a leading financial firm on Wall Street.
- Jake Smith '66 was honored for his longtime contributions to the Stevens Alumni Association.

**Alumni from classes earlier than 1940:** Use the "(Class of xxxx)" designation in all cases.

- Frederick Winslow Taylor (Class of 1883) co-founded General Motors.

Note that graduate-degree years are indicated in exactly the same format; do not use asterisks or any other special marks to distinguish from undergraduate-degree years.

## 1.5 Dates and Times

When writing news stories, remember that web content may be viewed at a later — even much later — date. Avoid references to "today," "this week," "this month" and "next month."

Do not use -ths, -sts, etc. for dates.

- Aug. 27 (NOT Aug. 27th)

In an announcement or invitation, always include the day of the week. Never abbreviate days of the week.

- Convocation will take place Wednesday, September 10, 2025.

When listing a specific date in running text, abbreviate all months except March, April, May, June and July, and set it off with commas.

- Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.
- Feb. 14, 2017, was the target date.

When the phrase uses only a month and year, always spell out the month and do not separate by a comma.

- January 2011 was a cold month.

When the phrase uses only a month and day, abbreviate the month, if applicable, but do not separate by a comma.

- Jan. 2 was the coldest day of the month.
- His birthday is May 8.

Use hyphens in date ranges, like this:

- The workshop will take place Monday through Thursday, July 18-21.

Write academic years like this:

- the 2011-12 academic year

## 1.5 Dates and Times (continued)

"Fiscal year" may be abbreviated as "FY." Use a space before the year only when the year is represented as four digits.

- In FY 2020, Stevens produced record fundraising.
- The endowment report for FY20 was released today.

Don't use :00 for times that are on the hour:

- 7 p.m.
- 7:30 p.m.

Use periods after a.m. and p.m. in writing. In posters, signs, invitations and other graphical pieces, you may omit periods at your discretion.

- Write "noon" and "midnight" instead of 12 p.m. and 12 a.m.

The only exception for date and time guidelines is on Twitter or other character-constrained media. In these cases, choose the shortest-yet-clearest description of dates.

- Mon 1/24 at 4pm

## 1.6 Formal and Informal Titles

### TITLES OF PEOPLE

Capitalize formal titles when they are used immediately before one or more names. A formal title generally is one that denotes a scope of authority, professional activity or academic activity.

- President Nariman Farvardin
- Dean Jean Zu

## 1.6 Formal and Informal Titles (continued)

Formal titles used after one or more names are not capitalized. **EXCEPTION:** Titles may be capitalized when names appear in a columnar list or when captioning an image.

- Sheraine Gilliam, vice president of human resources
- David Zeng, vice provost of academic innovation and faculty affairs, will be delivering a lecture today.

Informal titles serve primarily as occupational descriptions and are not capitalized.

- author Stephen King
- professor Joan Smith

### TITLES OF COURSES, BOOKS, MOVIES, WORKS OF ART, PUBLICATIONS, ETC.

Use italics for all newspaper, magazine and journal names. You may use either italics or quotation marks for the titles of any article, movie or song. Note that this contradicts AP style, which does not allow any italics.

Websites and web publications are NOT italicized or quoted, EXCEPT when there is also a printed component, and then they may be italicized.

- The professor's new textbook is titled *Marine Security and You*.
- Stevens will host a special discussion of van Gogh's *Sunflowers*.
- *Nature*
- *The New York Times*
- *Forbes*
- The Princeton Review
- PayScale.com
- The article was titled "Macro Effects of Social Media."

Use quote marks for course names only when the exact name is being given.

- Professor Smith's new course, "Introduction to Fluid Dynamics," will be offered in the fall.
- Professor Smith will teach a new course in fluid dynamics this fall.

## 1.7 Formatting, Punctuation and Special Marks

### BULLETS

Bulleted items may be capitalized or left in lowercase, depending on preference — but must be consistent throughout a single document. Note that AP style does not allow bullet-pointed lists of any kind, but Stevens style does.

