

CONCORD ACADEMY

Editorial Style Guide

The following is a guide for easy reference, not a replacement for the *Associated Press Stylebook* (AP). Common sense and readability should prevail when the rules are unclear. The rules here are designed to apply to narrative text, such as that of the magazine; the course catalog or other documents may have their own exceptions unique to those forms. When this abbreviated guide does not answer questions, consult *AP* first, followed by the *Merriam-Webster's Collegiate Dictionary* (MWCD).

General Notes

(AP): *Associated Press Stylebook*

(CAS): CA style

(MWCD): *Merriam-Webster's Collegiate Dictionary*

This stylebook generally lists the following:

- CA-specific terminology
- Words, phrases, or constructions whose spelling or usage is different in the *AP Stylebook* and the MWCD

Unless otherwise noted in this stylebook, use the first spelling and definition given in the MWCD for all words.

Unless otherwise noted in this stylebook, use the capitalization, punctuation, and style guidelines noted in the *AP Stylebook*.

A

abbreviations/acronyms should be spelled out on first reference, followed by the acronym in parenthesis, unless the acronym is commonplace or the spelling would cause confusion (IQ, DNA).

- Spell out the name of a state if it stands alone in text. Use state abbreviations (not postal codes) when used in conjunction with a city, town, village, or military base — see **states** — (with exceptions for stand-alone cities — see **cities**): *She commutes to Orange, Calif., but her home is in Texas. Her last vacation was in San Francisco.*
- In addresses, Street, Avenue, Boulevard, Drive, Lane, and Road should all be abbreviated: *St., Ave., Blvd., Dr., Ln., and Rd.*
- Congressmen’s titles are abbreviated if the full name is used. *Sen. Edward M. Kennedy is scheduled to speak at Commencement. Senator Kennedy did not attend.*
- When indicating electronic file measurements, such as the size of a digital photo file, abbreviate and use a space between the number and abbreviation. *The file must be at least 800 KB.*
- 9/11 is an acceptable abbreviation for the September 11, 2001, terrorist attacks.

academic degrees If mention of a degree is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology, will join the faculty.* Use either *doctorate* or *doctoral degree*, never “doctorate degree.” Capitalize formal names of academic degrees, without apostrophe (*Master of Arts in Education*) but lowercase informal names, with apostrophe (*master’s degree in education*). Use B.A., B.S., J.D., M.A., LL.D., and Ph.D. (with periods) only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. However, for most three-letter degrees, omit the periods: *MBA, MFA, MSW* (noting the exceptions above). Use abbreviations only after a full name, never just a last name.

advisor (CAS)

All-Star when referring to an individual honored in sport

Alpine skiing See athletics

alumnae/i; the Alumnae/i Association (the association) Not alumni; singular alumna or alumnus; alum may be used on second reference only in reported speech but in all other cases alumnae/i should be used (CAS)

a.m. and p.m. (AP)

Annual Giving, the Annual Giving goal for 2003–04 (CAS)

AP Spanish Language exam or Advanced Placement Spanish Language exam. In the catalog, spell out the first instance of Advanced Placement, then use AP in subsequent references.

apostrophe When possible, avoid the possessive construction with a graduation year: *The infant son of Joe Smith ’99.* **Not** *Joe Smith ’99’s baby.* If it absolutely cannot be avoided: *Joe Smith’s ’99 baby.*

ASL No longer in use; see **Main School Lobby**

athletics *The Athletics Department* (not the Athletic Department); lowercase names of individual sports, with exceptions for Ultimate Frisbee and Alpine skiing; do not use the possessive when referring to single-sex teams: *boys varsity cross-country*. *Coed* teams involve boys and girls competing together as a team, as in wrestling, Ultimate Frisbee, sailing, and golf; *boys and girls sports* involve single-sex competitions within one team, as in Alpine skiing and cross-country. Also see **sports scores**.

