

STYLE & FORMATTING GUIDE

Columns should begin like this:

SUBJECT (ARTS)

Column (It's the Arts)

Story Title (Home is Where the Art Is)

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Date (July 2007)

For the body of the story:

- 1) Highlight all text
- 2) Clear Formatting (usually next to font box)
- 3) Format menu: Font:
 - a. Times size 12
- 4) Format menu: Paragraph
 - a. Alignment: Justified
 - b. Indentation: zero out all except "first line": (.125)
 - c. Spacing: zero out all
- 5) If text has *manual* paragraph indentation, remove all.
- 6) Bold out distinguished words or phrases, but do not overdo — keep at a few every couple paragraphs. Bold when introducing a person, venue or entity.
- 7) Make sure all quotes end like this: "My name is Larry." With punctuation BEFORE the end quote.
- 8) Make sure all foreign words and titles of books and magazines are *italicized*.
- 9) All album titles should be *italicized*, whereas song titles are "in quotes."
- 10) All singular works of art are *italicized*, whereas series or exhibitions are in quotes.
- 11) Names of beers and wines are *italicized* (they are a work of art too!)
- 12) If hyphens are used, make sure all are long hyphens — also, please have a space before and after: like — this
- 13) When using and ellipses please have a space before and after like ... this
- 14) When referring to an individual, use their full name first, followed by the courtesy prefix, like this: "Jane Smith is an amazing artist ... Ms. Smith first got into art as a finger painter in kindergarten."
- 15) Capitalize AM or PM and do not use a space (7:30PM)
- 16) Standardize dates (July 14 instead of July 14th)
- 17) For further reader direction, include either a phone number (928/774-3256) and/or a website (***acf.com***) bolded and italicized without "www" and an address (1420 North Fort Valley Road, Flagstaff) if applicable.
- 18) Use two spaces after finishing a sentence. Like. This.
- 19) When referring to the region, capitalize Northern Arizona (as it is an area dissimilar and distinguished from the rest of its mother state, like Southern California).

- 20) Refer to Grand Canyon without “the” (you wouldn’t call Bryce Canyon “the Bryce Canyon”), unless it is associated with a title, like the Grand Canyon Trust.
- 21) Residents of Arizona are known as Arizonans.
- 22) For emphasis, please *italicize* words instead of writing them in ALL CAPS
- 23) For numbers up to ten, please spell out. After use numbers.
- 24) That. Please read each sentence using the word “that” to see if it is necessary. If you can say the sentence without it, remove it.
- 25) It’s/its “it’s” means “it is.” If you are using the possessive form of “its” there is no apostrophe. Example: Its hinges were wearing out. It’s a beautiful day.
- 26) If you are going to use a curse word please use an asterisk in it somewhere in respect of younger readers, or readers who would find it offense. Sh*t.
- 27) Decades. The apostrophe only goes before the “s” if the decade is possessive. Example: The 80’s music scene. If you are just writing about the ‘80s. The apostrophe would go before, holding space for the two digits that are omitted. Example: In the ‘80s I lived in California.
- 28) Please spell out the names of States.
- 29) Please spell out the word “okay” instead of OK, o.k. etc.
- 30) The plural of Mr. Doesn’t come up much. But when you have a sentence: Mr. Jones and Mr. Smith went to the store. It would be changed to **Messrs.** Jones and Smith went to the store. Or for the feminine equivalent, **Mses.** Jones and Smith.

OTHER CONSIDERATIONS:

Do not use “tab” to indent.

Separate subjects or articles within the column with a bolded title.

If using another writer’s words, right justify and italicize the author’s name at the end of the article like this:

—John Doe

SAVE AS:

LastnameMONTH.doc

lynnJULY.doc