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
• 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 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’