

TNP AP Style Checklist for Contributors

*Most common mistakes:

- Are highlighted in yellow
- Either check these first or start memorizing them

Punctuation/Technical Stuff:

- Commas:
 - Do NOT use the oxford comma !!
 - “red, blue, and purple” = **WRONG**
 - “red, blue and purple” = **CORRECT**
- Quotation marks:
 - Quotation marks are ALWAYS on the OUTSIDE of punctuation
 - “I can tell”, // “What she said”. = **WRONG**
 - “I can tell,” // “What she said.” = **CORRECT**
 - There are only THREE different ways a quote should end:
 - 1.) “This is fun,” Mulder said.
 - This is the most used, so remember “Last Name said”
 - ONLY used AFTER a person’s first reference, which is why it only uses the last name
 - 2.) “This is fun,” said Ted Mulder, director of the FBI.
 - Used ONLY as a FIRST reference, so full name and title are included
 - 3.) “This is fun,” said FBI Director Ted Mulder.
 - Also used ONLY as a FIRST reference
 - Single quotation marks are used only in headlines and when someone is quoting someone else
- Dashes:
 - We use em dashes, NOT hyphens, for punctuation = Alt + 0151
 - Always include a space on both sides of an em dash
 - “Ted Mulder - the detective” = **WRONG**
 - “Ted Mulder — the detective” = **CORRECT**
- Ellipses:
 - We use copy and paste ellipses, NOT three periods in a row
 - Always include a space on both sides of the ellipsis
 - “What she said...and then,” = **WRONG**
 - “What she said ... and then,” = **CORRECT**
- Italics:

- The ONLY things that should EVER be italicized are the name of newspapers (*including our own*) and album titles
 - Proper way to say our newspaper: the *Daily Wildcat*
 - only italicize and capitalise daily and wildcat, NOT “the”
 - On second reference, use: the *Wildcat*
- Other titles such as book titles, movies, journal titles, the names of songs, etc. only get quotation marks
 - He watched *The Joker* yesterday. = **WRONG**
 - He watched “The Joker” yesterday. = **CORRECT**
- DO NOT italicize OR CAPITALIZE random words or phrases in your articles for emphasis, etc.
 - “It was a *huge* problem.” / “It was a HUGE problem.” = **WRONG**
- Apostrophes:
 - If something ends in s just add ‘ not ‘s
 - “Robbins’s name” = **WRONG**
 - “Robbins’ name” = **CORRECT**
 - Pluralization
 - 1960’s = **WRONG**
 - 1960s = **CORRECT**

Numbers:

- Zero through nine = always spelled out — except in special cases
 - Zero through nine may use figures if they are used as points from a sports game or a political race
- 10, 11 and so on = use figures — except in special cases (most common below)
 - 1 million, \$5 million, etc. are all above nine, so they use figures
 - NEVER start a sentence with a figure
 - “10 cars were involved in the crash.” = **WRONG**
 - “Ten cars were involved in the crash.” = **CORRECT**
- Ages:
 - Always use figures
 - “The 7-year-old boy.” / “The building is 23 years old.” = **CORRECT**
- Height:
 - Always use figures and this specific format:
 - “He is 5-foot-6.” = **CORRECT**
- Time:
 - Always use figures:
 - 9 a.m. / 11:45 a.m. / 2 p.m. / 5:30 p.m. = **CORRECT**

- “a.m.” and “p.m.” = always lowercase, no spaces, two periods
 - Always include a space between the number and the a.m./p.m.
- Avoid redundancies, such as:
 - “At 10 a.m. in the morning.” — We already know it’s morning because of the a.m.

Dates:

- When writing out a full date, abbreviate all months — EXCEPT for March, April, May, June and July
- Write out full month if it’s just by itself or just with a year
 - Aug. 14, 2015 / Nov. 3 / July 27, 2019 / November 2019 = **CORRECT**
 - August 14, 2015 / November 3 / Jul. 27, 2019 / Nov. 2019 = **WRONG**
- Never include the “th” or “rd” at the end of numbers
 - Dec. 3rd / July 5th = **WRONG**
 - Dec. 3 / July 5 = **CORRECT**
- Do not include the year if the date is within the current year

Addresses:

- Use abbreviations such as Ave., Blvd. and St. ONLY with numbered addresses
 - My address is 1234 E. University St. = **CORRECT**
- Spell them out when part of a formal street name without a number
 - I live on University Street. = **CORRECT**
 - I live on University St. = **WRONG**
- Spell out “first” through “ninth” when used as streets — use figures for “10th” and above
 - Fourth Avenue = **CORRECT**
 - 4th Avenue / 4th Ave. = **WRONG**

Titles:

- NOTE that titles are different from occupational descriptions
 - Things like “head coach” or “professor” = NEVER capitalized because they are just occupational descriptions
 - Things like “President Dr. Robert C. Robbins” or “Director of Marketing” are actual titles
- Only capitalize titles if they are BEFORE a name
 - “Director of Marketing Ted Mulder” = **CORRECT**
 - “Ted Mulder, director of marketing” = **CORRECT**
 - “Ted Mulder, Director of Marketing” = **WRONG**

- After a title is used once on first reference, it shouldn't be said anymore in the article unless it's a quote
 - If someone is introduced as "Dr. John Smith," he should then only be referred to by his last name "Smith" — NOT "Dr. Smith"
- The only abbreviated titles are Dr., Gov., Lt., Gov., Rep., Sen. and certain military titles
- Former/future titles holders can use these official titles, but the words "former" and "future" are always lowercase
 - "He met with former Vice President Joe Biden."

Acronyms:

- NEVER use the acronym for something on FIRST reference — except in special cases
 - This includes building:
 - So on first reference, say "They went to the Student Union Memorial Center" and then on all references after that, you can say "SUMC"
- There are a few exceptions to this rule that ARE allowed to be acronyms on first reference — They are generally really well-known things such as ESPN, U.S., FBI, NFL, NASA, UFO, etc.
 - By "well-known" I mean very likely to be known by anyone who reads it, so any common University of Arizona acronyms DO NOT COUNT
 - If you're unsure about the acronym, just GOOGLE IT
- Most two-letter acronyms must have the two periods — except never in headlines
 - EXAMPLE: U.S., U.N, B.C., etc.
 - There are a few that don't need the periods, such as: AP, ID, GI and EU
- DO NOT put an acronym/abbreviation in parentheses after a word
 - "At the Student Union Memorial Center (SUMC) yesterday," = WRONG
 - Just say the full name on first reference and then use the abbreviation on all references AFTER that

Headlines:

- Only capitalize the first word of the headline, all proper nouns and the first word after a colon
 - **EXAMPLE:** Extracurriculars across campus: Involvement and opportunity
- There is no need to include the periods of any abbreviations
 - **EXAMPLE:** Election 2020: Mark Kelly wins US Senate seat in Arizona
 - So no periods are included with "US"
- If including a quote, use the single quotation marks, not the double ones
 - **EXAMPLE:** Head coach Kevin Sumlin says makeup game against Washington was 'never a consideration'