

## AP Style Quick Reference Guide

### Addresses (Page 6)

- Use the abbreviations "Ave." "Blvd." and "St." only with a numbered address: "1600 Reynard St."
- Spell these words out when used without a number: "Reynard Street"
- These three terms are the ONLY ones that can be abbreviated. Related terms such as "alley," "drive," "road" and "terrace" must always be spelled out.
- Always use numerical figures for an address number. "9 Foxlair Drive"
- Spell out and capitalize First through Ninth when referring to a street name: "First Street," "10<sup>th</sup> Avenue"

### Composition Titles (Pages 55-56)

- For book titles, computer games, movies, operas, poems, etc, capitalize all the principal words (including prepositions and conjunctions of four or more letters), as well as the first and last words.
- Put quotation marks around all such titles except the Bible and books that are catalogues of reference material (almanacs, dictionaries, encyclopedias, etc).
- Do not put quotation marks around software titles such as Microsoft Word or WordPerfect.

### Dates (Page 68)

- Always use numerical figures, without "st," "nd," "rd," or "th."

### Days of the Week (Page 69)

- Days of the week should be capitalized and not abbreviated.

### Datelines (Pages 66-68)

- Datelines on stories should contain a city name, entirely in CAPITAL LETTERS, followed in most cases by the name of the state, county or territory where the city is located: "KANSAS CITY, Kan."
- Prominent US and international cities can stand alone in datelines without a state or country listed. Consult the AP Stylebook for these cities.

### Dimensions (Page 73)

- Use figures and spell out "inches," "feet," "yards," etc. "The car is 17 feet long and 6 feet wide."

### Fractions (Page 100)

- Spell out amounts less than 1 in stories, using hyphens between the words: "two-thirds"
- Use figures for precise amounts larger than 1, converting to decimals when practical.

### Here (Page 113)

- This word is frequently redundant and tells the reader little. If it is necessary to refer to the location where the story is originating from, use the actual name of the location.

### Monetary Units (Pages 43 and 76)

- Spell out the word "cents" in lowercase and use numerals for amounts less than a dollar: "12 cents"
- Use the \$ sign and decimal system for larger amounts: "\$1.01."

- For dollars, use numerical amounts and the \$ sign except in casual references. In these cases, the word should be spelled in lowercase: "The book cost \$4." "Dad, give me a dollar."
- For amounts exceeding \$1 million, use the \$ sign and numerals up to two decimal places: "It is worth \$4.45 million"

#### Months (Page 162)

- Capitalize the names of months in all uses.
- When a month is used with a specific date, you may abbreviate "Jan." "Feb." "Aug." "Sept." "Oct." "Nov." and "Dec." All remaining months may not be abbreviated.
- When a phrase uses only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas: "January 1972 was a cold month." "His birthday is Feb. 14, 1987."

#### Numerals (Pages 175-176)

Spell out numbers when:

- They are placed at the beginning of a sentence. If the number is too long, it is recommended you re-order the sentence.
- In casual expressions: "A thousand times no!" "Thanks a million"
- A number falls between one and nine: "first base" "six dollars" "first place"

#### Organizational Abbreviations (Pages 3-4)

- Well known abbreviations for government organizations and agencies can be used, such as FBI, CIA, GOP, etc. Consult individual entries in the AP Stylebook to see if these abbreviations are acceptable.
- Some abbreviations are acceptable on second and subsequent references within the text.

#### Percent (Page 188)

- Use figures and spell out the word: "50 percent of the people were there."
- Repeat percent with each individual figure: "He said 10 percent to 30 percent would attend."

#### Personal Titles (Pages 248-249)

- Refer to both men and women by first and last name: "Susan Smith," not "Mrs. Smith." The only time you should use courtesy titles are if a woman specifically requests it or when it is necessary to distinguish between two people with the same last name.
- Capitalize a formal title if it is used immediately before a person's name. The titles can be lowercase if no name is present: "President George Bush." "The president issued a statement."
- Abbreviate titles when used before a full name: "Dr." "Gov." "Rep." "the Rev."
- For specific information on more titles, consult the AP Stylebook entries on academic titles, doctor, legislative titles, and religious titles.

#### State Names (Pages 234-235)

- States should not be abbreviated when standing alone in the text. When used in conjunction with a city, town, village, military base or political party affiliation, some states may be abbreviated.
- Abbreviations of states DO NOT use postal codes. The AP Stylebook has its own abbreviations for each state which can be found in the "state names" entry.
- Eight states can never be abbreviated anywhere in the text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.
- One comma should be placed between the city and the state name, and another comma after the state name, unless ending a sentence or dateline: "He was traveling from Nashville, Tenn., to

Albuquerque, N.M."

Time (Pages 244 - 245)

- When describing events that have occurred within a seven day time period from the writing of the story, it is acceptable to use days of the week such as "Monday." For any period of time beyond these seven days, use a month and a figure for dates.
- Use numerical figures except for "noon" and "midnight."
- Use a colon to separate hours from minutes and keep times in lower case: 2:30 p.m.
- Spell out the units of measurement in time sequences: "50 hours, 23 minutes, 14 seconds."

NOTE: *This handout is intended as a supplement to the most recent edition of the AP Stylebook. It is not meant to replace it.*