

# Staff Manual – Legacy Student Media

## Vol. 7 2013 Basic AP Style Guide for Legacy Publications

### Names and Mascots

- All mascots are capitalized
- Capitalize titles: Band President Mark Walberry, Principal
- Do not capitalize classifications: freshman Jordan Herrod
- Next mention adults keep their title – students trim to last name
- All women teachers: Use Ms. For title, unless asked person requests different
- Use the # for grades (with commas) in captions and full spelling in stories: James Moore, 9, said. (however, if a caption is all one grade, use the full spelling)
- Journalism adviser not advisor

### Capitalization

- Name of clubs are capitalized if they are specific: Chess Club, marching band, Student Council, Key Club, choir,
- Formal names of committees are capitalized: Campus Improvement Committee
- Internet is always capitalized
- All months and days of the week
- Homecoming if it's a noun, but not as an adjective: homecoming dance
- JV always – varsity never
- Capitalize names of races and nationalities, but put descriptive adjectives in lower case
- If it's specific, capitalize all of it: Legacy High School, Columbia Scholastic Press Association

### Quotes

- “This is the first sentence of a quote,” title Name Name said. “This is the second sentence of the quote.”
- Always use said
- Name said unless there is a long title: said Leland Mallett, adviser for fifteen years.

### Dates

- Spell out names of months if they are used alone
- Abbreviate if they are used with a specific date: Jan., Feb., Aug., Sept., Oct., Nov., Dec.
- Do not abbreviate days of the week

### Punctuation Rules

- No comma before and in a series: Yearbook class is stressful, entertaining and fun.
- Hyphens are used for compound modifiers – two or more words that express a single concept – proceeds a noun
- Use a hyphen to link the words unless ending in ly: They are the first-place team. The team is in first place.
- Dash- Use to denote an abrupt change in thought in a sentence or an emphatic pause: We will have a party next week – if we finish our deadline.
- Do not use ellipsis...
- Use one space after a period
- Don't use exclamation points!
- Use the apostrophe after the s in team names: girls' basketball, boys' soccer

### School Names

- Legacy High School does not trim to LHS, however Legacy is acceptable

- Lady Broncos is never to be used
- Do not use Mansfield in front of other district schools: Summit High School
- Do not use SHS or THS, however Mansfield High School trims to MHS and not Mansfield
- Timberview is one word
- Lake Ridge is two words
- Summit has one t
- Use full name of other Mansfield schools: Janet Brockett Elementary School

## Numbers

- Spell out 0-9. Use the digits for 10 or more.
- Use figures for ages, sums of money, time of day, percentages, house numerals, years, days of month, degrees of temperature, proportions, votes, scores, speeds, time of races, dimensions and serial numbers.
- Spell out numbers, no matter how large, when they begin sentences; rephrase the sentence if long numbers are awkward. Exception: When starting a sentence with a year, do not write it out.
- Avoid subscripts: 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> - spell them out: first, second, fifth
- Hyphenate fractions – one-fourth
- Avoid unnecessary ciphers. Use \$1, not \$1.00; 1 p.m., not 1:00 p.m.
- 9:30 a.m., 10 p.m. midnight (notice the periods with no spaces)

## Titles

- Use boys and girls not men and women
- Team names must have apostrophe: girls' volleyball, boys' basketball
- Names of books, newspapers, movies, magazines and other publications are in italic
- Course grades are capitalized but not in quotes: Martinez earned an A in English last semester.
- Use "international" students not "foreign students"
- Texas and other state names are always spelled out – never use TX or Tx , even in an address
- Use former in place of EX: former football coach not ex-football coach
- Names of halls in Legacy High are not capitalized unless specific: Smith moves to the academic hall from the elective side of the building, E-0102
- Use theater not theatre (unless theatre is used as a building in which a production takes place – in Legacy's case refer to theatre as the PAC)
- Use The Center for the MISD Center for Performing Arts

## Captions

- In captions or cutlines use: front row, second row, third row, back row, do not capitalize and go from left to right but don't print "left to right"
- When using titles with names in a list use the following method: John Smith-treasurer, James McKinnon-president, Macy Bowen-vice president . . .

## Other Items

- pep rally is two words
- winter guard and color guard are two words and should be used in the place of "flag girls" or "flag line"
- Spell out percent
- Use periods in lower-case abbreviations: c.o.d. f.o.b. a.m. p.m. m.p.h. r.p.m.
- Do not use periods with capitalized abbreviations: UTA, ATPT, CSPA, MISD
- *Who* refers to people. *That* and *which* refer to inanimate objects or pets without a name.
- Use *that* for essential clauses without commas: (If you can omit *that*, omit it.)
- Class periods: use two words fourth period – unless class follows then use a hyphen: first-period class
- Use an apostrophe after team names: boys' basketball, girls' golf