

# **Bear Facts Stylebook**

**Compiled and maintained by Advanced Journalism students.**

[Material inspired by various stylebooks, including but not limited to AP Stylebook and Chicago Tribune Stylebook.]

**All writers should consult this when writing articles  
for *Bear Facts* or any of the print journalism classes.**

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# A

**abbreviations:** use abbreviations after using the proper name the first time with the exceptions of the following, which can be used as abbreviations the first time cited; no abbreviations should be in headlines except those listed below; states should not be abbreviated; abbreviations not listed below should be written when first used, with the abbreviation following in parentheses; all following uses can be abbreviated unless after a city

J.V. junior varsity

LZHS Lake Zurich High School

LZ Lake Zurich (the town)

U.S. United States

AP advanced placement

DJ disk jockey

*Ex. This year, Charity Bash is donating all money raised to the American Brain Tumor Association (ABTA). ABTA was one of four choices for this year's charity.*

*See also: **advanced placement, classes, deejay/ DJ, IHSA, months, NASA, Performing Arts Center, street, states, United States, YMCA/YWCA***

**academic:** if used to describe a course level, use lower case; capitalize if used as part of a proper course title

*Ex. I am enrolled in an academic science class.*

*Ex. Last year I took Academic English III.*

*See also: **abbreviations, advanced placement, classes, college prep, honors***

**according to:** *See: attribution*

**administrator:** never abbreviate or capitalize an administrator's title unless the title is used as a formal title (a title that can be used to replace Mr., Mrs., Ms., etc)

*Ex. The administrators decided LZHS is the best.*

*Ex. George Costanza, senior administrator of the Human Fund, decided to promote one of his close friends to junior administrator.*

*See also: **principal, titles for people***

**advanced placement:** if used to describe a course level, use lower case; capitalize if used as part of a proper course title; always capitalize AP; AP and Advanced Placement in proper course titles are interchangeable

*Ex. I am enrolled in an advanced placement science class.*

*Ex. Last year I took Advanced Placement English III.*

*Ex. I look forward to AP Government.*

*See also: **abbreviations, academic, classes, college prep, honors***

**adviser:** proper spelling for newspaper advisers; do not use *advisor* when referring to a newspaper or yearbook adviser

*See also: advisor*

**advisor:** proper spelling of club advisors; not correct for newspaper or yearbook advisers

*See also: adviser*

**affect:** *affect* is a verb, *effect* is a noun

*Ex. I was affected by the flu. The flu's effect was devastating on the community.*

*See also: effect*

**African American:** do not use *black* as a descriptor of race

*See also: Caucasian, race*

**afterward:** explanation of time; not afterwords

**age:** use a number set off by commas to define someone's age; use hyphens when writing someone is a 13-year-old; write out the number to explain someone's age; do not use apostrophes with ages

*Ex. The boy, 5, is on the T-ball team.*

*Ex. The 5-year-old boy is on the T-ball team.*

*Ex. The boy is five years old.*

*Ex. The boy's coach is in her 30s.*

*See also: boy, girl, numbers, years*

**all ready, already:** *all ready* means everyone's prepared; *already* means previously

*Ex. We were all ready for the quiz today.*

*Ex. I had already finished my homework.*

**all right:** never use alright

**allude, refer:** *allude* means to speak of something without specifically referencing it; *refer* means to mention it directly.

*Ex. He alluded to the defendant's guilt by referring to the main witness' testimony.*

**almost never:** instead use seldom

**altar, alter:** altar is a table used in religious ceremonies and in weddings; to alter is to change

**am:** use lowercase letters to define *am* or *pm* times of the day; do not use periods between lowercase letters; do not put a space between time and *am*

*Ex. He woke up at 5am.*

*See also: time*

**AM:** used with references to the frequency modulation system of the radio; no periods are needed

*See also: FM*

**amid:** not amidst

*Ex. He kept a good spirit amid the controversy.*

**animals:** never capitalize unless a proper noun

*Ex. Ms. Wagner loves all dogs, but Labrador Retrievers are her favorite breed.*

**annual:** do not describe something as annual unless it has been held in at least two consecutive years at roughly the same time each year; a first time event cannot be as annual

**anticipate, expect:** meaning to prepare for something

*See also: expect*

**apostrophe:** proper uses for an apostrophe include:

1. for singular and possessives.

*Ex. Jim's story interested me.*

2. for possessive ending in "s"

*Ex. Doris' car*

3. for joint possessives

*Ex. James and Kate's story*

4. for omitted letters and numerals

*Ex. Rock 'n' Roll, '50s music, the class of '05*

5. to form the plural with letters of the alphabet

*Ex. She received straight A's.*

6. do not use with possessive pronouns

*Ex. His, hers, yours*

7. do not use when a name without an apostrophe is official

*Ex. Illinois Teachers Association*

8. do not use when pluralizing acronyms

*Ex. The proper plural of CD is CDs*

**armed forces:** *See: military*

**Army, army:** U.S. forces are capitalized; those of other nations are lowercase; do not capitalize *army* when not using it as a proper noun

*Ex. The British army was once the strongest in the world.*

*Ex. An Army representative visited the high school yesterday.*

*Ex. I raised an army to help fight the enemy.*

*See also: military*

**assassination:** only use when the murder is for political reasons (i.e. Martin Luther King, Jr., Abraham Lincoln, John F. Kennedy)

**Asian:** proper term for a person of Asian background; do not use oriental

*See also: oriental, race*

**at about:** redundant; instead of "*she will come at about noon,*" use "*she will come about noon*"

**attribution:** *attribution* lets the reader know who said something or from where a writer got his information; choose the most pertinent identification (a student's year in school or a teacher's department) when identifying a source or subject, especially when a subject can be identified in several ways; use the word *said* for live sources and put it after the person's name; use the phrase *according to* when attributing to print sources

*Ex. (first reference) Carolyn Wagner, English teacher, said...; (second reference) Wagner said*

*Ex. John Bowen, freshman, said...*

*Ex. Candace Perkins, LZHS parent and Bear Boosters president, said...*

*Ex. "some printed info in quotation marks," according to the Pew Research group*

*See also: titles for people, year in school*

# B

**back yard, back-yard:** *back yard* is a noun; *back-yard* is an adjective

*Ex. My back yard is full of flowers.*

*Ex. I don't play in a league, but I play back-yard baseball.*

**backward:** not backwards

**bad, badly:** *bad* (adjective) is a descriptor of personal emotion or a quality of something; *badly* (adverb) describes the manner in which an action is performed

*Ex. I feel bad.*

*Ex. I performed badly on the test.*

**badminton:** correct spelling

**baloney:** foolishness; bologna is the lunch meat

*See also: bologna*

**barbecue:** correct spelling; do not abbreviate as BBQ unless used in an ad, such as the semi-annual Bears BBQ

**Bear Facts:** always italicize and capitalize the name of *Bear Facts* when referring to the paper; do not italicize when referring to the staff

*Ex. Bear Facts won the Pacemaker Award for being awesome.*

*Ex. The Bear Facts staff went to the JEA convention.*

**because, since:** use *since* to imply from then until now; use *because* to explain the reason for something

*Ex. Since the vaccinations, no new cases have been reported.*

*Ex. Because of the snow day, we will have to make up school into the summer.*

**beside, besides:** *beside* means at the side of; *besides* means in addition to

*Ex. He sat beside her.*

*Ex. Besides bake sales, Charity Bash will feature many other fundraisers.*

**bestseller, best-selling:** *bestseller* is a noun; *best-selling* is an adjective

**better, bettor:** use *better* when describing being positive or desirable in nature, not bad or poor; use *bettor* when describing someone who bets

**black:** use African American when describing someone's race unless someone uses *black* in a direct quote

*See also: African American, Caucasian, race*

**blond, blonde:** use *blond* as a noun for males; use *blonde* as a noun for females

**boat, ships:** use *boat* when describing a watercraft of any size but usually a small one; use *ship* when describing a large seafaring vessel