In general, listed items that are complete sentences should be capitalized, and those that are fragments should be rendered in lowercase. Sentences after bullet points should end in a period, while sentence fragments should not.

### COMMAS

We use AP style for commas, which means **we do not use a serial comma**. This means you should NOT include a comma before the last item in a list of three or more items.

- He received his bachelor's, master's and doctoral degrees at Stevens.

**EXCEPTION:** If the list is complex — if items in the list are each long — include the final comma:

- The planning subcommittee also drew up a list of items to discuss in future sessions, including improvements to campus such as new dormitories and laboratories, new curricula to improve the training of the next generations of technology leaders, and future faculty hiring needs.

**EXCEPTION:** If the final or next-to-last item of the list in the sentence has the word "and" in it, include the final comma to ensure clarity:

- Stevens engineers graduate with the knowledge to design software, systems and networks, and protocols for cybersecurity.

Use semicolons when individual list items include commas in them. These same rules and exceptions apply in these cases as well.

- The students were from Queens, New York; Tampa, Florida; Minneapolis, Minnesota; and Los Angeles, California.

### DASHES AND ELLIPSES

Always use a wide dash (called an em-dash) instead of a narrow dash (called an en-dash) in sentences. Place a space before and after all em-dashes.

- In addition to supporting many causes — from student scholarships to athletics to the performing arts — Alphonse Joseph Schneider '46 was ever-present on campus.

## 1.7 Formatting, Punctuation and Special Marks (continued)

### QUOTATION MARKS

We do not use "curly" quotes in most published communications. Always set copy into "straight" quotes. This is important to remember, because formatted text such as this sometimes alters its appearance or spacing when transferred to web documents, content management systems and display monitors, with potentially undesirable results.

**EXCEPTION:** Graphic designers may add curly quotes as a design element to printed pieces only (posters, postcards, etc.).

The period and comma ALWAYS go inside quotation marks:

- "He will stop by tomorrow," she said.

A question mark goes inside when it is part of a direct quote:

- "Will you explain distribution requirements to me?" asked the student.

A semicolon goes outside quote marks in a sentence:

- Refer to us as "conference participants"; others should be called "guests."

Use single, not double, quotation marks in headlines in all cases, even when a person is being quoted.

- A 'Landmark Day For Stevens,' Proclaims President

Use double quotation marks in stories, including when explaining a new term to readers, EXCEPT when using a quote within a quote.

### SPACING

Insert only one space between each sentence, never two spaces.

## 1.9 Numbers

Spell out the numbers one through nine; use Arabic numerals for all others. Here are some examples of proper Stevens style when used in print:

- There were seven people at the meeting.
- There were 36 students in the class.
- There are approximately 3,800 undergraduates.

## 1.9 Numbers (continued)

When a number is the first word of a sentence, always spell it out.

- One hundred and five alumni attended the lecture.

Spell out "million" and "billion." Use a dollar sign when referring to monetary amounts:

- The world's population has reached 7 billion.
- A record number of donors gave between \$1 million and \$2 million to Stevens.

Use a comma for thousands, except when writing about temperatures or SAT scores:

- 1,160 students
- The ceramic tile was heated in the lab to 2200 degrees.

### PERCENT

For percentages, use only the % sign, never the words "per cent" or "percent."

- Approximately 50% of Stevens' student body comes from New Jersey.

### QUANTITIES

Always use "more than," "less than" or "fewer than" instead of "over" or "under" when indicating numbers or quantities. Use "fewer" with items you can count individually, and use "less" for mass items.

- More than 2,000 students attended the latest Stevens Town Hall Meeting.
- The university raised more than \$20 million during the fiscal year.
- Fewer than 12 papers were included in the journal.
- The foundation received less than \$100 million in donations last year.

