



SUFFOLK
UNIVERSITY
BOSTON

SECTION II: EDITORIAL GUIDELINES

Editorial standards

Style Matters

Editorial Standards

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Editorial style helps writers, editors, and proofreaders maintain consistency within an organization's print publications and electronic communications.

These recommended editorial standards are based, in part, on the widely accepted reference *The Chicago Manual of Style* (most recent edition). While that source is invaluable and Suffolk's preferred authority on general style issues, it does not address many of the editorial concerns specific to colleges and universities or to Suffolk University that are covered here.

If you're unsure about a word's spelling, please consult *Merriam-Webster's Collegiate Dictionary*, Suffolk's official dictionary of choice. You may find this reference online at [m-w.com](https://www.m-w.com).

Editorial standards

General Guidelines

Keep these tips in mind as you work on any type of publication. They're relevant for both print and online communications.

- Wherever possible, use the active voice rather than the passive voice.
Examples:
Active voice: Dean Mickleby will present his recent paper at the conference.
Passive voice: The paper will be presented by Dean Mickleby at the conference.
- Keep paragraphs short and in the present tense where appropriate (as in marketing materials).
- Avoid jargon, awkward phrasing, and excessive wordiness. For example, “use” is preferable to “utilize.”
- Watch out for inconsistencies in verb tense, subject/verb agreement, and dangling participles.
Examples:
Subject/Verb disagreement: I studies economics.
Dangling participle: Running to catch the T, Mary's keys flew out of her purse.
- Whenever appropriate, the creators of publications should be recognized.
- Do not identify individuals by national origin, race, religion, disability, or sexual orientation unless such identifications are essential to understanding. Please see the Inclusive Language section on page 8 for more guidance. Watch out for discriminatory language or tone.
- See Appendix A for Commonly Questioned Terms.

Editorial standards

Abbreviations

If an abbreviation or acronym appears three or more times in running text, write its full definition out upon first reference, immediately followed by the abbreviation/acronym in parentheses.

Company Names

Names of companies and firms should be written out in full on first reference. If the company uses an abbreviated form, second and further references should use the abbreviation.

Example: Procter & Gamble on first reference; P&G in second and further references.

Do not follow the name of the company with “Inc.,” “Corp.,” or “Ltd.” in running text but do include the full name, as noted above, in the first reference. Follow individual organizations’ style regarding the use of commas and periods in their names.

Country, State, and Other Place Names

The names of countries are spelled out in text, especially in the most formal writing. When used as an adjective, however, the abbreviated forms (e.g., US or UK) may be used. “USA” should be used in addresses that involve international mailing.

In running text, state names should be written out in full. In the class notes section within the alumni magazines, two-letter abbreviations are used.

Example: After I came to the United States, I was working in New Hampshire when I met the newly elected US senator.

Class note: The firm is located in Windsor, CT.

Major cities—such as Los Angeles, Boston, Madrid, and Chicago—may be listed independently of their states and countries. While towns around Massachusetts may be familiar to the traditional Suffolk audience,

Abbreviations/Acronyms used more commonly than the terms they represent (e.g., SCUBA, etc.) are exceptions to this rule.

the University’s increasingly national and international community calls for Massachusetts to be listed after these towns in publications.

Do not abbreviate the words “association,” “avenue,” “boulevard,” “department,” “institute,” and “street” in narrative text.

Names and Titles

Include the full name of persons the first time they appear in an article. Thereafter, use the person’s last name.

Exception: The first names of profile subjects are typically used throughout marketing materials that support undergraduate and graduate student enrollment initiatives.

Abbreviate the following titles when they precede a name: Dr., Mr., Mrs., the Rev., Fr., and all military titles. For more about honorific titles, including those for non-binary individuals, please see the Inclusive Language section on page 8.

Abbreviate complimentary titles, such as Mr., Mrs., and Dr., but do not use them in combination with any other title or with abbreviations including scholastic or academic degrees. Refer to PhD-holders as “Dr.” only in formal addresses, not in narrative text.

Example: Lois Lyles, PhD, *not* Dr. Lois Lyles, PhD

Do not abbreviate the words professor or professors.

Do not abbreviate assistant and associate when used in a title, such as assistant professor of English.

Use a space between double initials (e.g., I. E. Betterman).

Set off the abbreviations “Jr.” or “Sr.” following a name with commas, *but* do not use a comma with Roman numerals.

