

Concise AP Style Guide for SJMC Students

School of Journalism & Mass Communication/Florida International University
Compiled by Prof. Neil Reisner from the Associated Press Stylebook/2012 Edition

ABBREVIATIONS/ACRONYMS

A few universally recognized abbreviations are required in some circumstances. Some others are acceptable depending on the context. But in general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize.

Guidance on how to use a particular abbreviation or acronym is provided in entries alphabetized according to the sequence of letters in the word or phrase.

An acronym is a word formed from the first letter or letters of a series of words. An abbreviation is not an acronym.

Before a Name: Abbreviate titles when used before a full name: Dr., Gov., Lt. Gov., Mr., Mrs., Rep., the Rev., Sen. and certain military designations listed in the *military titles* entry.

For guidelines on how to use titles, see *courtesy titles*; *legislative titles*; *military titles*; *religious titles*; and the entries for the most commonly used titles.

After a Name: Abbreviate junior or senior after an individual's name. Abbreviate company, corporation, incorporated and limited when used after the name of a corporate entity. See entries under these words and company names.

With Dates or Numerals: Use the abbreviations A.D., B.C., a.m., p.m., No., and abbreviate certain months when used with the day of the month. See *months* and individual entries for these other terms:

In Numbered Addresses: Abbreviate avenue, boulevard and street in numbered addresses: He lives on Pennsylvania Avenue. He lives at 1600 Pennsylvania Ave. See *addresses*.

Acceptable But Not Required: Some organizations and government agencies are widely recognized by their initials: CIA, FBI, GOP. If the entry for such an organization notes that an abbreviation is acceptable in all references or on second reference, that does not mean that its use should be automatic. See *second reference*.

Avoid Awkward Constructions: Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it.

Names not commonly before the public should not be reduced to acronyms solely to save a few words.

Caps, Periods: Use capital letters and periods

according to the listings in this book. For words not in this book, use the first-listed abbreviation in Webster's New World College Dictionary. Generally, omit periods in acronyms unless the result would spell an unrelated word. But use periods in most two-letter abbreviations: U.S., U.N., U.K., B.A., B.C. (AP, a trademark, is an exception. Also, no periods in GI and EU.)

Use all caps, but no periods, in longer abbreviations when the individual letters are pronounced: ABC, CIA, FBI.

Use only an initial cap and then lowercase for acronyms of more than six letters, unless listed otherwise in this Stylebook or Webster's New World College Dictionary.

ACADEMIC DEGREES

If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: John Jones, who has a doctorate in psychology.

Use an apostrophe in bachelor's degree, a master's, etc., but there is no possessive in Bachelor of Arts or Master of Science.

Also: an associate degree (no possessive).

When used after a name, an academic abbreviation is set off by commas: John Snow, Ph.D., spoke.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.

See *doctor*, *Master of Arts*, *Master of Science*, *Master of Business Administration*.

ACADEMIC DEPARTMENTS

Use lowercase except for words that are proper nouns or adjectives: the department of history, the history department, the department of English, the English department, or when department is part of the official and formal name: University of Connecticut Department of Economics.

ACADEMIC TITLES

Capitalize and spell out formal titles such as chancellor, chairman, etc., when they precede a name. Lowercase elsewhere. Lowercase modifiers such as department in department Chairman Jerome Wiesner. See *doctor* and *titles*.

ADDRESSES

Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave. Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue.

Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.

All similar words (alley, drive, road, terrace, etc.) always are spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.

Always use figures for an address number: 9 Morningside Circle.

Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above: 7 Fifth Ave., 100 21st St.

Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: 222 E. 42nd St., 562 W. 43rd St., 600 K St. NW. Do not abbreviate if the number is omitted: East 42nd Street, West 43rd Street, K Street Northwest. No periods in quadrant abbreviations — NW, SE — unless customary locally.

See *highway designations*.

Use periods in the abbreviation P.O. for P.O. Box numbers.

AGES

Use when deemed relevant to the situation. If someone is quoted as saying, I'm too old to get another job, the age is relevant. Generally, use ages for profiles, obituaries, significant career milestones and achievements unusual for the age. Do not use ages for sources commenting or providing information in an official capacity. Appropriate background, such as a mother of two young children or a World War II veteran, may suffice instead of the actual age.

Always use figures. The girl is 15 years old; the law is 8 years old; the 101-year-old house. When the context does not require years or years old, the figure is presumed to be years.

Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.

Examples: A 5-year-old boy, but the boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The race is for 3-year-olds. The woman is in her 30s (no apostrophe).

CAPITALIZATION

In general, avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here.

Some basic principles:

Proper Nouns: Capitalize nouns that constitute the unique identification for a specific person, place, or thing: John, Mary, America, Boston, England.

Some words, such as the examples just given, are always proper nouns. Some common nouns receive proper noun status when they are used as the name of a particular entity: General Electric, Gulf Oil.

Proper Names: Capitalize common nouns such as party, river, street and west when they are an integral part of the full name for a person, place or thing: Democratic Party, Mississippi River, Fleet Street, West Virginia.

Lowercase these common nouns when they stand alone in subsequent references: the party, the river, the street.

Lowercase the common noun elements of names in plural uses: the Democratic and Republican parties, Main and State streets, lakes Erie and Ontario.

Exception: plurals of formal titles with full names are capitalized: Presidents Jimmy Carter and Gerald R. Ford.

Popular Names: Some places and events lack officially designated proper names but have popular names that are the effective equivalent: the Combat Zone (a section of downtown Boston), the Main Line (a group of Philadelphia suburbs), the South Side (of Chicago), the Badlands (of South Dakota), the Street (the financial community in the Wall Street area of New York).

The principle applies also to shortened versions of the proper names of one-of-a-kind events: the Series (for the World Series), the Derby (for the Kentucky Derby). This practice should not, however, be interpreted as a license to ignore the general practice of lowercasing the common noun elements of a name when they stand alone.

COMPANY NAMES

For a company's formal name, consult the national stock exchanges: the New York Stock Exchange, www.nyse.com, or Nasdaq, www.nasdaq.com.