### TELEPHONE NUMBERS

Use area codes, plus periods, in all telephone numbers; do not use parentheses around area codes:

- 800.555.1234
- 201.216.5000

## 1.10 Plurals and Possessives

### PLURALS

#### Alumni

- Alumnus = a male graduate of Stevens
- Alumna = a female graduate of Stevens
- Alumnae = a group of female graduates of Stevens
- Alumni = a group of male or mixed-gender graduates of Stevens

If a gender-neutral term is desired, alum or alums is acceptable.

- If you are an alum who has never given to Stevens, you are eligible for the matching program.

Commonly used plurals that sometimes cause confusion are clarified below:

- curriculum (singular); curricula (plural)
- emeritus (singular male); emerita (singular female); emeriti (plural)
- faculty member (singular person); faculty (plural of faculty members)

### POSSESSIVE "S"

Do not use a double "S" in any possessives. Note that this is contrary to the AP style rule.

- Stevens' longest-living graduate (NOT Stevens's)
- Many of the campus' buildings were constructed in the 1970s.

## 1.11 Spelling and Usage

In the case of alternate spellings or plurals, use the first entry in the Merriam-Webster Dictionary. Here are some commonly used words and their proper renderings in AP style:

- catalog
- chair: use the term "chair" wherever possible instead of chairperson, chairwoman or chairman, except when referring to the current Stevens Board of Trustees Chairman Steve Boswell
- email, e-book, e-blast, e-commerce, e-newsletter
- internet [always lowercase]
- web, webpage, website, webcast, webmaster

## 1.12 State Names

Spell out all state names in stories. **EXCEPTION:** You may abbreviate in graphical pieces, social media and web content areas where space is limited.

When abbreviating states, you may use periods or not, depending on the design of the graphical piece.

Please use the official AP abbreviations for states (available in the AP Stylebook).

- Hoboken, New Jersey (web story, media release)
- Hoboken, NJ (postcard, feature header, etc.)
- Hoboken, N.J. (printed pieces, datelines, photo captions)

## 1.13 URLs, Internet Addresses and Linking

Always make the website address (URL) as short as possible.

- When a URL must be broken over a line in printed context, break the line before rather than after the slash (/).

In Stevens stories and Stevens web content, links pointing to official [www.stevens.edu](http://www.stevens.edu) websites should be used. Exceptions include:

- Faculty members may point to outside links for certain purposes, such as learning materials, journal extracts, course readings, etc.
- Media coverage of Stevens and other key external communications about Stevens (rankings, for example) may link to external sources.
- Under official contract, external links to vendor services (Issuu, etc.) or official partnerships may be used.
- The Stevens Athletics website ([www.stevensducks.com](http://www.stevensducks.com)) is currently maintained by outside vendors and is a permissible link.
- It is also permissible to link to Stevens' social media channels.

When linking to external websites, all links must each open in new tabs or windows. Avoid inserting excessive external links into content; all such links should be relevant and add value.

# 2.0 Official Names and Places

## 2.1 Building Names

Always consult the following website for the correct official spellings and capitalization of Stevens building names:

- [tour.stevens.edu](http://tour.stevens.edu) (primary reference)

Use the full official names of the following buildings, labs, theaters and classrooms on first reference in writing, and shorter forms in subsequent references:

