

# *Bear Facts Stylebook*

## **2005-2006**

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

**All writers should consult this when writing articles for *Bear Facts*.**

# 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 the three listed below; states should not be abbreviated

J. V. Junior Varsity  
LZHS Lake Zurich High School  
LZ Lake Zurich  
U.S. United States

**academic:** 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 academic science class.*  
*Ex. Last year I took Academic English III.*  
*See also: **advanced placement, classes, college prep, honors***

**administrator:** never abbreviated or capitalized unless used as a formal title.

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

*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: **academic, classes, college prep, honors***

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

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

**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.*

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

**afterward:** not afterwords

**all right:** never use alright unless it is used in a quote

**allude, refer:** allude is to speak of something without specifically referencing it while referring is to mention it directly.

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

**almost never:** instead use seldom

**altar, alter:** altar is a table used in religious ceremonies while to alter is to change

**am:** 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***

**amid:** not amidst

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

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

**annual:** do not describe something as annual unless it has been held in at least two consecutive years.

**anticipate, expect:** anticipate means to prepare for something while to expect something doesn't necessarily include the preparation.

**assassination:** only use when the murder is for political reasons.

**at about:** redundant; instead of “*she will come at about noon,*” use “*she will come about noon.*”

# B

**bad, badly:** bad should not be used as an adverb, but can be used in a sentence such as *I feel bad*, use badly in sentences such as *I did badly on the test*.

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

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

**badminton:** correct spelling

**black:** use African-American when describing someone's race unless someone uses "black" in a quote  
*See also: African American, Caucasian, race*

**barbecue:** correct spelling; do not abbreviate as BBQ unless used in an ad as such

**Bear Facts:** always italicize the name of *Bear Facts*.

**blond, blonde:** use blond as a noun for males and 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 sea vessel.

**bologna:** use for meat; use baloney for foolishness

**boy:** use if the person described is under 18

**brand-new:** compound adjective  
*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 lowercase their descriptions,  
*Ex. Smith Insurance, administration building or May Whitney, elementary school.*

**business names:** *see company names*

**byline:** the name of the writer should be above the given line to the left and their title should be under the given line to the right. The writer's name and title should be capitalized. Nicknames should not be used unless demanded by the writer.

# C

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

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

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

*Ex. Yesterday, Mr. Moran gave me food.*

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

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

**Caucasian:** proper descriptor for a person's race; do not use "white" when referring to race

*See also: African-American, race*

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

**city:** *See also: places*

**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, classes, honors*

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

**compose, comprise:** parts compose the whole; to compose is to make up. To comprise is to embrace. Do not use "is comprised of".

**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:** do not use for could have; could of is not grammatically correct

**council, counsel:** council is a governing body of assembly; counsel is advice and to counsel is to advise; a counselor at law is a lawyer.

**cutline:** cutlines are captions for photos; cutlines should be written concisely and contain newsworthy or interesting information or quotations; copy editors only should edit cutlines for grammar and usage before seeing the photos they describe; cutlines should be written in the present tense.

# 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 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***

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

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

**directions:** use lowercase when directions and regions. Use uppercase when referring to places

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

*Blair and Jamie got lost in North Barrington.*

**disability, disabled, and physical disability:** these terms are preferred over handicapped; use to describe a person’s physical condition if it is relevant to the story.

*Ex. The disabled girl was missing as of last Friday.*

*See also: **handicap***

**D.J., deejay:** always refer to by the abbreviation, D.J.; use uppercase

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

**doctors:** use Dr. to show a person’s doctorate degree

**dominant image:** every page needs a dominant image, an image that is much larger than all the other images on the page

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

# E

**each other, one another:** when talking about two people, use each other (2 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

**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!"*

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

*See also: capitalization, titles*

**editorial, news:** use the word news for the news section of the newspaper and its writers; use the description editorial for the editorial section of the page. Features and entertainment are not hard news and should be referred to as what they are.

**effect/affect:** *See: affect/ effect*

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

**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 emigrant and immigrant.

*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.*

**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.*

**etc.:** abbreviation of etcetera; do not use in news stories

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

*Ex. Christmas Eve*

**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.*

**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*

# F

**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.*

**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, 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 less quality paper than Alex.*

*See also: less*

**fire department:** capitalize when referring to a specific department, whether or not the name of the county, state or city is given on first reference

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

**firefighter, fireman:** use firefighter

**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.*

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

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

**foreign names:** 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 they want their 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."*

# F

**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

**FBI:** acceptable abbreviation of Federal Bureau of Investigation; use all capital letters, use 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, 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 less quality paper than Alex.*

*See also: less*

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

**fire department:** capitalize when referring to a specific department, whether or not the name of the county, state or city is given on first reference

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

**firefighter, fireman:** use firefighter

**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

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

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

**foreign names:** 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 they want their name written in the article

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

**funeral vs. funeral service:** the latter term is redundant; a funeral is a service. Most people only get one funeral, so services are incorrect.