**body:** do not use *dead* to modify *body* when referring to a corpse; it is not a dead body

*Ex. The police found the unknown body.*

*Ex. The police found the corpse.*

*Ex. The Wellness Plan is aimed at improving students' bodies.*

**bologna:** use for meat; not foolishness

*See also: baloney*

**books:** *See: titles*

**boy:** use if the male person described is under 18 years old

*See also: age*

**brand-new:** compound adjective; hyphenated (not *brand new*)

*Ex. These are brand-new shoes.*

**brunet, brunette:** use *brunet* as a noun for males and *brunette* as a noun for females

**building names:** capitalize all proper names but keep their descriptions lowercase

*Ex. Smith Insurance, administration building, is down the street.*

*Ex. May Whitney Elementary School was closed after janitors discovered mold.*

*See also: Field House, gym, Main Gym, Performing Arts Center*

**build up, buildup:** build up is a verb; buildup is a noun

*Ex. I am trying to build up my strength.*

*Ex. There was a buildup in the construction zone today.*

**business names:** *See: company names*

**byline:** the name of the writer of an article; generally includes the writer's position on staff; nicknames are not allowed unless more people know the writer by the nickname than by a given name (for example, Tim versus Timothy)

*See also: contributor, editor*

# C

**campaign manager:** do not treat as a formal title; always lowercase

**cannot:** use *cannot* instead of *can not*

**capital, capitol:** the city is a *capital*; the building is a *capitol*

**capitalization:** capitalize names of colleges and schools; capitalize the first letter of the first word and proper nouns of a headline; capitalize awards, honors, and prizes; capitalize all foreign languages; do not capitalize academic departments within the school; do not capitalize years in school

*Ex. I go to the University of Illinois.*

*Ex. John Nash won the 1994 Nobel Prize.*

*Ex. I can speak three languages, Spanish, English, and Italian.*

*Ex. My favorite class is math.*

*Ex. Blake Morgan, junior, plays guitar in the music department.*

**captain:** use lowercase and spell out in such uses as *team captain Carolyn Wagner*; capitalize when describing a military rank.

**Caucasian:** proper descriptor for a person's race; do not use *white* when referring to race unless someone uses it in a direct quote

*See also: African-American, race, white*

**CDs:** *See: titles*

**Chanukkah:** *See: Hanukkah, holidays*

**Christmas:** capitalize; never use Xmas

*See also: holidays*

**city:** capitalize when directly referring to "the City;" do not capitalize the C in city when talking about "a city"

*Ex. The City of Chicago has many tourist attractions.*

*Ex. I have never seen a city so beautiful as Chicago.*

*See also: states*

**classes:** capitalize proper names of specific classes; do not capitalize general academic departments or classes

*Ex. I am very bad at history.*

*Ex. I really enjoy Honors Calculus.*

*See also: abbreviations, academic, advanced placement, capitalization, college prep, driver's education, grade, honors, year in school*

**college prep:** if used to describe a course level, use lower case; capitalize it if used as part of a proper course title

*Ex. I am enrolled in a college prep science class.*

*Ex. Last year I took College Prep English III.*

*See also: **academic, advanced placement, capitalization, honors***

**company names:** capitalize names of companies, excluding words such as the, of, by, or, a

**compose, comprise:** parts compose the whole, therefore *compose* is to make up; to *comprise* is to embrace; do not use *is comprised of*

**contractions:** do not use contractions as part of formal writing

*Ex. The players were not amused not The players weren't amused.*

*See also: **cannot, its/it's***

**contributor:** extracurricular writers are credited as contributors, not staff writers; if a writer contributed a relatively small part of an article, it is not necessary that they receive a byline; instead, the writer's contribution may be noted in italics at the end of the article

*See also: **byline***

**corrections:** editors should evaluate mistakes and their effects upon readers and sources carefully; significant mistakes in news articles should be acknowledged promptly, and corrections should be placed in a reserved place in the paper so readers know where to find them; the final decision on publishing a correction is made by the editor

**could of, could've:** *could of* is not grammatically correct

**council, counsel:** *council* is a governing body of assembly; *counsel* is advice and *to counsel* is to advise

**currency:** *See: money*

**cutline:** cutlines are captions for photos

# D

**dash:** uses dashes with spaces by putting a space on both sides of the dash in all uses; use dashes to show abrupt change; if a phrase is interrupting a sentence, a dash should be put on both sides of the phrases; do not use dashes as bullet points

*Ex. When writing an article for Bear Facts, use gender-neutral pronouns.*

*Ex. Considering that a modern Christmas often entails going on long shopping trips, arranging strings of lights outside and inside the house, and decorating a tree – all weeks before the celebration – one can hardly say that it is purely a religious celebration.*

*See also: **hyphen, punctuation***

**dates:** spell out month, do not use **th** or **nd** at the end

*Ex. September 14 not September 14<sup>th</sup>*

**definitely:** meaning exactly; avoid as an adjective

**demolish, destroy:** both are only used when something is gone completely; something cannot be partly destroyed or demolished

**department(s):** no academic departments should be capitalized except English

*See also: **classes, titles for people***

**directions:** use lowercase for directions and regions; use uppercase when referring to places

*Ex. The school was to the north of her house.*

*Ex. Blair and Jamie got lost in North Barrington.*

*Ex. The Civil War was fought in the South.*

**disability, disabled, physical disability:** these terms are preferred over handicapped; do not describe an individual as *disabled* or *handicapped* unless it is clearly relevant to the story; different terms for different descriptions of mental and physical disabilities include:

*disabled:* a general term used for condition that interferes with a individual's way of life

*handicap:* should be avoided when describing a disability

*blind:* describes a person with loss of sight

*deaf:* describes person with total hearing loss

*mute:* describes a person who physically cannot speak

*wheelchair-bound:* do not use this or variations; a person may use a wheelchair occasionally or may have to use it for mobility

*See also: **Down Syndrome, handicap***

**D.J., deejay:** always use D.J.

*Ex. The D.J. at the party played the best music.*

*See also: **abbreviations***

**doctors:** use *Dr.* to show a person's medical or doctorate degree

*Ex. Dr. Michael Egan was principal from 2004-2008.*

*See also: titles*

**dominant image:** an image that is much larger than all the other images on a page; every page should have a dominant image

**Down Syndrome:** not Down's syndrome; never use retarded

*See also: disability, handicap*

**driver's education:** proper title for driver's education class; both words are lowercase; always spell out education, never abbreviate to "ed" unless quoting someone who has used the abbreviation; driver's is singular possessive, do not use drivers'

*See also: classes*

**drugs:** when referring to medication, use the word medicine because the word drugs has taken on a negative connotation

*See also: marijuana*

**drunk:** *drunk* is an adjective after the verb *to be*; *drunken* is used as an adjective before a noun

*Ex. He was drunk.*

*Ex. The drunken driver was dangerous on the road.*

# E

**each, either:** use *each* to mean both; use *either* to mean one or the other

**each other, one another:** when talking about two people, use *each other* (two words); more than two people should be *one another*

*Ex. The two girls looked at each other.*

*Ex. All the boys looked at one another.*

**earth:** capitalize only when referring to the planet

*Ex. I scooped a handful of earth into the fresh garden.*

*Ex. I don't believe aliens are visiting Earth.*

**East Coast:** capitalize when referring to the U.S. region along the Atlantic shore; use lowercase when referring to the shoreline itself

*Ex. There was a hurricane on the East Coast this morning.*

*Ex. No one saw the birds flying from the east coast.*

**editor:** capitalize *editor* before a name only when it is an official corporate or organizational title; do not capitalize as a job description

*See also: titles*

**Editor-in-Chief:** use hyphens, and capitalize only when it is being used as a formal title before a name

*Ex. Editor-in-Chief John Brown said, "Make sure there are no typos!"*

*Ex. Jane Brown applied for the position of editor-in-chief.*

*See also: capitalization, titles*

**editorialization:** the insertion of writer's opinion in journalistic writing; journalistic writing needs to maintain opinion-free objectivity and balance

