

DA Stylebook

When in doubt about style or usage, don't guess, go to:

www.apstylebook.com

username: **dailyathenaeum**

password: **newsroom**

Abbreviations/Acronyms

- Usage of abbreviations/acronyms are okay, but avoid using ones that most people would not immediately recognize. Don't use them in headlines.
- Before a name: abbreviate titles when used before a full name
 - Dr. John Smith
 - Rep. Nancy Jones
 - Sen. Elizabeth Warren
- After a name: Abbreviate **junior** or **senior** after a person's name.

Addresses

Abbreviate only Ave., Blvd. and St., and only when used with numbers. *1600 Pennsylvania Ave.* Spell out and capitalize when used with a street name but no number: *He turned from that street onto Central Avenue.*

Academic Degrees

- Use an apostrophe in **bachelor's degree** and **master's degree**. There is no possession for **Bachelor of Arts** or **Master of Science**.
- When mentioning an individual's academic degrees, avoid abbreviations. But, if they are necessary, use them after a full name, never following just a last name.
Mary Richards, Ph.D., spoke at the conference.

Academic Titles

Capitalize and spell out formal titles like **chancellor** or **chairman** when they precede a name. Use lowercase elsewhere.

Administration

Always use lowercase when referring to an administration.
Obama's administration
The governor's administration

Ages

Use numerals. Firefighters rescued a 3-year-old boy and his sister, 6.

Alumnus/alumni/alumna/alumnae

- Use **alumnus** (**alumni** plural), when referring to a man who has attended a school, **alumna** (**alumnae** plural) when referring to a woman.
- *alumnus* (single male), *alumni* (plural male), *alumna* (single female), *alumnae* (plural female);

Black

Black should always be capitalized when referring to race.

Capitalization

Do not capitalize fields of study, year in school, job titles, or types of things of which there are many.

He is a freshman biology major

She is president of her sorority.

He is the director of parking at WVU.

Our nation will be voting for a new president this year.

DO capitalize names of specific people, places, and things

- The Rec Center is a popular exercise facility at WVU.
- Students gathered outside the Mountainlair.
- The WVU Reed College of Media offers majors in journalism and strategic communications.

Nicknames are capitalized and put in quotation marks:

The Rec Center, or, as students know it, “the Rec,” . . .

John “Chunky” Angotti passed away last night.

City Council

Capitalize if part of a proper noun.

The Morgantown City Council

City and State Names

- Do not abbreviate state names. Always spell them out: West Virginia, Pennsylvania, etc.
- Always put a comma between city and state – Pittsburgh, Pennsylvania / Columbus, Ohio

Commas

- In a simple series, do not put a comma before the conjunction (and, or, but, etc.):
Do you remember John, Paul, George and Ringo?
My favorite colors are red, white and blue.
The club offers after-school tutoring, board games and other activities.
- Use commas to set off a person's hometown or age (before and after):
John Smith, of Framingham, was arrested for burglary.
Joseph Jones, 34, is the new director of facilities at WVU.
- Use a comma at the end of a quotation, inside the quotation marks:
"Have more cake," he said.

Composition Titles

- Use quotation marks around titles of books, songs, movies, operas, plays, poems, television programs, computer games (but not software), lectures, speeches and works of art.
- Exception: Use descriptive titles for religious texts (*the Bible, Koran, etc.*), reference works or orchestral works: *The Oxford Encyclopedia of Music does not list Smith's Suite No. 1 for Orchestra.*

Compose, Comprise

- Compose means to put together *WVU's Greek system is composed of a variety of sororities and fraternities.*
- Comprise includes all *A variety of sororities and fraternities comprise WVU's Greek system.*

Days and Dates

When referring to a day within seven days of publication, no need to use the date.

The meeting was held Thursday. The meeting will be held Thursday.

When not in the same week, include the date. Rules for writing dates:

- **When using just the name of the month, always spell it out.** It happened in January.
- **When using the month and day,** abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec.
- **Spell out shorter months.** Do not abbreviate months spelled with **five or fewer letters** (*March, April, May, June, July*).

