



Regis College

Class Notes Style Guide

How to Submit Class Notes

Our preferred method is a word document attachment to email. Please email 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 a digital format in 2023-2024 and there will be no printed version. Deadlines for final columns will be Friday, December 1 and will be published online in January 2024.

Class Notes 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

Aim for 750 words or less to keep it brief, but because it is digital, there is no specific word count. Regis may edit the notes for style and length if needed and publish them publicly on the Regis alumni website.

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.

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 781.768.7243 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
MISSOURI	MO	WYOMING	WY

{Updated: September 2023}