Do not use a comma before Inc. or Ltd., even if it is included in the formal name.

Generally, follow the spelling and capitalization preferred by the company: eBay. But capitalize the first letter if it begins a sentence.

Do not use all-capital-letter names unless the letters are individually pronounced: BMW. Others should be uppercase and lowercase. Ikea, not IKEA; USA Today, not USA TODAY.

Do not use symbols such as exclamation points, plus signs or asterisks that form contrived spellings that might distract or confuse a reader. Use Yahoo, not Yahoo!; Toys R Us, not Toys "R" Us; E-Trade, not E*Trade.

Use an ampersand only if it is part of the company's formal name, but not otherwise in place of and.

COMPOSITION TITLES

Apply the guidelines listed here to book titles, computer game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles, and the titles of lectures, speeches and works of art.

The guidelines, followed by a block of examples:

—Capitalize the principal words, including prepositions and conjunctions of four or more letters.

—Capitalize an article — the, a, an — or words of fewer than four letters if it is the first or last word in a title.

—Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications. Do not use quotation marks around such software titles as WordPerfect or Windows.

—Translate a foreign title into English unless a work is generally known by its foreign name. An exception to this is reviews of musical performances. In those instances, generally refer to the work in the language it was sung in, so as to differentiate for the reader. However, musical compositions in Slavic languages are always referred to in their English translations.

Examples: "The Star-Spangled Banner," "The Rise and Fall of the Third Reich," "Gone With the Wind," "Of Mice and Men," "For Whom the Bell Tolls," "Time After Time," the NBC-TV "Today" program, the "CBS Evening News," "The Mary Tyler Moore Show." See *television program names* for further guidelines and examples.

Reference works: Jane's All the World's Aircraft; Encyclopaedia Britannica; Webster's New World Dictionary of the American Language, Second Edition.

Names of most websites and apps are capitalized without quotes: Facebook, Foursquare.

Exception: "FarmVille" and similar computer game apps are in quotes.

Foreign works: Rousseau's "War," not Rousseau's "La Guerre." But: Leonardo da Vinci's "Mona Lisa." Mozart's "The Marriage of Figaro" if sung in English

but "Le Nozze di Figaro" if sung in Italian. Mozart's "The Magic Flute" if sung in English but "Die Zauberfloete" if sung in German. "Die Walkuere" and "Goetterdaemmerung" from Wagner's "Der Ring des Nibelungen" if sung in German but "The Valkyrie" and "The Twilight of the Gods" from "The Ring of the Nibelung" if sung in English. Janacek's "From the House of the Dead," not Janacek's "Z Mrtveho Domu."

— For other classical music titles, use quotation marks around the composition's nicknames but not compositions identified by its sequence.

Examples: Dvorak's "New World Symphony." Dvorak's Symphony No. 9.

COURTESY TITLES

Refer to both men and women by first and last name, without courtesy titles, on first reference: Susan Smith or Robert Smith. Refer to both men and women by last name, without courtesy titles, in subsequent references. Use the courtesy titles Mr., Miss, Ms. or Mrs. only in direct quotations or after first reference when a woman specifically requests it: for example, where a woman prefers to be known as Mrs. Smith or Ms. Smith.

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name, without courtesy title.

In cases where a person's gender is not clear from the first name or from the story's context, indicate the gender by using he or she in subsequent reference.

COURT NAMES

Capitalize the full proper names of courts at all levels.

Retain capitalization if U.S. or a state name is dropped: the U.S. Supreme Court, the Supreme Court, the state Superior Court, the Superior Court, Superior Court.

For courts identified by a numeral: 2nd District Court, 8th U.S. Circuit Court of Appeals.

For additional details on federal courts, see *judicial branch* and separate listings under [U.S.](#) and the court name.

See *judge* for guidelines on titles before the names of judges.

CRIME

Assault, Battery

Popularly, assault almost always implies physical contact and sudden, intense violence.

Legally, however, assault means simply to threaten violence, as in pointing a pistol at an individual without firing it. Assault and battery is the legal term when the victim was touched by the assaulter or something the assaulter put in motion.

Burglary, Larceny, Robbery, Theft

Legal definitions of burglary vary, but in general a burglary involves entering a building (not necessarily by breaking in) and remaining unlawfully with the intention of committing a crime. Larceny is the legal term for the wrongful taking of property. Its nonlegal equivalents are stealing or theft.

Robbery in the legal sense involves the use of violence or threat in committing larceny. In a wider sense it means to plunder or rifle, and may thus be used even if a person was not present: His house was robbed while he was away.

Theft describes a larceny that did not involve threat, violence or plundering.

Usage Note: You rob a person, bank, house, etc., but you steal the money or the jewels.

Homicide, Murder, Manslaughter

Homicide is a legal term for slaying or killing.

Murder is malicious, premeditated homicide. Some states define certain homicides as murder if the killing occurs in the course of armed robbery, rape, etc.

Manslaughter is homicide without malice or premeditation.

A person should not be described as a murderer until convicted of the charge.

A homicide should not be described as murder unless a person has been convicted of that charge.

Unless authorities say premeditation was obvious, do not say that a victim was murdered until someone has been convicted in court. Instead, say that a victim was killed or slain.

See also *felony, misdemeanor*

Examples:

An officer pulled over 29-year-old John White, who was arrested and charged with murder, according to Andrew Johnson, the county sheriff's spokesman.

The 66-year-old amateur photographer has pleaded not guilty to four counts of first-degree murder for the slaying of four women.

The killings occurred between 1977 and 1979.

Prosecutors say Adams raped, tortured and robbed some of them before killing them.

Cook County Sheriff James Jones says a shooting that left one woman dead and a man injured appears to be a murder-suicide.

DATELINES

Datelines on stories should contain a city name, entirely in capital letters, followed in most cases by the name of the state, county or territory where the city is located.

Domestic Datelines: A list of domestic cities that stand alone in datelines follows. The norms that influenced the selection were the population of the city, the population of its metropolitan region, the frequency of the city's appearance in the news, the uniqueness of its name, and experience that has shown the name to be almost synonymous with the state or nation where it is located.