*See also: wake*

# G

**games:** do not use quotation marks with the names of board games, card games, video games, etc; italics can be used however.

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

**gay:** acceptable as synonym for homosexual, both male and female

*See also: **homosexual***

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

*see also: **sex***

**gender-neutral:** neutral gendered persons should be referred to as 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. Do not use “their” for singular generic pronouns.

*Ex. The teacher asked, “Does everyone have his/her work today?”*

*“Everybody needs to take his worksheet and give it to the person on his left.”*

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

**girl:** can be used until 18<sup>th</sup> birthday is reached; use *young woman* or *woman* after age 18.

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

**god, God:** always make god solid (not italic) and lowercase it 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:** not goodby

**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:** hyphenate (First-grader, second-grader)

**graduated:** correctly used in an active voice (She graduated from Lake Zurich high school)

**graphs:** used for polls and displaying information

**gray:** gray, not grey unless *greyhound*

**Groundhog Day:** February 2 each year

**gun:** all words involving gun would only be one word. (Gunfire, gunboat, gunfight, gunshot, gunpowder)

# H

**handicapped/disabled/impaired:** in general do not describe an individual as *disabled* or *handicapped* unless it is clearly evident to the story; different terms for different descriptions of mental and physical disabilities.

*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

*Wheel-chair bound:* do not use this or variations. A person may use a wheel-chair occasionally or may have to use it for mobility.

**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*

**heaven:** always use lowercase unless in a proper title

*Ex. All Dogs go to Heaven*

**height:** spell out measurements for height.

*Ex. 14-ft boat, 22-inches tall.*

**hell:** always lowercase

*Ex. My mother told me that all bad children go to hell.*

**her/she:** do not use her/she in reference to inanimate objects such as ships, countries, cars, hurricanes, etc; use it or its instead.

**his or her:** if you are not sure of male or female, use his; do not use his or her;

*Ex. The reporter protects his sources. Since reporter wasn't newsman, so the sex is unknown.*

*See also: gender neutral*

**historical periods and 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*

**homosexual:** do not use the term graciously. If the description *homosexual* is used in the story then 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: **sexual orientations***

**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:** Don't use in news articles. means *with hope*, not *I hope* or *it is hoped*.

*Ex. Bad- Hopefully the budget will pass.*

*Ex. Good- We hope the budget will pass.*

**horses' names:** capitalize

*Ex. Scotty Lightning won the race by a mile.*

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

*Ex. Bad- He works a low budget job.*

*Ex. Good- He works a low-budget job.*

*Ex. Bad- He works at a low-budget job.*

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

# I

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

*Ex. More important, Alex likes candy.*

**its, it's:** it's means it is; its means possessive. Do not use in body text of a story unless it's editorial or in quotes.

*Ex. of It's: It's cold outside*

*Ex. of Its: The computer is so clean. Have you seen its monitor?*

**identification:** for all pieces including articles and photos, must include credits. See P for photo cutlines, see A for articles.

**indentation:** always indent one pica from one piece to another, unless there is a VERY good stylistic reason for doing otherwise

**initial:** generally avoid using middle initials; when two initials are used together, omit the space in the middle: *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***

**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

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

*See also: **abbreviations***

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

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

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

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

*Incorrect Ex. 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.)*  
*Correct Ex. The last time that it snowed, I had to shovel the driveway. We went to the game last Friday (this sentence is redundant but acceptable).*

**lay/lie:** lay – (verb) to put or set down/to set in order or position; lie – (verb) 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)*  
*She wants to lie on the beach all day to get a tan. (shows the action of the girl reclining along a horizontal plane)*  
*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. In their experiment, the team of scientists had to isolate the lead particles. The African guide led the tourists on the safari.*

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

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

**less:** of reduced size, extent, quantity, or degree

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

**list:** for all lists, within the context of the information, possibilities include: alphabetical order, chronological order, and/or the order of importance

**long time/longtime:** long is used as an adjective of time (noun); longtime is an adjective (shown in the example as describing the partners)

*Ex. The friends have known each other a long time. The three businessmen are longtime partners.*

**loose/lose:** loose – opposite of tight; lose – 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. Don't lose that gift that we gave to you, it's very valuable.*

# M

**Main Gym:** spelled with capital letters

**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. The criminals robbed the bank and shot the bank teller on the way out.*

