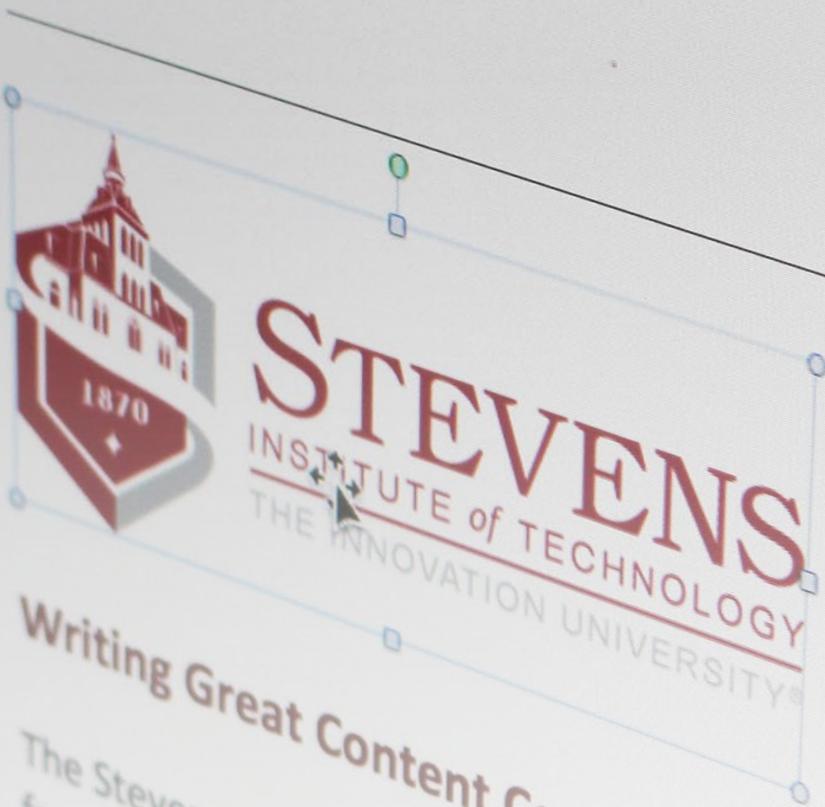


EXCELLENCE IN ALL WE DO



Writing Great Content Consistently: Usage, Style and Grammar

The Stevens Editorial Style Guide was created to educate and guide our faculty and staff in the use of a single "house" style consistently and appropriately across the university for Stevens print, graphic and electronic materials. This guide should also be employed by all consultants retained by Stevens.

The Stevens Institute of Technology uses The Associated Press (AP) Style Guide as a framework. Merriam-Webster Dictionary. Every institution that uses the AP style has its own nuances. While AP style is useful as a framework that uses the most common and more appropriate for university purposes, the Stevens House style differs from AP style in several situations not clearly defined in the AP style guide. The House style is available online at www.stevens.edu/house.

STEVENS INSTITUTE OF TECHNOLOGY

EDITORIAL STYLE GUIDE





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WRITING GREAT CONTENT CONSISTENTLY:

Usage, Style and Grammar

The Stevens Editorial Style Guide was created to educate and guide communicators, faculty and staff in the use of a single style consistently and appropriately across the university 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. Every institution that uses a style guide also has its own nuances. While AP style is useful as a framework, Stevens has modified this style where more 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, for basic style questions. In cases where Stevens Style differs from AP style, the Stevens Style takes precedence.

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

- **Write for reading** – If content sounds ridiculous or unclear when said out loud, it probably needs to be rewritten and simplified.
- **Lead with your strongest material** – Try to include the most important information as close to the front of the content as possible.
- **Avoid redundant content** – Cross-reference and link to existing content whenever possible rather than reproducing it entirely.
- **Edit liberally** – Pare down lengthy prose that distracts readers from the substance of a post; another option is to extract extraneous content and use it for other communication channels (e.g., email, blogs, social media).
- **Avoid excessive use of acronyms or "internal speak"** – those phrases commonly and frequently utilized within Stevens that may not be understood by outsiders

For further questions on style issues, email styleguide@stevens.edu.

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...and others	Stevens ... and others
Stevens', campus'	Stevens's, campus's
ten	10

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:

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

Academic Degrees

Follow 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 Engineering	bachelor's degree	bachelor's	B.E.
Bachelor of Science	bachelor's degree	bachelor's	B.S.
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.

The word "degree" should not follow an abbreviation:

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

TIP: 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.

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

- Jane Jones '56 M.S. '61

Acronyms and Abbreviations

Stevens has many acronyms that are used internally; however, these acronyms are unfamiliar to external audiences and should be avoided. A few universally recognized abbreviations are required in some circumstances (e.g., laser or sonar); others are acceptable depending on context (e.g., NASA, NCAA). Unless it's well known, steer clear of using them. 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 be the acronym only (SSE).

Attribution and Class Year

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

- John Smith, a member of the Class of 2020, performed summer research in the university's imaging laboratories before returning to Stevens this fall.