No state with the following:

ATLANTA	MILWAUKEE
BALTIMORE	MINNEAPOLIS
BOSTON	NEW ORLEANS
CHICAGO	NEW YORK
CINCINNATI	OKLAHOMA CITY
CLEVELAND	PHILADELPHIA
DALLAS	PHOENIX
DENVER	PITTSBURGH
DETROIT	ST. LOUIS
HONOLULU	SALT LAKE CITY
HOUSTON	SAN ANTONIO
INDIANAPOLIS	SAN DIEGO
LAS VEGAS	SAN FRANCISCO
LOS ANGELES	SEATTLE
MIAMI	WASHINGTON

Stories from all other U.S. cities should have both the city and state name in the dateline, including KANSAS CITY, Mo., and KANSAS CITY, Kan. Spell out Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Abbreviate others as listed in this book under the full name of each state. Use Hawaii on all cities outside Honolulu. Specify the island in the text if needed.

*** NOTE: These guidelines generally apply across the board, but each media outlets determines its own style. Typically, locations within a reader/viewing area stand alone. In South Florida, for example, "Fort Lauderdale" does not require the state name, nor do other Florida communities. In the cases of small or little-known communities, reference to its location is made high up in the story.**

DATES

Always use Arabic figures, without st, nd, rd or th. See *months* for examples and *Punctuation* guidelines.

DIRECTIONS AND REGIONS

In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction; capitalize these words when they designate regions.

Some examples:

Compass Directions: He drove west. The cold front is moving east.

Regions: A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day. Showers and thunderstorms were forecast in the Texas Panhandle. High temperatures will prevail throughout the Western states.

The North was victorious. The South will rise again. Settlers from the East went to the West in search of new lives. The customs of the East are different from those of the West. The Northeast depends on the Midwest for its food supply.

She has a Southern accent. He is a Northerner. Asian nations are opening doors to Western businessmen. The candidate developed a Southern strategy.

The storm developed in the South Pacific. European leaders met to talk about supplies of oil from Southeast Asia.

With Names Of Nations: Lowercase unless they are part of a proper name or are used to designate a politically divided nation: northern France, eastern Canada, the western United States.

But: Northern Ireland, South Korea.

With States and Cities: The preferred form is to lowercase directional or area descriptions when referring to a section of a state or city: western Montana, southern Atlanta.

But capitalize compass points:

—When part of a proper name: North Dakota, West Virginia.

—When used in denoting widely known sections: Southern California, West Texas, the South Side of Chicago, the Lower East Side of New York. If in doubt, use lowercase.

In Forming Proper Names: When combining with another common noun to form the name for a region or location: the North Woods, the South Pole, the Far East, the Middle East, the West Coast (the entire region, not the coastline itself — see *coast*), the Eastern Shore (see separate entry), the Western Hemisphere.

NOTE: These guidelines vary by locale. In Florida, for example, “South Florida” is the

region when that includes to Palm Beach, Broward, Miami-Dade and Monroe counties and is capitalized; likewise, “Treasure Coast,” a region that include Indian River, St. Lucie, Martin, and Okeechobee counties; and “Space Coast,” referring to the region around the Kennedy Space Center.

DIMENSIONS

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

Examples: He is 5 feet 6 inches tall, the 5-foot-6-inch man, the 5-foot man, the basketball team signed a 7-footer.

The car is 17 feet long, 6 feet wide and 5 feet high.

The rug is 9 feet by 12 feet, the 9-by-12 rug.

The storm left 5 inches of snow.

The building has 6,000 square feet of floor space.

Use an apostrophe to indicate feet and quote marks to indicate inches (5'6") only in very technical contexts.

FELONY, MISDEMEANOR

A felony is a serious crime. A misdemeanor is a minor offense against the law.

A fuller definition of what constitutes a felony or misdemeanor depends on the governmental jurisdiction involved.

At the federal level, a misdemeanor is a crime that carries a potential penalty of no more than a year in jail. A felony is a crime that carries a potential penalty of more than a year in prison. Often, however, a statute gives a judge options such as imposing a fine or probation in addition to or instead of a jail or prison sentence.

A felon is a person who has been convicted of a felony, regardless of whether the individual actually spends time in confinement or is given probation or a fine instead.

Convicted felon is redundant.

GOVERNMENT

Always lowercase, never abbreviate: the federal government, the state government, the U.S. Government.

GOVERNMENTAL BODIES

Follow these guidelines:

Full Name: Capitalize the full proper names of governmental agencies, departments and offices: The U.S. Department of State, the Georgia Department of Human Resources, the Boston City Council, the Chicago Fire Department.

Without Jurisdiction: Retain capitalization in referring to a specific body if the dateline or context makes the name of the nation, state, county, city, etc. unnecessary: The Department of State (in a story from Washington), the Department of Human Resources or the state Department of Human Resources (in a story from Georgia), the City Council (in a story from Boston), the Fire Department or the city Fire Department (in a story from Chicago).

Lowercase further condensations of the name: the department, the council, etc.

For additional guidance see *assembly; city council; committee; congress; legislature; House of Representatives; Senate; Supreme Court of the United States; and supreme courts of the states.*

Flip-Flopped Names: Retain capital names for the name of a governmental body if its formal name is flopped to delete the word of: the State Department, the Human Resources Department.

Generic Equivalents: If a generic term has become the equivalent of a proper name in popular use, treat it as a proper name: Walpole State Prison, for example, even though the proper name is the Massachusetts Correctional Institute-Walpole. For additional examples, see *legislature; police department; and prison, jail.*

Plurals, Nonspecific References: All words that are capitalized when part of a proper name should be lowercased when they are used in the plural or do not refer to a specific, existing body. Some examples: All states except Nebraska have a state senate. The town does not have a fire department. The bill requires city councils to provide matching funds. The president will address the lower houses of the New York and New Jersey legislatures.

Non-U.S. Bodies: The same principles apply. Capitalize the names of the specific governmental agencies and departments, either with the name of the nation or without it if clear in the context: French Foreign Ministry, the Foreign Ministry. Lowercase the ministry or a similar term when standing alone.

