

55 West 13th Street, 7th Fl New York, NY 10011
www.newschool.edu

Communications and External Affairs

Guidelines for some grammatical conventions on The New School stationery

Name

Do not include honorifics (Mr., Dr.) or degrees (MA, PhD). You may include a middle name, initial, hyphenated name, etc.

Title

Do not abbreviate any words in your title, or use an ampersand, or include a department name unless it is part of your title (Vice President for Communications and External Affairs). You may use more than one title on those pieces which allow titles.

Address

Do not abbreviate any part of the street address (55 West 13th Street, Washington Square South), except the words Room or Floor (Rm or Fl - without periods) and the state (NY or appropriate 2-letter designation).

Proper Format for City and State

City: New York (no abbreviations)

State: NY (do not spell out)

Rm and Fl are optional, but if they appear it will be in the form Rm 703 or 7th Fl

Please use one or the other but not both, i.e.,

66 West 12th Street, Rm 914

OR

66 West 12th Street, 9th Fl

Do not use a nine digit zip code.

Email address

is optional but recommended.

Phone

Extension, secondary cell number, and fax number are optional. Phone numbers appear in "period format" (212.123.4567). Optional extension appears with lowercase "x" with no space between the digits (x2322).

Return addresses

For envelopes or labels with a return address, use an address most likely to return the mail to the correct Department or Office (i.e., do not return mail to the university's principal address, or to an individual).

Letterhead

May contain either a department name or a person's name with title, but not both.