**effect:** *effect* is a noun, *affect* is a verb

*Ex. I was affected by the flu. The flu's effect was devastating on the community.*

*See: affect*

**elderly, old:** no one younger than 65 should be referred to as elderly or old

**ellipsis(. . .) :** three periods separated by spaces to show that words or phrases have been eliminated from a quotation; use a fourth period at the end of the sentence; ellipsis are not needed when omitting full sentences when quoting sources

*Ex. " John...was more than willing to talk to us."*

**email:** do not capitalize; do not use hyphens

*Ex. I had to email the teacher my homework.*

**emigrate, immigrate:** a person who leaves a country is said to *emigrate* from it; when someone enters a country they *immigrate* to it; the same rule is used to distinguish between the people, emigrants and immigrants

*Ex. John Brown is an immigrant from Europe who came to live in the US.*

*Ex. John Smith emigrated from the United States to France.*

**ended, ending:** use *ended* for the past, *ending* for the future

*Ex. The spring musical is ending Sunday.*

**ensure, insure:** *ensure* means to guarantee; *insure* refers to insurance

*Ex. Amy double-checked her work to ensure that the problems were correct.*

*Ex. Katie had to insure her car and home.*

**entitled:** do not use when you mean to say *titled*; to be *entitled* to something is to have a right to something

*Ex. She was entitled to the A in the class.*

*See also: titles*

**etc.:** abbreviation of *etcetera*; do not use in journalistic stories unless used in a quote; when quoting someone who has used the word, write out *etcetera*

**eve:** *eve* should be capitalized only when used after the name of a holiday

*Ex. Christmas Eve*

**ever:** when used in words *evergreen* and *evermore*, no hyphen is needed; in other forms hyphenated

*Ex. The ever-present threat of a pop quiz kept the students alert.*

*Ex. The ever-aware students didn't trust their teacher.*

**every one, everyone:** when talking about an individual item use *every one*; when talking about a group of people use *everyone*

*Ex. Everyone wants to get a day off from school.*

*Ex. Every one of the assignments given was hard.*

**ex-:** use a hyphen when this prefix denotes *former*

*Ex. Bob Smith ex-quarterback*

*See also: former*

**extra-:** a hyphen is not used when it means outside of; the only exception to this is if the prefix is followed by a word beginning with the letter 'a' or a capitalized word

*Ex. extralegal, extraterritorial, extra-alimentary, extra-Britannic*

**expect:** to *expect* something doesn't necessarily include the preparation

*See also: anticipate*

**eye to eye, eye-to-eye:** hyphenate when used as a compound modifier

*Ex. They don't see eye to eye.*

*Ex. They had an eye-to-eye confrontation.*

# F

**Fahrenheit:** temperature scale used in the United States; the freezing point for water is 32 degrees and the boiling point is 212 degrees

**family names:** capitalize words showing family relationships only when they come before the name of a person or are substituting a person's name

*Ex. I wrote a letter to Grandma Wagner.*

*Ex. I sent Dad a present.*

*Ex. I sent my father a present.*

**farther, further:** *farther* refers to physical distance; *further* refers to an extension of time or degree

*Ex. He walked farther into the building.*

*Ex. She will look further into the assignment.*

**Father's Day:** the third Sunday in June

*See also: holidays*

**FBI:** acceptable abbreviation of Federal Bureau of Investigation; use all capital letters, use only for Federal Bureau of Investigation

**federal:** use a capital letter for corporate or government bodies that use the word as part of their formal name; use a lowercase letter when used as an adjective to distinguish something from state, county, city, town

*Ex. Federal Bureau of Investigation, Harris Federal Bank, federal court*

**fewer, less:** use *fewer* when referring to numbers and *less* when referring to quality

*Ex. The journalism class has fewer people than the math class.*

*Ex. Steve wrote a lesser quality paper than Alex.*

*See also: less*

**Field House:** *Field House* is written as two words; proper place name; capitalize

*See also: buildings, place names*

**fire department:** capitalize when referring to a specific department

*Ex. Lake Zurich Fire Department, the fire department*

**firefighter, fireman:** use *firefighter*

**first lady:** never capitalize, not an official title

**flier, flyer:** use *flier* when talking about advertisement; use *flyer* only in proper names

*Ex. She handed out the flier which talked about the presidential campaign.*

*Ex. The Frequent Flyer magazine was very interesting.*

**floppy disk:** do not use diskette

**FM:** used with references to the frequency modulation system of the radio; no periods are needed

*See also: AM*

**food:** most food names are lowercase; only brand names and trademarks need to be capitalized

*Ex. orange, banana, carrot, Kraft cheese, Hidden Valley Ranch dressing*

**foreign words:** do not use accent marks, diacritical marks, etc., unless the mark appears in an individual's name; follow the individual's preference as to how he/she wants his/her name written in the article; italicize foreign words that are not names and have not made it into mainstream English language or are not known by the general population of the school

*Ex. The Spanish Club decided to go on a siesta.*

*Ex. Cogito ergo sum is a Latin phrase meaning "I think, therefore I am."*

**freshman, freshmen:** freshman indicates an individual, freshmen indicates a group; capitalize when used in a proper name; do not capitalize when describing a single individual

*Ex. The Freshmen Class Board meets on Wednesday.*

*Ex. The freshman girl will not be here today.*

*See also: age, year in school*

**fundraiser:** no hyphenation needed; one word

**former:** always lower case, even with name or a title

*See also: ex-*

**funeral, funeral service:** the latter term is redundant because a funeral is a service; most people only get one funeral, so *services* is incorrect

*See also: wake*

# G

**games:** do not use quotation marks with the names of board games, card games, video games, etc; italics should be used to indicate proper names of games

*Ex. Brad is so good at playing Clue.*

*See also: titles*

**gay:** acceptable as synonym for homosexual, both male and female, except when used as a derogatory remark

*See also: homosexual*

**gender:** describes a person's behavioral, cultural, or psychological traits

*See also: sex*

**gender-neutral:** do not use *their* for singular generic pronouns; gender-neutral statements should use *he/she*; neutral gender possession should be referred to as *his/her*; when writing about a generic example student, use generic pronouns for first mention and male pronouns for all other uses – they pass for gender-neutral. If you are not sure if the subject is male or female – as opposed to intentionally trying to create a gender-neutral – use *he*

*Ex. (addressing a group of both boys and girls:) The teacher asked, "Does everyone have his/her work today?"*

*Ex. Everybody needs to take his/her worksheet and give it to the person on his/her left.*

*See also: he/she, his/her*

**gentlemen:** do not use as a synonym for men

**geographic locations, names:** always use the abbreviations Ft., Mt., and St. for in reference to cities; do not use postal abbreviations for states, spell out the whole word; capitalize geographic names and terms when part of a proper name but lowercase when they stand alone; use lowercase when referring to terms that are not part of a specific name

*Ex. St. Louis*

*Ex. San Andreas Fault, the gorge*

*Ex. the Pacific islands*

*See also: buildings, city, lakes, oceans, rivers, state, streets*

**girl:** use if the female person described is under 18 years old; use *young woman* or *woman* after age 18

*Ex. The young woman nervously waited for her first job interview.*

*See also: age, lady, woman*

**god, God:** do not italicize *god* or capitalize *god* when it is part of a compound word that shows a family relation; capitalize when in a religious form

*Ex. godchild, godfather, godmother, godparent*

*Ex. God almighty, God-fearing, God*

**goodbye:** proper spelling for a farewell; do not hyphenate

**golf:** spell out numbers one through nine; use Arabic number for handicaps, par listings, club ratings and scores

*Ex. He shot a 5-under-par 67.*

*Ex. third hole, back nine*

*See also: **numbers***

**government:** do not abbreviate; use lowercase except when part of a proper name

*Ex. federal government, state government, U.S. government*

*Ex. The Building of Government Artifacts was under construction.*

**grade, grader:** do not capitalize a student's year in school; hyphenate when used to describe younger students' grades; use an apostrophe when describing a letter grade in a class