**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. Height cannot be tall or short, but rather large or small. 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***

**months:** upon using the names of months, make sure to use the correct spelling

*Ex. The correct spelling is as follows: January, February, March, April, May, June, July, August, September, October, November, December.*

**movie titles:** use italics to indicate a movie title

**music:** use italics to indicate a CD title; use quotation marks to indicate a song title

# N

**name usage:** when referring to a person and their position/occupation within an article, use their full first name, then a comma, and then their position/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; do not include titles such as Mr./Mrs./Ms.; if a single person has more than one title, use the title that is most relevant first

*Ex first time: Carolyn Wagner, English teacher*

*Ex second time: Wagner*

*Ex. John Bowen, freshman*

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

*Ex. for student council: “blah blah blah,” Chris Bennett, Student Council sponsor and LZHS social studies teacher, said*

*Ex. for social studies: “blah BLAH blah,” Chris Bennett, LZHS social studies teacher, said.*

**NASA:** At first mention, spell *National Aeronautics and Space Administration*; from then on abbreviate as *NASA*.

**national anthem:** always use lowercase.

*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.*

**newspaper names:** capitalize *the* in a newspaper’s name. Do not place name in quotes.

*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:** 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*

**number usage and abbreviation:** the numbers one through nine are written as words; 10 and higher are left as numbers; for consistency, write numbers the same way; if a number starts a sentence, always spell it out; to indicate position or rank, use the abbreviation *No.*

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

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

*Ex. Five people attended the event.*

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

# O

**ocean:** use lowercase when standing alone or plural.

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

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

**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.*

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

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

**on-line:** hyphenate except in proper names

*Ex. She was shopping for an on-line service.*

*Ex. She chose America Online.*

**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***

# P

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

**percent:** use % with no space between numbers and symbol  
*Ex. 75% of people are lazy.*

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

**phone number:** do not use (123)456-7890 – this is deprecated. Always use 123-456-7890. The leading “1” may be omitted, as long as the number does not refer to another country.

**physical education:** use PE after first mention; avoid “gym”

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

**places:** use an upper case C 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.*

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

**plural:** more than one  
Most words: add “s”  
*Ex. boys, girls, schools*

-Words ending in CH, S, SH, SS, X and Z: add “es”  
*Ex. churches, lenses, glasses, boxes. Exception: monarchs*

-Words ending in “is” change “is” to “es”  
*Ex. parentheses, these*

-Words ending in “y”: If y is preceded by a consonant or qu, change y to i and add es  
*Ex. armies, cities.*

-Words ending in “o” If “o” is preceded by a consonant, most plurals require “es”  
*Ex. buffaloes, heroes, potatoes.*

-Words ending in “f” in general, change f to v and add “es.”  
*Ex. leaves, selves Exception: roof-roofs*

-Form change: man/men, woman/women, child/children, foot/feet, mouse/mice  
*Ex. The man ate his sandwich. – sing. The women ate their sandwiches. – plural*

-Figures: add “s”

*Ex. The album came out in the 1980s. The temperature reached high 90s.*  
*Do not use an apostrophe before the s.*

**pm:** do not use periods between lowercase letters. Do not put a space between time and “pm.”

*Ex. 6pm*

*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.

-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.*

-“**Wagner’s**” is a possessive noun. It tells you that the “**class**” belongs to Wagner. Add only the apostrophe (') to the end of a plural noun that ends with an s.

*Ex. My sisters’ names are Katie and Molly.*

-If the noun is singular and ends with an s, add only the **apostrophe (')**.

*Ex. The bus' engine stopped.*

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

**principal/principle:** principal is a noun and adjective meaning someone or something first in rank, authority, importance or degree

*Ex. Carolyn Wagner is our LZHS principal.*

*Ex. Money is the principal problem.*

-When referring to the persons’ title, capitalize the P.

*Ex. Principal Carolyn Wagner is going to make a speech to the whole student body during the winter assembly.*

-Principle is a noun that means fundamental truth, law, and doctrine or motivating force.

*Ex. The principle idea is to play your best.*

**prison/jail:** prison is applied to maximum-security institutions; the facility confines people serving sentences of felonies. Jail; facility that is usually 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. None of the POWs are allowed to leave Iraq.*

**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. Also, use Jesus'.

**pupil/student:** use pupil for children in kindergarten through eighth grade; student or pupil is acceptable for grades nine through 12; use student for college and above

# Q

**quotes:** use quotation marks when quoting someone, or a sentence from a book to show it is not your personal voice; use single quotation marks for quotations printed within other quotations

*Ex. "The novel examines 'the rigid disparity' between right and wrong," according to Charles Dickens.*

-use single quotations marks in headlines

*Ex. 'Diviners' celebrate their great success*

-use quotation marks when quoting someone's personal voice.

