

***Regis Today* Style Guide for Class Notes**

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/Alumni Relations Office, Regis College, Box 78, 235 Wellesley St., Weston, MA 02493

New web page!

Check out the Class Reporters resource web page: www.registowertalk.net/classreporters. There's an overview of your role and a copy of this style guide. This page will grow as you let us know what would be helpful on it, so please give us your feedback!

Style

Heading

Should Read: First Name, Maiden Name, Married Name, # Street St., Town, State Zip, phone, email

Example: Jane Jones Smith, 1 Main St., Milton, MA 02186, 555-555-5555, jane.smith@email.com.

If you would like to substitute your email for your address, 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 that you 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 and 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 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 and an “s” at the end. Example: “Regis’s”

This goes for any name that ends in an “s”. Example: “Greece is Iris’s 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 Ave., 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

Abbreviate university with no period after U; do not abbreviate college. Example: “U of Iowa,” “Boston College.”

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).

Abbreviate titles preceding names when first is used (Pres. Mary Jane England; Sen. Barbara M. Kulski).

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

Use capitals of titles and programs. (Antoinette M. Hays, PhD, RN, President of Regis College. Health and Fitness Studies)

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.)

Use capitals when referring to a name, place, or formal title.

(The Class of 1933; Professor of History Mary Susan Smith.)

Classmate’s 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 the Alumni Relations Office.

On the first use of a classmate’s name, please use bold.

Second use of name in major items about the person: Use only first and last name, and still use bold.

Second use of name for same item; Use first name only and do not 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 Jones** was elected to the school board in Minneapolis, MN, for another term.

Dates

Abbreviate months when using a date (Jan. 3), except for May, June, July.

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. Example: “Forty people came to our party.”

Do not use superscript. Example: 7th. The “th” hasn’t gotten smaller and appeared 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.

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 space between sentences.

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."

Please quote ideas, not facts. Example: **Jane Jones Smith** and John went to California to visit their daughter, son-in-law, and new granddaughter. Jane can't believe she has 25 grandchildren. "It's amazing," she said.

Spelling

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

Things that we correct often

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.

Great-grandchildren is hyphenated

Grandson is not

"On the Cape," not "On Cape."

She still looks like a 20-year-old girl. She still has the face of a 20 year old. (Use hyphens when the three-word group modifies something.)

Don't use an apostrophe when pluralizing years. Example: 1950s, 1960s, '50s

MISC

News Items

Consider an alumni profile, if a classmate has done something truly noteworthy that justifies a lengthy article, let us know about it. Alumni profiles appear among the Class Notes, and can be written by you if you'd like, or by the alum herself or a member of the *Regis Today* staff.

Send a class letter. Each class is entitled to two class letters a year, and three in reunion years.

These can be a good way to provide detailed information on classmates' activities. Contact the alumni office 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. 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 check with them if you find anything to make sure it's correct.)

We can't, however, use the *Regis Today* space to ask for more news.

Questions?

Contact Office of Institutional Advancement and Alumni Relations at 781-768-7220 or classnotes@regiscollege.edu. Or visit www.registowertalk.net/classreporters.

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
MISSOURI	MO	WYOMING	WY