INTERNET

A decentralized, worldwide network of computers that can communicate with each other. In later

references, the Net is acceptable. The World Wide Web, like email, is a subset of the Internet. They are not synonymous and should not be used interchangeably in stories. For additional examples see *Web*.

LEGISLATIVE TITLES

First-Reference Form: Use Rep., Reps., Sen. and Sens. as formal titles before one or more names. Spell out and lowercase representative and senator in other uses.

Spell out other legislative titles in all uses. Capitalize formal titles such as assemblyman, assemblywoman, city councilor, delegate, etc., when they are used before a name. Lowercase in other uses.

Add U.S. or state before a title only if necessary to avoid confusion: U.S. Rep. Don Young of Alaska now has a Republican primary opponent, state Rep. Gabrielle LeDoux of Kodiak.

First-Reference Practice: The use of a title such as Rep. or Sen. in first reference is normal in most stories. It is not mandatory, however, provided an individual's title is given later in the story.

Deletion of the title on first reference is frequently appropriate, for example, when an individual has become well known: Barack Obama declared Americans were ready to "cast aside cynicism" as he looked for a convincing win in the Democratic contest. The Illinois senator was leading in the polls.

Second Reference: Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

Congressman, Congresswoman: Rep. and U.S. Rep. are the preferred first-reference forms when a formal title is used before the name of a U.S. House member. The words congressman or congresswoman, in lowercase, may be used in subsequent references that do not use an individual's name, just as senator is used in references to members of the Senate.

Congressman and congresswoman should appear as capitalized formal titles before a name only in direct quotation.

Organizational Titles: Capitalize titles for formal, organizational offices within a legislative body when they are used before a name: House Speaker John Boehner, Senate Majority Leader Harry Reid, House Minority Leader Nancy Pelosi, Senate Republican Whip Jon Kyl, Senate Judiciary Committee Chairman Patrick Leahy, President Pro Tem Daniel Inouye..

See *party affiliation and titles*.

MILITARY TITLES

Capitalize a military rank when used as a formal title before an individual's name.

See the lists that follow to determine whether the title should be spelled out or abbreviated in regular text.

On first reference, use the appropriate title before the full name of a member of the military.

In subsequent references, do not continue using the title before a name. Use only the last name.

Spell out and lowercase a title when it is substituted for a name: Gen. John Allen is the top U.S. commander in Afghanistan. The general endorsed the idea.

In some cases, it may be necessary to explain the significance of a title: Army Sgt. Maj. John Jones described the attack. Jones, who holds the Army's highest rank for enlistees, said it was unprovoked.

In addition to the ranks listed on the next page, each service has ratings such as machinist, radarman, torpedoman, etc., that are job descriptions. Do not use any of these designations as a title on first reference. If one is used before a name in a subsequent reference, do not capitalize or abbreviate it.

Plurals: Add s to the principal element in the title: Maj. John Jones and Robert Smith; Maj. Gens. John Jones and Robert Smith; Spcs. John Jones and Robert Smith.

Retired Officers: A military rank may be used in first reference before the name of an officer who has retired if it is relevant to a story. Do not, however, use the military abbreviation Ret.

Instead, use retired just as former would be used before the title of a civilian: They invited retired Army Gen. John Smith.

Firefighters, Police Officers: Use the abbreviations listed here when a military-style title is used before the name of a firefighter or police officer outside a direct quotation. Add police or fire before the title if needed for clarity: police Sgt. William Smith, fire Capt. David Jones. Spell out titles such as detective that are not used in the armed forces.

See *military titles* for correct spelling/abbreviations of ranks in each branch of the military.

MILITARY UNITS

Use Arabic figures and capitalize the key words when linked with the figures: 1st Infantry Division (or the 1st Division), 5th Battalion, 395th Field Artillery, 7th Fleet.

But: the division, the battalion, the artillery, the fleet.

MILLIONS, BILLIONS

Use figures with million or billion in all except casual uses: I'd like to make a billion dollars. But: The nation has 1 million citizens. I need \$7 billion.

Do not go beyond two decimal places. 7.51 million people, \$256 billion, 7,542,500 people, \$2,565,750,000. Decimals are preferred where practical: 1.5 million. Not: 1 1/2 million.

Do not mix millions and billions in the same figure: 2.6 billion. Not: 2 billion 600 million.

Do not drop the word million or billion in the first figure of a range: He is worth from \$2 million to \$4 million. Not: \$2 to \$4 million, unless you really mean \$2.

Note that a hyphen is not used to join the figures and the word million or billion, even in this type of phrase: The president submitted a \$300 billion budget.

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.

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.

Examples: January 1972 was a cold month. Jan. 2 was the coldest day of the month. His birthday is May 8. Feb. 14, 1987, was the target date. She testified that it was Friday, Dec. 3, when the accident occurred.

In tabular material, use these three-letter forms without a period: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

See *dates and years*.

NAMES

In general, use only last names on second reference, unless an individual requests otherwise. See *Arabic names, Chinese names, Korean names, Russian names and Spanish names*.

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, generally use the first and last name. See *courtesy titles*.

In stories involving juveniles, generally refer to them on second reference by surname if they are 16 or older and by first name if they are 15 or younger. Exceptions would be if they are involved in serious crimes or are athletes or entertainers.

NICKNAMES

A nickname should be used in place of a person's given name in news stories only when it is the way the individual prefers to be known: Jimmy Carter. When a nickname is inserted into the identification of an individual, use quotation marks: Sen. Henry M. "Scoop" Jackson. Also: Jackson is known as "Scoop."

In sports stories and sports columns, commonly used nicknames may be substituted for a first name without the use of quotation marks: Babe Ruth, Dizzy Dean, Boomer Esiason, Tubby Smith, Tiger Woods, Magic Johnson, etc. But in sports stories where the given name is used, and in all news stories: Paul "Bear" Bryant.

Capitalize without quotation marks such terms as Sunshine State, the Old Dominion, Motown, the Magic City, Old Hickory, Old Glory, Galloping Ghost.

See *names*.

NUMERALS

A numeral is a figure, letter, word or group of words expressing a number.