*Ex. Joe is a sophomore.*

*Ex. Amanda is a first-grader.*

*Ex. I earned all B's last year.*

*See also: **year in school***

**gray:** *gray*, not *grey* unless describing the dog breed, *greyhound*

**gun:** all words involving gun are only one word

*Ex. gunfire, gunboat, gunfight, gunshot, gunpowder*

**gym:** *gym* is a location; *physical education* is a class

*See also: **buildings, place names, physical education***

# H

**handicapped, disabled, impaired:** do not describe an individual as *disabled* or *handicapped* unless it is clearly relevant to the story; different terms for different descriptions of mental and physical disabilities include:  
*disabled:* a general term used for condition that interferes with a individual's way of life  
*handicap:* should be avoided when describing a disability  
*blind:* describes a person with loss of sight  
*deaf:* describes person with total hearing loss  
*mute:* describes a person who physically cannot speak  
*wheelchair-bound:* do not use this or variations; a person may use a wheelchair occasionally or may have to use it for mobility  
*See also: Down Syndrome*

**hangar and hanger:** a *hangar* is a building; a *hanger* is for clothes

**Hanukkah:** the Jewish festival of lights; usually occurs in December, but sometimes falls in late November; always capitalize: do not spell *Chanukkah*

**Hawaii:** do not abbreviate; residents are Hawaiians, technically natives of Polynesian descent  
*See also: state names*

**headlines:** use down-style, capitalizing the first word and proper nouns only; do not use italics or quotation marks in headlines  
*See also: italics, titles*

**heaven:** always use lowercase unless in a proper title  
*Ex. All Dogs Go to Heaven*

**height:** spell out measurements for height rather than use “” or ‘  
*Ex. 14-foot boat, 22-inches tall*

**hell:** always use lowercase  
*Ex. My mother told me that all bad children go to hell.*

**he/she:** use for gender-neutral; do not use *he* or *she*; use *it* or *its* instead of *he/she* in reference to inanimate objects such as ships, countries, cars, hurricanes, etc.  
*See also: gender-neutral*

**his/her:** use for gender-neutral possession; do not use *his* or *her*  
*Ex. The reporter protects his/her sources.*  
*See also: gender-neutral*

**Hispanic:** most widely accepted generic term for people in the U.S. who are of Spanish-speaking or Portuguese-speaking backgrounds

*See also: Latino*

**historical periods/ historical events:** the names of widely known and recognized epochs in anthropology, archeology, geography, and history are capitalized; also capitalize widely recognized popular names for events

*Ex. Dark Ages, Middle Ages, Pliocene Epoch*

*Ex. Boston Tea Party, Civil War, Great Depression*

**holidays** and holy days: capitalize; do not separate holiday from year

*Ex. New Year's Eve, Groundhog Day, Christmas*

*Ex. Halloween 1999 not Halloween, 1999*

*See also: eve, Father's Day, Hanukkah, Kwanzaa, Mother's Day*

**homosexual:** if the description *homosexual* is used in a story, it should be relevant to the story; *homosexual* and *gay* can be used in reference to people of both sex, but *lesbian* refers only to homosexual women

*See also: gay, lesbian, sexual orientation*

**honors:** if used to describe a course level, use lower case; capitalize it if used as part of a proper course title

*Ex. I am enrolled in an honors science class.*

*Ex. Last year I took Honors English III.*

*See also: academic, advanced placement, classes, college prep*

**hopefully:** means *with hope*, not *I hope* or *it is hoped*; do not use in journalistic articles because it insinuates editorialization

*Ex. (incorrect) Hopefully the budget will pass.*

*Ex. (correct) We hope the budget will pass.*

**hospital:** capitalize the words, hospital, health center, medical center etc., when part of the formal name of an institution; abbreviate Ft., Mt., and St. in names

*Ex. Good Sheppard Hospital*

*Ex. St. Mary's Hospital*

*See also: buildings*

**house:** as the second word in a compound word, do not italicize *house* if the first word is one syllable; make *house* a separate word if the first word is more than one syllable

*Ex. birdhouse, guesthouse, outhouse*

*Ex. carriage house, monkey house, crazy house*

**hyphenated words:** hyphenated words join compound words; also use a hyphen when giving measurements of something

*Ex. (incorrect) He works a low budget job.*

*Ex. (correct) He works a low-budget job.*

*Ex. (incorrect) He works at a low-budget job.*

*Ex. (correct) 30-foot dock, 9-by-5 inch board*

*See also: dash, ex-, extra-, in-, part-time, re-*

# I

**important:** do not use *importantly*; just say *important*

*Ex. More important, Alex likes candy.*

**immigrate, emigrate:** a person who leaves a country is said to *emigrate* from it; when someone enters a country they *immigrate* to it; the same rule is used to distinguish between the people, emigrants and immigrants

*Ex. John Brown is an immigrant from Europe who came to live in the U.S.*

*Ex. John Smith emigrated from the United States to France.*

**initial:** when two initials are used together, omit the space in the middle

*Ex. M.J. Nicholson*

**internet:** do not capitalize unless speaking about the history of the internet before the 1990s; in that case, use Internet

*Ex. MySpace is a popular internet site for teens.*

*Ex. In the late 1960s and early 1970s, ARPAnet evolved into the Internet.*

*Ex. The internet today is expanding rapidly.*

*See also: Web, web site, web page*

**Illinois High School Association:** use IHSA only after the first reference

*See also: abbreviations*

**impaired:** *See: disability, handicap*

**in-:** hyphenated as the last word in a compound word

*Ex. break-in, cave-in, sit-in*

**insure, ensure:** *ensure* means to guarantee; *insure* refers to insurance

*Ex. Amy double-checked her work to ensure that the problems were correct.*

*Ex. Katie had to insure her car and home*

**italics:** do not use in headlines except in viewpoint, even when referring to a title of CD or similar name; if necessary, can use in body text to denote a certain voice such as an internal monologue/thoughts or a chance to break from the real story, such as a narrative introduction; use when referring to the title of a major work, such as a novel

**its, it's:** *it's* means it is; *its* means possessive, do not use contraction *it's* in text of a story unless *it's* is part of a quote

# J

**jail:** *See: prison*

**Jew, Jewish:** use *Jew* for men and women; do not use *Jewess*; do not use *Jew* as an adjective, and avoid it as a singular noun in such constructions

*Ex. Avoid: The Jew went to the synagogue.*

*Ex. Instead use: The Jewish man (or woman) went to the synagogue.*

*See also: Zionist*

**judge:** capitalize as a formal title before a name; do not capitalize in such uses as *beauty contest judge Mary Schumacher*; drop the title on the second reference

*See also: titles*

**junior:** capitalize when used in a proper name; do not capitalize when describing a single individual; abbreviate as *Jr.* and *Sr.* only if it part of a person's name; do not precede with a comma; if necessary to distinguish between father and son on a second reference, use phrases such as *the younger Kennedy*

*Ex. The Junior Class Board meets on Wednesday.*

*Ex. The junior girl will not be here today.*

*Ex. Bill McHenry Sr. is the boy's father.*

*See also: age, senior, year in school*

**justice:** capitalize as a formal title before a name

*Ex. Justice Sandra Day O'Connor sits on the Supreme Court.*

**juvenile:** under Illinois law, a defendant is automatically treated as an adult at age 17; under 17 means the defendant will be treated as a juvenile

*See also: age, boy, girl, kids*

# K

**kid(s):** avoid using *kid* or *kids* as informal synonyms for child or children in journalistic stories unless their use is appropriate in the context, such as a column, or they are part of a direct quote

*See also: juvenile*

**Kwanzaa:** the African-American holiday that runs December 26 through January 1

*See also: holidays*

# L

**lady:** used as a courtesy title or when a specific reference to fine manners is appropriate; do not use as a synonym for woman; capitalize when used as a title