First reference*	Second/subsequent references can use
the ABS Engineering Center	the ABS Center
Kenneth J. Altorfer Academic Complex	the Altorfer Complex
the Lawrence T. Babbio, Jr. Center for Business and Technology Management	the Babbio Center
the Burchard Building	Burchard
Castle Point Hall	CPH
the Davidson Laboratory	the Davidson Lab
the Grace E. and Kenneth W. DeBaun Auditorium	DeBaun Auditorium
DeBaun Field / DeBaun Athletic Complex [both are acceptable]	(none)
the Gateway Academic Center	Gateway
the Griffith Building	(none)
the Hanlon Financial Systems Center (HFSC)	Financial Systems Center or HFSC
The Hanlon Financial Systems Lab	the Hanlon Lab
the Hanlon Lab for Analytics and Data Visualization	Hanlon 2
the Wesley J. Howe Center	the Howe Center
Hoxie House	(none)
Lore-El Center for Women's Leadership	Lore-El Center, Lore-El
Martha Bayard Stevens Hall	(none)
the Morton-Peirce-Kidde Complex	Morton-Peirce-Kidde
the Charles V. Schaefer, Jr. Athletic and Recreation Center	the Schaefer Center
Edwin A. Stevens Hall	EAS Building
The William Hall Walker Gymnasium	Walker Gym / Walker
the Ruesterholz Admissions Center	the Ruesterholz Center
S.C. Williams Library or Samuel C. Williams Library	Williams Library / the library
the University Center Complex	the UCC (Note that "the UCC" includes the University Center as well as the two residential towers. Spell out "University Center" if you are referencing just the University Center and not the entire complex.)

\*In event listings, social media content, alumni communications and internal communications only, short forms are allowed throughout. When describing events held in rooms of a building, use the following listing convention: Building first, room number or name second.

## 2.2 Campus Events

The formal names of special events are capitalized:

- Alumni Weekend
- Commencement
- Innovation Expo
- Stevens Awards Gala

## 2.3 Departments, Schools and Academic Programs

### ACADEMIC PROGRAMS

Majors and minors are always lowercase in running text.

- He is a chemical biology major.
- She studied quantitative finance.
- Those graduate students are pursuing their degrees in systems engineering.

### DEPARTMENTS

Capitalize specific departments when used as a proper name. If you refer generally to a department, it should be lowercase.

- Department of Computer Science, the computer science department
- Division of Human Resources, the human resources division

Note that academic departments in the School of Engineering and Science are headed by department "chairs" and no longer "directors" (the former designation for this role at Stevens).

If a professorship is an endowed chair, it must always be spelled out fully and capitalized, including the "The" before the chair name:

- The Alexander Crombie Humphreys Chair in Economics of Engineering

## 2.3 Departments, Schools and Academic Programs

### SCHOOLS

Both "and" and "&" are acceptable forms of "and" in Stevens school names in some communications. When writing news stories and formal communications, however, always spell out "and." In graphic pieces, either is acceptable.

First reference	Acceptable on second reference
the Charles V. Schaefer, Jr. School of Engineering and Science	the Schaefer School / SES
the School of Business	the School of Business / the business school / SSB
the School of Humanities, Arts and Social Sciences	HASS
the School of Systems and Enterprises	SSE

### UNIVERSITY

When writing for external audiences, the first reference to the university should use its full, proper name. Subsequent occurrences can simply refer to "Stevens."

- Stevens Institute of Technology (first reference)
- Stevens (subsequent references)
- Mix "the university" in during subsequent references.

**Never** refer to the university as:

- "the Stevens Institute of Technology" (exception for official documents issued from the Board of Trustees)
- "SIT"
- "Stevens Tech" (exception for the Stevens Alma Mater or other legacy titles and the hashtag #steventech)
- "the Institute"

The word "university" is NOT capitalized, even when referring to Stevens. Only use when part of a university's official name.

## 3.0 Stevens-Specific Content

### 3.1 Official Stevens Boilerplate

This is the official Stevens boilerplate, last updated in July 2023. It may not be edited.

*Guidance: Use the longest version that is practical for a piece. Typically we try to include the full version wherever possible. Deploy the medium or short versions on certain web pages, brief media releases or graphical pieces with constrained space.*