Roman numerals use the letters I, V, X, L, C, D and M. Use Roman numerals for wars and to show personal sequence for animals and people: World War II, Native Dancer II, King George VI, Pope John XXIII. See *Roman numerals*.

Arabic numerals use the figures 1, 2, 3, 4, 5, 6, 7, 8, 9 and 0. Use Arabic forms unless Roman numerals are specifically required. See *Arabic numerals*.

The figures 1, 2, 10, 101, etc. and the corresponding words — one, two, ten, one hundred one, etc. — are called cardinal numbers. The term ordinal number applies to 1st, 2nd, 10th, 101st, first, second, tenth, one hundred first, etc.

Follow these guidelines in using numerals:

Sentence Start: Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence.

There is one exception — a numeral that identifies a calendar year.

Wrong: 993 freshmen entered the college last year.

Right: Last year 993 freshmen entered the college.

Right: 1976 was a very good year.

Casual Uses: Spell out casual expressions:

A thousand times no! Thanks a million. He walked a quarter of a mile.

Proper Names: Use words or numerals according to an organization's practice: 3M, Twentieth Century Fund, Big Ten.

Fractions: See the *fractions* entry.

Decimals: See the *decimal units* entry.

Figures Or Words?

For ordinals:

—Spell out first through ninth when they indicate sequence in time or location: first base, the First Amendment, he was first in line. Starting with 10th use figures.

—Use 1st, 2nd, 3rd, 4th, etc. when the sequence has been assigned in forming names. The principal examples are geographic, military and political designations such as 1st Ward, 7th Fleet and 1st Sgt. See examples in the separate entries listed below.

For cardinal numbers, consult the following separate entries:

<i>act numbers</i>	<i>latitude and longitude</i>
<i>addresses</i>	<i>mile</i>
<i>ages</i>	<i>millions, billions</i>
<i>aircraft names</i>	<i>monetary units</i>
<i>amendments to the Constitution</i>	<i>No.</i>
<i>betting odds</i>	<i>page numbers</i>
<i>century</i>	<i>parallels</i>
<i>channel</i>	<i>percent</i>
<i>chapters</i>	<i>political divisions</i>
<i>congressional districts</i>	<i>proportions</i>
<i>course numbers</i>	<i>ratios</i>
<i>court decisions</i>	<i>recipes</i>
<i>court names</i>	<i>room numbers</i>
<i>dates</i>	<i>route numbers</i>
<i>decades</i>	<i>scene numbers</i>
<i>decimal units</i>	<i>serial numbers</i>
<i>dimensions</i>	<i>sizes</i>
<i>distances</i>	<i>spacecraft designations</i>
<i>district</i>	<i>speeds</i>
<i>earthquakes</i>	<i>telephone</i>
<i>election returns</i>	<i>temperatures</i>
<i>fleet</i>	<i>times</i>
<i>formula</i>	<i>weights</i>
<i>fractions</i>	<i>years</i>
<i>highway designations</i>	

Some Punctuation And Usage Examples:

- Act 1, Scene 2
- a 5-year-old girl
- 3 ounces
- 4-foot-long
- 4-foot fence
- 3-week-old war, but three-week war
- "The president's speech lasted 18 1/2 minutes," she said.
- DC-10 but 747B
- a 5-4 court decision
- 2nd District Court
- the 1980s, the '80s
- the House voted 230-205. (Fewer than 1,000 votes.)
- Jimmy Carter outpolled Gerald Ford 40,827,292 to 39,146,157. (More than 1,000 votes.)
- Carter outpolled Ford 10 votes to 2 votes in Little Junction. (To avoid confusion with ratio.)
- 5 cents, \$1.05, \$650,000, \$2.45 million
- No. 3 choice, but Public School 3
- 0.6 percent, 1 percent, 6.5 percent
- a pay increase of 12-15 percent. Or: a pay increase of between 12 and 15 percent
- Also: from \$12 million to \$14 million
- a ratio of 2-to-1, a 2-1 ratio
- 1 in 4 voters
- a 4-3 score
- 350-262-4600
- minus 10, zero, 60 degrees

Other Uses: For uses not covered by these listings: Spell out whole numbers below 10, use figures for 10 and above. Typical examples: They had three sons and two daughters. They had a fleet of 10 station wagons and two buses. She ran four miles, and he walked 11.

In A Series: Apply the appropriate guidelines: They had 10 dogs, six cats and 97 hamsters. They had four four-room houses, 10 three-room houses and 12 10-room houses.

PERCENT

One word. It takes a singular verb when standing alone or when a singular word follows an of construction: The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there.

It takes a plural verb when a plural word follows an of construction: He said 50 percent of the members were there.

Use figures for percent and percentages: 1 percent, 2.5 percent (use decimals, not fractions), 10 percent, 4 percentage points.

For a range, 12 to 15 percent, or between 12 and 15 percent.

For amounts less than 1 percent, precede the decimal with a zero: The cost of living rose 0.6 percent.

PRISON/JAIL

Do not use the two words interchangeably.

Definitions: Prison is a generic term that may be applied to the maximum security institutions often known as penitentiaries and to the medium security facilities often called correctional institutions or reformatories. All such facilities usually confine people serving sentences for felonies.

A jail is normally used to confine people serving sentences for misdemeanors, people awaiting trial or sentencing on either felony or misdemeanor charges, and people confined for civil matters such as failure to pay alimony and other types of contempt of court. See *felony*, *misdemeanor*.

The guidelines for capitalization:

Prisons: Many states have given elaborate formal names to their prisons. They should be capitalized when used, but commonly accepted substitutes should also be capitalized as if they were proper names. For example, use either Massachusetts Correctional Institution-Walpole or Walpole State Prison for the maximum security institution in Massachusetts.

Do not, however, construct a substitute when the formal name is commonly accepted: It is the Colorado State Penitentiary, for example, not Colorado State Prison.

On second reference, any of the following may be used, all in lowercase: the state prison, the prison, the state penitentiary, the penitentiary.

Use lowercase for all plural constructions: the Colorado and Kansas state penitentiaries.

Jails: Capitalize jail when linked with the name of the jurisdiction: Los Angeles County Jail. Lowercase county jail, city jail and jail when they stand alone.