*Ex. Lady Jane Wellesley, only daughter of the eighth Duke of Wellington, has been linked romantically with Prince Charles.*

*Ex. The woman was yelling at the two arguing children.*

*See also: **girl, woman***

**languages:** capitalize proper names of languages and dialects

*Ex. I speak English in my school.*

*Ex. I am studying Spanish and Latin.*

**Latino(s), Latina(s):** the word *Latino* is generally interchangeable with *Hispanic*, unless an individual or group requests a particular term; *Latina* refers to a single female of Hispanic background

*See also: **Hispanic***

**last:** after all others; most recent (avoid use as a synonym for the latest if it implies finality)

*Ex. (incorrect) U2's last CD came out on Friday. (In this sentence, last seems to imply that U2 will not produce any more CDs. Instead, most recent should have been used.)*

*Ex. (correct) The last time it snowed, I had to shovel the driveway.*

*Ex. (correct) We went to the game last Friday. (this sentence is redundant but acceptable)*

**lay, lie:** *lay* (verb) means to put or set down/ to set in order or position; *lie* (verb) means a state of reclining along a horizontal plane or (verb) to make an untrue statement

*Ex. I will lay the book upon the desk. (shows action of putting or setting down the book)*

*Ex. She wants to lie on the beach all day to get a tan. (shows the action of the girl reclining along a horizontal plane)*

*Ex. The children would lie to get out of trouble. (shows the action of the children willing to make an untrue statement to avoid trouble)*

**lead, led:** *lead* (verb) to show the way for others or (noun) a heavy metal; *led* (verb) the past tense of the verb *lead*

*Ex. The tour guide will lead the tourists through the museum.*

*Ex. In their experiment, the team of scientists had to isolate the lead particles.*

*Ex. The African guide led the tourists on the safari.*

**lesbian:** use only for homosexual women; not acceptable for men

*See also: **gay, homosexual, sexual orientation***

**less:** of reduced size, extent, quantity, or degree; use *fewer* when referring to numbers and *less* when referring to quality

*Ex. The journalism class has fewer people than the math class.*

*Ex. Steve wrote a lesser quality paper than Alex.*

*See also: fewer*

**licence, license:** *licence* (verb) to issue a license to another; *license* (noun) the ability or permission to engage in something that would otherwise be illegal

*Ex. The attendants of the DMV licenced the qualified sixteen-year old driver.*

*Ex. The hunter had to get a license, and therefore be registered, to go hunting deer.*

**lie:** *See: lay*

**long-distance:** hyphenated in reference to telephone calls and as a compound modifier

**long time, longtime:** *long* is used as an adjective of time (noun); *longtime* is an adjective

*Ex. The friends have known each other a long time.*

*Ex. The three businessmen are longtime partners.*

**loose, lose:** *loose* is the opposite of tight; *lose* is the opposite of win/have

*Ex. My pants fell down because my belt was too loose to hold them up.*

*Ex. We will lose the game today because we are missing our best players.*

*Ex. Don't lose that gift that we gave to you, it's very valuable.*

**lose:** *See: loose*

**LZHS:** readers assume the story is about LZHS; do not name the school unless multiple schools are referenced

*See also: school*

# M

**Main Gym:** proper place name; capitalize  
*See also: buildings, place names*

**mafia:** use only for the Italian secret society, not as a synonym for organized crime  
*Ex. Movie directors often portray the Mafia as a notorious gang of thieving assassins, characterized by their Italian accents.*  
*Ex. The criminals robbed the bank and shot the bank teller on the way out.*

**marijuana:** do not use *pot* or other slang terms except for when quoting someone who has used such terms or in informal contexts such as columns, features, or entertainment  
*See also: drugs*

**Marines:** U.S. forces are capitalized  
*Ex. A Marine representative visited the high school yesterday.*  
*See also: military*

**measures:** scales of measurement are not a part of what they measure, therefore they should not be used in this way  
*Ex. Temperatures cannot be hot or cold, but rather high or low.*  
*Ex. Height cannot be tall or short, but rather large or small.*  
*Ex. Prices cannot be expensive or cheap, but rather big or small.*  
*See also: hyphenations, numbers*

**memorials:** contact the family of the deceased for permission to place their child's photo and/or an article about the deceased in *Bear Facts*  
*See also: suicide*  
*Note: See Staff Manual for further detail on how to handle this situation.*

**men:** *See: age, boy, gentlemen*

**military:** capitalize U.S. forces; do not capitalize foreign militaries  
*See also: Army, Navy, Marines*

**minor:** *See: juvenile*

**money:** in copy and in headlines, generally use numerals for amounts of money and for currency; except for the dollar sign (\$), do not use symbols; the dollar sign (\$) must be placed in front of the amount  
*Ex. (correct) \$2, \$12.46, \$13 billion*  
*Ex. (incorrect) \$2.00, 2\$, 2 dollars, thirteen billion dollars*  
*See also: numbers*

**months:** do not abbreviate; capitalize; do not separate month and year with a comma

*Ex. (correct) I am excited to graduate in June 2009.*

*Ex. (incorrect) I was born in May, 1975.*

**Mother's Day:** the second Sunday in May

*See also: holidays*

**movies:** italicize movie titles

*See also: titles*

**Mr./Mrs./Ms.:** *See: titles*

**music:** *See: titles*

# N

**names:** *See: attribution, initial, junior, nicknames, senior, titles of people*

**NASA:** on first reference, write out *National Aeronautics and Space Administration*; from then on abbreviate as *NASA*

**national anthem:** do not capitalize

*Ex. The band played the national anthem at last night's baseball game.*

**Navy:** U.S. forces are capitalized; those of other nations are lowercase; USN is *not* an abbreviation for the U.S. Navy

*Ex. The British navy was once the strongest in the world.*

*Ex. A Navy representative visited the high school yesterday.*

*See also: military*

**newspaper names:** use italics not quotation marks; capitalize *the* in a newspaper's name

*Ex. The Daily Herald*

**nicknames:** use nicknames only when the individual prefers to be known this way; when a nickname is inserted between a person's name, use quotations

*Ex. Jimmy Carter, Henry "Scoop" Jackson*

**nobody:** correct spelling; not *no body*

**nonaligned nations:** this term is used to describe nations that do not belong (politically) to an Eastern or Western bloc and are *not* neutral, but rather activist alternatives

**noon:** do not put a 12 in front of noon; the usage of *12pm* is preferable

*See also: time*

**numbers:** proper uses for numbers include:

1. numbers one through nine are written as words; 10 and higher are left as Arabic numerals

*Ex. She has two dogs, seven cats, and 15 birds.*

2. for consistency, write numbers the same way when comparing or giving a range

*Ex. There will be anywhere between 4 to 25 people at the party.*

3. if a number starts a sentence, always spell it out

*Ex. Five people attended the event.*

4. to indicate position or rank, use the abbreviation *No.*

*Ex. He was the No. 3 choice for the position.*

5. use numbers for describing millions and billions

*Ex. Over 3 million people marched to the capital.*

*See also: age, golf, measures, money, percentage, phone number, ratios, yard line, years*

# O

**O, Oh:** *O* is an invocation; *Oh* is an interjection

*Ex. O Lord, please help.*

*Ex. Oh, waiter, I'm ready to order.*

**ocean:** do not capitalize when standing alone or plural; capitalize when part of a proper name

*Ex. The map shows the Atlantic and Pacific oceans.*

*Ex. We went to the ocean during our vacation to Florida.*

*Ex. I am going to the Caribbean Ocean to snorkel.*

**odds:** use numerals and a hyphen

*Ex. The odds were 5-4.*

*See also: numbers*

**officer:** capitalize as a formal police title before a name

*Ex. Police Officer Ralph Mitch*

**okay, OKd, OKs:** acceptable in articles; can be acceptable in headlines as well but try to avoid;

do not use *OKing*; do not place an apostrophe in any form of OK

*Ex. The project has recently been OKd by local building inspectors.*

**old:** *See: elderly*

**OMEGA:** when mentioning this LZHS peer leadership program, always use the acronym

*Ex. Once every week, OMEGA visits freshmen study halls.*

**one another:** *See: each other*

**only:** use *only* carefully; the word should be used to stress singularity

**online, on-line:** do not hyphenate

**onward:** not onwards

**organizations:** school groups and organizations should be capitalized when it is the proper name of a group, but not if the term is a descriptor