B

baccalaureate for the degree, but *Baccalaureate* for the CA event

Black (capitalized for African Americans), Black people

Board of Trustees, the board, the trustees when referring to CA's board (CAS); lowercase all other board names for other organizations, e.g., the ABC Corporation's board of directors (AP)

C

CA (not C.A., despite pronouncing the individual letters) (CAS)

CA Labs can be used as a standalone term: *With a green roof and sustainable design, CA Labs is itself a learning tool that enhances collaboration here on campus*. (The name should not be aligned with any one department, to stress the interdisciplinary space created in this structure: e.g., not "the CA Labs science facility")

CA Parents for the group. *In partnership with the school, CA Parents creates opportunities to strengthen our community*. (CAS)

capitalization: Articles are not capitalized before an organization or publication, even if part of a formal name of the group. *He works for the Cohen Group, according to the New York Times*. But foreign publications' names retain the article: He reads *Le Monde*.

captions In the magazine, try to avoid photo captions listing student names/years where it's possible to do so, so these names/years don't need to be edited out for the online version. For caption punctuation guidelines, see **periods**.

catalog (AP)

Centennial (CAS)

chapel talk, the Elizabeth B. Hall Chapel The building is capitalized; the talk is not. (CAS)
The Chapel was renovated. Rick gives a chapel today. Seniors give chapel talks.

Chameleons Capitalize when referring to the mascot or CA sports teams.

Chorus (formal name of the group), but lowercase otherwise: *Twenty students signed up for Chorus. They sang in the show's chorus.*

cities Should be followed by the state, county, or territory where they are located: *She grew up in Mobile, Ala.* However, the following cities stand alone, without requiring a state identifier:

Atlanta	Houston	Philadelphia
Baltimore	Indianapolis	Phoenix
Boston	Las Vegas	Pittsburgh
Chicago	Los Angeles	St. Louis
Cincinnati	Miami	Salt Lake City
Cleveland	Milwaukee	San Antonio
Dallas	Minneapolis	San Diego
Denver	New Orleans	San Francisco
Detroit	New York	Seattle
Honolulu	Oklahoma City	Washington

These international locations stand alone:

Amsterdam	Istanbul	Prague
Baghdad	Jerusalem	Quebec City
Bangkok	Johannesburg	Rio de Janeiro
Beijing	Kuwait City	Rome
Beirut	London	San Marino
Berlin	Luxembourg	Sao Paulo
Brussels	Macau	Shanghai
Cairo	Madrid	Singapore
Djibouti	Mexico City	Stockholm
Dublin	Milan	Sydney
Geneva	Monaco	Tokyo
Gibraltar	Montreal	Toronto
Guatemala City	Moscow	Vatican City
Havana	Munich	Vienna
Helsinki	New Delhi	Zurich
Hong Kong	Panama City	
Islamabad	Paris	

CITYterm

civil rights (MWCD)

class notes Boldface the names of alums in the class notes, but not teachers or others.

class year Specific graduating classes are not capitalized. *The class of 2000 will have a reunion; the senior class arrived.*

Classical Latin; *the classics*; *majored in classics*

collective nouns Nouns that denote a unit take singular verbs and pronouns: *class, committee, crowd, faculty, family, group, herd, jury, orchestra, team.* Examples: *The committee is meeting to set the agenda. The jury reached a verdict. A herd of cattle was sold.* Team names that are plural take plural verbs: *The Yankees are in second place.* Team or group names with no plural forms also take plural verbs: *The Miami Heat are undefeated.* Some words that are plural in form become collective nouns and take singular verbs when a group or quantity is regarded as a unit: *A thousand bushels is a good yield. (A unit.) A thousand bushels were created. (Because they are individual items.) The data is sound. (A unit.) The data have been carefully collected. (Individual items.)*

Commencement is capitalized when referring to the ceremony (CAS)

common trust Lowercase, no quotes

Communications Task Force

communism, *the rise of communism*

Community and Equity Informally, may be abbreviated after first use to C&E; *Laura Twichell is the assistant dean for Community and Equity. She works in the Community and Equity Office.*

composition titles Use italics for titles of albums, CDs, books, comic strips, musical compositions, magazines, movies, newspapers, operas, paintings, statues, other works of art (except photographs), plays, podcasts, radio programs, TV shows. Use quotation marks for the name of a single episode of a TV show, songs, photographs, newspaper or magazine articles, unpublished works (such as theses), poems. Exhibition names (including art exhibitions) are capitalized, but use neither italics nor quotes.

Concord Academy, the school (not the School or the academy)

Concord Academy Summer Camp

Concord Academy Young Alumnae/i Committee or CAYAC

Convocation (the CA event); otherwise, convocation (CAS)

course names are capitalized, without quotations: *Villains as Heroes; Advanced Physics*. But fields of study are not capitalized: *He liked chemistry but majored in mathematics.*

cross-country When naming the sport, it's hyphenated.

