



Abbreviated Associated Press Abbreviated Style Guide

- Please provide text in upper and lower case, NOT ALL CAPS.
- One space after punctuation (between sentences). Forget your typing class.
- Please single space and only use a hard return at the end of a paragraph.
- Copy/text forwarded from an email you received should be stripped of its HTML code and put into a Microsoft Word or Notepad format.
- Website address/URL: www.greatplainsumc.org not <http://www.greatplainsumc.org/>
- Submissions including fliers that will become links on the website should be accompanied by a short introductory paragraph with enough information to make the reader want to open the link or attachment.
- Please do not use underlines or bolding in your submissions.
- Composition titles (books, movies, plays, poems, albums/songs, TV programs and titles of lectures, speeches and works of art) should be in “quotes” not italics. Exceptions: the Bible and books that are primarily catalogs of reference material (e.g., catalogs, almanacs, dictionaries, handbooks).
- “Punctuation is always inside a closed quote.”
- Telephone numbers should be given using hyphens: 000-000-0000
- Times should be 7 a.m. and 8 p.m. not 7:00 A.M., 8:00 P.M., 8 pm or 7 PM
- home page (two words)
- email, no hyphenation
- website, webpage, the web, webcast, webmaster, webinar (please note capitalization).
- RELIGIOUS TITLES: when using “Reverend” as a title, it should always have “the” before it (the Rev. or the Reverend); use this for first references, on second reference use only last name
- Ordained individuals in the UMC are known as bishops and ministers; pastor applies if a minister leads a congregation
- Fundraising, fundraiser – one word in all cases. Examples: They planned a fundraising campaign. The organization is planning a fundraiser.
- Flier is the preferred term for an aviator or a handbill, not flyer. We handed out fliers to promote our event.
- -wide, no hyphen. Examples: citywide, countrywide, churchwide
- Eager vs. anxious: Rarely are we as “anxious” as we say we are; more often we are eager to do something, see something, etc. Too often the word anxious is used when eager is meant. I’m very eager to make this point. I’m eager to see my children (not anxious).
- MONTHS: Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year alone (January 2010).
- PERCENTAGES: use figures and spell out (rather than using %): 1 percent, 2 percent, 50 percent. Use decimals, not fractions: 2.5 percent.
- In a series there is no comma before the last item ..._____,_____and_____. ...
- Please put a space between paragraphs and no indent of paragraphs.
- STATES: Spell out the state after the city. Exception is when complete address is given.
- POSITIONS: Do not capitalize positions unless referred to as a title. Examples: John is the pastor at First UMC. Yes, Pastor John is at First UMC.
- When in doubt, don’t capitalize words. Nine times out of ten, it should be lowercase.
- Street names. Only avenue (Ave.), boulevard (Blvd.) and street (St.) should be abbreviated only if street number precedes it. Drive, circle, trail, etc. are not abbreviated. Examples: 6121 Holy Blvd. The parsonage is on Holy Boulevard, 152 Holy Circle.
- Spell out square feet. Example: The parsonage has 1,100 square feet.