

VISION MAGAZINE STYLE SHEET

(Note – Where items are not detailed below, refer to the AP Stylebook.)

▪ CAPITALIZATION

- E-mails are in lower case – sydney@visionmagazine.com
- Web sites are in lower case – www.visionmagazine.com
- Capitalize official names, including City Commission, Commerce Committee, Congress, Senate, House, General Assembly, Republican Party.
- Capitalize Internet.

▪ NUMBERS

- If a sentence is started out with a figure or number, spell the number out.
- In general, SPELL OUT numbers one through nine, use figures for 10 above. Ex: He invited 12 guests to the party but only nine showed up.
- EXCEPTIONS: Always use figures for these:
 - Ages: John, 7, ran away. John is 7 years old.
 - Dimensions: The 7-foot-2 player weighed 230 pounds.
 - Percentages: 4 percent
 - Time: 6 p.m.
 - Day of the month: Jan. 9, 19
- Phone numbers: use dots in place of parens or spaces (ex. 619.332.9784)

▪ DATES AND TIME

- When specific dates are used, abbreviate the month (Except March, April, May, June, July). Put commas after the day of the week, the month and the year. If you only have the month and day, no commas are required. Ex: Joe died Monday, Jan. 6, 1997, of cancer. The banquet is Oct. 10.
- Use p.m. with lowercase and periods, not PM or pm.
- Don't use "th" for day of the month. Ex: Jan. 9, 1997, (not 9th)
- The order for a listing is time, day, date, place. Ex: The show is at 6 p.m., Thursday, Feb. 3, 2007 at the Starlight Theatre.

▪ MISCELLANEOUS STYLE, GRAMMAR AND SPELLING

- Spacing between sentences: one space
- Use an M-dash (–) for dashes rather than the shorter N-dash (-) when it is being used in place of a comma and for pause affect (example- I saw her—and she saw me).
- Titles of books, movies, magazines. Put quotation marks around the titles of movies, plays, books (but not the Bible or reference works), operas, songs, TV programs, speeches and works of art. But NOT around the names of newspapers or magazines.
 - The editorial in the Daily Oklahoman supported the bond issue.

- ▪ He loved to watch "Saturday Night Live."
- Use e-mail not email.
- It's Web site, not website.
- Use double quotation marks for quotes, and single quotation marks for quotes inside of quotes – "Stop being such a 'pill' and do what you're told."
- Place comma and period inside of quote marks – "I love you," he said.
- Use okay, not OK.
- Use percent not %. Ex: It was 4 percent off.
- Do not use acronyms unless they are familiar to your readers. Spell out governmental agencies on first reference, and abbreviate on second reference. DO NOT use periods. Ex: Federal Communications Commission. The FCC issued the ruling.
- As a noun, United States is spelled out. As an adjective, it is abbreviated US. Ex: The United States opposed the treaty because US companies wouldn't pay.