Federal Institutions: Maximum security institutions are known as penitentiaries: the U.S. Penitentiary at Lewisburg or Lewisburg Penitentiary on first reference; the federal penitentiary or the penitentiary on second reference.

Medium security institutions include the word federal as part of their formal names: the Federal Correctional Institution at Danbury, Connecticut. On second reference: the correctional institution, the federal prison, the prison.

Most federal facilities used to house people awaiting trial or serving sentences of a year or less have the proper name Federal Detention Center. The term Metropolitan Correctional Center is being adopted for some new installations. On second reference: the detention center, the correctional center.

RELIGIOUS REFERENCES

The basic guidelines:

Deities: Capitalize the proper names of monotheistic deities: God, Allah, the Father, the Son, Jesus Christ, the Son of God, the Redeemer, the Holy Spirit, etc. Lowercase pronouns referring to the deity: he, him, his, thee, thou, who, whose, thy, etc.

Lowercase gods in referring to the deities of polytheistic religions.

Capitalize the proper names of pagan and mythological gods and goddesses: Neptune, Thor, Venus, etc.

Lowercase such words as god-awful, goddamn, godlike, godliness, godsend.

Life Of Christ: Capitalize the names of major events in the life of Jesus Christ in references that do not use his name: The doctrines of the Last Supper, the Crucifixion, the Resurrection and the Ascension are central to Christian belief.

But use lowercase when the words are used with his name: The ascension of Jesus into heaven took place 40 days after his resurrection from the dead.

Apply the principle also to events in the life of his mother: He cited the doctrines of the Immaculate Conception and the Assumption. But: She referred to the assumption of Mary into heaven.

Rites: Capitalize proper names for rites that commemorate the Last Supper or signify a belief in Christ's presence: the Lord's Supper, Holy Communion, Holy Eucharist.

Lowercase the names of other sacraments. See *sacraments*.

Capitalize Benediction and the Mass. But: a high Mass, a low Mass, a requiem Mass.

Holy Days: Capitalize the names of holy days. See *holidays and holy days* and separate entries for major Christian, Jewish and Muslim feasts.

Other Words: Lowercase heaven, hell, devil, angel, cherub, an apostle, a priest, etc.

Capitalize Hades and Satan.

For additional details, see *Bible*, entries for frequently used religious terms, the entries for major denominations, *religious movements and religious titles*.

RELIGIOUS TITLES

The first reference to a clergyman or clergywoman

normally should include a capitalized title before the individual's name.

In many cases, the Rev. is the designation that applies before a name on first reference. Use the Rev. Dr. only if the individual has an earned doctoral degree (doctor of divinity degrees frequently are honorary) and reference to the degree is relevant.

On second reference to members of the clergy, use only a last name: the Rev. Billy Graham on first reference, Graham on second. If known only by a religious name, repeat the title: Pope Benedict XVI on first reference, Benedict, the pope or the pontiff on second; Metropolitan Herman on first reference, Metropolitan Herman or the metropolitan on second. Detailed guidance on specific titles and descriptive words such as priest and minister is provided in the entries for major denominations. In general, however:

Cardinals, Archbishops, Bishops: The preferred form for first reference is to use Cardinal, Archbishop or Bishop before the individual's name: Cardinal Daniel DiNardo, archbishop of Galveston-Houston. On second reference: DiNardo or the cardinal.

Substitute the Most Rev. if applicable and appropriate in the context: He spoke to the Most Rev. Jose Gomez, archbishop of San Antonio. On second reference: Gomez or the archbishop.

Entries for individual denominations tell when the Most Rev., the Very Rev., etc., are applicable.

Ministers and Priests: Use the Rev. before a name on first reference.

Substitute Monsignor before the name of a Roman Catholic priest who has received this honor.

Do not routinely use curate, father, pastor and similar words before an individual's name. If they appear before a name in a quotation, capitalize them.

Rabbis: Use Rabbi before a name on first reference. On second reference, use only the last name.

Nuns: Always use Sister, or Mother if applicable, before a name: Sister Agnes Rita in all references if the nun uses only a religious name; Sister Mary Ann Walsh on first reference if she uses a surname. Walsh on subsequent references.

Officeholders: The preferred first-reference form for those who hold church office but are not ordained clergy in the usual sense is to use a construction that sets the title apart from the name by commas. Capitalize the formal title of an office, however, if it is used directly before an individual's name.

SEASONS

Lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name: Dartmouth Winter Carnival, Winter Olympics, Summer Olympics.

STATE NAMES

Follow these guidelines:

Standing Alone: Spell out the names of the 50 U.S. states when they stand alone in textual material. Any state name may be condensed, however, to fit typographical requirements for tabular material.

Eight Not Abbreviated: The names of eight states are never abbreviated in datelines or text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Memory Aid: Spell out the names of the two states that are not part of the contiguous United States and of the continental states that are five letters or fewer.

Abbreviations Required: Use the state abbreviations listed at the end of this section:

—In conjunction with the name of a city, town, village or military base in most datelines. See *datelines* for examples and exceptions for large cities.

—In conjunction with the name of a city, county, town, village or military base in text. See examples in Punctuation section below. See *datelines* for guidelines on when a city name may stand alone in the body of a story.

—In short-form listings of party affiliation: D-Ala., R-Mont. See *party affiliation* entry for details.

Following are the state abbreviations, which also appear in the entries for each state (postal code abbreviations in parentheses):

Ala. (AL)	M d . (M D)	N . D . (N D)
Ariz. (AZ)	M a s s . (M A)	O k l a . (O K)
Ark. (AR)	M i c h . (M I)	O r e . (O R)
Calif. (CA)	M i n n . (M N)	P a . (P A)
Colo. (CO)	M i s s . (M S)	R . I . (R I)
Conn. (CT)	M o . (M O)	S . C . (S C)
Del. (DE)	M o n t . (M T)	S . D . (S D)
Fla. (FL)	N e b . (N E)	T e n n . (T N)
Ga. (GA)	N e v . (N V)	V t . (V T)
Ill. (IL)	N . H . (N H)	V a . (V A)
Ind. (IN)	N . J . (N J)	W a s h . (W A)
Kan. (KS)	N . M . (N M)	W . V a . (W V)
Ky. (KY)	N . Y . (N Y)	W i s . (W I)
La. (LA)	N . C . (N C)	W y o . (W Y)

These are the postal code abbreviations for the eight states that are not abbreviated in datelines or text: AK (Alaska), HI (Hawaii), ID (Idaho), IA (Iowa), ME (Maine), OH (Ohio), TX (Texas), UT (Utah). Also: District of Columbia (DC).

Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code.

Punctuation: Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: He was traveling from Nashville, Tenn., to Austin, Texas, en route to his home in Albuquerque, N.M. She said Cook County, Ill., was Mayor Daley's stronghold.

States In Headlines: No periods for those abbreviated with two capital letters: NY, NJ, NH, NM, NC, SC, ND, SD and RI. Other states retain periods: Ga., Ky., Mont., Conn.

Miscellaneous: Use New York state when necessary to distinguish the state from New York City.

Use state of Washington or Washington state when necessary to distinguish the state from the District of Columbia. (Washington State is the name of a university in the state of Washington.)

TEMPERATURES

Use figures for all except zero. Use a word, not a minus sign, to indicate temperatures below zero.

Right: The day's low was minus 10.

Right: The day's low was 10 below zero.

Wrong: The day's low was -10.

Right: The temperature rose to zero by noon.

Right: The day's high was expected to be 9 or 10.

Also: 5-degree temperatures, temperatures fell 5 degrees, temperatures in the 30s (no apostrophe).

Temperatures get higher or lower, but they don't get warmer or cooler.

Wrong: Temperatures are expected to warm up in the area Friday.

Right: Temperatures are expected to rise in the area Friday.

See *Fahrenheit; Celsius; and weather terms*.

TIME OF DAY

The exact time of day that an event has happened or will happen is not necessary in most stories. Follow these guidelines to determine when it should be included and in what form:

Specify The Time:

—Whenever it gives the reader a better picture of the scene: Did the earthquake occur when people were likely to be home asleep or at work? A clock reading for the time in the datelined community is acceptable although pre-dawn hours or rush hour often is more illustrative.

—Whenever the time is critical to the story: When will the rocket be launched? When will a major political address be broadcast? What is the deadline for meeting a demand?

Deciding On Clock Time: When giving a clock reading, use the time in the datelined community. If the story has no dateline, use the clock time in force where the event happened or will take place. The only exception is a nationwide story or tabular listing that involves television or radio programs. Always use Eastern time, followed by EDT or EST, and specify whether the program will be broadcast simultaneously nationwide or whether times will vary because of separate transmissions for different time zones. If practical, specify those times in a separate paragraph.

See *time zones* for additional guidance on forms.

TITLES

In general, confine capitalization to formal titles used directly before an individual's name.

The basic guidelines:

Lowercase: Lowercase and spell out titles when they are not used with an individual's name: The president issued a statement. The pope gave his blessing.

Lowercase and spell out titles in constructions that set them off from a name by commas: The vice president, Nelson Rockefeller, declined to run again. Pope Benedict XVI, the current pope, does not plan to retire.

Courtesy Titles: See *courtesy titles* for guidelines on when to use Miss, Mr., Mrs., Ms. or no titles. The forms Mr., Mrs., Miss and Ms. apply both in regular text and in quotations.

Formal Titles: Capitalize formal titles when they are used immediately before one or more names: Pope Benedict XVI, President Barack Obama, Vice Presidents John Jones and William Smith.

A formal title generally is one that denotes a scope of authority, professional activity or academic

activity: Sen. Dianne Feinstein, Dr. Benjamin Spock, retired Gen. Colin Powell.

Other titles serve primarily as occupational descriptions: astronaut John Glenn, movie star John Wayne, peanut farmer Jimmy Carter.

A final determination on whether a title is formal or occupational depends on the practice of the governmental or private organization that confers it. If there is doubt about the status of a title and the practice of the organization cannot be determined, use a construction that sets the name or the title off with commas.

Abbreviated Titles: The following formal titles are capitalized and abbreviated as shown when used before a name both inside and outside quotations: Dr., Gov., Lt. Gov., Rep., Sen. and certain military ranks listed in *military titles*.

All other formal titles are spelled out in all uses.

Government Officials: In stories with U.S. datelines, do not include U.S. before the titles of Secretary of State or other government officials, except where necessary for clarity. Examples: Secretary of State Hillary Rodham Clinton, Attorney General Eric Holder.

In stories with international datelines, include U.S. before the titles: U.S. Secretary of State Hillary Rodham Clinton, U.S. Attorney General Eric Holder. Exceptions: President Barack Obama, Vice President Joe Biden.

Royal Titles: Capitalize king, queen, etc., when used directly before a name. See individual entries and *nobility*.

Titles Of Nobility: Capitalize a full title when it serves as the alternate name for an individual. See *nobility*.

Past And Future Titles: A formal title that an individual formerly held, is about to hold or holds temporarily is capitalized if used before the person's name. But do not capitalize the qualifying word: former President George W. Bush, deposed King Constantine, Attorney General-designate Griffin B. Bell, acting Mayor Peter Barry.

Long Titles: Separate a long title from a name by a construction that requires a comma: Charles Robinson, the undersecretary for economic affairs, spoke. Or: The undersecretary for economic affairs, Charles Robinson, spoke.

Unique Titles: If a title applies only to one person in an organization, insert the word the in a construction that uses commas: John Jones, the deputy vice president, spoke.

Additional Guidance: Many commonly used titles and occupational descriptions are listed separately in this book, together with guidelines on whether and/or when they are capitalized. In these entries, the phrases before a name or immediately before a name are used to specify that capitalization applies only when a title is not set off from a name by commas. See *academic titles; composition titles; legislative titles; military titles; and religious titles*. **WEATHER TERMS**

The following are based on definitions used by the National Weather Service. All temperatures are Fahrenheit.

Cyclone A storm with strong winds rotating about a moving center of low atmospheric pressure.