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

- Joan Smith '18 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" 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.

Also note that, 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.

Dates and Times

When writing news stories, remember that web content is evergreen and 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]

Always include the day of the week in an announcement. Never abbreviate days of the week.

- Commencement will take place **Wednesday**, May 21, 2014.

In an announcement or invitation, spell out the name of the month. Abbreviate all months except March, April, May, June and July in running text.

- Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.

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

When the phrase refers to a month, day and year, set off the year with commas.

- January 2011 was a cold month.
- Jan. 2 was the coldest day of the month.
- His birthday is May 8.
- Feb. 14, 2017, is the target date.

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
- AND -
- the 1999-2000 academic year

Dates and Times (cont.)

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

- In FY 2016, Stevens produced record fundraising.
- BUT -
- The endowment report for FY16 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

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.

- Pope Benedict XVI
- President Nariman Farvardin
- Dean Gregory Prastacos

Formal and Informal Titles (cont.)

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.

- Jane Johnson, vice president of human resources
- Robert Smith, vice provost of academics, will be delivering a lecture today.

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

- author Stephen King
- pilot Chuck Yeager

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.
- BUT -
- Professor Smith will teach a new course in fluid dynamics this fall.

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. 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.

DASHES AND ELLIPSES

Always use a WIDE dash (called an "em-dash") instead of a narrow dash in sentences.

When using an ellipsis (three dots together to indicate missing text), do not use any space on either side of the ellipses. Note that this is contrary to AP Style.

- "Stevens is...an innovative university."

Formatting, Punctuation and Special Marks (cont.)

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

SPACING

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

Numbers

Spell out the numbers one through ten; use numbers for all others. The exception is in web copy, where numerals are preferable for low numbers to make them more easily scannable. (Note that AP Style does not spell out the number ten, but Stevens does.) 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 3,000 undergraduates.

Numbers (cont.)

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

- Approximately 50% of Stevens' student body hails 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 ten 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:

- 800.555.1234
- 201.216.5000

Plurals and Possessives

PLURALS

Alumni

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

Never use the informal words "alum" or "alums" in formal writing.

Do not use "alumnus" to represent an unknown male or female graduate of Stevens. Use both:

- If you are an alumnus or alumna 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 all 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.

Spelling and Usage

In the case of alternate spellings or plurals, we typically use the first entry in The Merriam-Webster Dictionary. Here are some commonly used phrases 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
- email, e-book, e-blast, e-commerce, e-newsletter
- the internet [always lowercase]
- the web, webpage, website, webcast, webmaster

CONTRACTIONS (WON'T, CAN'T, I'LL, ETC.)

In general, avoid contractions in professional communications. They may be used in personal letters in limited instances.

INCLUSIVE LANGUAGE

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

TENSE

For press releases use the past tense.

- "We will break ground tomorrow," the president said in a statement.

For long (magazine-type) feature stories ONLY, present tense is acceptable for certain pieces of writing. Do not switch tenses within a single piece of writing.

- Professor Jane Zhang walks into her chemical engineering laboratory and flips on a switch. A monitor pulses to life, revealing the inner workings of some of the most intriguing compounds on the planet.

Spelling and Usage (cont.)

USE OF PROFESSIONAL WRITING STYLE

Use a more professional word wherever possible, over a more casual choice. Some informality is acceptable for external marketing, alumni appeals, informal communications, emails and some corporate communications, but otherwise please minimize their use. "Great" career services can become "premier" or "highly ranked" career services, for example. Exceptions may be made for advertising/marketing copy.

Rather than	Consider
We/our	Stevens professors, Stevens faculty, the university campus, university professors, the university's students
Incredible/amazing/stellar	Remarkable, distinguished, exceptional, noted, renowned, leading
Too	As well, in addition, additionally, also
Programs like chemistry	Programs including chemistry, programs such as chemistry

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 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. [also acceptable in printed pieces]

URLs, Internet Addresses and Linking

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

- [stevens.edu](http://www.stevens.edu) NOT <http://www.stevens.edu>
- Do not include <http://> and [www.](http://www) unless a particular site will not work without it.
- When a URL must be broken over a line in printed context, break the line before rather than after the slash (/).

URLs, Internet Addresses and Linking (cont.)

NOTE: When you delete the "www" portion of a URL, please test this shortened URL for functionality before publishing. Not all web addresses function properly minus the "www". (Stevens.edu does function properly.)

In Stevens stories and on Stevens web content, avoid linking to any external websites, Twitter account handles, etc. Only links pointing to official 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 be linked to.
- Certain vendor services (Issuu, etc.) or official partnerships may be linked to when officially contracted.
- The Stevens Athletics website (www.stevensducks.com) is currently maintained by outside vendors and is a permissible outside link.
- It is also permissible to link to Stevens' social media channels to drive further conversation and engagement, including official Facebook, Twitter, LinkedIn, Instagram and YouTube pages, feeds and sites.

