


AP Style Punctuation

Brackets

Don't use them. Like ever.
That was easy



Parentheses

Newswires don't like you to use parenthesis at all, but if you have to use them for whatever reason follow these guidelines:

- Other punctuation is outside of parentheses
- don't use it to state a persons political affiliation
- It can be used to clarify proper nouns

Ellipses

- Use ellipses to indicate the deletion of words
- Use ellipses to indicate incomplete thoughts, a dash is also acceptable in these situations
- Put a space on both sides of the ellipses { space...space }
- if the ellipses comes after a complete sentence put the punctuation before the ellipses
- Do not put ellipses at the beginning of a direct quote

Dash

- Use a dash when there are abrupt changes
- Use a dash when inserting a series
- Can be used to provide attribution
- Dashes are used in datelines
- Put a space on both sides in all uses
- Uses dashes in a list. Capitalize the first word after the dash.

Colon

- Capitalize the first word after a colon
- You can use colons before a list, to give emphasis, in listings, for certain kinds of dialogue.
- Do not use a colon to introduce a quote unless it is a very long quote.
- Colons go outside quotation marks unless it is part of the quote
- Do not combine a dash and a colon.

Apostrophes

- Plural nouns not ending in S get an 'S
- Plural Nouns ending in S get an S'
- Nouns plural in form and singular in meaning get an S'
- Singular Common nouns ending in S have an 'S unless the word after it begins with an S. If this is the case then the word gets an apostrophe at the end.
- Singular proper names ending in S get an apostrophe at the end when possessive
- There are no apostrophes on pronouns
- Compound words
- Omitted Letters/Figures
- A hyphen is suggested instead of apostrophes on the majority of quasi-possessives (Three day's work = three-day job)
- You can make inanimate objects plural or possessive with a (') or ('S). However, they suggest doing this minimally.
- Plurals of single letters get an 'S

Hyphens

- Hyphens are optional in most cases
- Use a hyphen to avoid ambiguity
- Use a hyphen when two words that describe a noun come before a noun, but not when it comes after
- Use a hyphen with compound proper nouns
- Use a hyphen to avoid duplicated vowels or tripled consonants
- Use a hyphen with number if it is a ratio, score, vote or fraction

Ap Style Guide Cheat Sheet

Lauren Gardner



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The Student Newspaper Survival Guide Rachele Kanigel, 2011-09-06 The Student Newspaper Survival Guide has been extensively updated to cover recent developments in online publishing social media mobile journalism and multimedia storytelling at the same time it continues to serve as an essential reference on all aspects of producing a student publication Updated and expanded to discuss many of the changes in the field of journalism and in college newspapers with two new chapters to enhance the focus on online journalism and technology Emphasis on Web first publishing and covering breaking news as it happens including a new section on mobile journalism Guides student journalists through the intricate multi step process of producing a student newspaper including the challenges of reporting writing editing designing and publishing campus newspapers and websites Chapters include discussion questions exercises sample projects checklists tips from professionals sample forms story ideas and scenarios for discussion Fresh new full color examples from award winning college newspapers around North America Essential reading for student reporters editors page designers photographers webmasters and advertising sales representatives *Soft Skills for the New Journalist* Colleen Steffen, 2019-03-01 Journalism is a pool staffed by distracted lifeguards and no matter how fancy your school is your first week in a real newsroom will feel like a shove in the small of the back into 15 feet of water Most of us come up for air eventually but if you're like journalist and educator Colleen Steffen you may still be left feeling like all that training in inverted pyramids and question lists left something important out you Journalism is people managing wrestling truth and story out of the messy confusing raw material that is a human being and the messiest human involved can often be the reporter themselves So it's time to talk about it Instead of nervously skirting the sizable EQ emotional intelligence portion of this IQ intelligence intelligence enterprise *Soft Skills for the New Journalist* explores how it FEELS to do this strange hard amazing job and how to use those feelings to better your work and yourself Write Better Right Now Mary-Kate Mackey, 2016-12-26 A veteran writing teacher shares techniques and exercises to help anyone who struggles with written communication create effective and engaging content In almost any career you must know how to write even if it's not part of your job description But if you are a reluctant writer producing even the simplest memo may be a struggle *Write Better Right Now* is the springboard to get you ahead in any job passion project or situation that requires writing skills No matter what you are called upon to do blog posts speeches web content press releases or more this step by step manual gives you the solid techniques you need to get the task done *Write Better Right Now* works because it is Short It takes a concise approach from first thoughts to final edits and its mix and match structure means you only have to read the sections you need Practical It is loaded with summations short cuts tips cheat sheets and hands on exercises Solution driven Knowing where you've gone wrong is half the battle *Write Better Right Now* offers you the tools to identify your own problem patterns and choose the quickest and most appropriate fixes You can improve your writing today With straightforward guidance *Write Better Right Now* is the quick read for

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New International Dictionary ,1920 **Webster's New International Dictionary of the English Language, Based on the International Dictionary 1890 and 1900** William Torrey Harris, Frederic Sturges Allen, 1911 *A New English Dictionary on Historical Principles* James Augustus Henry Murray, 1908

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