

#28B. MONTHS: SHORT OR LONG

☀ THE "WITH" CLUE

H. Months J Journalism: Always LONG *March, April, May, June and July*. But SHORT the seven other months **with** a date: *Aug. 25 ... Aug. 25, 2000, is ...* (a pair of commas around the year). .

Month [no date] year. NO COMMAS: *May 2004 ...*

#29B. ADDRESSES: SHORT OR LONG

☀ THE "WITH" CLUE

I. Streets with a house number. SHORT only St., Ave., Blvd., N., E., W., S. Use Drive. *650 N.E. 12th St.*

G General usage: also Rd. OR **J Journalism:** always Road.

Streets without a house number. LONG: *on East Bluff Street.*

Highways. *Route 38 or Illinois 38. Interstate 88, thereafter I-88.*

☀ THE "WITH" CLUE

J. States. SHORT the two-letter postal abbreviations for all states **with** a zip code: *DeKalb, IL 60115, is ...*

(with a pair of "pair-enthetical" commas).

☀ THE "WITH" CLUE

States. J Journalism: Always LONG these eight state names: *Idaho, Iowa, Maine, Ohio, Texas and Utah* (four and five letters); *Alaska and Hawaii*. But SHORT the 42 other states **with** a non-metro locale, using the journalism abbreviations: *Los Angeles ...but Burbank, Calif., ...* ;

States with a political party ID. **G General Alternative:** *Rep. Nita Verdad (D-WI) ...* **J Journalism:** *Rep. Nita Verdad, D-Wis., ...*

[Tip: Some publications in the eight always-long states do abbreviate their own state **with** a city or **with** a political party ID.]

K. USA. LONG or SHORT as a noun on first reference: *United States or the U.S.* (with periods); also *United Nations or the U.N.* (**New:** AP, 2010).

SHORT as an adjective on first reference: *U.S.* (with periods); also *U.N.*

[**General Alternative:** *US* (**New:** Chicago Manual, 2010).]

Periods are optional in headlines: *US to . . .* (**New:** AP, 2010).

[USA Today: SHORT as a noun: *the USA.*]



☀ General OR Journalism

Since writers and editors regularly deal with both reports and reporting, we should be aware of the minor stylebook differences between **General** and **Journalism** usage. This guide covers both. I look forward to the day when we will use punctuation marks the same way in both.

– Professor Avi (ah-VEE) Bass
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Either General or Journalism.
You live and read in both worlds.

G (*The Chicago Manual of Style*: 16th edition. Used by schools, colleges, businesses, and book publishers.)

e-mail

OR

J (*The Associated Press Stylebook*. Used by most newspapers, magazines, TV news, and news blogs, except when house rules override.)

email

30. NUMERALS OR SPELL OUT

L. Spell out. SPELL OUT any number if the first word in a sentence: *Two hundred* or add a word: *Some 200 ...* **G General:** SPELL OUT to *ninety-nine*, but *100*. **J Journalism:** SPELL OUT to *nine*, but *10*; to *ninth* (*the First Amendment*), but *10th*.

Numerals. **J Journalism:** NUMERAL all ages (3-year-old xxxx) (**New**), dates, percents, scores, times, *7:30 a.m.*, *3 p.m.* [**Academic:** *3 P.M.*] (no :00), house numbers, money (\$8.95, \$5, no .00 on full dollars), temperatures, military and political units (*1st Ward*). *No. 1*.

NUMERAL *1,000*, *\$3,500* (with commas), *0.3* (*less than 1*), *555-4141*, *700-555-4141* (AP, 2010), *1-800-555-1212*, *911* (AP, 2011).

G & J NO NUMBER 12.

Noon and midnight [the day's end]
Fri midnight follows Fri 11:59 p.m.]
[Insurance, schedules use 12:01 a.m.]

OR

? Informal use for noon:

12:00 p.m., *12:00 PM*, *12pm*

[U.S. usage: 6 a.m. 5 p.m.]

[British usage: 6am 5pm]

M. Years. Always NUMERAL: *2020*, *best of '98*. *07/04/2012* or *7/4/12* or *cyber 2012-07-04*. [04.07.2012 is European style for July Fourth.]

Decades. **J** NO INSIDE APOSTROPHE: *1890s*, *the '90s*.

[Tip: *the '90s*. Type apostrophe twice (‘ ’), then delete the first one. Not ‘90s.]

G Alternative General Usage and *The New York Times*: *90's*.

[Tip: *20th century* (not *20th*: Type 20 space th and delete space).]

N. Estimates. Use *more than* or *less than*, not “over” or “under.”

31. QUOTES OR ITALICS

O. Creative works. **A General Usage:** Books, movies, plays, newspapers, magazines. ITALICS or UNDERLINING. *The Tales of Terror*. Poems, songs, chapters. QUOTES. “An Ode to Grammar.”

B Journalism: Books, movies, plays, television programs, poems, songs, chapters. QUOTES. “The Tales of Terror.” Newspapers, magazines. NO QUOTES.

Use “The” if it is part of the name: NO QUOTES. *The Metro News*

Grammar Repair grammar.newsplace.org

#32B. THIS OR THAT

P. Close calls. *can* (*ability*) OR *may* (*choice*);
could (*ability*) OR *would* (*choice*) OR *should* (*opinion*);
capitol (*building*) OR *capital* (*city*);
descendants (*next generations*) OR *ancestors* (*prior*).
infer (*conclude*) OR *imply* (*suggest*);
principal (*main, leader, funds*) OR *principle* (*concept*);

Effect OR affect. For the noun, use “effect” (“result”). Use the verb “affects” if “influences” fits, the usual choice. But use the verb “effects” if “causes” fits.

Dilemma. Not a problem, but a choice between possibilities.

Lie OR lay. *Lie down on the sofa. Yesterday, I lay down. I have lain.* **Lay** *the book on the sofa. Lay something.* *Yesterday, I laid it on the chair.*

Q. ☀ “He thought that.” Use the double-verb pattern “*he said (that) he thought that*” instead, since you do not know what a person thinks or feels, only what is said.

Double that: *He said that he thought that that guide was great.*

R. Throwaways. *According to* (use “said,” unless quoting documents), *hopefully* (OK for “it is hoped,” AP, 2012), *very pregnant*, *very unique* (she is or is not; so use just “pregnant” or just “unique”).

There are and *There is ...* (Not clear, so delete and rewrite).

#33B. GENDER NEUTRALITY

S. Awareness.

department chair [academic usage] OR chairman, chairwoman
mail carrier, postal carrier OR postman, postwoman
server OR waiter, waitress
representative OR congressman, congresswoman

alderman, alderwoman, councilman, councilwoman OR
council member (New York City council documents),
councillor (Boston and Montgomery, Ala., council documents)