OFFICIAL NAMES AND PLACES

Building Names

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

- <https://tour.stevens.edu/> [primary reference]

NOTE that some building names on this map use shorter, second-reference form on the map itself in order to fit the space. Use longer names on first reference.

NOTE that the dining hall located in the Howe Center is called the "Pierce Dining Hall." Note the difference in the spelling from the Peirce building.

We 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 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)
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

*In event listings, alumni communications and internal newsletters only, short forms are allowed throughout.

Building Names (cont.)

When describing events held in rooms of a building, use the following listing convention: Building first, room number or name second.

Campus Events

The formal names of special events are capitalized:

- Alumni Weekend
- Commencement
- Stevens Homecoming
- Stevens Awards Gala

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
- Office of Human Resources, the human resources office

Note that academic departments in the School of Engineering & 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

Departments, Schools and Academic Programs (cont.)

SCHOOLS

First reference	Acceptable on second reference
the Charles V. Schaefer, Jr. School of Engineering and Science*	the Schaefer School / SES [no periods]
the School of Business	the School of Business / the business school
the School of Systems and Enterprises*	SSE [no periods]
the College of Arts and Letters	CAL [no periods]

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

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.



STEVENS-SPECIFIC CONTENT

Boilerplate

This is the official Stevens boilerplate, last updated in June 2018. It may not be edited.

FULL VERSION (194 words)

Stevens Institute of Technology is a premier, private research university situated in Hoboken, New Jersey overlooking the Manhattan skyline. Since our founding in 1870, technological innovation has always been the hallmark and legacy of Stevens' education and research. Within the university's three schools and one college, 6,900 undergraduate and graduate students collaborate closely with faculty in an interdisciplinary, student-centric, entrepreneurial environment. Academic and research programs spanning business, computing, engineering, the arts and other fields actively advance the frontiers of science and leverage technology to confront our most pressing global challenges. The university is consistently ranked among the nation's elite for return on tuition investment, career services and the mid-career salaries of alumni. Stevens is home to two national research centers of excellence as well as interdisciplinary research programs in artificial intelligence and cybersecurity; data science and information systems; complex systems and networks; financial systems and technologies; biomedical engineering, healthcare and life sciences; and resilience and sustainability. Stevens is currently in the midst of executing a 10-year strategic plan, *The Future. Ours to Create.*, which is growing and transforming the university, further extending the Stevens legacy to create a forward-looking, far-reaching institution with global impact.

MEDIUM VERSION (112 words)

Stevens Institute of Technology is a premier, private research university situated in Hoboken, New Jersey overlooking the Manhattan skyline. Since our founding in 1870, technological innovation has always been the hallmark and legacy of Stevens' education and research. Within the university's three schools and one college, 6,900 undergraduate and graduate students collaborate closely with faculty in an interdisciplinary, student-centric, entrepreneurial environment. Academic and research programs spanning business,

Boilerplate (cont.)

computing, engineering, the arts and other fields actively advance the frontiers of science and leverage technology to confront our most pressing global challenges. The university is consistently ranked among the nation's elite for return on tuition investment, career services and the mid-career salaries of alumni.

SHORT VERSION (63 words)

Stevens Institute of Technology is a premier, private research university situated in Hoboken, New Jersey overlooking the Manhattan skyline. The university's undergraduate and graduate students collaborate with faculty in an interdisciplinary, student-centric, entrepreneurial environment, leveraging business, computing, engineering, the arts and other disciplines to confront our most pressing global challenges. Stevens is consistently ranked among the nation's elite for ROI and career services.

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.

Official Names, Addresses & Spellings

- 1 Castle Point Terrace [must include the street number]
- First in Class [always capitalize first and last words]
- G.O.L.D. [must have four periods]
- The Innovation University® [in italics, registration mark required]
- Stevens Alumni Association / the Alumni Association [never "the Alumni office"]
- StevensOnline [2 capital letters, no spaces]

Rankings

TAKE NOTE: University rankings and accomplishments change frequently. For the very latest data, refer to: <http://www.stevens.edu/about-stevens/rankings-and-recognition>

University-Specific Terminology & Usage

Commonly used terms, both former and current:

- Technogenesis™: This term, previously broadly descriptive of Stevens' philosophy, is no longer used. Remove it from publications when updating.
- scholar-athlete: Always hyphenate
- healthcare: One word in all Stevens uses
- We use the terms "underrepresented communities" and "underserved communities," NEVER the terms "underrepresented minorities" and "URMs."

Correct names and spacing of commonly used technology terms:

- nanotech
- nanotechnology
- cybersecurity, cyberterrorism, cybercafe
- 3D [not 3-D]
- STEM [no periods; spell out "science, technology, engineering and mathematics" on first use]
- autonomous vehicles, semi-autonomous vehicles, self-driving cars [do NOT use the term "driverless cars" unless there are never passengers in the vehicles discussed]
- 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]
- livestream, livestreaming [use no hyphen]