D

dates Always use Arabic figures, without *st*, *nd*, *rd*, or *th*: *The upcoming concert on March 3 will draw a large crowd.* When a phrase refers to a month, day, and year, set off the year with a comma: *February 14, 1987, is the target date.* Use an s without an apostrophe to indicate spans of decades or centuries: *the 1890s, the 1800s, that music was popular in the 70s.* Years are the lone exception to the rule in numerals that a figure is not used to start a sentence: *1976 was a very good year.* (AP) When a phrase refers to a month and year, use the full spelling of the month followed immediately by the year: *September 2017* (rather than September of 2017 or Sept. 2017). (CAS)

the Anne E. and Jane S. Davidson Lectureship Fund supports the Davidson Lectureship program; the recipient of the Davidson Lectureship is a Davidson Lecturer (CAS)

department names are capitalized: *The Mathematics Department offers many advanced courses.* (Do not phrase as "Department of Mathematics.") *Andrea Yañes-Taylor heads the Science Department.* (CAS)

Department Head is capitalized only when used as a title immediately preceding a name. (CAS) *Mathematics Department Head George Larivee attended the meeting. The Mathematics Department head attended the meeting. Several department heads attended.*

Directors Workshop, no possessive

the Discipline Committee; the DC *a student was DC'd*
dystopian literature

E

earth Generally lowercase; capitalize when used as the proper name of the planet. *How does the pattern apply to Mars, Jupiter, Earth, the sun, and the moon? The astronauts returned to Earth; he hopes to move heaven and earth.* (AP)

earth science (field of study); Earth Science (course title)

the Eastern and Western traditions

email is acceptable in all references to electronic mail. Use a hyphen with other e-terms: *e-book, e-commerce, e-business.* (AP)

EU, European Union

exhibition vs. **exhibit** Relating to art shows, “exhibition” describes a public showing of art; “exhibit” may mean a single piece of art that is part of the exhibition, or a museum collection

F

Family Weekend rather than Parents’ Weekend

fascist totalitarianism

faculty is a singular noun

the Fitness Center

foreign words Italicize foreign terms upon first appearance in text: “*Ça ne fait rien,*” he shrugged. However, do not italicize terms that are included in the MWCD; that means they’re in general usage in English: “She showed great sang-froid in that situation.” Use accents as they appear in MWCD.

Freshman, freshmen *A senior and a freshman performed a skit. The freshman class is particularly musical. Several freshmen made the varsity team.*

fundraiser and **fundraising** (AP)

G

Gilded Age

Gobi Desert

God Capitalize in reference to the monotheistic deity. Lowercase *gods* and *goddesses* in reference to the deities of polytheistic religions or false gods. (AP)

the gold rush (MWCD)

grades 9, 10, 11, and 12, but twelfth grade (CAS) AP style spells out numbers one through nine and uses numerals for 10 and above. When listing all high school grades, as in the above example, use the numeral for 9, to avoid an awkward construction. Otherwise, spell out ninth, tenth, eleventh, and twelfth. *He was in the ninth grade. The dress code applies to everyone in grades 9, 10, 11, and 12.* (Exceptions: The course catalog uses numerals for grades, including *9th grade, 10th grade.*)

graduating year: No space between P or GP and graduating year. (*Mark Rosen P'97 and Enid M. Starr GP'08*) (CAS) See **ROG naming conventions**.

Grandparents' Day (CAS)

the Great American Novel (CAS)

the Great Depression, the Depression Capitalize when referring to the depression that began with the stock market collapse of Oct. 28–29, 1929. Lowercase in other uses: *the depression of the 1970s.* (AP)

greater Boston and the greater Boston region

the gymnasium and the gym, lowercase

H

the Elizabeth B. Hall Fellowship Fund, which supports the Hall Fellowship program; the recipient of the Hall Fellowship is a Hall Fellow (CAS)

Katherine Carton Hammer '68 Endowed Faculty Chair, Hammer Chair (CAS) A faculty member is *awarded the Hammer Chair, selected to be the Hammer Chair, or holds the Hammer Chair.*

Han and Tang dynasties

headlines use title case; decks use sentence case without final punctuation (CAS)

Health and Wellness courses (CAS)

health care (AP) Not hyphenated, even as a compound adjective

the Health Center (CAS)

Joan Shaw Herman Award (CAS)

the Holocaust (CAS)

Hollywood's golden age (MWCD)

house faculty (CAS) not house parents

I

Indigenous (capitalized), Indigenous people; the school celebrates Indigenous Peoples' Day

In Memoriam should include alumnae/i, current or former faculty/staff, current students, current or former trustees. A listing will include any of the deceased's relatives who are CA alumnae/i (if the list is very long, cutting it is up to the discretion of the editor, in consultation with the Alumnae/i Relations staff).

