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 (o)1784 434455  
  royalholloway.ac.uk

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