

## **COLLEGE NAME USAGE**

### **Background Context:**

The decision to amalgamate the two colleges, *Royal Holloway College* and *Bedford College* into *Royal Holloway and Bedford New College* followed severe cuts in government spending in higher education.

In 1982 a partnership agreement was signed between the Royal Holloway and Bedford Colleges paving the way for a merger in 1985.

The Royal Holloway and Bedford New College Act became law on 1<sup>st</sup> August 1985.

- **College Name – Legal Usage:**

The legally registered name of the College for use in contracts and any other legal documents is:

### **Royal Holloway and Bedford New College**

This should always be used on legal documents. Failure to do so can result in considerable difficulties and has led to great expense in having contracts and patents re-negotiated.

The legally registered name should only be used elsewhere after discussion with the Design Studio (*Contact: Jayne Grant, Design Studio Co-ordinator on x 3006*).

- **College Name - Positioning with the Media:**

In 1992 the College Council, on the recommendation of a group established to look at the College identity, endorsed a proposal that the College should use the working title:

### **Royal Holloway, University of London**

This had been a major problem because the media refused to use the full title: Royal Holloway and Bedford New College.

It was agreed that the full name should be retained as the registered title and always used on legal documents.

- **College Name – Specific positioning in Publications:**

The full name *Royal Holloway, University of London* should always be used in the title and introduction of any publication. This sets out clearly our distinctive place in a distinguished university.

Once the full title has been used it is appropriate to revert to *Royal Holloway* within the body of the text. An alternative is to use *the College*, but never *Royal Holloway College* or *Royal Holloway University*.

Note the use of the uppercase 'C'. Also note that a comma must be used before 'University of London' when the name is on one line.

When the name is on two lines, as in the logo, a comma should not be used.

Initials should be avoided wherever possible and only used in tables or listings where space allows only a few letters. The options are listed below in order of preference:

Royal Holloway, University of London  
Royal Holloway  
RHUL  
R Holloway  
RH

- **The Royal Holloway Address:**

The Royal Holloway address and contact details are as follows:

Royal Holloway  
University of London  
Egham  
Surrey  
TW20 0EX

Tel: +44 (0)1784 434455  
Fax: +44 (0)1784 437520

[www.rhul.ac.uk](http://www.rhul.ac.uk)

*Chris Clark  
Head of External Relations  
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