Example: John Doe, Sr., *but* James Doe III

Exception: Martin Luther King Jr. Day

Academic Units within the University

Suffolk University comprises the:

- College of Arts & Sciences
- Sawyer Business School
- Suffolk University Law School

Do not use abbreviations for the names of schools/colleges (e.g., SULS for Suffolk University Law School) within the University. On first reference, always spell out the full name.

Examples:

- the College of Arts & Sciences, then the College
- the Sawyer Business School, then the Business School
- Suffolk University Law School, then Suffolk Law or the Law School

Suffolk students also may study at our international campus, Suffolk University Madrid Campus.

For a list of Suffolk’s buildings, see Appendix B.

Editorial standards

Academic Degrees

Suffolk awards undergraduate, graduate, and doctoral degrees. Please visit suffolk.edu/academic-degrees to see a list and consult the registrar for the most up-to-date information on our degree offerings.

Capitalize the first letter of each word when using the full name of an academic degree.

Examples:

Mary is a Master of Science in Mental Health Counseling degree candidate.

Our Doctor of Clinical Psychology program is highly competitive.

When using academic degrees/terms more colloquially, use lowercase letters.

Examples:

bachelor's degree, master's degree, associate's degree, doctoral degree, doctorate, honorary degree, certificate

He wants to earn a bachelor's degree in chemistry.

Mary has a bachelor's degree. (Do not use "BS degree.")

Offset graduates' degree(s) with a comma after their name, plus a space between the degree abbreviation and the graduation year's last two numerals.

Example: Monica Jones, BA '92, is now CEO.

Exception: In OMC's storytelling features, list the subject's first and last name on first reference.

List the subject's class or grad year upon second reference, which only uses the subject's first name (e.g., Brianna, Class of 2020, hails from the Azores.).

When referring to graduates who hold a degree from 100 years ago, be sure to include the full graduation year after the degree abbreviation to avoid any chance of confusion.

Example: Suffolk recently acquired the archives of John Smith, BSBA 1919.

Indicate that a degree is honorary by preceding the degree name with an H.

Examples: Paul Forbes, HDLL '17, will speak at orientation.

Do not use periods when abbreviating academic degrees or when using acronyms.

Examples: BA, BS, MA, PhD, JD; LLP; MD; HMO; UK; Washington, DC; HON

Editorial standards

Capitalization

As a general rule, capitalize the full, formal names of departments, colleges and schools, offices, institutes, University buildings, libraries, programs, awards, scholarships, and academic associations.

The full name is introduced once, and following references use the shortened name and therefore are not capitalized. So, “center” and “institute” on second reference should both be lowercase. This rule is applicable to many areas of academia, including titles, fellowships, scholarships, honors, programs, majors, and concentrations.

Examples: The Center for Learning & Academic Success; the center. The Office of the Registrar; the registrar’s office, the registrar. The Department of Biology; the biology department

The name of Suffolk University should always be capitalized. This rule is applicable to shortened versions of the name, too.

Examples: Suffolk University; Suffolk; the University

This also is true for the schools within the University.

Examples: Suffolk Law, the Law School; the College of Arts & Sciences, the College; the Sawyer Business School, the Business School

When referencing schools or universities in general, however, do not capitalize.

Example: Many US schools and universities offer online education courses.

Capitalize all conferred and traditional educational, occupational, and business titles when used specifically in front of the name or in lists and programs.

Position titles are capitalized only when they precede the person’s name, unless the title is a named or

distinguished professorship. Adjunct faculty (i.e., non-tenure-track) members are called instructors in the College of Arts & Sciences and lecturers in the Sawyer Business School. This capitalization rule applies to them as well.

Examples:

Edward Chester is dean of academic affairs.

Dean Chester was at the luncheon and so was Harry Caulfield.

I shook hands with Elsa Park, the William Shakespeare Professor of English.

Lowercase unofficial titles preceding the name.

Example: The poet Allen Ginsberg

Lowercase titles standing alone or in apposition (i.e., set off in commas directly following someone’s name, as in the third example directly below).

Examples:

The dean of the College of Arts & Sciences must approve all research projects.

Contact the dean of students for more information.

Mina Parker, professor of elementary education, will speak at the symposium.

Government and judicial bodies are typically capitalized, and their full names are used. However, when referring to a general term and not one court or office, do not capitalize the term.

Examples: Massachusetts Office of the Inspector General; probate court

Capitalize the names of calendar listing information such as events, shows, and gatherings. However, annual events, such as “orientation” or “commencement” should remain lowercase.

Examples:

Join us for Dialogue Exchange on Saturday, October 15.

