

AP STYLE SHEET

	Months/Dates/Times	
<p>Rules: Abbreviate months with six or more letters if they are used with a specific date. Spell out those with five or fewer letters.</p> <p>Always spell out the month when it is used without a specific date.</p> <p>For days of the month, use only numerals. Do not use nd, rd, or th.</p> <p>Do not use the day of the week with the date – just the date alone. Do not abbreviate days of the week.</p> <p>Use lowercase letters, a space and periods for a.m. and p.m. Do not use zeros on times.</p> <p>Use noon and midnight rather than 12 a.m. or 12 p.m.</p>	<p>Correct examples: Aug. 13, June 6, May 31</p> <p>In September the football team...</p> <p>Aug. 2, Sept. 3, April 4.</p> <p>The next game is Oct. 13. Wednesday, Monday</p> <p>7 p.m., 10 a.m., 1:45 p.m.,</p> <p>The club will meet at noon.</p>	<p>Incorrect examples: October 13, November 20, Mar. 7</p> <p>In Sept. the football team...</p> <p>Aug. 2nd, Sept. 3rd, Oct. 4th.</p> <p>The next game is Friday, Oct. 13. Wed., Mon.</p> <p>7:00 p.m., 10 am, 10 AM, 10a.m.</p> <p>The club will meet at 12 a.m.</p>

	Names/Titles/Classes	
<p>Rules: For all people mentioned (adults and students), use their full name (including middle initial and title if these are relevant) on the first reference. On the second reference, use only the last name.</p> <p>If two people with the same last name are quoted in a story, use first and last names.</p> <p>Generally, titles are lower case and appear after the name. Capitalize a person's title only when it must appear before their name, but not if the title is merely the name of their job.</p> <p>Sophomore, junior, senior, freshman, teacher, etc... are not capitalized unless at the beginning of a sentence.</p> <p>Titles of departments and names of classes are not capitalized unless they are also a language or nationality.</p>	<p>Correct Examples: Jane Smith, a Sedro-Woolley junior, ...later Smith realized.</p> <p>...Jane Smith explained. Jenny Smith also believes.</p> <p>Jenny Smith, auto club president, said, "... Mark Jones, swim team captain, said, "... Lieutenant Bob Jackson said, "... But welder Joe Jones told another story.</p> <p>Sarah Smith, math teacher, said, "... Math teacher Sarah Smith said, "...</p> <p>Math, science, English, Spanish Introduction to welding</p>	<p>Incorrect Examples: Jane Smith, a Sedro-Woolley junior, ...later Jane realized.</p> <p>...Smith explained. The other Smith...</p> <p>Math Teacher Sarah Smith Principal John Doe But Welder Joe Jones told another story.</p> <p>Sarah Smith, Math Teacher, said, "... Math Teacher, Sarah Smith said, "...</p> <p>Math, Science Introduction to Welding</p>

	Quotations	
<p>Rules: Capitalize the first letter of a full-sentence quote.</p> <p>When a full-sentence quotation is introduced or followed by attribution, place a comma between them.</p> <p>One exception to the above rule is that quotations are in the form of a question do not need a question mark AND a comma—merely a question mark.</p> <p>When using a sentence fragment as a quotation, do not set it off with a comma unless the sentence requires one for proper grammar. Do not capitalize the first letter of a sentence fragment quote.</p>	<p>Correct Examples: Jones said, “All of us were excited.”</p> <p>Smith said, “What the heck is going on?” “It’s the state championships,” Smith said.</p> <p>“What’s going on?” he asked.</p> <p>Smith said he felt “sicker than a dead frog” after he drank too much tequila.</p>	<p>Incorrect Examples: Jones said, “all of us were excited.”</p> <p>Smith said “What the heck is going on?” “It’s the state championships.” Smith said.</p> <p>“What’s going on?,” he asked.</p> <p>Smith said he felt, “sicker than a dead frog” after he drank too much tequila. Smith said he felt “Sicker than a dead frog” after he drank too much tequila.</p>

<p>Numbers/Money Rules:</p> <p>Generally, <i>spell out numbers less than 10</i>. Some expectations to this rule are:</p> <ul style="list-style-type: none"> • Addresses: 6 Maple St. • Ages, even for inanimate objects: Beth, a 15-year-old; The 2-year old building. • Cents: 5 cents • Dollars: \$5 • Dates: June 6 • Dimensions: 6 feet tall, 9-by-12 rug • Highways: U.S. Route 1 • Millions, Billions: 3 million people • Percentages: 4 percent • Speed: 7 miles per hour • Temperatures: 8 degrees • Times: 8 a.m. <p>Spell out any number that appears at the beginning of a sentence. The one exception to this rule is a year: 1981 was the last time Timberline won state title.</p>	<p>Miscellaneous Rules:</p> <p>Sportswriting styles: Use girls tennis team, boys basketball, NOT girls’ tennis team, boys’ basketball</p> <p>Cubs, NOT cubs</p> <p>Mike Jones, basketball coach, NOT Basketball Coach Mike Jones or Coach Mike Jones</p> <p>Generally, apostrophes show ownership, not plural: Mike’s car = Mike owns the car Car’s brakes = the car owns the brakes The cars in the parking lot = there are many cars in the lot Cars’ brakes = the brakes owned by many cars</p>	<p>Miscellaneous Rules:</p> <p>Plurals of letters and numbers: Numbers like 3s get the “s” but no apostrophe. (The same rule applies to decades: The 1920s.)</p> <p>Single letters like F’s get the “s” AND an apostrophe.</p> <p>Multiple letters like ABCs get the “s” but no apostrophe.</p> <p>States: Only abbreviate state names when they follow the name of a city. Look in the AP Stylebook for the state’s abbreviation; do NOT use the US Post Office abbreviations. (Use Wash., not WA.)</p> <p>Misc. Misc.: Spell out percent. Always use figures before this word; never the spelled-out number: 3 percent, 99 percent.</p> <p>Capitalize the word room when used with the number of the room: Room 104.</p>
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