Payment is due on Jan. 1 and July 1. (stylebook p. 174)

In writing dates, do not use st, nd, rd or th.

- The show will take place on June 24 (not 24th) She celebrated her birthday on August 5 (not 5th).
- The burglary occurred on November 1.
- The club will travel to Pennsylvania on October 2.

Do not include the year if the date is in the year the piece is published.

Feb. 6, not Feb. 6, 2016, if you're writing in 2016.

When referring to a month and year, spell out month, and no comma is needed.

A major flood in August 1985 wiped out many homes.

Dean's List

Use lowercase at all times.

Died

Do not use passed away or other euphemisms

Governor

Capitalize and abbreviate as **Gov.** or **Govs.** if used as a formal title before one or more names.

Judge

Capitalize before a name when it is the formal titles for an individual who presides in a court of law. Don't use the title on second reference.

Lay/Lie

Lay is the action word, and it takes a direct object.

I will lay the book on the table.

Lie indicates a state of reclining along a horizontal plane.

He lies on the beach all day.

Legislature

- Capitalize when preceded by the name of a state, as well as when the state name is dropped but the reference is specifically to that state's legislature. *The West Virginia Legislature*
- Use lowercase when **legislature** is used generically.

LGBT

Acronym is acceptable on first reference, but it should be spelled out in the body of the story.

Money

- Up through nine, spell out with words:
He won five dollars in the lottery.
- For ten or more dollars, use the dollar sign and numeral:
He won \$10 in the football pool.
- For large, round numbers, use dollar sign, numeral, and spelled-out word, as in:
He won \$125 million in the lottery. The new road will cost \$2.5 million.

Names

- **On first use, use people's full names (first and last).** Tom Jones said
- **On later uses, use last name only.** Jones said
 - Except for children under age 18 or when first names are needed to prevent confusion in stories with more than one person with the same last name.
- **Nicknames** are capitalized and put in quotation marks:
 - The Rec Center, or, as students know it, "the Rec," . . .
 - John "Chunky" Angotti passed away last night.
- **Similar for organizations:**
 - **On first reference, use full name** (WVU College of Engineering and Mineral Resources, WVU Hockey Club.)
 - **On subsequent references, can use a shortened name or acronym, or refer to it as "the college" or "the club" or "PRSSA"**

Numbers

- **In text, spell out numbers one through nine. For 10 and higher, use numerals (11, 12, 145).**
 - There were three children injured today in a car accident.
 - Jones said the club has approximately 50 dues-paying members.
 - A car going 50 miles an hour for six hours will travel 300 miles.
 - John Smith, 45, died yesterday after a short illness.
 - Her children are ages 2, 8, and 10, she said.**Exception to above – ALWAYS use numerals for ages and percentages.**
- **When writing percentages, do not include the % sign. Write out the word percent.**

- The PRT is reliable about 90 percent of the time, Smith said.
- **Follow the same rules as above for ordinal numbers (first, second, etc.). For example:**
 - She was the first person in her family to graduate from college.
 - The couple will celebrate their 10 anniversary this weekend.
- **ALWAYS spell out numbers that start a sentence. Never use a numeral to start a sentence.**
 - **Forty-five** students enrolled in the class this semester.
 - **One exception is when a sentence starts with a calendar year. Use the numeral.**
 - 2013 was a very rainy year.
- **For large numbers that would be too awkward to spell out, reword the sentence.**
 - **Instead of:** Ninety-five-year-old Mabel McCullough got a big surprise for her birthday.
 - **Use:** Mabel McCullough got a big surprise for her 95th birthday.

Obscenities

Do not use in a story unless part of a direct quotation.

Percent: Always use numbers and the word percent (one word): 3 percent.