#### **FULL VERSION (215 words)**

Stevens Institute of Technology is a premier, private research university in Hoboken, New Jersey, overlooking the Manhattan skyline. Since its founding in 1870, technological innovation and entrepreneurship have been the hallmarks of Stevens' education and research. Within the university's four schools, Stevens prepares its more than 8,000 undergraduate and graduate students for an increasingly complex and technology-centric world. Our exceptional students collaborate closely with world-class faculty in an interdisciplinary, student-centric, entrepreneurial environment, readying them to fuel the innovation economy. Academic and research programs spanning business, computing, engineering and the arts expand the frontiers of science and leverage technology to confront the most challenging problems of our time. Stevens is home to a National Center of Excellence — the Systems Engineering Research Center (SERC) — as well as leading-edge scholarship and research centers in disciplines such as artificial intelligence, machine learning and cybersecurity, including the Stevens Institute for Artificial Intelligence (SIAI); biomedical engineering, healthcare and life sciences; complex systems and networks; data science and information systems; financial systems and technologies, including the Center for Research toward Advancing Financial Technologies (CRAFT); and resilience and sustainability. Stevens is consistently ranked among the nation's leaders in ROI and career services, and is in the top 1% nationally of colleges with the highest-paid graduates.

#### **MEDIUM VERSION (135 words)**

Stevens Institute of Technology is a premier, private research university in Hoboken, New Jersey, overlooking the Manhattan skyline. Since its founding in 1870, technological innovation and entrepreneurship have been the hallmarks of Stevens' education and research. Within the university's four schools, Stevens prepares its more than 8,000 undergraduate and graduate students for an increasingly complex and technology-centric world. Our exceptional students collaborate closely with world-class faculty in an interdisciplinary, student-centric, entrepreneurial environment, readying them to fuel the innovation economy. Academic and research programs spanning finance, computing, engineering and the arts expand the frontiers of science and leverage technology to confront the most challenging problems of our time. Stevens is consistently ranked among the nation's leaders in ROI and career services and is in the top 1% nationally of colleges with the highest-paid graduates.

## 3.1 Boilerplate

### SHORT VERSION (70 words)

Stevens Institute of Technology is a premier, private research university in Hoboken, New Jersey, overlooking the Manhattan skyline. Stevens prepares its more than 8,000 undergraduate and graduate students for an increasingly complex and technology-centric world, leveraging finance, computing, engineering and the arts to confront the most challenging problems of our time with innovative teaching and research. The university is in the top 1% nationally of colleges with the highest-paid graduates.

## 3.2 Graphic Styles

For guidance on official fonts, colors, brand marks, logos and all other design issues, consult the Stevens Visual Identity Guide online at [www.stevens.edu/brandguide](http://www.stevens.edu/brandguide).

## 3.3 Official Names, Addresses and Spellings

- 1 Castle Point Terrace (must include the street number)
- First in Class (always capitalize first and last words)
- *Inspired by Humanity, Powered by Technology™*
- *The Innovation University®* (while no longer a tagline for the university, if used it should be in italics with the registered trademark symbol)
- Stevens Alumni Association / SAA / the Alumni Association (never "the Alumni office")
- StevensOnline (two capital letters, no spaces)

## 3.4 Rankings

University rankings and accomplishments change frequently. For the very latest data, refer to: [www.stevens.edu/about-stevens/rankings-and-recognition](http://www.stevens.edu/about-stevens/rankings-and-recognition).

## 3.5 University-Specific Terminology and Usage

Commonly used terms, both former and current:

- first-year student (not freshman)
- healthcare (one word in all Stevens uses)
- scholar-athlete, student-athlete (always hyphenate)

Spring 2023, Fall 2024: We capitalize the academic semesters and Summer Session as proper nouns when referring to a specific semester. In cases where it refers to fall or spring semester in general, lowercase is used.

- The Spring 2023 semester will begin on Jan. 18.
- Commencement ceremonies take place at the end of the spring semester.

