

Regis Today

Class Notes Style Guide

How to Submit Class Notes

Our preferred method is a word document attachment to email. Please email to classnotes@regiscollege.edu. If email is not an option for you, please send your typed or handwritten notes to: Class Notes/Institutional Advancement and Alumni Relations, Regis College, Box 30, 235 Wellesley St., Weston, MA 02493

Class Notes are published in fall issues of the magazine only. Deadlines for final columns are communicated to Class Reporters over the summer, but typically notes are due sometime in August and the magazine is generally published around Thanksgiving.

New Alumni Website

Check out the Class Reporters resource web page: alumni.regiscollege.edu/classnotes. There's an overview of your role and a copy of this style guide. If other resources on this page would be helpful to you, please let us know.

STYLE

Heading

Should Read: First Name, Maiden Name, Married Name, # [Street name] Street, Town, State Zip, phone, email

Example: Jane Jones Smith, 1 Main Street, Milton, MA 02186, 555.555.5555, jane.smith@email.com.

If you would like to substitute your email for your address and/or phone, please do.

Then your heading will look like this:

Jane Jones Smith, jane.smith@email.com

Length

Maximum of 750 words per class per issue. Notes will be edited not just to meet the 750-word count, but also for style. Our aim is to make them as clear and concise as possible.

Verb Tenses

Please remember that your notes appear not less than three months after you write them, **so the verb tenses should reflect the publication date, not the date that you send them to Regis.** For example, if a classmate is to be married on May 1, write that she planned to be married on May 1.

Order of Events

Please write your notes in whichever order of events you prefer, but we encourage you to include the following at one point in your notes: deaths of classmates and sympathy to classmates on death of immediate family member first, address changes, engagements, marriages, births, and general information.

GRAMMAR + PUNCTUATION

General Tips

- Be succinct and factual. Do not use italics and exclamation points for emphasis unless necessary. Avoid passive voice (use “received,” not “was given”).
- Avoid extra words (use “lives,” not “is living”; or “will visit,” not “writes to let us know that she is going to visit”).
- Keep in touch with different classmates by an occasional phone call, postcard, etc.
- Try not to write about the same people all the time. Write brief notes about many classmates, rather than lengthy items about only a few. Please do not include the entire itinerary of a classmate’s trip, for example, but mention the general areas visited.
- Try to avoid too many adjectives. *Example:* Instead of “She was thrilled to see beautiful Hawaii,” say, “She was thrilled to see Hawaii.” Or “She says Hawaii is beautiful.”

Commas

- Use serial commas. *Example:* “We love Ann, Sue, and Sally.”
- Use a comma after the state when listed in a sentence. *Example:* “We went to Dudley, MA, for lunch.” (See also “States.”)
- Commas and periods go inside quotation marks; colons and semicolons go outside. (See “Punctuation” below.)

Possessive

- To make “Regis” possessive, use an apostrophe without an “s” at the end. *Example:* Regis’
- This goes for any name that ends in an “s”. *Example:* “Greece is Iris’ favorite vacation spot.”

Plural

- For words that end in “s” that have to be plural, add an “es”. *Example:* “The Lucases went to Florida on vacation.”

States

- State postal abbreviations to be used are listed at the end of this document.
- Write out states when used alone. *Example:* “We went to Arizona.”
- Abbreviate states following a place name with two-letter postal abbreviations *Example:* “Lansing, MI.”
- When using a complete address, with zip code, use two-letter postal abbreviations. *Example:* “50 Maple Avenue, Worcester, MA 01601.”
- When listing a place in a sentence, but not using a complete address, please put a comma after the state. *Example:* “We went to Dudley, MA, for lunch.”

Abbreviations

- Clergy abbreviations: Use “S.” for Sister and include initials for order after the name without periods *Example:* “S. Julia Ford, CSJ.” Use “Fr.” for Father, “Msgr.” for Monsignor.
- Abbreviate well-known organizations and government agencies (ACLU, DOD, NYU). Do not use periods in these abbreviations or in degrees (BS, BA, PhD, MAT, RN, NP, MD).
- Abbreviate such words as Company (Co.), Corporation (Corp.), and Incorporated (Inc.) when part of an organization or agency name.

- State abbreviations are found at the end of this document. See “states” for directions on this.

Capitals

- Do not capitalize words such as class, reunion, alumna, commencement, unless part of the formal title of the event or class. (Our class attended the reunion. Our class attended the Golden Tower Luncheon and our 60th Reunion.) Reunion is capitalized when referring to a specific year, i.e. 50th Reunion, 10th Reunion. It is not capitalized when it is referred to as a general event without the milestone year. “We had a reunion last year.” “We had our 10th Reunion last year.”
- Use capitals when referring to a name, place, or formal title. *Example:* The Class of 1933; Professor of History Mary Susan Smith.

Classmates’ Names

- Use your classmate’s correct name (first, maiden, last; Mary Brown Smith) as it appears on your class list. If you need an updated class list, please contact Institutional Advancement and Alumni Relations.
- On the first instance of a classmate’s name, please use bold. Subsequent mentions of this same classmate should not be bold. *Example:* Among those classmates who attended our reunion dinner were **Mary Smith Brown, Alice Blake Jones, and Joan Klein Johnson**. Mary reported on our mini-reunion in October. Alice was elected to the school board in Minneapolis, MN, for another term.

