#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-en-thetical" 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.]


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

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

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

Grammar Repair grammar.newsplace.org
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 ...*  
**General:** SPELL OUT to ninety-nine, but 100.  
**Journalism:** SPELL OUT to nine, but 10; to ninth (the First Amendment), but 10th.

**Numerals.**  
**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] or cyber 2012-07-04. [04.07.2012 is European style for July Fourth.]

**Decades.** 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).]

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.]

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

#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)