Internet (AP)

J

junior *She is a junior this year. The juniors are planning a fundraiser.*

K

L

M

Main Campus when distinguishing from the Moriarty Athletic Campus

Main School Lobby, MSL (ASL for Art-Science Lobby is no longer used)

mainstage production (CAS)

the Math and Arts Center, the MAC (CAS)

mathematics standard, though *math* is appropriate in less formal uses

million, billion, trillion Use figures rather than spelling out numbers, except in casual uses: *I'd like to make a billion dollars.* But: *The nation has 1 million citizens. The deficit is \$3 trillion.* (AP) Also see **numerals**.

month See **dates**

the Moriarty Athletic Campus But when not using the full name: *Moriarty* or *the Moriarty*, never "the AC" (CAS)

the Music, Theater, and Dance Programs (at CA; usually in that order. They are programs — not departments — within the Performing Arts Department.)

N

names Use last names with no titles on second reference (exceptions: for students, use first names —nicknames are appropriate after the first use of the full name; for Elizabeth B. Hall, use Mrs. Hall). In class notes, boldface alum names, but not those of teachers or others. An alum’s name is bolded every time it is mentioned in the class notes. See **ROG naming conventions**.

nonprofit (AP)

North Africa(n), northern Africa(n)

numerals Spell out one through nine. Use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people, animals, events, or things. *She is retiring at age 78. The bag weighs 8 pounds. The car is 17 feet long. She walked 4 miles. He had nine months left to serve.* (AP) Exception for course catalog: *3 credits* (graduation requirements), *5 semesters* (graduation requirement). Course names with numerals use Arabic numerals: *French 2*. Superscript is not used: *in its 93rd year* (not 93rd). For grade numbers, see **grades**.

O

offense is the preferred spelling

offices and committees are capitalized on formal and complete named references. *The Academic Office is on the right. The office is open until 3 p.m. The Discipline Committee met yesterday. The committee heard three cases. The Admissions Committee met yesterday. The committee decided to meet again.*

Open House (specific CA event)

Opening Days (faculty training, meetings, student training, Orientation)

Orientation, the specific CA event (CAS)

Ottoman Empire

our In the magazine, to preserve an objective tone, avoid referring to “our” programs, etc.: *Concord Academy’s classes, CA’s faculty, or the school’s commitment to common trust.*

P

Parents’ Weekend no longer in use: see *Family Weekend* (CAS)

Peninsular literature

the Performing Arts Center, the P.A.C. (because each letter is pronounced)

p.m. (AP)

possessives: In class notes, say *Joe Smith's '99 car*, not *Joe Smith '99's car* (but it's preferable to rewrite: *the car belonging to Joe Smith '99*). (CAS)

the Progressive Era

pull quotes should be pulled from the text, not separate information. Phrases pulled from the narrative do not need quotation marks or attribution and may be shortened or paraphrased for clarity as long as the meaning is unchanged. Direct quotations pulled from the text require single quote marks and attribution. For additional guidelines on punctuation, see **quotation marks**.

punctuation see **Punctuation** section

the Pyramids

Q

the quad is lowercase

R

regions are capitalized: *We visited the Northeast*. The adjectives derived from them are not. *The trip covered six northeastern states*.

the Renaissance (European or Italian), literary renaissance, Renaissance man

reunion, *come to reunion*

Revisit Days (CAS)

ROG (Report of Giving) naming conventions (use commas between class year, parent year, grandparent year, but not between years within those categories)

Single alumna/us: Mary Jones '79 / John Smith Jr. '87

Married alumna (non-CA spouse): Mary MaidenNm Jones '94

Married alumnae/i: Jane Hill Murphy '94 and James Murphy '89

Current parent or parent of an alumna/us: John Smith Jr. '17

Parents (same last name): Mary and Thomas Lynch P'17 '20

Parents (different last name): Mary Jones and Thomas Lynch P'17 '20

Parents (multiple children in same class year): Mary Jones and Thomas Lynch P'17

Alumnae/i parents (same last name): Jane Hill Jones '87 and James Jones '89, P'17 '20

