

The Arlingtonian Style Sheet

Capitalize:

- Arlington High School (AHS), Arlington School District
- Board of Education, Department of Education, Board of Regents
- Superintendent of Schools, Assistant Principal, and other official titles
- Participation in Government, Accelerated Accounting, English 11R, other specific course names
- BOCES
- National Honor Society (NHS)
- Russian, German, French
- Master's or Bachelor's degree in history, but Bachelor of History
- Arlington Admirals, Lady Admirals
- League A, Conference I, League Champions, Sectionals, States

Do not capitalize:

- ❖ freshman, sophomore, junior, senior
- ❖ generic classes, i.e. math, science, social studies
- ❖ debate club, drama club (but French club, Russian club, etc.)
- ❖ student government treasurer, secretary, president
- ❖ varsity/junior varsity (but JV) girls' volleyball, boys' soccer, winter track.
- ❖ athlete of the month, foreign exchange student of the month
- ❖ 7 a.m. or 7 p.m.

Use of Mr., Mrs., and other titles:

- Never use Mr., Ms., or Mrs. When first making reference to someone, use the person's full name; in all subsequent references use only his last name. As often as possible, identify the person's connection to the content of the article (e.g. parent, taxpayer, coach).

- If a person has a title that is relevant to the article, such as Athletic Director or Principal, write it out in the first reference, but only use his last name after that.

Abbreviations:

- ◆ Abbreviate AHS, APO, CIA, FBI, PTA, SADD, SAT, SUNY, JV and other common abbreviations, with no periods.
- ◆ Abbreviate TV without periods, unless you are using it as a noun, in which case, write out “television”.
- ◆ Do not abbreviate United States if you are using it as a noun. Otherwise abbreviate it with periods (U.S.).
Ex.: We live in the United States, but we are U.S. citizens.
- ◆ Do not worry about abbreviating Mr., or Mrs., because you should not be using them in your articles.
- ◆ Abbreviate A.D. and B.C. with periods.
- ◆ Do not abbreviate brothers into bros., association into assn., or company into co.
- ◆ If an organization has an acronym, state the full name of the organization first, with the acronym in parentheses, and use the acronym in further references.
Ex.: Future Homemakers of America (FHA) is a club for the future homemakers of America.
- ◆ Do not abbreviate months or days.
- ◆ If you are unsure whether to abbreviate a word or not, do not.

Italics and quotes:

- *Italicize* (do not underline) long works such as books, movies, CDs, magazines, and plays. Put “quotes” around shorter works such as short stories, chapter names, and songs.

Punctuation:

- ⇒ When quoting from an interview, use the past tense. The interview has always happened in the past by the time we go to print.
Ex.: “I am the principal,” **said** Principal Thomas Brooks.
- ⇒ Quote someone only if he can say it better than you can. Do not use: The conference went “well,” according to Brooks. Do use: “Next time, I’ll do my karate on them,” says Brooks.

- ⇒ Put punctuation inside the quote marks. However, leave question marks, exclamation points, and colons outside of the quote marks unless they belong inside.
Ex.: “What’s going on?” he said, but: Have you heard the song “I am The Walrus”?
- ⇒ Use double “quote” marks, not ‘single’, unless the speaker quotes someone else in their speech.
Ex.: “I could not believe it when he said ‘Ivan smells funny.’”
- ⇒ For sports teams, use an apostrophe after “boys” or “girls”
Ex.: “The boys’ soccer team is better than girls’ soccer team.”
- ⇒ Use a comma before the word “and” in a list
Ex.: “I had pizza, fries, and a soda for lunch.”
- ⇒ Use “ ‘s ” when referring to different parts of the Student Government
Ex.: “Student Government’s senior class”

Text formatting in PageMaker:

- *continued from front page, continued from page 2*
- Continuation title is headline font
Ex.: “Curious George attacks Brooks, *cont’d*”
- “by” is always lowercase in bylines
- “Interview by”, not “Interview conducted by”
- Use periods. and Capitalization. in captions.
- In captions for group photographs, put names in clockwise order
- Do not use “sincerely” in letters to the editor, only “-Freshman Joe Jones”

Miscellaneous Style:

- ✓ Our publication is *the Arlingtonian*
- ✓ Times: 2 p.m. not 2PM or 2pm
You can use noon and midnight, but not 12 noon or 12 midnight.
- ✓ Do not write “early in the a.m.” Write “early in the morning.”
- ✓ Money: \$4, not four dollars or 4 dollars.

One cent, 25 cents, not \$.01 or \$.25 or 25

- ✓ Numbers: Write out numbers up to ten except in sports scores or records.
Ex.: “Five little children,” but “Arlington won, 5-4.”
- ✓ Dates: October 31, not October 31st or 31 October.
- ✓ Strange plural nouns: Do not use apostrophes for groups of letters (CDs, POWs) or numbers (12s, 200s, the ’80s), but do use them for single letters (g’s, d’s).
- ✓ Its = plural form of “it,” and showing ownership by “it.”
It’s = it is (but remember – don’t use contractions outside of a quotation).
- ✓ Write the title of a student after his class: freshman goalie Bob Jones or junior violinist John Bobs.
- ✓ Do not use “I” in an article unless it is a column. Try to avoid using “you” as well, unless you are referring directly to the reader.
- ✓ If gender is unknown use a generic male pronoun, but try to use plural reference to avoid this. Instead of “A student can’t go off campus unless he has a pass,” write “Students cannot go off campus unless they have passes.”
- ✓ Use American-English spellings. Write center, color, or organization, not centre, colour, or organisation. However, if the name of an organization is spelled the British way, do not change it.
- ✓ Adviser, not advisor.
- ✓ Never start a sentence with “and” or “but.”
- ✓ Hyphenate “16-year-old” but not “16 years old”
- ✓ Don’t be usin’ contractions or slang, and don’t use no double negatives.
- ✓ Use the ending of –th, rather than just leaving the number alone
Ex.: “The team came in 154th place”, **not** “Dov is the 154 worst typist”
- ✓ The word “freshmen” is plural, whereas “freshman” is singular
Ex.: “Freshman Billy stood tall among the horde of oncoming freshmen.”
- ✓ Swearing in quotes is changed to another word and put in brackets
Ex.: “I don’t know what the [heck] you are talking about.”
- ✓ Website, not web site
- ✓ Schools:

R.C. Ketcham, not Ketcham or Roy C. Ketcham
Roosevelt, not FDR or F.D. Roosevelt

General Style and Structure:

- ♣ Use a lead paragraph to summarize the story, convey the most important news, or highlight the most dramatic aspect of the story. If you have trouble coming up with a lead paragraph, try the classic method of exploring who, what, where, when, why and how. It really works.
- ♣ Use short sentences and short paragraphs, please!
- ♣ Use quotations as often as possible, as long as they are not superfluous.
- ♣ Thoroughly cover the topic, but without bias.
- ♣ Avoid excessive, prolonged, unrelenting, monotonous use of unnecessary adjectives.
- ♣ Avoid the passive voice (“to be”) whenever possible

Ex.: **Not** “This is the way we write”, but “We write this way.”

- ♣ Honestly, read the article aloud to yourself. You will be surprised how many errors you can catch that way.