

## AP Style Cheat Sheet

Study this sheet thoroughly. When you feel prepared to take the AP Style test, come see Jason, Tyler or AJ to get instructions. Everyone on all three staffs must take this test. You must take the test until you can get a score of 90 percent or higher. You can do it! Please ask any of us if you have questions, or look in the AP Stylebook.

---

Attributions (page- Always, always, always use "said." The order is name -> said. Think subject -> verb.

- The comma, period, or whatever punctuation is at the end of the sentence always goes inside the quotes.
  - "I love journalism!" copy editor Taylor Blatchford said.

Names (page 72)

- Refer to both men and women by position or grade, and first and last name on the first reference.
- In subsequent references, refer to both men and women by last name only.
- Don't use courtesy titles such as Mr., Mrs., Ms., or Miss.
  - Journalism adviser Mark Newton is the coolest teacher ever, according to the editorial staff. "I'm honored to have such an epic staff," Newton said.

Capitalization (page 44)

- In general, avoid unnecessary capitals. If you're unsure about a specific example, look it up in the AP Stylebook or ask your copy editors.
- Always capitalize proper nouns (a name of a person or thing).
  - Gabi Capocelli writes for the Eagle Eye Newsmagazine.
- Capitalize common nouns such as river, party and street when they are part of a name of a proper noun. Lowercase them when they aren't part of a proper noun's name.
  - The convention for the Democratic Party was in the building next to the river.

The Comma (page 373)

- When listing items in a series, use commas to separate the items, but do not put a comma before the conjunction.
  - I like to eat pasta, cheese, bread and potatoes.

Classes/Grades

- Singular: freshman, sophomore, junior, senior.
- Plural: freshmen, sophomores, juniors, seniors.
- These are always lowercase, unless at the start of a sentence.
- Place directly before a name, or after a name but offset by commas.
  - Taylor Blatchford, junior, said the coolest person ever is senior Gabi Capocelli.

Numbers (page 200)

- Always spell out a number at the beginning of a sentence, unless it's a year.
- Spell out whole numbers below 10, use numbers for 10 and above.
  - They had an army of 10 beavers and two ducks.
- Always use numbers and the word "percent" when stating a percentage.
  - Chicken is preferred over beef by 46 percent of Americans.
- Look at the AP Stylebook for more specific rules.

Sports Scores (page 364)

- Always use numbers, placing a hyphen between the totals of the winning and losing teams.
  - The Reds defeated the Red Sox 7-1.

School Name

- First reference: Mountain Vista
- Second reference: Vista
  - The Mountain Vista Golden Eagles defeated the ThunderRidge Grizzlies. Vista scored 7 touchdowns.

Dates (page 182, 274)

- When a month is used with a specific date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out months when using alone, or with a year alone.
- Don't abbreviate days of the week, always spell them out.
- Always use numbers without st, nd, rd, etc.
  - The meeting is on Friday, Jan. 25. Taylor was born on Sept. 6, 1996. July 2012 was an unusually hot month.

Times (page 275)

- Use numbers except for noon and midnight. Use a colon to separate hours from minutes. Always use lowercase a.m. and p.m. after the numbers.
  - The meetings are at 10 a.m. and 6:45 p.m.

Abbreviations (page 1-2)

- Write out the full name on first reference when the abbreviation would not be commonly recognized. Use the abbreviation in subsequent references.
  - The Future Business Leaders of America competed in San Antonio, Texas last July. FBLA competitors Karishma Patel and Aparna Krishnaswamy placed fourth in the Business Plan category.

Place Names (page 263)

- Spell out the names of the 50 U.S. states when they stand alone.
  - The woman that got arrested was from Mississippi.
- Abbreviate state names when they are used together with the name of a city or town, with the exception of Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. For other state abbreviations, look in the AP Stylebook.
- Put a comma between the city and state name, and another comma after the state name.
  - This year, the journalism staff went to Seattle, Wash., for a convention.

Ages (page 7)

- Always use numbers. Use hyphens for ages expressed as adjectives.
  - The law is 8 years old. The 7-year-old boy is in second grade. The boy, 8, has a sister, 23. The pageant is for 4-year-olds. The women are in their 40s.

Addresses (page 4-5)

- Always use numbers for an address number.
- Use the abbreviations Ave., Blvd. and St. only with a numbered address. Spell them out and capitalize when part of a street name without a number.
  - President Barack Obama lives on Pennsylvania Avenue. His address is 1600 Pennsylvania Ave.

Money (page 88)

- Use numbers and a \$ sign in most cases. If you write out dollars or cents, always lowercase.
- The cost of the books came to \$53.78.

*(Guide originally created by Taylor Blatchford and Gabi Capocelli in 2012.)*