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# Simple Newspaper Style Guide

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## Abbreviations

Use sparingly

When in doubt, spell it out

## Capitalization

Not as much as you're used to

Titles like governor, president, chair are only capitalized when used before a full name.

General rule is to capitalize only a **specific** person, places or thing

## Months, Days, Dates & Time

Spell out April, May, June, July. Abbreviate others.

Dates: July 4, 2010, Sept. 17, 2010

Also spell out month with year: November 2012

Do not abbreviate days of the week

Use: *a.m.* and *p.m.*

Simplify time: 10 a.m. (not 10:00 a.m.), 7:30 a.m.

Use a hyphen between dates and times: *The seminar will be Nov. 17-23 from 8-10 a.m.*

## Numbers

Spell out one to nine, use numerals for 10 and up

Use numerals for ages, votes etc: *The vote in favor was 15-9.*

Use numerals in a mixed situation: *There were 5 red and 12 green buttons.*

## Addresses

Abbreviate directions and street, avenue etc, when used with numbers: *1010 E. Edenton St.*  
but *Atlantic Avenue*

## State abbreviations

Ala.	Colo.	Fla.	Kan.	Mass.	Mo.	N.C.	N.Y.	Pa.	Tenn.	W. Va.
Ariz.	Conn.	Ga.	Ky.	Mich.	Mont.	N.H.	N.D.	R.I.	Vt.	Wis.
Ark.	Del.	Ill.	La.	Minn.	Neb.	N.J.	Okla.	S.C.	Va.	Wyo.
Calif.	D.C.	Ind.	Md.	Miss.	Nev.	N.M.	Ore.	S.D.	Wash.	

*Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas or Utah.*

## Titles

Use proper titles with full name on first reference: *Dr. Mike Munger*

Don't use courtesy titles: *Mr., Mrs. Miss, Ms*

## Other Style Questions

**Read the newspaper you are writing for and note how they write things.**