*Ex. "I think the Bear Facts is great," Carolyn Wagner, journalism teacher, said.*

-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.*

-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"!*

-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.*

-use quotation marks for all titles of articles, chapters, and divisions of a publication, short stories, poems, songs, and television or radio programs.

-quotes should stand alone as their own paragraph in journalistic writing

# 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*

**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.*

**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.*

**redundancy:** do not be redundant in phrasing. (The following examples should be avoided.)

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

*Ex. The color was dark black.*

*Ex. The young boy was an intelligent genius.*

**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 and Republic:** capitalize Republican when talking about someone who is the member of the party. Do not capitalize republican when talking about someone 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.*

**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

**saint:** capitalize and abbreviate

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

**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.*

**seasons:** use lower case 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 the word; when using as a title, abbreviate and capitalize

*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.*

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

*Ex. The dog ran fast.*

Exceptions: *Do not capitalize after ellipses (...), unless the ellipses ends a paragraph.*

**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.*

**since vs. 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.*

**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:** always read the stylebook while writing anything for *Bear Facts*. Try to reference the data copy available online or on the *Bear Facts* server. When creating a style entry, every line but the first line should be indented one tab; the name of the entry should be bolded; the content of the entry should be normal; any examples should be italicized; when writing the See also section, the phrase “See also” should be italicized and the terms to reference should be italicized and bolded. If a word or phrase needs to be italicized within a section that is already italicized, that word should be normal (i.e. not italicized).

# T

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

**team names:** the team mascot “Bears,” will always be capitalized, but there will be no caps on what level it is. When referring to a gender-specific team, use the plural possessive.

*Ex. varsity, jv, freshman, girls, boys*

*Ex. The girls’ volleyball team, the boys’ football team*

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

**telephone numbers:** use the format- 847-438-8851, ext. 4

**temperature:** *See measures*

**than or then:** Than is used to compare; and then is used as a passage of time

*Ex. I am cooler **than** Ashley Hartz. I ate a banana and **then** I brushed my teeth.*

**That, which:** If you are defining a word use **that**; 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.

*Ex. He has invented a process that will supply the world with free food. The process, which was invented by Al Rieger, will supply the world with free food.*

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

*Ex. Will you get that bottle over **there**? Have you seen **their** new dog? **They’re** going to the basketball game tonight.*

**time or duration:** Use either 3 to 5pm or 3-5pm. Do not use “am”/“pm” on first number unless it is different from the second number.

*Ex. He will be at Lake Zurich high school from 2-5pm.*

*Ex. He will be at LZHS from 11am-5pm.*

*Ex. She will be gone from 7 to 9pm.*

**titles for editors:** Do not use “co” before an editor’s position.

*Ex. Not Co-News Editor*

*Ex. News Editor*

**titles:** Titles of play, movies, and CD’s should always be in italics.

*Ex. We watched Happy Gilmour with our friends.*

**toward:** not towards

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

# U

**underclassmen:** use freshmen and sophomores instead.

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

*Ex. The University of Michigan*

**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

**v.s.:** *See also 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.*

*See also: versus*

**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.*

*See also: verses*

**village:** capitalize in proper names.

*Ex. The Village of Lake Zurich.*

# W

**warm up/warm-up:** warm up- use as a verb.

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

*See also: **warm-up***

**Warm-up:** use as an adjective/noun.

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

*See also: **warm up***

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

*See also: **funeral service***

**weather:** use in reference to the climate

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

*See also: **whether***

**wear:** a verb, to wear clothing, or a hat, or shoes

*Ex. I wear shoes every day.*

*See also: **where***

**web page:** always two words, with the ‘w’ in Web capitalized; 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/bearfacts/index.html](http://www.lz95.org/lzhs/english/wagner/bearfacts/index.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: **The Web, web site***

**web site:** always two words, with the ‘w’ in Web capitalized; 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: **The Web, web page***

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

*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 w’s, make sure to cover the “what” of your story in your article

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

**where:** use in reference to location; also, one of the 5 w’s to cover in your article

*Ex. Where are my shoes?*

*See also: **wear, what, 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 w's; your story should specify when the event(s) occurred

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

**who:** use as the subject of a sentence; also one of the 5 w's 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***

**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***

**why:** one of the 5 w's to include in an article.

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

# Y

**year in school:** include for all references to current students; do not capitalize

*Ex. John Doe, senior, is the captain.*

**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

**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

# Z

**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)

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