*Ex. The Recycling Club is collecting waste paper today.*

*Ex. The newspaper members are meeting before school Tuesday.*

*See also: Student Council*

**oriental:** describes an inanimate object; not used for a person

*See also: Asian*

**owner:** not a formal title; do not capitalize

*Ex. Atlanta Braves owner Ted Turner*

# P

**pair:** use pair to refer to two matched objects that belong together or are used together

**palate, palette, pallet:** *palate* is the roof of the mouth; a *palette* is an artist's paint brush; a *pallet* is a bed

**part time, part-time:** hyphenate when used as a compound modifier

*Ex. She works part time.*

*Ex. She has a part-time job.*

**percentage:** write out the word *percent* if used with the written form of a number; use % with no space between numbers and symbol when used with a numeric symbol

*Ex. Seventy-five percent of people are lazy.*

*Ex. Only 27% of Americans are registered to vote.*

*See also: numbers*

**Performing Arts Center:** always use *Performing Arts Center* on first reference and *PAC* on following references; use *PAC* in headlines

*See also: buildings*

**phone number:** do not use (123) 456-7890; use 123-456-7890; omit the leading "1," as long as the number does not refer to another country.

**physical education:** proper name for physical education classes; use PE after first mention;

avoid *gym*

*See also: gym*

**physical disability:** *See: disability*

**pica:** a unit of measure in printing equal to 1/6 of an inch

**place names:** capitalize proper names of places

*Ex. the E wing*

*Ex. The assembly will be in the Field House on Friday.*

*Ex. I need to get a book from the library*

*See also: building names, Field House, Main Gym, Performing Arts Center, Tonelli Gym*

**plead, pleaded, pleading:** do not use *pled* as past tense

**plural:** more than one; proper uses of plural forms include:

1. most words add *s* but words ending in CH, S, SH, SS, X and Z add *es*

- Ex. boys, girls, schools*  
*Ex. churches, lenses, glasses, boxes. Exception: monarchs*
2. words ending in **is** change **es**  
*Ex. parentheses, these*
  3. words ending in **y** and preceded by a consonant or **qu**, change **y** to **i** and add **es**  
*Ex. armies, cities*
  4. words ending in **o** and preceded by a consonant, most plurals require **es**  
*Ex. buffaloes, heroes, potatoes*
  5. words ending in **f** in general, change **f** to **v** and add **es**  
*Ex. leaves, selves*  
*Exception: roof becomes roofs*
  6. form change: man/men, woman/women, child/children, foot/feet, mouse/mice  
*Ex. The man ate his sandwich. – singular*  
*Ex. The women ate their sandwiches. – plural*
  7. figures add **s** but do not use an apostrophe  
*Ex. The album came out in the 1980s.*  
*Ex. The temperature reached high 90s.*

**pm:** use lowercase letters to define *am* or *pm* times of the day; do not use periods between lowercase letters; do not put a space between time and *pm*  
*Ex. He went to work at 5pm.*  
 See also: **time**

**possessive nouns:** are used to show possession (owning, or having); they are words that would normally be nouns, but are used as adjectives to modify a noun or pronoun; possessive nouns tell you who or what the modified noun or pronoun belongs to; proper uses of possessive nouns include:

1. add **'s** to the end of a plural noun that does not end with an **s**  
*Ex. Carolyn Wagner's journalism class worked hard on their newspaper layout.*
2. add only the apostrophe (**'**) to the end of a plural noun that ends with an **s**  
*Ex. My sisters' names are Katie and Molly.*
3. if the noun is singular and ends with an **s**, add only the **apostrophe (')**  
*Ex. The bus' engine stopped.*  
 See also: **proper names**

**pot:** See: **marijuana**

**priest:** not a formal title; do not capitalize

**principal, principle:** *principal* (noun) means someone or something first in rank, authority, importance or degree; *principle* (noun or adj) means fundamental truth, law, or doctrine  
*Ex. Carolyn Wagner is our principal.*  
*Ex. Our principal, Carolyn Wagner, is going to make a speech.*  
*Ex. Money is the principle problem.*  
*Ex. The principle idea is to play your best.*  
 See also: **administrator, titles for people**

**print sources:** *See: attribution*

**prison, jail:** *prison* is applied to maximum-security institutions and confines people serving sentences of felonies; *jail* is used to confine people serving sentences for misdemeanors, people awaiting trial or sentencing on either felony or misdemeanor charges, also failure to pay alimony and other types of contempt of court

**Prisoner of War:** *POW* is acceptable on second references; capitalize *Prisoner of War* when talking about an association; do not capitalize when referring to a person

*Ex. John Smith is being held as a prisoner of war.*

*Ex. None of the POWs are allowed to leave Iraq.*

**pro-choice:** use only as part of a formal name in direct quotations, otherwise use *pro-abortion rights*

**proper names:** possessives of proper names ending with s normally take 's; the plural, like any other plural, takes its apostrophe at the end

*Ex. The Williamses' caravan*

*Exceptions: Degas' paintings; Jesus' teachings*

**punctuation:**

*See also: dash, hyphen, too*

# Q

**quotes, quotation marks:** proper use of quotations marks and quotes include:

1. use quotation marks when quoting someone, or a sentence from a book to show it is not your personal voice  
*Ex. "I think the Bear Facts is great," Carolyn Wagner, journalism teacher, said.*
2. use single quotation marks inside regular quotes and in headlines  
*Ex. (in a headline) 'Diviners' celebrate their great success*  
*Ex. "The novel examines 'the rigid disparity' between right and wrong," according to Charles Dickens.*
3. never change someone's quoted words unless marked as clarification with parentheses or brackets  
*Ex. "I think [the editors] are great," Carolyn Wagner, journalism teacher, said. (In this example [the editors] replaces what was really said: they.)*
4. set quotation marks inside exclamation points and question marks that are not a part of the quotation  
*Ex. I can't believe he called me a "noisy brat"!*
5. no quotation marks are needed when writing a Q-A interview, giving the name of the speaker first; after first usage of a name, it may be abbreviated to the first letter or person's initials  
*Ex. Wagner: What do you think of the journalism class?*  
*Student: It's great! I love working with the newspaper.*  
*W: Really? That makes me feel so warm and fuzzy inside.*  
*S: You're welcome, Wagner.*
6. use quotation marks for all titles of articles, chapters, and divisions of a publication, short stories, poems, songs, and television or radio programs
7. quotes should stand alone as their own paragraph in journalistic writing
8. when citing the source of a quote, cite the position of the person that is most relevant to the topic at hand; if it is a common response, cite the general department/year of the person

*See also: attribution*

# R

**race:** be respectful; use good judgment and common sense; capitalize when using proper names

*Ex. The African American man returned his book to the library.*

*See also: African American, black, Asian, oriental, Hispanic, Latino/Latina*

**radio stations:** use the abbreviations or station names

*Ex. B96 was the most played radio station at the dance.*

**ranges:** when stating dates and times, list the first term followed by “to” followed by the second term; when stating a sports score, hyphenate with the home team first

*Ex. The band will practice from Monday to Thursday.*

*Ex. The final score was 36-40.*

*See also: scores*

**ratios:** when using ratios, state the first term followed by a colon (:) followed by the second term

*Ex. The boy to girl ratio at the dance was 10:11.*

*See also: numbers*

**re:** generally used as a prefix but is hyphenated when followed by a word beginning with e or when a distinction must be made between words

*Ex. Reappear, recreate*

*Ex. Re-elect, re-enter*

*See also: hyphen*

**redundancy:** do not be redundant in phrasing

*Ex. (incorrect) There is a lot to learn from past history.*

*Ex. (incorrect) The color was dark black.*

*Ex. (incorrect) The young boy was an intelligent genius.*

**refer:** *See: allude*

**religion:** be respectful; use good judgment and common sense; capitalize when using proper names

*Ex. There is a large Jewish population in that area.*

**Republican, republican, Republic:** capitalize Republican when talking about someone who is the member of the party. Do not capitalize republican when talking about some one who has the said beliefs. Capitalize Republic when stating a country’s name.