Incoming first-year students will get their Ram Cards at orientation.

Names of courses/classes are capitalized and used in their entirety, without italics or quotation marks.

Example: She is taking Fundamentals of Learning this semester.

Names of disciplines or areas of study are not typically capitalized. An exception to this rule is the names of languages.

Example: She takes many biology classes and supplements them with English classes. He is a French major.

Lowercase academic semesters, years, and class standing.

Examples: spring semester, fall 1996, summer session, academic year 1994–95, freshman, sophomore, junior, senior, transfer

Trustee nomenclature should be handled as follows: board of trustees, Suffolk University Board of Trustees, the trustees, the board.

Editorial standards

Capitalization

(continued)

Capitalize names of ethnic groups and nationalities, including when used as adjectives. Please see the Inclusive Language section on the next page for more information.

Capitalize all words in the titles of books, plays, lectures, musical compositions, etc., unless they are prepositions, articles, or conjunctions. Please see page 11 for more titles.

Exception: The first word of a title is always capitalized, regardless of what part of speech it is.

Capitalize recognized geographical regions.

Examples: The North prevailed over the confederate forces at Gettysburg. General Lee retreated south to Virginia upon this defeat.

Exception: Do not capitalize points of the compass

Do not capitalize seasons: fall, winter, spring, or summer.

Editorial standards

Inclusive Language

Every member of the Suffolk community has a story. Many of these stories are inspired by our community members' diverse identities. On the page and online,

it's vital to use language that respects and accurately reflects how our students and colleagues self-identify.

Race and Ethnicity

The Chicago Manual of Style—the reference book upon which this style guide is built—edited how it refers to race in June 2020. Capitalizing Black and similar racial and ethnic terms is now common editorial practice.

Inclusive terms currently used by Suffolk campus resources such as the Center for Student Diversity & Inclusion (CSDI) and the Center for Career Equity, Diversity & Success include:

- African American or Black
- Arab or Arab American
- Asian or Asian American
- Chicano, Hispanic, Latina/o/x/e (the latter two of which are gender inclusive)
- Indigenous or Native American
- Multiracial or Biracial
- Pacific Islander
- White

LGBTQ+ Identities

CSDI maintains an extensive list of [social justice terminology](#), including the terms most frequently associated with individuals identifying as LGBTQ+.

Pronouns

There are several pronouns to add to the traditional/binary terms. In addition to he/him/his, she/her/hers, and they/them/theirs, CSDI reports the rising popularity of these pronoun sets:

- Ey/em/eirs
- Ze/hir/hirs
- Fae/faer/faers

Exception: Some people do not use any pronouns; when writing about these individuals, use their name or title repeatedly in running text. Others may use multiple, any, or all pronouns.

When you engage with Suffolk community members, ask them to share their pronouns. If someone uses more than one set of pronouns, CSDI recommends asking how to rotate that person's pronouns so as not to confuse readers or asking if the featured person has a preference for which pronouns are used in the feature.

[MyPronouns.org](#) has a page on its website with recommendations on how to use a variety of pronouns (as well as no pronouns) in writing.

Additionally, when writing about pronouns, avoid terms like “preferred pronouns.” Use “pronouns” instead.

Example: Cameron uses they/them pronouns.

The use of terms like “preferred pronouns” can make it seem like a person's pronouns are a preference, which then may open the door for readers to disregard an individual's pronouns.

Honorifics

Mr., Ms., Mrs., and Miss are all common binary honorifics. Please keep in mind the most common non-gender specific ones as well:

- Mx.
- M.
- Ind. (short for Individual)

Editorial standards

Numbers

Spell out numbers zero through ten in running text. Use numerals for numbers 11 or greater, including ordinal numbers.

Use numerals for days of the month, omitting “st,” “nd,” “rd,” and “th.”

Example: October 18

Exception: When quoting a person’s speech, spell out the number and use these suffixes if the speaker did.

Use numerals for sums that are cumbersome to spell out; however, spell out the words million and billion.

Example: 5.75 million

Use numerals for measurements of size, time, and temperature (be sure to spell out percent, too, in OMC materials; OPA uses the “%” symbol).

Examples: 32 degrees, 14 hours, 80 percent

Use numerals with credits.

Examples: 3-credit course or 3 credits to complete

Use numerals for ages.

Examples:

The average student age is 26.

The student’s child is 4 years old.

That 14-year-old graduate student has genius qualities.

Use numerals for charts, graphs, and tables.

