14EAST

Style Guide

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14 East: The Style Guide

By 14 East staff
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Generally, the magazine adheres to AP Style — all exceptions are noted below.

NOTE: Some entries refer to "editorial discretion." In these instances, the final stylistic decision will be left to the editor of the story. Direct all questions regarding these entries to your editor.

1. Grammar and writing conventions
2. Punctuation
3. Chicago-and Illinois-specific
4. DePaul-specific
5. Miscellaneous

Additional 14 East Resources:
Contributor Guideline
Standards and Ethics Guide
Fact Checking Guideline

GRAMMAR AND WRITING CONVENTIONS

Months — Months are always written out as opposed to abbreviated, even when referencing specific dates. (Note that this is contrary to AP Style.)

Correct example: Potter met Weasley on September 1, 1991.

Incorrect example: Potter met Weasley on Sept. 1, 1991.

Days of the week — Dates with days of the week are written in Day, Month Date format, with the day coming first and being separated with a comma.

Correct example: Amanda started working on Monday, May 2.

Incorrect example: Amanda started working on Monday May 2.

Verbs of — *"Says" vs. "said":* 14 East generally adheres to "said." For a hard news piece or a story written entirely in past tense, "said" is more appropriate. For a feature piece or a story

written mostly in present tense, “says” may be more appropriate, though this is less common. Make sure you are consistent throughout the story. Remember that “said” almost always works; “says” only sometimes works. The final decision will be left to editorial discretion.

EXCEPTION: In some instances, you may use “says” within a story that otherwise uses “said” in order for a source to express a generalized sentiment rather than a direct quotation.

Example: “I personally wear Bermuda shorts for six months of the year,” March said. Lawrence, on the other hand, says he usually wears the style from May through September.

Other verbs of attribution: Limit the use of overly narrative verbs of attribution (e.g. “surmised,” “explained,” “added,” etc.). Never use “laughed.”

Source names — *First vs. last name reference:* Write out each source’s full name upon first reference. After first reference, use last name only.

EXCEPTIONS APPLY. We permit the use of first name reference for sources ages 14 or younger and when writing about multiple members of the same family (e.g. a story about Mark and Amy Smith would call for first name references to avoid confusion).

Pseudonyms/stage names: If your source goes by a stage name, include their full “real” name on first reference. On every other reference, use their “real” last name.

Example (pulled from Chicago magazine): Nonetheless, in a city filled with countless bar and bat mitzvahs, Kareem Wells, whose stage name K.W.O.E. is pronounced quo and stands for the more grandiloquent Kareem Wells of Excellence, has a legitimate claim to the throne. … For those who do manage to snag him, Wells doesn’t come cheap.

EXCEPTIONS APPLY. Talk to your editor if a source has a compelling reason to use their stage name, or if you feel the use of a stage name is more appropriate. Some stage names may be recognizable enough to warrant usage. Examples include Chance the Rapper (“Chance” on second reference) and Lady Gaga (“Gaga” on second reference).

Date ranges — To indicate a range of dates or times, write out the word “to” or “through” rather than using dashes or hyphens.

Correct example 1: Floriole Cafe & Bakery is open 7 a.m. to 5:30 p.m.

Correct example 2: Smith will be in Chicago Monday, December 25 through Friday, December 29.

Incorrect example 1: Lorde's set was supposed to go from 8 p.m.–10 p.m.

Incorrect example 2: The Canadian geese migrate September–January.

Media titles — Books, movies, plays, television shows, poetry collections, video games, radio shows, television programs and albums are italicized. Individual chapters, songs, episodes and poems are included in quotation marks. YouTube videos include quotation marks with only the first letter of each word capitalized.

Examples: *Stranger Things, Terminator, Call of Duty, Beloved, Rocky Horror Picture Show, Henry VIII, Broad City, Wicked.*

More examples: *Broad City*'s "Florida" episode, "Daddy" from Sylvia Plath's poetry collection *Ariel,* "Jeffree Star Meets Shane Dawson"

News media titles — Only capitalize media titles such as newspapers, magazines. For specific articles or episodes, include quotation marks.

Example 1: Vogue, Seventeen, ABC7 News, WBEZ, Planet Money, This American Life, The New York Times, The Washington Post, Wall Street Journal

Example 2: Planet Money's 887th episode, "You Asked For It, Yet Again," features answers to listeners' questions on Brexit, Venmo and silver dollars.

