

AP Stylebook



MERRIMACK COLLEGE

Merrimack College Cheat Sheet

The Office of Communication adheres to The Associated Press Stylebook for writing in print and on the web because it is a broad, rather than field-specific, set of guidelines for writing standard English, and because it is the overwhelming style preference of the U.S. press, facilitating the college's media outreach. To purchase a print edition, online subscription or web or mobile app, visit www.apstylebook.com/apbookstore/invoice.php.

Academic Degree	Avoid using B.A., M.A., Ph.D.: <i>Christopher Hopey holds a doctorate; She earned a master's in biology.</i> Use apostrophe in <i>bachelor's degree</i> and <i>master's degree</i> , but not <i>associate degree</i> .
Address	With numbered addresses, abbreviate Ave., Blvd. and St.: <i>2 Park Ave., 20 Big Ben Blvd., 200 Main St.</i> Without numbered addresses, spell out Avenue, Boulevard and Street: <i>I live on Park Avenue.</i> With or without numbers, spell out Alley, Circle, Drive, Road, Terrace, etc.: <i>20 Rodeo Drive, I live on Rodeo Drive.</i>
Age	Use numerals, and hyphenate as adjective: <i>The girl is 6 years old; the 6-year-old girl started first grade.</i>
Album, Book, Computer Game, Lecture, Movie, Opera, Play, Poem, Radio Show, Song, Speech, TV Show, Work of Art	Use quotation marks, not italics: "To Kill a Mockingbird" is on most critics' list of best novels. Her lecture is titled "Building Community, Reaching for Justice: Revitalizing Massachusetts' Immigrant Cities." The highest-grossing movie of all time is "Avatar," at \$2.8 billion worldwide. When visiting the Louvre, don't forget to see Michelangelo's "Dying Slave." My favorites Beatles album of all time has to be "Rubber Soul."
Bible	I read the Bible before bedtime; the dictionary is my bible; biblical; the Gospels; the Scriptures; the Holy Scriptures.
Comma	No comma before conjunction in a simple series: <i>No ifs, ands or buts about it!</i>
Course Number	History 6, Philosophy 209
Dash	Space before and after dash: <i>The white sand, the warm water, the sparkling sun — this is what brought them to Hawaii.</i>
Day of Week	Spell out
Department, Program	Lowercase: <i>honors program, department of physics, physics deaprtment, department of English, English department</i>
Elipsis	Construct with three periods and two spaces: <i>Is that all ... there is?</i>
Job Description	Lowercase: <i>electrician John Smith, attorney Mary Jones</i>
Job Title	Uppercase immediately preceding names, lowercase otherwise: <i>Vice President and General Counsel Nicholas McDonald attended the meeting; Nicholas McDonald, vice president and general counsel, attended the meeting.</i>
Journal, Newspaper	Do not italicize or use quotes: <i>The New York Times, Annual Review of Physiology</i>
Month	Jan. 7, Feb. 7, Aug. 7, Sept. 7, Oct. 7, Nov. 7, Dec. 7. But: <i>January 2015, February is cold.</i>
Prefix	As a rule, don't hyphenate with a word starting with a consonant. Common exceptions: <i>use hyphen if prefix ends in a vowel and word starts with same vowel</i> (except cooperate and coordinate); <i>use hyphen if word that follows is capitalized</i> ; <i>use hyphen to join doubled prefixes</i> (sub-subparagraph).
Religious Title	Father Raymond Dlugos, Sister Jeanmarie Gribaudo, the Rev. Billy Graham, Pope Francis, the pope. Religious titles and last name should be repeated on second reference: <i>Father Dlugos (this is exception to AP Style).</i>
Social Media	Facebook, Google Plus, Instagram, LinkedIn, Pinterest, Snapchat, Tumblr, Twitter, tweet, YouTube
Space	Only one space between sentences.
Sports	all-star, cross-country, doubleheader, double play, free throw, goal line, halftime, home run, layup, offseason, offside, playoff (n.), postseason, power play, preseason, runners-up, slap shot, throw-in, volleys
Time	Use numerals and a.m. or p.m., except for noon and midnight: <i>1 a.m., 2:25 p.m., I'll meet you at noon.</i>
Web and Internet	Word Wide Web, the web, webcam, webcast, webfeed, webmaster, webpage, website, web address, web browser, email, Google, Googling, Googled, Google Hangout, home page, internet, intranet, MyMack