Correct names and spacing of commonly used technology terms:

- 3D (not 3-D)
- AI (no periods)
- autonomous vehicles, semi-autonomous vehicles, self-driving cars (do NOT use the term "driverless cars" unless there are never passengers in the vehicles discussed)
- COVID-19 (the disease)
- cybersecurity, cyberterrorism, cybercafe
- livestream, livestreaming (use no hyphen)
- nanotech
- nanotechnology
- the novel coronavirus (the virus that causes the disease)
- STEM (no periods)
- virtual reality, augmented reality (VR is acceptable as abbreviation on second reference for virtual reality and AR is acceptable as a second reference for augmented reality)

## 4.0 Inclusive Language Resources

The following guidance is drawn from the Associated Press Stylebook (56th edition, 2022-2024).

For more discussion on the following topics and others, visit [www.apstylebook.com/ap\\_stylebook/inclusive-storytelling](http://www.apstylebook.com/ap_stylebook/inclusive-storytelling) and [stevens.edu/Inclusivelanguage](http://stevens.edu/Inclusivelanguage)

### 4.1 Disabilities

In general, refer to a disability only if relevant to the story, and if a medical diagnosis has been made or the person uses the term.

The terms disabilities and disabled include a broad range of physical, psychological, developmental and intellectual conditions both visible and invisible.

Both, people with disabilities and "disabled" people are acceptable terms, but try to determine the preference of a person or group. When possible, ask people how they want to be described.

For a further discussion on how to cover disabilities, visit [www.apstylebook.com/ap\\_stylebook/disabilities](http://www.apstylebook.com/ap_stylebook/disabilities).

### 4.2 Gender and Pronouns

Gender refers to internal and social identity and often corresponds with but is not synonymous with sex. Sex refers to biological characteristics, such as chromosomes, hormones and reproductive anatomy, which can also vary or change in understanding over time, or be medically and legally altered.

Since not all people fall under one of two categories for sex or gender — as in the cases of nonbinary and intersex people — avoid references to both, either or opposite sexes or genders.

Don't make assumptions about a person's gender identity based on their pronouns or vice versa. Additionally, don't assume a person's pronouns based on their first name.

In stories about people who identify as neither male nor female or ask not to be referred to as he/she/him/her, use a person's name, reword the sentence or use they/them pronouns (making sure the phrasing does not imply more than one person).

Don't refer to "preferred" or "chosen" pronouns. Instead, "the pronouns they use," "whose pronouns are," "who uses the pronouns," etc. Do not use neopronouns such as *xe* or *zim* as they are rarely used and not recognized by general audiences.

Identify people as transgender or nonbinary only if pertinent, and only use the name by which they live publicly (this may differ from their legal name).

For a more complete discussion on this topic, visit [www.apstylebook.com/ap\\_stylebook/gender-sex-and-sexual-orientation](http://www.apstylebook.com/ap_stylebook/gender-sex-and-sexual-orientation).

## 4.2 Gender and Pronouns (continued)

It is important to write in a way that does not exclude a particular gender:

Instead of	Use
businessman	business executive, manager
cameraman	camera operator
coed	female student, student
fireman	firefighter
foreman	supervisor
mailman	mail carrier
policeman	police officer

## 4.3 Race and Ethnicity

In general, refer to a person's race or ethnicity only if relevant to the story or if quoted.

African American: Not interchangeable with Black, but acceptable to use for Black Americans of African descent. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American.

Black, white: Do not use either term as a singular or plural noun. Instead, use phrasing such as Black people, white people, Black teachers, white students. Black and white are acceptable as adjectives when relevant.

people/students of color: The term is acceptable when necessary in broad references to multiple races other than white.

For a more complete discussion on race-related coverage, visit [www.apstylebook.com/ap\\_stylebook/race-related-coverage](http://www.apstylebook.com/ap_stylebook/race-related-coverage) (no subscription required).

## 4.3 Replacing Outdated Terminology

Instead of saying this:	Say this:
Transsexual	Transgender, trans
It, "she/he"	They
Non-white students, ethnic students	Students of color
Handicapped	Disabled
Gays, homosexuals	LGBTQ+ people/community
Ladies, gentlemen	Everyone
Ladies, girls	Women, team
Sons, daughters	Children
Fathers, mothers	Parent, guardian, family