

STYLE

In journalistic writing, we strive to be consistent and accurate. To standardize stories from all over the country, most professional journalists follow the Associated Press Stylebook. Most of it doesn't apply to high school journalists, but the following style rules do. Use them in all your writing for this class, and please note that some of these rules are very different from what your Language Arts teacher will expect in his or her class!

Please note that examples are in italics so they stand out. Don't use italics in your actual writing turned in for this class!

ADVISER

The adult who is in charge of a club. Never advisor.

ATTRIBUTION

Direct and indirect quotations must be attributed. When attributing a direct quote upon first reference, the speech tag ("said") goes before the source's name. Upon subsequent references, it goes after the name.

"All the balances are gone," said science teacher Jean-Jacques Tetu.

"I have no idea where they could be," Tetu said.

The only word that is acceptable as a speech tag is SAID, so forget all of those synonyms your fifth-grade teacher taught you!

CAPITALIZATION

Names of clubs are capitalized. Names of sports are not.

He is a member of Key Club and plays on the soccer team.

Grades are not, unless it's the first word of a sentence.

Senior Jane Doe is the president of Key Club.

Jane Doe is a senior.

Names of specific bands and choirs are capitalized; band and choir are not.

The choir is hosting it's annual winter concert tonight.

The concert will feature performances by Camerata, Chamber Choir and Concert Choir.

Academic subjects are only capitalized when they are the names of languages.

She teaches math and Spanish.

COMPOSITION TITLES

Remember all that time your English teacher spent teaching you when to underline or italicize and when to put things in quotation marks? Forget that. In this class, all titles—songs, movies, poems, books, short stories, whathaveyou—go in quotation marks.

The best song of the summer was "Treasure" by Bruno Mars.

I like teaching "Antigone."

DATES

Dates are listed by month and date. There is no st, rd or th after the date—just the numeral. Use the abbreviations that follow:

Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.

Christmas is Dec. 25

My birthday is July 4.

My daughter's birthday is Jan. 30.

FLC

Use Freshman Learning Center on first reference. After that, use FLC (no periods between the letters).

NAMES

The first time someone is mentioned in a caption, they are identified by first and last name, plus grade (if a student) and job title (if an adult). On subsequent mentions, we only use the person's last name.

assistant principal Cindy Wilson

senior Hayley Haskitt

junior Dominique Knoppi

We do NOT use courtesy titles such as Mr., Mrs., Ms., or Dr. or Coach in the yearbook. First and last names only! Even for teachers! If you don't know a teacher's first name, then ask or look in last year's yearbook.

If someone says something like "I like Coach Kinnune" in a quote, you will need to put the first name in the sentence, using brackets. It will look like "I like Coach [Charlie] Kinnune."

NUMBERS

Spell out the numbers one through nine. Use numerals numbers 10 or higher.

Spell out first through ninth place. Use numerals for 10th place and higher.

There are many exceptions to this rule! Use numerals (number figures) in the following instances:

| | | | | | | |
|-------------|-------------------|-------------|---------------|-----------|-------------|-------|
| Ages | Days of the month | Temperature | Dimensions | Addresses | Percentages | |
| Proportions | Scores | Speed | Sums of money | Time | Votes | Years |

The game, which took place on Dec. 9, resulted in a 7-3 victory and a ninth-place finish in league.

MASCOT

Mount Si's mascot is the Wildcats. This is a gender-neutral mascot. Girls teams are not the Lady Wildcats.

The mascot name should always be capitalized, and should not be shortened or abbreviated.

MOUNT SI

In about 95 percent of occasions, you will not need to use the school's name, as it's understood that you are covering the school. In the event you do need to use the school's name in your writing, the following terms are acceptable:

Mount Si High School Mount Si MSHS

Mt. Si is never acceptable.

PERCENTS

To express a percentage, use a number followed by the word percent.

I got a 75 percent on the quiz. Freshmen make up 29 percent of the student body.

SCHOOL COLORS

The school colors are scarlet and gray (not grey).

TEAMS

Varsity is not capitalized unless it is the first word of a sentence. Use JV and C-team when talking about sub-varsity level teams.

Football, volleyball, wrestling, gymnastics, baseball and softball do not have a gender descriptor before them. For all other sports, use boys or girls (no apostrophe).

When naming a team, the level of the team goes first, followed by the gender of the team's players, followed by the name of the sport. Use this format whenever you name a school sports team:

varsity boys soccer JV girls tennis C-team football varsity gymnastics

TIME

Use numerals and a.m. or p.m. to express time. When an event starts on the hour, there is no need to include the :00.

School starts at 7:40 a.m. and ends at 2:18 p.m. Dances run from 8-11 p.m.

When an event starts or ends at 12:00, use noon or midnight for clarity.

The fire drill started at noon, and lasted until 2:30 p.m.

Do not use AM or PM—only a.m. and p.m.

WORDS OR PHRASES TO AVOID

For the most part, these phrases are unnecessary and/or overused.

This year Mount Si Students