Use numerals for amounts of money with the word cents or with the dollar sign (such as \$3, \$5.09, or 77 cents) unless they are tabulated in columns.

Do not begin a sentence with numerals; supply a word or spell out the numerals. Please note: numbers less than 100 and fractional numbers (such as fifty-seven, two-thirds) should be hyphenated when they consist of two words.

Write out the full names of the first through tenth centuries in lowercase. Use numerals for all others (such as the 20th century).

Times for events, classes, etc., should be written in the following form: number + space + a.m. or p.m. It is also not necessary to use “00” for minutes when the event is on the hour. Noon and midnight do not need a ‘12’ preceding them.

Exception: Advancement and Alumni Relations prefer to use “:00” to promote their events, as in “GOLD Paint Night at 6:00 p.m.”

When writing out a range, “between” must be matched with “and,” and “from” with “to.”

Example: There were between 40 and 45 students, and the game went from 8 a.m. to noon.

For all Suffolk publications, phone numbers should be written with hyphens.

Example: 617-305-1936, or x1936

For ranges of years, use an en-dash and the two-digit form of the second number.

Example: 2004–05

When referencing the University’s fiscal year (July 1–June 30), use only the two-digit form of the year.

Example: FY22 ends on June 30, 2022.

Editorial standards

Punctuation

Apostrophes

When referring to years, use an apostrophe only to indicate numerals that are left out. Do not use an apostrophe in plural cases.

Examples: Class of '97; Chris Clark, '92; 1960s; the '80s; Joe Doe, MBA '03

When used to describe degrees, the words “bachelor’s” and “master’s” should always be written with an “’s.”

For plural possessives or words ending in an “s,” add only an apostrophe.

Example: the puppies’ tails

Colons

Use a colon after an independent clause to direct attention to a list, an appositive, or a direct quotation of one or more paragraphs.

Example: There are four things every writer must possess: a pen, paper, a laptop, and a keen eye for detail.

If what follows the colon is a complete sentence, capitalize the first word; if it is an incomplete sentence, use a lowercase letter.

Examples:

We tend to fall into one of two categories: those who are outgoing and those who are shy.

One thing is clear: The men and women of the town were pleased with the show.

Do not use a colon after the word “including” or similar constructions.

Commas

Use the serial comma (the comma between the last two items in a series) to avoid ambiguity or misreading.

Example: We ate bananas, fish, rice and beans, and eggs.

Place a comma after digits signifying thousands: 1,150 students.

Exception: Use no commas when referring to temperature: 4600 degrees.

Introductory words or phrases such as namely, “i.e.,” and “e.g.,” should be immediately preceded by a comma or semicolon and followed by a comma.

When listing names and titles with cities or states, punctuate as follows: Janet Wade, Belmont, Massachusetts, director.

When writing a date, place a comma between the day (if given) and the year, and after the year.

Example: November 9, 1969, is the date of Erica’s birth.

Do not place a comma between the month and year when the day is not mentioned, or between the season and year.

Examples: October 1965; spring 1994

Use a comma between two or more adjectives when each modifies a noun separately.

Example: Her student has become a strong, confident, independent woman.

Do not use commas between cumulative adjectives.

Example: familiar classical music

Use commas sparingly in introductory phrases, but always use with transitional terms such as “in addition” or “however” and after dependent clauses.

Parallel constructions such as “either/or,” “if/then,” “not only/but also,” and “neither/nor” should not be separated by commas.

Dashes

Use em-dashes (—) to indicate an abrupt change of thought or to set off a parenthetical phrase with more emphasis than commas, or to set off an appositive whenever a comma might be misread as a serial comma. Do not put a space before or after em-dashes.

Example: The influence of three impressionists—Monet, Sisley, and Degas—can clearly be seen in Picasso’s early development as a painter.

En-dashes (–) are used instead of a hyphen in a compound adjective when one of the elements is two words or a hyphenated word. Do not put a full space before or after the en-dash (except on the web).

Example: The Boston–New York shuttle leaves at 8:10 a.m.

Ellipses

Ellipses are used to signal that words have been omitted. At the beginning or in the middle of a sentence, use the three-period ellipses. At the end of the sentence, the end period is preceded by the ellipses.

Editorial standards

Punctuation

(continued)

Hyphens

Use the hyphen to connect two or more words functioning together as an adjective before a noun (to avoid ambiguity).

Examples: small-business profits, award-winning team, state-of-the-art invention

Do not use the hyphen to connect “-ly” adverbs to the words they modify.

