

AP Style Reference Sheet

Avoid serial commas.

WRONG: Messiah offers classes in education, music, and biology.

RIGHT: Messiah offers classes in education, music and biology.

When referring to Messiah, capitalize the word “College.”

EXAMPLE: Messiah is a beautiful campus. The College just celebrated Commencement.

The word “website” is one word, no caps. But, as a short form and in terms with separate words, use “Web,” capitalized.

EXAMPLE: I enjoy websites, Web feeds and Web pages in general.

For times of day, use “a.m.” and “p.m.” and avoid zeroes.

WRONG: The show starts at 7:00 PM.

RIGHT: The show starts at 7 p.m.

Use only one space between sentences.

WRONG: She is great. She talks about interesting things.

RIGHT: She is great. She talks about interesting things.

Titles of books, plays, songs and movies require quotation marks—not italics.

WRONG: Students must read *Of Mice and Men* in their first-year English class.

RIGHT: Students must read “Of Mice and Men” in their first-year English class.

Titles of magazines and newspapers use neither quotes nor italics:

WRONG: I find the features in “The Patriot-News” to be fascinating.

RIGHT: I find the features in The Patriot-News to be fascinating.

There’s a difference between state abbreviations and postal code abbreviations. (Use the postal code when the city and state are accompanied by a ZIP code.)

EXAMPLE: She grew up in Harrisburg, Pa.

EXAMPLE: Please send money to 300 Locust St., Mechanicsburg, PA 17055.

Following are the state abbreviations with the postal codes in parentheses:

Ala. (AL)	Ariz. (AZ)	Ark. (AR)	Calif. (CA)	Colo. (CO)	Conn. (CT)
Del. (DE)	Fla. (FL)	Ga. (GA)	Ill. (IL)	Ind. (IN)	Kan. (KS)
Ky. (KY)	La. (LA)	Md. (MD)	Mass. (MA)	Mich. (MI)	Minn. (MN)
Miss. (MS)	Mo. (MO)	Mont. (MT)	Neb. (NE)	Nev. (NV)	N.H. (NH)
N.J. (NJ)	N.M. (NM)	N.Y. (NY)	N.C. (NC)	N.D. (ND)	Okla. (OK)
Ore. (OR)	Pa. (PA)	R.I. (RI)	S.C. (SC)	S.D. (SD)	Tenn. (TN)
Vt. (VT)	Va. (VA)	Wash. (WA)	W.Va. (WV)	Wis. (WI)	Wyo. (WY)

Eight states are never abbreviated in text (unless accompanied by a ZIP code): Alaska (AK), Hawaii (HI), Idaho (ID), Iowa (IA), Maine (ME), Ohio (OH), Texas (TX) and Utah (UT).

Spell out numbers one through nine. Use numerals for numbers more than nine.

EXAMPLE: She took eight classes at the community college. She went on to take 30 at Messiah.

When writing about academic degrees, follow these examples:

Jane has a bachelor's degree, a master's degree and a doctorate in English literature. She earned a Bachelor of Arts from Messiah. These degrees are abbreviated in the following ways: B.A., M.A., Ph.D.

Use an apostrophe in bachelor's degree, a master's degree, etc., but there is no possessive in Bachelor of Arts or Master of Science. Degree program does not need to be capitalized.

EXAMPLE: I have a Bachelor of Arts degree in communication. I plan to get my master's next.

Use periods to abbreviate two-letter degrees and Ph.D. No periods for other three letter degrees.

EXAMPLE: As a nursing student at Messiah you get a B.A. in nursing and become an R.N. You can then go on to graduate school to get an MSN or MBA.

Use the words "more than" or "greater than" when referring to amounts instead of the word "over," which is the opposite of "under."

WRONG: There were over 500 soccer fans watching the game last week.

RIGHT: There were more than 500 soccer fans watching the game last week.

When referencing a number greater than 999, use a comma to separate.

EXAMPLE: This year the College welcomed 2,772 students back to campus.

Use dashes between numbers in phone numbers. Do not add a 1 before toll-free numbers.

EXAMPLE: 717-123-4567 instead of (717) 123-4567

No superscript on dates.

EXAMPLE: The 25th anniversary celebration is Dec. 20, 2014.

No hyphen in email.

EXAMPLE: I did not give my email address out to the rest of the group.

Seasons of the year should be lowercase.

EXAMPLE: The fall semester begins in August. The spring semester ends in May.

Use the same rule for GPA. No periods in the abbreviation.

EXAMPLE: My GPA was above 3.0, which made me happy.

Specific words:

First-year vs. first year

EXAMPLE: She is a first-year student at Messiah. This is her first year living in Pennsylvania.

Home-school (v.), home-schooler (n.), home-schooled (adj.), home schooling (n.)

EXAMPLE: If you're a home-schooler, you home-school your home-schooled children through home schooling.

Admission vs. Admissions

EXAMPLE: I will contact my admissions counselor to get information on the application for admission to Messiah.

Office names

EXAMPLE: The Office of Admissions controls who works in the admissions office. You can request an official transcript from the Office of the Registrar by visiting the registrar's office on the first floor of Old Main.

U.S. News & World Report

Use the ampersand whenever you are referring to U.S. News & World Report.

U.S. not US

EXAMPLE: Students may study in the U.S., Europe or Asia.

High School vs. high school

Only capitalize high school when it is part of a formal name.

EXAMPLE: I went to Liberty High School. My high school was a great place to make friends.

Ongoing is one word

EXAMPLE: Messiah College has an ongoing relationship with the Harrisburg School District.

MCSquare should be all one word

EXAMPLE: Students and employees use MCSquare to get information on classes and schedules.

To make an em dash(—) in Jadu type **CTRL+ALT+ -** (use the minus sign on the keypad, not the top)

Martin Multicultural Scholarship is the official name for the scholarship. Award winners should be referenced as **Martin Scholars**.

Perspective vs. Prospective

Perspective means a thought or view on something.

EXAMPLE: From my perspective, the game was a tough one.

Prospective means potential.

EXAMPLE: We work with prospective students to make sure they know about Messiah College.

Amigo Mentoring Program not AMIGO

January-Term or J-Term

On campus, most people refer to it as J-Term. However, if you feel it is confusing to prospective students or other outside audiences, use January-Term (J-Term) on first reference and J-Term on subsequent references.