Social Media Handles — At first reference, use the colloquial name first and the handle in parentheses. Use just the colloquial name after first reference.

Example: Meg Memes (@meg_memes) first began as a Facebook page where she posted memes that she liked because she did not have enough storage on her phone to save them.

Headlines — 14 East capitalizes all nouns, pronouns, adjectives and verbs. Capitalize adverbs and prepositions of four letters or more. Use numerals for all numbers and single quotes in the place of quotation marks.

Example: Blood, Bodies and Binaries: Trans Women in Horror

Percents —In all written mentions, use the percentage symbol, except for when the number is at the start of a sentence. In infographics, usage of the percent symbol is accepted.

Example: In Cook County, 42% of drug-related arrests in 2016 were cannabis-related.
Forty-two percent of drug-related arrests in Cook County in 2016 were cannabis-related.

PUNCTUATION

Oxford comma — AP Style does not use the Oxford comma when listing three or more series of conjunctions. Only use a comma if its omission could lead to confusion or misinterpretation.

Example: The sleek design of vaping vessels, social media marketing and myriad of sweetly flavored nicotine have come under fire as potential causes for the popularity of e-cigarettes among America's under 18 age group.

Incorrect Example: Thanksgiving is a time to gather around the table, enjoy a delicious feast, and enjoy quality time together.

Dashes —We use the longer em dash (—) rather than the shorter en dash (–). Include a single space before and after each dash.

Example: Baxter spends long stretches in solitary confinement — or, as it is commonly referred to, the SHU.

Apostrophes — *Words ending in 's':* Include an 's' after the apostrophe when indicating possession for words ending in the letter 's' unless the first letter of the new word begins with 's.'

Correct example: Papadopoulos's plea deal required him to cooperate with special counsel Robert Mueller's investigation.

Incorrect example: Lance Bass's sales soared after he joined the popular '90s boy band NSYNC.

Accents — We include accent marks within proper names (i.e. people, places and things). Always ask sources if their names contain any accents or special characters.

Example: "There seems to be this atmosphere now at DePaul that protesting is just the thing that we do. We show up for anti-racist struggles," said Felipe Bascuñán, a recent DePaul graduate and DePaul Socialists member.

Acronyms – If a space, organization, program, etc. uses an acronym, include it on first reference in parentheses. However, do not include the acronym on first reference if it is widely known regionally or nationally.

Correct Example: The Reader and its editorial union are close to a much-anticipated transition from its for-profit company to a new non-profit organization called the Reader Institute for Community Journalism (RICJ)
Incorrect Example: Evan F. Moore is the press secretary of Chicago Public Schools (CPS).

The use of "(CPS)" is unnecessary here, as it is widely known that CPS stands for Chicago public schools.

Correct Example: The school was being investigated by the Federal Bureau of Investigation.

Stylized titles — We honor all stylized names and titles (ampersands, capitalizations, etc.) as they appear in their original form.

Examples: Baskin runs her high-end vintage boutique, shopNOV, out of a permanent stall at the Randolph Street Market.

Colons and semicolons — 14 East does use colons and semicolons (though we are preferential of the em dash). Do not capitalize after a colon or semicolon in a sentence, even if the colon/semicolon is followed by an independent clause.

Example 1: 14 East is aware of one thing: we do not capitalize after a colon.

CHICAGO- AND ILLINOIS-SPECIFIC

Neighborhood vs. community area — When referring to Chicago locations, we generally prefer to use the city's 77 community areas as a starting point rather than neighborhoods. Lakeview, for example, is a community area, while Bricktown is a neighborhood. Using community areas allows us to be as consistent as possible, since there is no official list of city neighborhoods.

We use the Chicago Tribune's Boundaries Map to identify community areas. To use the app, enter the address into the



search bar and scroll through the results until you see “community area.” Always run addresses through the search bar twice to double-check their location.

Correct example: The concert was held at the Riviera Theatre, located at 4746 N. Racine Ave. in Uptown.

Incorrect example: The concert was held at the Riviera Theatre, located at 4746 N. Racine Ave. in Sheridan Park.

EXCEPTIONS APPLY. In certain cases, it may be more appropriate to refer to specific neighborhoods rather than community areas — especially if the neighborhood is well-known or provides geographical context. For example, it would be appropriate to identify Wrigley Field as being in Wrigleyville rather than Lakeview, or the Chicago Defender Building as being in Bronzeville rather than Oakland.

