COMPOSITION TITLES

Composition titles (of books, computer and video games, movies, operas, plays, poems, albums and songs, radio and TV programs, titles of lectures, speeches and works of art): Put quotation marks around the names of all these works except the Bible, Quran and other holy books.

Example: **YR Media's music label, Remix Your Life, is releasing a new EP called "The Reset."**

COMMAS

No serial/Oxford commas: Use commas to separate elements in a series, but don't put a comma before "and" or "or" in a simple series. Example: **The flag is red, white and blue.**

DATES

Always use Arabic figures, without st, nd, rd or th. Example: **It's Jan. 1, 2019.** (*Not*: **It's Jan. 1st, 2019.**) See **MONTHS.**

DATELINES

Datelines should appear on all our stories as the city and state where the story was written, and appear as follows: City, Two Letter State Abbreviation. Example: **Oakland, CA**

These cities don't need a state name (they stand alone) in datelines:

Atlanta
Baltimore
Boston
Chicago
Cincinnati
Cleveland
Dallas
Dever

Detroit
Honolulu
Houston
Indianapolis
Las Vegas
Los Angeles
Miami
Milwaukee
Minneapolis
New Orleans
New York
Oklahoma City
Philadelphia
Phoenix
Pittsburgh
St. Louis
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle
Washington

EDITED FOR CLARITY AND LENGTH

In posts with transcribed interviews, please use this phrase, not, "Edited for length and clarity" or other variations.)

EDITED FOR LENGTH AND CLARITY

Do not use. See **EDITED FOR CLARITY AND LENGTH**

ELLIPSIS

Treat … as a three-letter word, constructed with three periods and two spaces as shown here (a space is required before and after the ellipsis).

You can use an ellipsis to indicate the deletion of one or more words in condensing quotes. Example: Nixon said, "I have always tried to do what was best for the nation. ... However, it has become evident to me that I no longer have a strong enough political base in ... Congress."

EM DASHES
Em dashes are longer than en dashes and hyphens, and are what we use when we want to make a point, add emphasis, etc. They appear with a <u>space before and after the dash</u>, as follows: **I'm a happy person — except when I copy-edit late at night — and I like cheese.**

To type an em dash on a Mac: option + shift + the minus symbol (-)

HEADLINES
Headline capitalization: we're not going with AP Style here (AP Style calls for "sentence case"). Instead, we're capitalizing every word except conjunctions ("and," "or," etc.) and prepositions that are four letters or less ("with," in"), unless they're the first and last words in the headline.

Quotes: In a headline single quotation marks are used in place of the standard double quotation marks. So, if the headline includes the title of a song, short story, or a quotation, you would use single quotation marks.

Example: **And Now For Another Lesson in 'Headlines'**

HYPHENS
Don't use a double hyphen (--), use an em dash. See **EM DASHES**.

INTERNET
The word "internet" is lowercase. Example: **Everything's on the internet.**

ITALICS
Avoid whenever possible.

MONTHS
Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone.

When a phrase lists only a month and year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.

Examples:
January 2016 was a cold month.
Jan. 2 was the coldest day of the month.
His birthday is May 8.
Feb. 14, 2013, was the target date.
She testified that it was Friday, Dec. 3, when the accident occurred.

See **DATES**.

NUMERALS
In general, spell out numbers one through nine, and use numerals for numbers over 10. Example: **Five people showed up to the party when they were expecting 50.**

There are key exceptions. For example, always use numerals for ages.
Example: **When I was 13, my sister was 6.**

PHOTO CREDIT
A man helps a girl across the border fence in Tijuana, Mexico, on Dec. 4, 2018.
(Photo: Jair Cabrera)
A man helps a girl across the border fence in Tijuana, Mexico, on Dec. 4, 2018.
(Photo: Jair Cabrera/Human Rights Watch)
Photo: Jair Cabrera *[credit when there's no caption]*

STATES
State names are not abbreviated in the body of stories — in other words we spell out the names of states in full in stories.

Try to avoid abbreviations in headlines. If you absolutely need to abbreviate a state name in a headline, go with the following AP abbreviations and *not* the two-letter postal code abbreviations:

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

Also be advised, these state names are never abbreviated (in headlines or otherwise): Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

WEB
The word "web" is lowercase. Example: **The web wasn't invented by Al Gore.**