Example: A slowly moving car tied up traffic on Holloway Avenue

Hyphenate “part-time” and “full-time” when used as adjectives, and hyphenate any modifying words combined with “well” when preceding a noun.

Example: The professor is a well-known candidate for the new full-time position.

In a series, hyphens are suspended.

Example: The students received first-, second-, and third-place prizes.

Use the hyphen with the prefixes “all-,” “ex-,” and “self-,” and with the suffix “-elect.”

Examples:

The University sponsors self-help projects in underserved areas.

Joe is the club’s president-elect.

Do not hyphenate words beginning with the prefix “non-,” except those containing a proper noun.

Examples: Non-German, nontechnical

Do not place a hyphen between the prefixes “pre,” “semi,” “anti,” “co,” etc., and nouns or adjectives, except proper nouns. Consult [m-w.com](#) for exceptions.

Examples: coauthored, co-owner, cooperate, reapply, pro-American, predentistry

Do not place a hyphen between the prefix “sub” and the word to which it is attached.

Example: Subtotal

Exceptions: Consult [m-w.com](#) to confirm whether a given word is an exception to this general rule.

Italics

The titles of certain works such as novels, textbooks, long poems, plays, films, operas, symphonies, television and radio programs, as well as newspapers, journals, newsletters, named blogs, and magazines should be italicized.

Examples: *The Boston Globe*, *Newsweek*, *The Call of the Wild*, *Abbott Elementary*

Italicize names of legal cases.

Example: *MGM Studios v. Grokster*

Italicize foreign words that are not commonly used in English (consult [dictionary](#)).

Exception: The most common Latin terms used in academia (e.g., *summa cum laude*, *emeritus*, *alumnae*, *alma mater*, etc.) do not need to be italicized.

Parentheses

When the words within parentheses form a complete sentence, put a period inside the parentheses.

When parentheses are used within parentheses, use parentheses on the outside and brackets within.

Quotation Marks

Set quotation marks outside periods and commas, and inside colons and semicolons. They should be set inside of exclamation points and interrogation marks that are not part of the quotation. Use smart quotes (“ ”) when the font allows.

No quotation marks are necessary in printing interviews when the name of the speaker is given first, or in reports of testimony when the words question and answer (or Q and A) are used.

Example:

Q: Who will benefit from the fee waiver program?

A: Full-time faculty and staff.

Use single quotation marks inside double quotation marks when necessary.

The titles of short works, including essays, articles, short plays, short stories, pamphlets, songs, lectures, unpublished works, blog entries with titles, and parts (chapters, titles of papers, etc.) of volumes should be placed in quotation marks.

Editorial standards

Punctuation

(continued)

Semicolons

A semicolon may be used in place of commas and conjunctions to separate closely related independent clauses.

Use semicolons to punctuate complex lists, including those of people and their degrees.

Example: Bob Jones, JD '56; Sally Long, JD '22; and Beth Lee, JD '00, all came for the reunion.

Use a semicolon before “however” when introducing a new clause (or begin a new sentence).

Example: I am here today; however, tomorrow I will be away.

Spacing Following Periods

Use only one space following a period, question mark, exclamation mark, or colon.

Please see Appendix B for more information on writing about Suffolk University.

Editorial standards

Web-related style

Do not capitalize “email” unless the word is used at the beginning of a sentence or in a title, headline, or other form of display text.

Common terms: website, internet, web, web page, email, URL, HTML, Wi-Fi

OPA uses “webpage.”

Do, however, capitalize “Internet” when it is used as part of the official name of a system or organization.

Example: Internet protocol (IP)

URLs should be listed in boldface and all lowercase, without underscores or italics. When listing URLs in running text, do not include the preceding `http://` or, if applicable, `www`.

Examples: suffolk.edu and suffolk.edu/law

To avoid confusion when using email addresses or URLs in running text, do not break a line on a hyphen or insert a hyphen. Web addresses should generally not be broken in any way at all. If they must be, however, try to break before the “@” or “.” (or between discrete units in a URL). If the email address or URL is at the end of a sentence, you may add a period.

