



Using the Royal Holloway name

This document is intended to be used alongside our House style guide

Our name is used differently in different circumstances, as follows:

- Our working name is **Royal Holloway, University of London**. This should be used in all instances except for the exceptions listed below. It is only necessary to use the name in full on the first occurrence; Royal Holloway alone suffices in subsequent mentions.
- Our legal name is **Royal Holloway and Bedford New College**. This name is used on all legal documentation.
- In the media, we use **Royal Holloway University**; this is because the full name is too long and otherwise is usually shortened to University of London.
- For academic citations we use **Royal Holloway University of London** (no comma). This ensures that citations are credited to Royal Holloway rather than University of London.

Please also note the following rules:

- We refer to ourselves as the College (upper case 'C') in
- When the name is on two lines, for instance in the logo, a comma should not be used.
- Don't ever use RHUL. This abbreviation is not known by most people outside the organisation.

Our address

- The College's address should be set out exactly as follows:

Royal Holloway, University of London
Egham, Surrey TW20 0EX
T: +44 (0)1784 434455
royalholloway.ac.uk

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