

Staff Manual – Lake Ridge Eagle Media

2020-2021 Basic AP Style Guide for Lake Ridge Publications

Names and Mascots

- All mascots are capitalized
- Capitalize titles: Band President Suzie Smith; Principal Ms. Alloway
- Do not capitalize classifications: freshman John Doe
- Use the number for grades (with surrounding commas) in captions and in stories: Jonathon Miller, 9, said.
- However, if there are multiple people in the photo who are all of the same grade level, then use the full spelling: juniors John Adams, Rachel Nguyen, and Jane Doe.
- Make sure that the names used in captions and stories are the individual's legal names (as in what shows up in the student locator) not a nickname.
- In a story, if someone is mentioned more than once, introduce them using their full name and grade, but after that refer to them using their LAST name: For eight years, John Doe, 9, has had a passion for playing the flute. "Quote," Doe said.
- Do not include suffix to any name such as Jr., Sr., III

Capitalization

- Names of clubs are capitalized if they are specific: Chess Club, Student Council, Key Club. Do not capitalize groups: marching band, choir
- Formal names of committees are capitalized: Prom Committee
- "Internet" is ALWAYS capitalized
- All months and days of the week are capitalized
- "Homecoming" if it's a noun, but not as the adjective: homecoming game
- "JV" capitalized, "varsity" is never

Quotes

- "This is the first sentence of the quote," Franny Freedman, 9, said. "This is the second sentence of the quote."
- Always use the word "said"
- "name said" order, NOT "said name"

Dates

- Always spell out names of months and weeks (never abbreviate): January, not Jan. Wednesday, not Wed.

Punctuation Rules

- Use a hyphen to link the words unless ending in -ly: They are the first-place team. The team is in first place.
- Dash- Use to denote an abrupt change in thought in a sentence or an emphatic pause: We will have a party next week – if we finish our deadline.
- Do not use ellipses unless they are used in a quote to connect two things that someone said in an interview that were not said side by side. Example "Basketball is my life... I wouldn't give it up for the world," if that second part was said at a later point in the interview.
- Use one space after a period.

- Use the apostrophe after the “s” if the noun is plural (ex. girls’ basketball, boys’ soccer, teachers’ lounge), but an apostrophe before the s if the noun naturally ends with an s (ex. Mrs. Hicks’s room, Dallas’s skylights).

School Names

- “Lake Ridge High School” does not trim to LRHS, but Lake Ridge is acceptable
- “Lady Eagles” is never to be used
- Do not use “Mansfield” in front of other district schools: Summit High School
- Do not use “SHS or “THS” etc.
- “Timberview” is one word
- “Lake Ridge” is two words
- “Summit” has one ‘t’
- Use full name of other Mansfield schools: Danny Jones Middle School

Numbers

- Use figures for ages, sums of money, time of day, percentages, house numerals, years, days of the month, degrees of temperature, proportions, votes, scores, speeds, times of races, dimensions, and serial numbers
- Spell out numbers, no matter how large, when they begin sentences: Four score and seven years ago; rephrase the sentence if long numbers are awkward; EXCEPTION: When starting sentences with a year (2016), do not write it out
- Avoid superscripts: 1st, 2nd, 3rd – spell them out: first, second, third
- Hyphenate fractions: one-fifth
- Avoid unnecessary ciphers. Use \$1, not \$1.00: 1 p.m., not 1:00 p.m.

Titles

- Use “boys” and “girls” not “men” and “women”
- Names of books, newspapers, movies, magazines, and other publications are in italic
- Course grades are capitalized: Martinez earned an A in English last semester.
- Use “international” students, not “foreign” students
- Names of halls in school are not capitalized but room numbers are: math hall, E-131
- MISD Center for Performing Arts

Captions

- In captions or cutline use: front row, second row, third row, back row; do not capitalize and go from left to right without typing “from left to right”
- “pep rally” is two words
- “winter guard” and “color guard” are two words and should be used in the place of “flag girls” or “flag line”
- spell out “percent”
- Use periods in lower-case abbreviations: c.o.d, f.o.b, a.m., p.m., m.p.h, r.p.m
- Do not use periods in capitalized abbreviations: UTA, UNT, AVID, MISD
- “Who” refers to people, “That” and “Which” refer to inanimate objects or pets without a name
- Use “that” for essential clauses without commas (If you can omit “that,” omit it)
- Use two words for class periods (fourth block)