

AP STYLE CHECKLIST

Before you post your stories either online or send them to your team leader for print, run through this checklist and make sure that you've used basic AP Style! These are the items I see most commonly in your articles, but there are SO SO many more.

For more detailed rules, check out an AP Style guide or visit the OWL@Purdue website: <https://owl.english.purdue.edu/owl/resource/735/02/>.

ABBREVIATIONS

- ___ Spell out organizations on first mention
- ___ Abbreviate on subsequent mentions
 - ex. Fairfax County Public Schools (1st) and FCPS (2nd) - note the lack of period in the abbreviation*
- ___ Abbreviate months when used with specific dates
- ___ Spell out days of the week
- ___ Use period in abbreviate for United States (U.S.)
- ___ Virginia is abbreviated Va.
- ___ Abbreviate titles before proper names (Dr., Ms., Gov.), but never "President"
- ___ Abbreviate months when used with specific dates
- ___ Never abbreviate March, April, May, June or July
 - ex. Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.*
 - ex. Jan. 6, 2015; January 2015*

CAPITALIZATION

- ___ Capitalize proper names of nationalities, peoples, races and tribes
 - ex. Indian, Arab, Caucasian, African-American, Hispanic*
- ___ Capitalize proper class names, but not grade-level identifiers
 - ex. Junior Class Council, junior Audrey Huang*
- ___ Capitalize clubs, organizations and sports
- ___ Capitalize course titles, but not general subjects (except languages)
 - ex. DNA Science, biology*

PUNCTUATION

- ___ Use quotation marks around books, plays, poems, songs, lectures or speech titles, hymns, movies, TV programs
 - ex. "To Kill a Mockingbird," "Phantom of the Opera," "Shake It Off," "The Gettysburg Address," "Amazing Grace," "Straight Outta Compton," "Arrow"*
- ___ Do not use quotation marks for newspapers or magazines
 - ex. Washington Post, Time magazine*
- ___ Use a colon and period in clock time
 - ex. 12:15 a.m. and 1 a.m.*
- ___ Do not use the Oxford comma - there should be no comma after the conjunction in a list
 - ex. We will have snow days on Monday, Tuesday and Wednesday.*
- ___ Avoid parentheses

NUMBERS

- ___ Spell out numbers one through nine, except in cases of street addresses, ages, dimensions, speeds, temperatures, weights, percentages, time, scores of sports events, sums of money
- ___ Use numerals for anything 10 or higher
- ___ Spell out ALL numbers at the start of sentences, unless it's a date
- ___ Use commas with numbers four digits or more, except years and addresses
- ___ Do not use symbols (cents, degrees, inches, feet, number and percent), except for the dollar sign (\$)
- ___ Numbers over one million can be rounded off
 - ex. 4 million, not 4,000,000*
- ___ Plural numbers are written as numerals with a lower-case "s"
 - ex. 1920s the 1930s the '20s the '30s.*

QUOTE ATTRIBUTION

- ___ Attributions should always be "speaker said."
 - ex. "AP Style is really irritating, but useful," senior Anjali Khanna said.*