



**The Online and Offline
Network for Getting
In and Succeeding
at College**

OFFLINE

College Bound Magazine:

- National
- NY/NJ/CT
- California
- Chicago
- Texas
- Florida
- New England

StudentPak Direct Mail

ONLINE

CollegeBound.net:

- CollegeSurfing.com
- StudentRewards.com
- StudentScoop.com
- Go-Girl.com
- Celeb101.com
- CollegeBoundMag.com

NewsFlash E-mail

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We're so excited to have you join our freelance base of *College Bound Magazine* correspondents. Some things to keep in mind:

- Always remember the style and tone of *College Bound Magazine* – it's conversational, fun, entertaining, and informative.
- Please adhere to the specifics outlined in your assignment agreement or revise notations on submitted manuscript. Should you wish to divert from those directions, we're flexible, however, we ask that you consult us first.
- Input from students, faculty, experts, and professionals is imperative to an acceptable, high-quality article. Make certain your article reflects such information!
- For the most part, we follow Associated Press (AP) style. Below are some common stylistic concerns:

CBM'S DICTIONARY

- 4-1-1
- big-wig
- catalogue
- celeb'
- co-curricular
- correspondence
- Dos and Don'ts (no apostrophe)
- extra curricular (two words)
- fab'
- FAQs
- fave
- how-tos (no apostrophe)
- non-traditional ("non" always takes a hyphen)
- 'rents (parents)
- SAT/SATs
- prof', prof's (professor)

TECHNICAL DICTIONARY

- CD-ROM, CD-ROMs
- e-mail
- Internet
- hard drive
- home page (two words)
- newsgroups (one word)
- online (one word)
- PC
- Web site (two words)

GRAMMAR NOTES:

- Use third comma in a series before and/or.
- Allow a space before and after 1/m dash (-);

however, only insert one space after an ellipse... none before.

- "That" restricts meaning; "which" elaborates meaning. Non-essential clauses use which, which is always set off with a comma.

STYLE:

- The first mention of schools, places, etc. should have a location with them. (For example: Marissa, a student at Fordham University, Bronx, NY, is a member of the choral group.)
- After first mention of a subject, use first name for a student, last name for faculty/expert.
- Use postal abbreviations: NY, NJ, CT, FL, etc.
- Numbers below 10 should be written out; 10+ can be in digits (except when starting a sentence).

- Monetary values over \$1,000 should use a comma; other values do not need one.

- For phone numbers, use dashes: 718-273-5700. If there is an extension, separate number with a comma (718-273-5700, ext. 19).

- Keep consistency of style: Quotes should be either all past tense or all present tense within an article.

- Percent should be spelled out unless as part of a chart or listing.

- When a book or product is mentioned, it should include publisher/company with year in parenthesis.

- With formal titles: Lowercase when not with name; Lowercase when set off with a comma; Uppercase when immediately preceding; Lower case as an occupational description.

SOURCE SHEET

- *College Bound Magazine* and any other book, magazine, TV show, etc. should be italicized.
- Celeb' names should be capitalized.
- This should include all subjects' full names, titles, and contact information. A transcript of your interview/research may be requested for fact-checking purposes.