Alumnae/i parents (different last name): Jane Hill Smith '87 and James Jones '89, P'17 '20

One alumna/us parent (same last name): Jane and James Jones '89, P'17 '20

One alumna/us parent (different last name): Jane Smith and James Jones '89, P'17 '20

Grandparents (same last name): Mary and Thomas Lynch GP'17 '20

Grandparents (different last name): Mary Jones and Thomas Lynch GP'17 '20

Alumnae/i grandparents (same last name): Jane Hill Jones '87 and James Jones '89, P'85 '87, GP'17 '20

Alumnae/i grandparents (different last name): Jane Hill Smith '87 and James Jones '89, P'85 '87, GP'17 '20

Romanov dynasty

romantic period, romanticism

S

said/says Use “said” in quotations that apply to a specific situation, past or present; “says” may be used in reference to a statement of philosophy. When in doubt, use “said.”

school years Abbreviate the second year and use an en dash: *2015–16*

school seasons Lowercase fall, winter, spring, summer (unless part of a proper noun)

semester course (not semester-long course) (CAS)

senior

Senior Steps

September 11, 2001 can be abbreviated to 9/11 when referring to the terrorist attacks of 2001

Silk Routes

sports See **athletics**.

sports scores Use figures exclusively, placing an en dash between the totals of the winning and losing teams: *CA celebrated a 2–0 victory over Bancroft.* (CAS) For season tallies, also use figures: *a league record of 9 wins, 2 losses, and 3 ties.*

sophomore *She is a sophomore this year. The sophomores will start tomorrow. The sophomore class is gathering there.*

Southern writers (see directions and region in AP)

Soviet empire

Spanish-American War

Spring Session programming the week prior to spring break (not to be confused with the spring semester)

states Spell out the names of the 50 U.S. states when they stand alone in text. Use the state abbreviations listed below in conjunction with the name of a city, county, town, village, or military base. *He left California then traveled from Albuquerque, N.M., to Austin, Texas.*

(AP)

Ala.	Mass.	Ore.
Ariz.	Mich.	Pa.
Ark.	Minn.	R.I.
Calif.	Miss.	S.C.
Colo.	Mo.	S.D.
Conn.	Mont.	Tenn.
Del.	Neb.	Vt.
Fla.	Nev.	Va.
Ga.	N.H.	Wash.
Ill.	N.J.	W.Va.
Ind.	N.M.	Wis.
Kan.	N.Y.	Wyo.
Ky.	N.C.	
La.	N.D.	
Md.	Okla.	

District of Columbia is abbreviated to D.C. Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah are never abbreviated, nor are U.S. territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands.

the Stu-Fac, the Student-Faculty Center (CAS)

student-athlete with a hyphen (CAS)

the Student Health and Athletic Center, the SHAC (CAS)

Summer Stages Dance at Concord Academy (CAS)

superscript is not used in the magazine: *Now in its 93rd year* (not 93rd)

surrealism

T

T-shirt (AP)

theater (except when naming a particular theater or theater company that spells it *theatre*) (CAS)

Thar Desert

3D instead of 3-D, 2D instead of 2-D: *We used a 3D printer, and we love using 3D-printing technology.*

time Use a colon to separate hours from minutes: *3:30 p.m., 2 p.m., 9–11 a.m., 8 a.m.–1 p.m.*
Except *noon* and *midnight*, which are spelled out.

titles Professional titles are capitalized directly before a name, but not after. If the person's name is set off parenthetically by commas, the title is not capitalized. Some examples:

- Head of School Rick Hardy attended.
- The head of school, Rick Hardy, attended.

- The head of school is Rick Hardy. (Use head of school, not the head.)
- English Teacher Emerita Sylvia Mendenhall
- Sylvia Mendenhall, teacher emerita, said
- Director of Annual Giving Hilary Wirtz attended.
- Wirtz is the director of Annual Giving.

Exception: Professional titles are capitalized before or after a person’s name in a formal list, such as In Memoriam.

trustees, Board of Trustees, the board (CAS)

U

Ultimate Frisbee is capitalized.