Community area/neighborhood spelling and capitalization — *Spelling:* Refer to the city’s list of community areas for spelling. For neighborhood spellings, refer to the Chicago Tribune’s Boundaries Map, the Chicago map or refer to your editor.

EXCEPTION: The city of Chicago spells the neighborhood “Lakeview” with two words (“Lake View”). In keeping with colloquial usage, we spell the neighborhood as “Lakeview.”

Capitalization: Stories will occasionally refer to unofficial geographic regions of neighborhoods and community areas. In these instances, do not capitalize the directional adjective preceding the neighborhood (i.e. north, south, east, west).

Example: In west Pilsen, a home was sold for $1.7 million. In east Pilsen, gentrification has been comparatively slower.

Parts of the city — Capitalize parts of the city, with spaces between directions.

Example: South and West sides or South Side

Suburbs — Capitalize the location of the suburb.

Example: South suburb

CTA — *Elevated trains:* We abbreviate the elevated train system as the ‘L.’ Use single stroke quotation marks rather than double. Furthermore, capitalize the name of each train line.

Example: Bennett took the ‘L’ to work, usually riding the Red Line from Sheridan to Lake before transferring to the Blue Line.

Buses — Bus lines are identified by their route number and name (e.g. 36/Broadway, X-9/Ashland Express, etc.). Use the CTA website to search for route number and name.

Example: She commuted to Bridgeport on the 8/Halsted bus every Friday evening.

Pace bus — Pace bus lines are identified by their route number, name and “Pace bus” to signify it is a pace route (e.g. 349/Western Pace bus).

Metra — We capitalize Metra and the name of each train line. On first mention, we write out the full name of the train line. For each mention after, we use the abbreviation. Use the Metra website for specific names.

Example: Jade took the Milwaukee District North (MD-N) line on the Metra to get to work in the morning.

Political titles — *Alderperson/Alderpeople:* Do not abbreviate when referring to the noun or the title. Include abbreviated title and ward number, listed in parentheses, on first reference.

Example 1: Alderperson Carlos Ramirez-Rosa (35th), a Democratic Socialist, announced he will run for Illinois congressional office. Ramirez-Rosa became an alderman in 2015.

State and congressional representatives: Abbreviate representative to “Rep.” when referring to the title. Include abbreviated title and party/district, listed in parentheses, for congressional representatives. For state representatives, include the title “State Rep.” and party/town in which they are based, also listed in parentheses. Similarly, Senators are abbreviated to “Sen.” when used before their names. However, the term senator is not capitalized in a general sense.

Example 1: Jones, who lives in Lakeview, cast her vote for Rep. Mike Quigley (D-5th).

Example 2: Rauner will face state Rep. Jeanne Ives (R-Wheaton) in the March primary election.

Example 3: The reporter met with Sen. Elizabeth Warren for lunch.

DEPAUL-SPECIFIC

Capitalization conventions — *Quarter system:* We capitalize the title of each quarter (i.e. Fall Quarter, Winter Quarter and Spring Quarter). December Intersession and Summer Term are also capped.

University buildings/landmarks: We capitalize the proper names of all university buildings and most landmarks (e.g. Schmitt Academic Center, Wish Field, the Quad). Do not capitalize unofficial names.

Schools: Capitalize all 10 of the university's schools: Driehaus College of Business, College of Communication, College of Computing and Digital Media, College of Education, College of Law, College of Liberal Arts and Social Sciences, College of Science and Health, Grace School of Applied Diplomacy, School of Music, School for New Learning and The Theatre School.

Majors: We do not capitalize majors.

Correct example: Lessing is a journalism major.

Incorrect example: Lessing is a Journalism major.

Departments and programs: Department fields are capitalized, but the word "department" is not (e.g. the English department, the WRD department, History department, etc.). Program names are not capitalized (e.g. the journalism program). Refer to the university's website for more information.

Example: Jason Martin is chair of the journalism program, while William McNeill is the chair of the Philosophy department.

Campus names: We capitalize all campus names: Lincoln Park Campus and Loop Campus.

Classes — Names of specific classes are capitalized. If using a class in a general sense, however, they should not be capitalized.

Example: Juliet Stantz teaches Research for Public Relations and Advertising once a week on Wednesdays.