Dates

- Please do not add “st” or “th” after dates. *Example:* May 6, not May 6th.
- Use commas after date and year. (We celebrated July 4, 1993, at home. In July 1993, we were at home.)
- Use year with date when the date is more than a year before the current issue of the magazine or when there may be confusion. *Example:* If the magazine is coming out in May 2012, say “Jane and Joe were married April 2, 2011.”

Numerals

- Use numerals for numbers whenever possible (8th grade, 20th Reunion, 300 members, 1,000 students).
- Spell out the number when it is the first word in a sentence or when the number stands alone and is lower than 10. *Example:* “Forty people came to our party.” “We had eight people at the dinner party.” “We had 18 people at the dinner party.”
- Do not use superscript. *Example:* 7th, not 7th. The “th” should not be smaller and appear higher than the number.

Italics and Quotation Marks

- Italicize titles of books, plays, newspapers, magazines, pamphlets, operas, ships, movies, statues, paintings, drawings, and collections of poems.
- Put quotation marks around songs, TV and radio programs, unpublished manuscripts, poems, chapters of books, articles.

Punctuation

- Commas and periods go inside quotation marks; colons and semicolons go outside.
- Periods go inside parentheses when it's a separate, stand-alone sentence. Periods go outside parentheses when the content inside the parentheses is not a full sentence. *Example:* "Reunion Weekend is coming up in May. (If you did not receive an invitation, please let Regis know.)" vs. "Reunion Weekend is coming up soon, so let us know if you did not receive your invitation so we can send another one (and check your address)."
- Use commas after the state when citing city and state. *Example:* "She was in Rochester, NY, to see Alice." (See "Commas" above.)
- Use commas after all items in a series. *Example:* "a, b, and c." (See "Commas" above.)
- Do not double (or triple or more) space between sentences. There should be only one space after a period at the end of a sentence.
- Use a dash to separate numbers or dates. Put spaces on either side of it for dates, do not for numbers. *Examples:* "We were on the Cape from June 1 - June 15." "We are expecting 10-15 people."

Quoting Letters

- Your classmates understand that you can use only parts of their letters. You do not need to use three dots to indicate deletion. When quoting, use this form: Mary Brown Smith and Jim are "delighted to be included in the event." Do not do this: Mary Brown Smith writes, "Jim and I are delighted to be included in the event."

Spelling

Follow Webster's first spelling (not English variation).

Commonly Misspelled/Corrected by the Editor

- Antoinette M. Hays, PhD, RN is the official first-reference way to speak of the Regis President. You can use "Toni" or "Dr. Hays" on second reference. Note that "Hays" is not spelled "Hayes."
- Great-grandchildren is hyphenated
- Grandson or granddaughter is not hyphenated
- "On the Cape," not "On Cape."
- Don't use an apostrophe when pluralizing years. *Example:* 1950s, 1960s, '50s

OTHER

News Items

- If a classmate has done something truly noteworthy that you believe justifies a lengthy article, let us know about it. Class Notes are often a great way to learn of alumni who would make a great feature story in the magazine.
- Send a class letter. Each class is entitled to a class letter each year. These can be a good way to provide detailed information on classmates' activities. Contact Institutional Advancement and Alumni Relations or your class president for more information.

If you don't have enough news

- Ask for more. Some classes have Facebook pages or class email lists and Institutional Advancement and Alumni Relations would be happy to provide email addresses that we have on file. Send out a request!
- Send your classmates a form the next time a class letter goes out. Ask them to fill in information you can use in your notes.
- News clips. Google your classmates (but then check with them if you find anything to make sure it's correct and okay to publish).

Questions?

Contact Office of Institutional Advancement and Alumni Relations at 781.768.7221 or classnotes@regiscollege.edu. Or visit alumni.regiscollege.edu/classnotes.

THANK YOU

The Class Notes section is a forum for alumni to learn about one another's activities and to maintain contact with the Regis community. Without you there would be no Class Notes.

Thank you for your contribution to *Regis Today*!

List of Abbreviations by State

| | | | |
|----------------------|----|----------------|----|
| ALABAMA | AL | MONTANA | MT |
| ALASKA | AK | NEBRASKA | NE |
| ARIZONA | AZ | NEVADA | NV |
| ARKANSAS | AR | NEW HAMPSHIRE | NH |
| CALIFORNIA | CA | NEW JERSEY | NJ |
| COLORADO | CO | NEW MEXICO | NM |
| DELAWARE | DE | NEW YORK | NY |
| DISTRICT OF COLUMBIA | DC | NORTH CAROLINA | NC |
| FLORIDA | FL | NORTH DAKOTA | ND |
| GEORGIA | GA | OHIO | OH |
| HAWAII | HI | OKLAHOMA | OK |
| IDAHO | ID | OREGON | OR |
| ILLINOIS | IL | PENNSYLVANIA | PA |
| INDIANA | IN | RHODE ISLAND | RI |
| IOWA | IA | SOUTH CAROLINA | SC |
| KANSAS | KS | SOUTH DAKOTA | SD |
| KENTUCKY | KY | TENNESSEE | TN |
| LOUISIANA | LA | TEXAS | TX |
| MAINE | ME | UTAH | UT |
| MARYLAND | MD | VERMONT | VT |
| MASSACHUSETTS | MA | VIRGINIA | VA |
| MICHIGAN | MI | WASHINGTON | WA |
| MINNESOTA | MN | WEST VIRGINIA | WV |
| MISSISSIPPI | MS | WISCONSIN | WI |

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| MISSOURI | MO | WYOMING | WY |
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{Updated: December 2016}