*Ex. She follows the republican beliefs.*

*Ex. He is a member of the Republican Party.*

*Ex. Ms. Wagner visited the Dominican Republic in 1997.*

**river:** capitalize as part of a proper name otherwise leave lowercase; capitalize fork and branch when used in a proper name, but do not capitalize when they stand alone

*Ex. Hudson River, Chicago River*

*Ex. West Fork of the Chicago River*

*Ex. the fork, the river branch*

*See also: **geographic locations***

**road:** *See: street*

**rooms:** capitalize proper rooms; do not capitalize the word *room* when used as location

*Ex. The party is in the Green Room.*

*Ex. Put the book in my room.*

# S

**said:** preferred form of attribution

*See also: attribution*

**saint:** capitalize and abbreviate

*Ex. Tomorrow is St. Patrick's Day.*

*See also: holidays*

**school:** capitalize when part of a proper name; do not capitalize if not part of the full name

*Ex. Lake Zurich High School is open today.*

*Ex. The school was closed due to excessive snow.*

*Ex. (incorrect) I attend High School.*

*See also: LZHS*

**school board :** capitalize when part of a proper name.

*Ex. the Lake County School Board*

**school colors:** capitalize when referring to a school or athletic team's color(s)

*Ex. the Blue, the White*

*Ex. the colors of NIU are orange and blue*

**scores :** use Arabic numerals; use a hyphen between team totals; do not use commas before or after the score, but use them if the syntax calls for them

*Ex. The Bears beat the Vikings 41-7*

*Ex. The Bears one by one goal, 3-2*

*Ex. Bears 3, Mustangs 2*

*See also: numbers, ranges*

**seasons:** do not capitalize seasons except in proper names

*Ex. The baseball team will begin their season this spring.*

*Ex. The Spring Play will be The Three Little Pigs.*

**senior:** capitalize when used in a proper name; do not capitalize when describing a single individual; abbreviate as Jr. and Sr. only if it part of a person's name; do not precede with a comma; if necessary to distinguish between father and son on a second reference, use phrases such as *the older Kennedy*

*Ex. The Senior Class Board meets on Wednesday.*

*Ex. The senior girl will not be here today.*

*Ex. Bill McHenry Sr. is the boy's father.*

*See also: age, junior, year in school*

**sentences:** capitalize the first word of a sentence

*Ex. The dog ran fast.*

*Exceptions: Do not capitalize after ellipses (...), unless the ellipse ends a sentence – capitalize the beginning of the following sentence.*

**sex:** describes a person's status as male or female; a physical trait

*See also: **gender***

**sexual orientation:** use this term instead of sexual preference; use appropriate words, such as *homosexual* instead of *gay*

*Ex. The sexual orientation of the man is homosexual.*

*See also: **gay, homosexual, lesbian***

**she, her:** do not use in reference to ships, nations, hurricanes, etc.

*See also: **her/she***

**ships:** *See: **boats***

**since, because:** use *since* to imply from then until now; use *because* to explain the reason for something

*Ex. Since the vaccinations, no new cases have been reported.*

*Ex. Because of the snow day, we will have to make up school into the summer.*

**singular vs. plural in units:** when writing a noun that is a unit, use a singular verb

*Ex. The couple has a baby.*

*Ex. The student council gives an announcement.*

*Exceptions: The media have reported the news.*

*The data shows no signs of fraud.*

**slang:** avoid unless the word is a necessary and powerful part of a quote

*Ex. The well-dressed boy not the pimped out boy*

**songs:** *See: **titles***

**sophomore:** capitalize when used in a proper name; do not capitalize when describing a single individual

*Ex. The Sophomore Class Board meets on Wednesday.*

*Ex. The sophomore girl will not be here today.*

*See also: **age, year in school***

**sports scores:** *See: **numbers, odds, scores, yard lines***

**sports teams:** capitalize names of sports teams; nicknames take plural verbs and pronouns, even when they are singular

*Ex. The Bears made their free throws, but the Scouts missed theirs.*

*See also: **abbreviations, scores, team names***

**state names:** spell out names of all 50 states when they stand alone; use a two-letter abbreviation when the state follows a city; never abbreviate Hawaii  
*See also: abbreviations, Hawaii, geographic names*

**street:** spell out and capitalize *road* or *street* when in a proper name, even when the *road* or *street* is plural; only use abbreviations when using a numbered address  
*Ex. Deerfield Road, Deerfield Roads*  
*Ex. 1235 Church St.*

**Student Council:** capitalize when used as the proper name of the organization; leave lower case if discussing it as a general concept  
*Ex. McBride is a sponsor of Student Council. I am a member of Student Council.*  
*Ex. As a freshman I considered joining a student council-like organization.*

**style:** a matter of consistency in all journalistic writing

**suicide:** *Note: See Staff Manual for detail on how to handle this situation.*

# T

**tabs:** always tab at the beginning of a paragraph

**teachers:** teachers are identified by first and last names; identification should include the department for which the person teaches, not the specific course he/she teaches, unless the class is more pertinent than the department

*See also: classes, titles for people*

**team names:** capitalize the team mascot *Bears*, but do not capitalize the level, except J.V.; when referring to a gender-specific team, use the plural possessive

*Ex. varsity, J.V., freshmen, girls', boys'*

*Ex. The girls' J.V. volleyball team, the boys' varsity football team*

*See also: abbreviations, scores, sports teams*

**teenager:** not teen-ager; do not hyphenate

**telephone number:** *See: phone number*

**temperature:** *See measures*

**than, then:** *than* is used to compare; *then* is used as a passage of time

*Ex. I am cooler than Ashley Hartz.*

*Ex. I ate a banana and then I brushed my teeth.*

**that, which:** if the section in question could be omitted without leaving the noun it changes incomplete or without altering the meaning, *which* should be used to introduce the section, with a comma before the word; if the clause is essential and cannot be omitted, use *that*

*Ex. He has invented a process that will supply the world with free food.*

*Ex. The process, which was invented by Tim Ekl, will supply the world with free food.*

**then:** *See: than*

**there, their, they're:** *there* is used to represent a place; *their* is used to show possession; *they're* is used to shorten they are

*Ex. Will you get that bottle over there?*

*Ex. Have you seen their new dog?*

*Ex. They're going to the basketball game tonight.*

**time, duration of time:** use lowercase letters to denote *am* or *pm*; do not separate *am* or *pm* with periods or put a space between time and *am* or *pm*; use *3-5pm* to show duration of time; do not label both numbers with am/pm unless the time shifts from *am* to *pm*

*Ex. He will be at LZHS from 2-5pm.*  
*Ex. He will be at LZHS from 11am-5pm.*  
See also: **am, pm, noon**

**title:** do not use *titled* when you mean *entitled*  
See also: **entitled**

**titles for editors:** capitalize proper position names; do not use *co-* before an editor's position  
*Ex. (incorrect) Co-News Editor, news editor*  
*Ex. (correct) News Editor*