United States, U.S.

utopian and dystopian literature

V

vespers in general; Holiday Vespers

W

war Capitalize as part of the name of a specific conflict: *the Afghanistan War, the Iraq War, the Civil War, the Cold War, World War I.*

Web page (AP) *That information can be found on the Web, on a Web page, or on a website.*

websites When referring to a website, omit *http://* but use *www.* when appropriate: *Find out more at www.couchsurfing.org,* or for well-known sites, *For more information, go to cnn.com.* Always use *www.* in the school’s website address: *www.concordacademy.org.*

the West and the non-West, Western dominance, non-Western course Lowercase *north, south, northern,* etc. when they indicate compass direction; capitalize when they designate region. (AP)

the Wilcox Fellow in mathematics; the Wilcox Fellows Fund supports the Wilcox Fellows program; a Wilcox Fellow receives a Wilcox Fellowship; after first use, lowercase *fellows* when the term is used without “Wilcox” preceding it and the reference is clear from context. (CAS)

X

Y

year course (not year-long course) (CAS)

year of graduation should be on the same line as a person's name.

years See **dates** and **school years**

YouTube (AP)

Z

ZIP code Use all-caps *ZIP* but always lowercase the word *code*. Run the five digits together without a comma, and do not put a comma between the state name and the ZIP code; put one space between the state postal abbreviation and the ZIP code: *New York, NY 10020*. (AP)

Punctuation

ampersand Use only in proper names: *Procter & Gamble*. (AP)

apostrophe Follow AP rules. Examples: *alumni's contributions, women's rights, two girls' toys, one girl's toys, the measles' effect, United States' profits, two deer's tracks, fox's den, Marx's theories, hostess's invitation (but hostess' seat because the following word begins with s), Dickens' novels,*

CA examples: *Grandparents' Day, CA Parents, CA Parents Executive Committee*

colons When followed by a complete clause, capitalize the first word of that clause: *The meeting was a success: The honorees were delighted*. (AP)

commas (CAS)

Use a series comma in both long and short series: *We ate spaghetti, lasagna, and fettucine. We ate spaghetti, lasagna, fettucine, farfalle, linguine, and cappellini.*

Use a comma before parenthetical "too," "also," or "as well": *I went, too.*

Do not use commas with an intensive pronoun, which is used for emphasis: *The president herself was at the meeting. I myself saw it happen.*

No commas before Jr. or Sr. after a name: *William H. Eddy Jr.*

Use a comma to set off the year unless the day number is omitted: *January 1, 2016, was snowy, but January 2016 was a bitterly cold month.*

dashes

Em dashes: Use em dashes to denote an abrupt change in thought in a sentence or an emphatic phrase. Add a space on either side of the em dash: *She flew to Paris in June — it was a great trip.* Also use when a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas: *Everyone present — Jane, Jonathan, and Naomi — had a great time.* Mac keystroke is Option-Shift-hyphen. PC keystroke is Alt-Control-subtraction sign (use the number keypad, not the hyphen key). Avoid overuse.

En dashes: Use in college names where appropriate: *University of Wisconsin – Madison.* Use in date ranges when they appear outside of running text: *1945–49.* If a date range appears in running text, use “to”: *She was club president from 1945 to 1949.* An en dash may be acceptable for date ranges in class notes. Sports scores: *The team won 12–4.*

Use an en dash for inclusive intervals of numbers: *2003–04, 2:30–4:00 p.m., pp. 235–36*

No en dash after “from” or “between”: *enroll between 340 and 350 students*

Mac keystroke is Option-hyphen. PC keystroke is Control-subtraction sign (use the number keypad, not the hyphen key).

ellipsis Treat an ellipsis as a three-letter word, constructed with three periods and two spaces [...] (When using Word, type three periods in a row, without spaces, and the program will automatically create this character.)