Quotations

Quotes you use should be actual words spoken or written to you by living people. If you use quotes from other sources, you must give credit: "I've been framed," Smith told the Cincinnati Enquirer. Never alter quotes even to correct minor grammatical errors or word usage.

Said

Preferred in attribution in news stories.

Senate

Capitalize all specific references to governmental legislative bodies, regardless of whether the name of the state or nation is used.

- The U.S. Senate
- The Virginia Senate

[sic]

Use the Latin word meaning *thus* or *so* to show that quoted material or a person's words include a misspelling, incorrect grammar or peculiar usage. Place *[sic]* in the text directly after the problem to show that the passage is precisely reproduced. Do not insert *[sic]* for quoted material that may be open to challenge, such as political assertion.

States

- Always spell out the names of states with five letters or fewer and Alaska and Hawaii. Others are abbreviated if they follow the name of a city, *Morgantown, WV*. Do not use Postal Service abbreviations except in mailing addresses. For AP abbreviations, see the "state names" entry in the AP Stylebook.
- Abbreviate *W.Va.* in datelines only; spell out in stories.

Supreme Court of the United States

Capitalize *U.S. Supreme Court* and also *the Supreme Court* when the context makes the *U.S.* designation unnecessary.

Team

- Use singular verb and pronoun "it" when referring to the team as a collective unite.
- However, the team name takes a plural verb:
The Orlando Magic are close to setting a franchise record

Time

- **Use numerals** except for noon and midnight.
- **Use a.m. and p.m.** (lower case, with periods after each letter).
- **Do not use zeros in whole hours:** *5 p.m.* (not *5:00 p.m.*)
- **Here is the correct way to write the time:**
4 p.m. / 4:30 a.m. / 7:15 a.m. / 7 a.m. / midnight / noon

Time, Date, Place

That is the proper order for listing specifics about an event:

The concert will begin at 8 p.m. Friday in the Mountainlair.

Titles

Capitalize titles before names, use lower case titles after names: *President Barack Obama met with Donald Trump, the president-elect*. Do not abbreviate *professor*. Do not capitalize internal departments that use common words *board of trustees, history department, English department*.

Time Element

Use the day of the week within seven days of publication; otherwise, use the date. Do not include the year unless it's not the current year. Do not use today, tomorrow, yesterday or tonight because the news item may not be read within the time period of the publication.

Today/Tonight

- Use only in direct quotations and in phrases that do not refer to a specific day
Customs today are different from those of a century ago.
- Use the day of the week in copy, not *today* or *tonight*.

Tomorrow

Use only in direct quotations and in phrases that do not refer to a specific day. The world of tomorrow will need additional energy resources.

Toward, Afterward and Forward (do not have an S on the end)

Transgender

Use the pronoun preferred by the individuals who have acquired the physical characteristics of the opposite sex or present themselves in a way that does not correspond with their sex at birth. If that preference is not expressed, use the pronoun consistent with the way the individuals live publicly.

Twitter

Tweet is a public message of up to 140 characters on Twitter. It is also usable as a verb: to tweet.

Uber

Ride-hailing services such as Uber and LYft let people use smartphone apps to book and pay for a private car service or, in some cases, a taxi. They may also be called ride-booking services. Do not use ridesharing.

Upward (Not *upwards*)

West Virginia

Abbreviate *W.Va.* in datelines only; spell out in stories.

WVU Buildings

Capitalize all WVU properties, including sports venues, academic buildings, dorms, etc.

- We work out at the Student Rec Center.

- The Mountaineers play at the Coliseum.
- My class is in Oglebay.
- She lives in Summit Hall.

WVU Officials

Capitalize all WVU organizations, groups, sororities/fraternities and officials

- He is part of the Student Government Association. (SGA is acceptable on second references)
- My dad is a member of the WVU Alumni Association.
- She wants to rush Chi Omega.
- President E. Gordon Gee bought another bow tie. (Gee is acceptable on second reference)
- Dean of Students Corey Farris spoke at the event. (Farris is acceptable on second reference)