Example: On Tuesdays, a group of friends attend the same marketing class.

University titles — Generally, we abide by AP Style rules: Only capitalize university titles if they appear directly before a person's name. Otherwise, all titles should be in lower case. Per the

above section, department names should remain capitalized. We also include any honorifics, such as “Dr.” However, 14 East typically will refer to professors with a PhD as a “professor” at first reference and note the PhD when relevant.

Example: The new library will cost the university approximately $14 million, according to Vice President for Student Affairs Dr. Eugene Zdziarski.

Example: Dr. Eugene Zdziarski, vice president for Student Affairs, said the new library will cost the university approximately $14 million.

Religious titles — We use "Rev.," “Bishop,” Archbishop,” “Cardinal,” “Father,” “Sister,” “Mother” and “Rabbi” on first reference. On second reference, use last name only. Do not include additional titles referring to other religious affiliations (e.g. “C.M.” for the Vincentian Congregation of the Mission). Ultimately, ask for someone’s preferred title.

NOTE: Although AP Style prefers usage of “the Rev.” or “Rev.” we defer to the university’s Catholic titles. Do not use the abbreviation “Fr.” for “Father.” Use “the Rev.” as appropriate when referring to other denominational Christian titles (e.g. “Minister” and “Pastor”).

Example: Father Dennis Holtschneider, former president of DePaul, now serves as executive vice president of Ascension Health. Holtschneider began his tenure at DePaul in 2004.

RACE AND ETHNICITY

Race and ethnicity — We capitalize Black and Brown in reference to race, but not white. We also capitalize acronyms for racial identities, such as POC, BIPOC and AAPI. Furthermore — unless referring to a source who self-identifies as either Latino, Latina or Latinx — we use Latine when referring to the community as a whole. Avoid the term Hispanic unless referring to government polling data or a person from Spain. “Hispanic” is country-specific, and is an incorrect label for many Latinx-identifying people.

Example 1: Studies show that Black women are more than three times as likely to die as a result of complications from pregnancy and childbirth than white women.

Example 2: The organization Chicago Birth Workers of Color helps to advocate for people in Chicago

DISABILITY

General guidelines
We include disabilities only when they are relevant to the story and include it with their name and pronouns. When possible, we ask sources how they would like to be described. Be wary of using words like "disorder," "impairment," and "special" to describe a disability. In addition, we do not take it upon us to describe the nature of a condition such as "high functioning" or "severe." Consult the National Center on Disability Language Style Guide when referring to specific disabilities, including, but not limited to, alcoholism, autism, deformities, and suicide.

GENDER IDENTITY/SEXUAL ORIENTATION

General guidelines
We always ask and confirm a source's pronouns and referral preference. If a source has multiple pronouns, for example, they use he, she and they, we try our best to integrate all pronouns within a piece. Additionally, if a source transitions after their story is published, we can go back and update their pronouns if they would prefer we do so. We refer to GLAAD and the Trans Journalists Association to consult specific terminology, such as LGBTQ+, transgender, nonbinary, and more.

MISCELLANEOUS

Swear words
We permit "damn," "hell," "ass" and "crap." All other swears should include the first and last letters separated by an em dash (e.g. " f—k")

Slurs
Avoid using or including slurs in writing unless completely necessary. If being used, slurs should be censored using asterisks for each letter of the word. If an editor should decide that more context is needed, the first letter of the word may be used following asterisks.

Issues
Issues refer to 14 East's monthly themed lineups. When referencing a specific issue, use capitalization. When referring to the issues as a series, do not capitalize.

Example 1: For our premiere Love Issue, 14 East created a love map of Chicago, logging where love was lost, found, blossomed or burgeoned.

Example 2: Our issue series allows us to better investigate, discuss and highlight certain topics contingent to a specific month or time of the year.

SPECIFIC WORDAGE

14 East writes out the following words as seen below:

internet

email

longtime

multimedia

longform

Google

DIY — include an explanation of what DIY means in the context it is being used.

SAC — Schmitt Academic Center. At first reference to the building as “the Schmitt Academic Center (the SAC).” Then refer to it as “the SAC.”

Bean-related

The Bean Caffé — referring to the coffeeshop in the SAC

The Bean, formally known as Cloud Gate, is located in Millennium Park.

DePaul Esport Gaming Center

esport

Public Newsroom

the university

WiFi

livestream

Meeting ID