Appendix A: Some Commonly Questioned Terms in Publications

a lot: two words

advisor: not “adviser”

alumna: feminine singular

alumnae: feminine plural

alumni: masculine plural and mixed masculine and feminine plural

alumnus: masculine singular

alums: a more inclusive, gender-neutral version of alumni/ae favored by resources such as the Center for Career Equity, Development & Success

baccalaureate: capitalize ceremony but not degree

catalog: not catalogue

chair (noun): not chairman, chairwoman, or chairperson

commencement: lowercase in OMC materials; OPA prefers “Commencement”

compose/comprise: Parts compose the whole; the whole comprises the parts

COVID-19: use all-caps for this acronym

coursework: one word

dean’s list: lowercase

due to the fact that: use “because”

e.g.: for example; used only in parentheses with a comma

emerita: feminine singular

emeritae: feminine plural

emeriti: masculine plural and mixed masculine and feminine plural

emeritus: masculine singular

fund-raising, fund-raiser: hyphenated (as a noun and an adjective)

healthcare: one word

i.e.: that is; used only in parentheses with a preceding and following comma

in order to/in order for: can be simply “to” or “for”

its/it’s: “Its,” possessive form of it; “It’s,” contraction for it is

like/as: used for comparisons; don’t confuse with “such as”

nonprofit: not hyphenated

that/which: “That” is the restrictive pronoun; it serves to identify the noun preceding it: The road that he took was narrow and rocky. “Which” is used with nonrestrictive clauses, which add information rather than define or limit what has gone before: The back road, which was straight and narrow, was the better choice. Do not use “which” to refer to persons; use “who” instead.

United States: always capitalized. US takes no periods.

vice president: not hyphenated

voice mail: two words

vs.: use for sporting events (e.g., Suffolk vs. Emerson soccer)

website: one word, lowercase

who/whom: “who,” the subject in a sentence; “whom,” the object in a sentence

Appendix B: Writing About Suffolk University

Accrediting Organizations

Please visit [the Accreditation & Memberships web page](#) for a complete list of relevant organizations.

Descriptive Marketing Copy for Publications

This blurb currently appears in OMC's Undergraduate Admission marketing materials:

Suffolk University is a student-centered university. We're committed to nurturing our students' academic, professional, and personal journeys and preparing them for success—however they define it. Experiential learning is a cornerstone of a Suffolk education. Thanks to our partnerships with Boston's top employers, students enjoy internships, service learning opportunities, and project-based curricula. Our downtown location places students at the center of all these possibilities—along with Boston's famous arts, history, music, food, and sports scenes.

This blurb currently appears in OMC's Graduate Admission marketing materials:

With 50+ graduate programs and across our College of Arts & Sciences and Sawyer Business School—including dual degrees and a joint program with our Law School—Suffolk University is the place where motivated students advance and shape their careers. For more than 100 years, Suffolk has been a fixture of downtown Boston, contributing to the civic, cultural, and business life of the city. Our impact has been consistently recognized by educational and professional organizations around the country and the world.

This blurb currently appears at the bottom of all OPA press releases:

Suffolk University, located in historic downtown Boston, with an international campus in Madrid, provides students with experiential and transformational learning opportunities that begin in the center of Boston, reach across the globe, and lead to extraordinary outcomes for graduates. The University is driven by the power of education, inclusion, and engagement to change lives and positively impact communities. Suffolk University offers a wide range of undergraduate and graduate programs in its College of Arts & Sciences, Sawyer Business School, and Law School.

Suffolk University Boston Campus Locations

Athletics Fields
150 Porter Street (02128)

Nathan R. Miller Residence Hall
10 Somerset Street (02108)

Modern Theatre and Residence Hall
523-525 Washington Street (02111)

One Beacon Street
Self-explanatory (02108)

Residence Hall at
10 West Street (02111)

Residence Hall at
One Court Street (02108)

Ridgeway Building
148 Cambridge Street (02114)
Regan Gym
Michael S. and Larry E. Smith Fitness Center

Leonard J. Samia Academic Center
20 Somerset Street (02108)

David J. Sargent Hall
120 Tremont Street (02108)

Frank Sawyer Building
8 Ashburton Place (02108)

Michael S. and Larry E. Smith Residence Hall
150 Tremont Street (02108)

Rosalie K. Stahl Center
73 Tremont Street (02108)
Mildred F. Sawyer Library
Studio 73
Welcome Center

Suffolk University Madrid Campus Building

Calle de la Viña, 3
E-28003 Madrid, Spain

Suffolk University Campus Resources

Please visit the [Research at Suffolk web page](#) for a complete list of research centers and institutes. The [Libraries & Archives web page](#) lists the University's libraries and special collections.

Thank you for helping to advance the Suffolk University brand!

For more information and help using our brand system, please contact:

The Office of Marketing & Communications

omc@suffolk.edu

617-573-8098