If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: *“I don’t remember the code. ... ”*

Do not use ellipses at the beginning and end of direct quotes: *“It has become evident to me that I no longer have a strong enough political base,” Nixon said. **Not** “ ... it has become evident to me that I no longer have a strong enough political base ... ,” Nixon said.*

For all other rules, see AP Stylebook.

hyphens In general, check this stylebook to see if a preference is listed for the word or phrase in question; if not, follow AP rules, excerpted below:

To avoid ambiguity: *The club president hosted an event for small-business owners. She recovered the surface with a cloth.*

To create a compound modifier—two or more words that express a single concept—that precedes a noun: *a better-qualified candidate; a know-it-all attitude.* Exceptions: Don’t hyphenate “very” or any adverb ending in –ly: *We had a very good time. That is an easily remembered rule.*

To avoid duplicated vowels, tripled consonants: *anti-intellectual, shell-like.*

In words beginning with co- follow MWCD preferences: In general, words are closed (*cocaptain, cochair, cocomposer, cocurricular, cocaptain, codefendant, codeveloper, codirect, coed, cofounder*) but hyphenated when the word begins with O: *co-own, co-occur, co-official.*

Hyphenation across pages and text lines:

Do not hyphenate a word across a page break.

If at all possible, do not leave a syllable without an expressed vowel alone on a line in a hyphenated word: *peo-
ple*.

If at all possible, do not leave two letters alone on the second line of a hyphenated word: *internation-
al*.

A single word or phrase should not be hyphenated twice in one line:

*Great-grand-
mother*.

Names of ethnicities/nationalities do not need hyphens, even as adjectives: *African American, Chinese American; Chinese American dance*

No hyphens with most prefixes: *nondemocratic, preschool, antiwar*.

If a prefix precedes a capitalized word or numeral, use a hyphen: *anti-Semitic*

Numbers twenty-one through ninety-nine are hyphenated when they must be spelled out, such as at the beginning of a sentence: “*Twenty-nine students were present.*”

Centuries are hyphenated in compound adjectives: *a 19th-century scientist*

SOME EXAMPLES (AND EXCEPTIONS)

- All-League team, named to the All-League girls’ soccer team
- British-Indian empires
- cross-country, cross-country running
- health care (no hyphen, even if adjective)
- Health Center staff (no hyphen)
- high school, high school science (no hyphen)
- independent school; the independent school curriculum (no hyphen)
- junior varsity, junior varsity squad (no hyphen)
- kick off (verb), kick-off (n.): *The kick-off of the campaign took place, but the campaign will kick off today.*
- Latin American
- low-impact exercise
- neoclassicism
- noncompetitive
- nondemocratic
- non-European
- off-campus, on-campus (adj. only): *We’ll gather for an on-campus meeting. But photos can be seen in the exhibition on campus.*
- ongoing
- online
- performing arts teacher (lowercased, no hyphen)
- physical education classes; P.E.

- physical therapy regimen
- prealgebra, precalculus
- prehistoric
- set up (verb), set-up (n.) *Volunteers are needed to help with set-up, but volunteers will set up the buffet.*
- sign up (verb), sign-up (n., adj.) *They signed up at the front desk. Sign-ups went well.*
- takeout is one word as a noun, hyphenated as an adjective, and two words as a verb. *We opened the Chinese takeout. The take-out meal was in small, white cartons. Take out the trash, please.*
- visual arts teacher

periods

Use only one space following a period, never two.

Use a question mark, not a period, at the end of rhetorical questions: *Why don't we go?*

Use a question mark, not a period, after a request: *Could you please be quiet?*

Use periods on photo captions only if the caption is a complete sentence. If a full sentence is followed by a sentence fragment, use a period after the fragment. If a full sentence is preceded by a sentence fragment, use a period, or if appropriate, a semicolon before the complete sentence.

When a sentence ends with an abbreviation that requires a period, do not add an additional period: *We'll meet at 5 p.m. The bus will depart at 5:30 p.m. for Hartford, Conn.*

The period and the comma always go within the quotation marks. The dash, semicolon, the question mark, and the exclamation point go within the quotation marks when they apply to the quoted material only. They go outside when they apply to the whole sentence. (AP)

- She wrote a special poem for the occasion, "Sylvia's Canoes":
- "Where are you from?"
- Which character said, "All the world's a stage"?

See also **abbreviations**, **ellipsis**, and **headlines**.

quotation marks

In running text, when you have a quote within a quote, use double quotes outside, single quotes inside.

In headlines, pull quotes, and captions, use single quotes to mark a pulled attributed quote, double quotes to mark a quote within the larger quote. See also **pull quotes**.

Use quotation marks for the name of a single episode of a TV show, songs, photographs, newspaper or magazine articles, unpublished works (such as theses), poems.

semicolon

Use a semicolon to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas: *He is survived by a son, John Smith, of Chicago; a sister, of Omaha, Neb.; and four grandchildren.*