The word sometimes is used in the United States to mean tornado and in the Indian Ocean area to mean hurricane. **Dew Point** The temperature to which air must be cooled for dew to form. The higher the dew point, the more moisture in the air.

Flood Stories about floods usually tell how high the water is and where it is expected to crest. Such a story should also, for comparison, list flood stage and how high the water is above, or below, flood stage.

Wrong: The river is expected to crest at 39 feet.

Right: The river is expected to crest at 39 feet, 12 feet above flood stage.

Freeze Describes conditions when the temperature at or near the surface is expected to be below 32 degrees during the growing season. Adjectives such as severe or hard are used if a cold spell exceeding two days is expected.

A freeze may or may not be accompanied by the formation of frost. However, use of the term freeze usually is restricted for occasions when wind or other conditions prevent frost.

Funnel Cloud A violent, rotating column of air that does not touch the ground, usually a pendant from a cumulonimbus cloud.

Gale Sustained winds within the range of 39 to 54 mph (34 to 47 knots).

Hail Precipitation in the form of irregular pellets or balls of ice. Showery precipitation in the form of irregular pellets or balls of ice more than 5 mm in diameter, falling from a cumulonimbus cloud.

High Wind Normally indicates that sustained winds of 39 mph or greater are expected to persist for one hour or longer.

Hurricane Categories Hurricanes are ranked 1 to 5 according to what is known as the Saffir-Simpson scale of strength:

Category 1 – Hurricane has central barometric

pressure of 28.94 inches or more and winds of 74 to 95 mph, is accompanied by a 4 to 5 foot storm surge and causes minimal damage.

Category 2 – Pressure 28.50 to 28.93 inches, winds from 96 to 110 mph, storm surge 6 to 8 feet, damage moderate.

Category 3 – Pressure 27.91 to 28.49 inches, winds from 111 to 130 mph, storm surge 9 to 12 feet, damage extensive.

Category 4 – Pressure 27.17 to 27.90 inches, winds from 131 to 155 mph, storm surge 13 to 18 feet, damage extreme.

Category 5 – Pressure less than 27.17 inches, winds greater than 155 mph, storm surge higher than 18 feet, damage catastrophic.

Hurricane Eye The relatively calm area in the center of the storm. In this area winds are light and the sky often is covered only partly by clouds.

Hurricane or Typhoon A warm-core tropical cyclone in which the minimum sustained surface wind is 74 mph or more.

Hurricanes are spawned east of the international date line. Typhoons develop west of the line. They are known as cyclones in the Indian Ocean and Australia. When a hurricane or typhoon loses strength (wind speed), usually after landfall, it is reduced to tropical storm status.

Hurricane Season The portion of the year that has a relatively high incidence of hurricanes. In the Atlantic, Caribbean and Gulf of Mexico, this is from June through November. In the eastern Pacific, it is May 15 through Nov. 30. In the central Pacific, it is June 1 through Nov. 30.

Hurricane Warning Warns that one or both of these dangerous effects of a hurricane are expected in specified areas in 36 hours or less:

- a. Sustained winds of 74 mph (64 knots) or higher, and/or
- b. Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

Hurricane Watch An announcement for specific areas that a hurricane or incipient hurricane conditions may pose a threat to coastal and inland communities. A watch is issued 48 hours ahead of storm force winds.

National Hurricane Center The National Weather Service's National Hurricane Center in Miami has overall responsibility for tracking and providing information about tropical depressions, tropical storms and hurricanes in the Atlantic Ocean, Gulf of Mexico, Caribbean Sea and eastern Pacific Ocean.

The service's Central Pacific Hurricane Center in Honolulu is responsible for hurricane information in the Pacific Ocean area north of the equator from 140 degrees west longitude to 180 degrees.

Online: www.nhc.noaa.gov

Nearshore Waters The waters extended to five miles from shore.

Offshore Waters The waters extending to about 250 miles from shore.

Severe Thunderstorm Describes either of the following:

- a. Winds – Thunderstorm-related surface winds sustained or gusts 50 knots or greater.
- b. Hail – Surface hail three-quarters of an inch in diameter or larger. The word hail in a watch implies hail at the surface and aloft unless qualifying phrases such as hail aloft are used.

Squall A sudden increase of wind speed by at least 16 knots and rising to 25 knots or more and lasting for at least one minute.

Storm Tide Directional wave(s) caused by a severe atmospheric disturbance.

Tornado A violent rotating column of air forming a pendant, usually from a cumulonimbus cloud, and touching the ground. It is often, but not always, visible as a funnel cloud, and usually is accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

Tornadoes can appear from any direction, but in the U.S. most move from southwest to northeast.

Tornado strength is measured by an enhanced F-scale rating from EF0 to EF5, which considers 28 different types of damage to structures and trees. It updates the original scale, which estimated wind strength. An EF2 or higher is considered a significant tornado.

Plural is tornadoes.

Tornado Warning A tornado warning is issued by a local National Weather Service office to warn the public of an existing tornado or one suspected to be in existence.

Tornado Watch A tornado watch alerts the public to the possibility of a tornado in the next several hours.

Tropical Depression A tropical cyclone in which the maximum sustained surface wind is 38 mph (33 knots) or less.

Tropical Storm A warm-core tropical cyclone in which the maximum sustained surface winds range from 39 to 73 mph (34 to 63 knots) inclusive.

Waterspout A tornado over water.

WEB

Short form of World Wide Web, it is a service, or set

of standards, that enables the publishing of multimedia documents on the Internet. The Web is not the same as the Internet, but is a subset; other applications, such as email, exist on the Internet. It is generally credited as the concept of researcher Tim Berners-Lee, who developed the first practical system in 1989. Also, website, webcam, webcast and webmaster. But as a short form and in terms with separate words, the Web, Web page and Web feed.

YEARS

Use figures, without commas: 1975. When a phrase refers to a month, day and year, set off the year with a comma: Feb. 14, 1987, is the target date. Use an s without an apostrophe to indicate spans of decades or centuries: the 1890s, the 1800s.

Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: 1976 was a very good year.

See *A.D.*; *B.C.*; *century*; *historical periods and events*; and *months*.