Capitalization

Avoid capitalization of generic terms (e.g., master’s degree, college, and program).

- **Offices, Committees, the Board of Trustees, Divisions**
  The formal names of offices, programs, committees, divisions and institutions are capitalized; informal names and incomplete designations are not.

  Program in Criminal Justice; criminal justice program; the program

  College Technology and Media Committee; technology committee; the committee

  Office of Admissions; the admissions office; the office

  The Richard Stockton College of New Jersey Board of Trustees; the board of trustees; the trustees; the board

  Division of Student Affairs, the student affairs division

- **Events**
  The formal names of special events are capitalized.

  Stay on Campus Weekend; Instant Decisions Days; Spring Commencement; registration (is not capitalized because it’s a description of a specific period of time, not a special event).

- **EXCEPTION**: Titles of People within the Stockton Community
  Titles should be consistently capitalized.

  President Saatkamp

  Dr. Herman J. Saatkamp Jr., President of The Richard Stockton College of New Jersey; the President

  **NOTE**: Avoid use of comma before Jr. in Dr. Saatkamp’s name. (Or, if commas are used, use a pair of commas around Jr.)

  Vice President Joe Smith, Ph.D.

  Dr. Joe Smith, Vice President for Student Affairs
• **Places**
  The formal names of buildings, places, and centers are capitalized:

  Ann F. Townsend Residential Life Center
  Townsend Residential Life Center (TRLC)
  Carnegie Library Center
  Center for Academic Advising
  Center for Instructional Media and Technology
  College Center
  Commons Building
  Elizabeth B. Alton Auditorium
  Free To Be Child Care Center
  Lloyd D. Levenson Institute of Gaming, Hospitality and Tourism
  Mainland Division of the Atlantic City Medical Center
  Performing Arts Center
  Sara and Sam Schoffer Holocaust Resource Center
  Southern Regional Institute and Educational Technology Training Center
  SRI and ETTC
  Sports Center
  StockMarket
  Stockton Center on Successful Aging
  The Lodge at Lakeside
  The Richard Stockton Coastal Research Center
  Coastal Research Center
  William J. Hughes Center for Public Policy

• **Tests**
  The formal names of standardized tests are capitalized.

  American College Testing (ACT)
  College Level Examination Program (CLEP)
  General Equivalency Diploma (GED)
  Graduate Management Admission Test (GMAT)
  Graduate Record Examination (GRE)
  Medical College Admission Test (MCAT)
  Scholastic Assessment Test (SAT)
  Test of English as a Foreign Language (TOEFL)

**Degrees**
When referring to degrees in general, the type of degree is lowercased.
  They all earned master’s degrees.
  She has a bachelor’s degree.
**Headlines**
Titles: Capitalize the first word, last word and all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions. Articles, coordinating conjunctions, and prepositions are lowercased.

**Social Security number**
Note capitalization.

**The Richard Stockton College of New Jersey**
Use the full name on first reference and the short name “Stockton College” is acceptable thereafter; also “Stockton” and “College.” In this case, “College” is capitalized.

**Web**
Note capitalization.

**Web page**
Note capitalization. A single file on the World Wide Web, providing text, graphical images, etc.

**Web site**
Note capitalization. A location on the World Wide Web, consisting of one or more Web pages accessible at a single address.

**ZIP code**
Note capitalization of ZIP