**titles for people:** proper uses of titles include:

1. when referring to a person and his/her position or occupation within an article, use his/her full first name, then a comma, and then his/her position or occupation; after first mention, use last name only; if two people share the same last name, use both the first and last name on all references  
*Ex. ( first reference) Carolyn Wagner, English teacher; (second reference) Wagner*  
*Ex. John Bowen, freshman*  
*Ex. Candace Perkins, LZHS parent and Bear Boosters president*
2. if a person has more than one title, use the title that is most relevant to the story  
*Ex. (for a story on Student Council) "blah blah blah," Chris Bennett, Student Council sponsor and social studies, said; (as a general source) "blah blah blah," Chris Bennett, social studies, said*
3. do not use honorary titles such as Miss/Mrs./Ms./Mr.; Dr. is an acceptable title to use
4. formal titles are capitalized when used directly before a name (formal titles are those substituted for Mr., Mrs., Ms., etc)  
*Ex. President George W. Bush*  
*Ex. Patrick Flynn, English department chair or English department chair Patrick Flynn*
5. do not capitalize occupational titles or titles when a name is not followed by the title  
*Ex. the pope greeted the people*  
*Ex. Patrick Flynn, English department chair*  
*Ex. Dr. Brian Knutson, superintendent*
6. place long titles after names  
*Ex. Joe Black, FAA Associate Administrator for Aviation Standards*
7. do not capitalize *ex* in someone's title  
*Ex. ex-Illinois senator*  
See also: **attribution, doctor, first lady, judge**

**titles of works:** titles of plays, movies, games, and CDs should always be in italics; titles of songs should use quotation marks  
*Ex. We watched Happy Gilmour with our friends.*  
*Ex. I like Modest Mouse's "Float On" because of the happy beat.*  
See also: **attribution, entitled, headline, italics, national anthem, newspapers**

**Tonelli Gym:** proper place name; capitalize

See also: *buildings, place names*

**too:** meaning *in addition* or *also*; use commas when in the middle of the sentence; do not use when it is at the end of the sentence

*Ex. She, too, wanted to come to the museum.*

*Ex. She wanted to go to the museum too.*

**toward:** not towards

**tryout, try out:** *try out* is used as a verb and use *tryout* as a noun

*Ex. I want to try out for the speech team.*

*Ex. The tryouts were more difficult than I expected.*

**T-shirt:** not *tee-shirt*; always use a hyphen

**TV, television:** can be either spelled out as *television* or abbreviated to *TV*; no periods in abbreviation

# U

**UN :** acceptable in most references and in headlines as a noun or adjective for United Nations

**underclassmen:** use freshmen and sophomores instead

*See also: year in school*

**university:** do not capitalize *university* unless it is used in a proper name

*Ex. The University of Michigan*

*Ex. I hope to go to a university next year.*

**uppercase:** not upper case

**upperclassmen:** use juniors and seniors instead

**URLs:** *See: websites*

**U.S., United States:** only use U.S. when signified as an adjective, spell out United States when used as a noun

*Ex. The U.S. Constitution was drafted in 1777.*

*Ex. The United States is in North America.*

# V

**Valentines Day:** February 14; do not use St.

*See also: holidays*

**v.s.:** *See: versus*

**verses:** used to refer to the verses of a song or of a poem

*Ex. The verses of the song were all very long.*

**versus:** use in reference to a sporting event; do not use the abbreviation v.s.

*Ex. Next week's basketball game will be LZ versus McHenry.*

**village:** capitalize in proper names

*Ex. The Village of Lake Zurich*

# W

**warm up, warm-up:** *warm up* is a verb; *warm-up* is an adjective or noun

*Ex. The basketball team warms up before games.*

*Ex. We want to buy warm-up pants for Bear Facts.*

**wake:** a gathering of people in observance of a death – not a funeral or service

*See also: funeral*

**waiter, waitress:** use waiter for a man and waitress for a woman

**war:** capitalize when using a specific conflict

*Ex. We talked about the Korean War in history today.*

**weather:** reference to the climate

*Ex. The weather in Lake Zurich has been snowy this winter.*

*See also: whether*

**wear, where:** a verb, to wear clothing, or a hat, or shoes; *where* references location and is one of the 5 Ws to cover in your article

*Ex. I wear shoes every day.*

*Ex. Where are my shoes?*

*See also: what, when, who, why*

**web page:** always two words; web pages should also be put in italics, NOT underlined. A web page refers to a single page, not an entire group of sites

([www.lz95.org/lzhs/english/wagner.html](http://www.lz95.org/lzhs/english/wagner.html)). Do not capitalize within a web page unless there is a possibility that the web page can be misinterpreted ([www.ExpertsExchange.com](http://www.ExpertsExchange.com) vs. [www.ExpertSexChange.com](http://www.ExpertSexChange.com)).

*See also: internet, The Web, web site*

**website:** one word; web sites should also be put in italics, NOT underlined. A web site refers to all pages under a certain domain, not a single page ([www.lz95.org](http://www.lz95.org)). When referring to the primary page of a web site (i.e. the Lake Zurich D95 home page), call it a web page, not a web site.

*See also: internet, The Web, web page*

**the Web:** capitalize the ‘w’ in Web when referring to *the Web* (internet)

*Ex. More information about the artist can be found on his Web site, [www.Web.com](http://www.Web.com).*

**what:** one of the 5 Ws, make sure to cover the “what” of your story in your article

*See also: where, when, who, why.*

**whether:** whether or not to do something; not the climate

*Ex. I can't decide whether or not to go to sleep at 6 in the morning today.*

*See also: **weather***

**when:** one of the 5 Ws; your story should specify when the event(s) occurred

*See also: **what, where, who, why.***

**which:** *See: **that***

**white:** improper description of race; use *Caucasian*

*See also: **Caucasian, race***

**who:** use as the subject of a sentence; also one of the 5 Ws to cover in your article

*Ex. The woman who rented the room left the window open.*

*See also: **what, when, where, whom, who's, whose, why.***

**who's:** a contraction of *who is*

*Ex.. Who's there?*

*See also: **whose***

**whom:** use *whom* as the object of a verb or preposition.

*Ex. The woman to whom the room was rented left the window open.*

*See also: **who***

**whose:** a possessive

*Ex. I don't know whose coat that is. It is a play whose popularity endures.*

*See also: **who's***

**why:** one of the 5 Ws to include in an article

*See also: **what, when, where, who***

**wide:** hyphenate *wide* at the beginning of a compound word used as an adjective

*Ex. wide-angle, wide-awake, wide-eyed, wide-open, wide-screen*

*See also: **widespread***

**widespread:** do not hyphenate

*Ex. The tornado caused widespread destruction.*

*See also: **wide***

**woman:** *See: **lady, girl***

# X

**Xmas:** never use; use Christmas  
*See also: **Christmas, holidays***

# Y

**yard line:** use Arabic numerals to indicate the dividing lines on a football field and distance a player traveled

*Ex. the play stopped on the 40-yard line*

*Ex. the quarterback ran for a gain of 12 yards*

**year in school:** include for all references to current students; do not capitalize; never abbreviate

*Ex. John Doe, senior, is the captain but Emily Daab, sophomore, is the star player.*

*See also: grade, underclassmen, upperclassmen*

**years:** use **s** without an apostrophe to indicate spans of decades or centuries (the 1890s, the 2000s, etc.); years are the only number that can be used to start a sentence

*See also: numbers*

**Yellow Pages:** capitalize when referring to the telephone directory; leave lowercase if referring to the general concept

**YMCA/YWCA:** acceptable abbreviations for the Young Men's and Young Women's Christian Association

**youth:** applicable to boys only between the ages of 13 and 18; use as a noun

*See also: juvenile, boy, girl, kids*

# Z

**zero(s), zeroed, zeroing**

**zero gravity:** not another term for weightlessness; refers to a state in which gravity is less than 1% of that on Earth; weightlessness refers to a state of temporary lack of weight, such as on Earth-based astronaut training flights; not hyphenated

**Zionist:** the term for those who believe in an independent Jewish state (Israel)

*See also: Jew/Jewish*

**zone defense:** a type of defense used in basketball and football (as opposed to man-to-man); not hyphenated

*See also: sports teams*