**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 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’