# COM356/ENG 310 Editing and Publishing

Stylebook and other word usage key items: A–E quick tips. Some of these have moved to the Guidelines sections, e.g. Food, Religion, Sports, Social Media 1/31/19

**A:**

• abbreviations and acronyms: acronyms sound like words, e.g. scuba, laser; see my AP basics link; relates mainly to titles, months, states, addresses

• accommodate

• A.D.: (A.D. 100, not 100 A.D.) Meaning? May be changed to CE (Common Era)

• Adobe Acrobat

• addresses: Abbreviate Street, Avenue and Boulevard only in complete addresses (1212 Main St.). Spell out street names under 10: 7 Fifth Ave. but 100 49th St. Uppercase, don’t abbreviate when referring to Main Street, but lowercase the corner of Main and River streets. Abbreviate N, S, E, W. (1212 N. Main St.). Note AP does not use superscripts as in 10th

• adverbs: No hyphen for words ending in -ly or the word “very“ (the highly popular candidate. Why?)

• adverse, averse

• afterward (note: generally go with shorter word)

• ages: Always use figures, even for an object (the law was 8 years old). Hyphenate for adjectival forms before a noun (a 3-year-old girl) or when used as a noun (they acted like a bunch of 2-year-olds). Begin compiling a list of exceptions to the rule that numbers less than 10 are to be spelled out (you could add, e.g., 8 Main St.).

• a lot [this isn’t in AP]

• altar, alter

• AM radio, a.m. and p.m. (time). Not 10 a.m. this morning (Why?)

• amid, not amidst (again, use shorter word; see also backward (not backwards))

• amok, not amuck

• among, between. Generally, use between for twos, among for more than two.

• amount, number [not in AP]. Amount means quantity/stuff, number means individual items/things. I have quite an amount of food. I have quite a number of apples. [same with less vs. fewer]

• anti-: hyphenate unless it forms a “new” word, e.g. antifreeze.

• arctic fox, Arctic Ocean (but there actually was an Artic Ice beer).

• augur, (vs. auger which is not in Stylebook. Meaning?)

• awhile, (for) a while; Please stay awhile (adverb); Please stay for a while (noun).

**B:**

• backward (not backwards)

• bad (generally adjective), badly (adverb); He performed badly. I feel bad is OK. It = I am in bad health

• backyard (noun or adjective.)

• Baptist church, not Church

• barbecue, not barbeque

• because, since. Most of the time use “because” to mean direct cause and effect. They were able to go to the game because they had tickets. [but] They went to the game, since they had been given the tickets.

• B.C.: 100 B.C. (Meaning?) May be changed to BCE.

• bizarre/bazaar

• blond, blonde (only as noun for females; The blonde has blond hair. His hair is blond.)

• brand names (legally called trademarks). Capitalize. Companies check these (e.g. DuPont’s Lycra). See handout. Strictly, they are adjectives not nouns.

• broccoli

• burglary (unlawful entry) robbery (force or threat of force) theft (also called larceny e.g. shoplifting)

• burqa

• buses (vehicles) busses (meaning?)

**C:**

• cannot

• capitalization: Proper nouns, titles before a name, composition titles, first word after : if what follows is a sentence; don’t use for derivatives (french fries, but French food). Big subject — get to know under additional entries.

• capitol: generally capitalize. I took a tour of the west wing of the Capitol.

• catalog (again, not the longer form catalogue)

• CD-ROM

• cellphone

• cents: Spell out: sodas used to cost 5 cents.

• century: lowercase. watch for hyphen in 20th-century history. also the fifth century

• CNN acceptable as is

• co-: hyphenate when indicating occupation (co-worker, co-owner) or status (co-author)

• comedian

• company names. Don’t use contrived punctuation, e.g. use Yahoo, not Yahoo! and Toys R Us, not Toys “R” Us. This is a departure from trademarked names [might cause problems].

• compare to, compare with. Tricky. How does this compare with that (measure up)? He compared the recession to a 1,000-foot fall (equating two things, could be metaphorical).

• compliment, complement

• compose, comprise, constitute. Study this one. Misused more often than not!

• composition titles. This changes. Most papers don’t follow AP on this (unless they’re snooty like the NYT). They italicize where this AP entry calls for quotation marks for movies, books, television shows, magazines, newspapers, works of art, etc.(e.g. AP “Gone With the Wind” everyone else *Gone With the Wind*)

• compound adjectives (see punctuation guide in back of AP stylebook). Generally hyphenate, e.g. state-of-the-art computer

• convince (of an idea) persuade (to do something)

• couple: The couple were married Tuesday; Each couple was given a prize.

• couple of (not couple things)

• courtesy titles. Also held onto by NYT which actually called Meat Loaf “Mr. Loaf.” Don’t use on second reference (Mary Smith ... Smith said ...) unless there is more than one Smith.

• cyberspace, cybercafe

**D:**

• datelines. No longer use these guides for copy as well; LOS ANGELES but BLYTH, Calif. Similarly, use MONTREAL, not MONTREAL, Canada.

• dates (main entry is under “months”)

• decades: in the ’60s.

• defense attorney (lowercase, not D.A.)

• Department of Agriculture OR Agriculture Department; DOE, VA, HUD, DOT on second reference

• dimensions: Add to the list. Use figures for depth, height, length, width and distances. He walked 4 miles. Also weight: She caught a 3-pound trout.

• directions and regions. Generally lowercase directions (He drove north.) and uppercase regions if they are part of a well-known name (the Lower East Side, Northern Ireland, but northern Canada).

• discrete (separate), discreet (prudent)

• disinterested (impartial), uninterested (lacking interest)

• dived: not dove for past tense; he dived into the pool.

• doctor: use for physicians only, not Ph.D.s.

• dollars: Use the $ without the word (not $22 dollars) and (again) use figures if <10. Watch ranges: It cost between $5 million and $6 million. (not It cost between $5 and $6 million.)

• doughnut, not (Dunkin’) donut

• Down syndrome

• Dr Pepper (note no period—that is a design choice, not a grammatical one)

• drunk, drunken; He was drunk. He was convicted of drunken driving.

• dumpster. This used to be a trademark but is now in common usage.

• dyeing (colors), dying (death).

**E:**

• Earth as the proper name of the planet, but he was down to earth (more in the sense of the ground)

• email

• embarrass (but harass)

• emigrate, immigrate: I emigrated from Canada and am now a U.S. immigrant.

• escalator (used to be Escalator)

• ensure (make certain to happen) vs. insure (financially)

• entitled: She is entitled to her rights. *Never* use to mean titled (the record is titled *Ummagumma*).

• espresso

• essential clauses and phrases. Tough ones. Use which with commas (not that) for non-essential clauses: The book, which I bought Tuesday, was great. Use commas for non-essential clauses and phrases (My wife, Kathy, is at home. Q: What does “My wife Kathy is at home” imply?)

• everyday occurrence, but it happens every day

• every one, everyone: Every one of them is happy. Everyone enjoys a good movie.

• ex-: in the sense of former (her ex-husband) but excommunicate.