

Introduction

This stylebook was originally written in 2000 for the staff at Business First of Buffalo, when I was the associate editor of the weekly niche newspaper. Although it was revised in the fall of 2002, when I was an assistant professor in the communication department at Buffalo State College, the core mission remains the same: to provide guidelines on consistent writing style for reporters and editors. Even though this is now on the World Wide Web, the business terms were kept; and the Western New York references, which are at the heart of the guide, have also been kept and updated.

I fully acknowledge that some entries are recasts from other stylebooks – Associated Press, United Press International, Wall Street Journal, New York Times and Olean Times Herald (a masterful job by my friend and role model Pat Vecchio, the paper’s former city editor). I also got a lot of ideas from the books and online column of everyone’s favorite curmudgeonly copy editor, Bill Walsh, now at the Washington Post. So entries that were copied or blatantly plagiarized were, well, borrowed (stolen is such a harsh word), because I saw journalists once more needed that specific advice. There are few things new under the sun and I saw those same mistakes repeated again and again in copy. I thought another reminder wouldn’t hurt much.

The temptation with any stylebook is to adopt the guidelines in it as the final word on the subject without thought or question. Don’t. Style evolves as *tempus fugit* and few rules can be applied like a blanket. Think through each situation. Then decide if the guideline applies. Go ahead, question authority, you’ll feel better for it. (See what I mean?) I learned at the Poynter Institute that I would rather be a coach than a dictator, so I offer these guidelines (not rules) as the starting point for thought and discussion (well, as much as is feasible on deadline). For more of my thoughts on the role of copy editors see the entry slugged “Blog” on this site. I feel that editors should be advocates for the readers who strive to make sure copy is simple and precise. If they are, then the reporters will write better and the readers will appreciate the effort.

The original stylebook was dedicated to the memory of my friend and mentor, Charlie Adair. So is this one and all future revisions. I miss Charlie’s advice, but more his quips and laughter. He left us too soon.

*Joe Marren
Colden, N.Y.
October 2002*

A

AAA of Western & Central New York (note ampersand)

AAA or *the auto club* is acceptable on subsequent references

a, an

- Use “a” before consonant sounds and the aspirate *h* (“*The stylebook is a historic document.*”)
- Use “an” before vowel sounds.

abbreviations & acronyms

- Avoid alphabet soup. (“*Hale Bopp is the new SID at UB.*”) However, this doesn’t mean a writer has to spell out a full name in every reference. It does mean, though, to use alternatives (“*the agency,*” “*the department,*” “*the board*”) when appropriate.
- Use abbreviations most readers know.
- Abbreviate Dr., Gov., Lt. Gov. Rep., Sen., the Rev. and some military or police titles on first reference before a name. Spell them out, except Dr., if used in attribution before a name in a direct quote.
- Abbreviate junior or senior after a name without a comma (*Hale Bopp Jr.*).
- Abbreviate company, corporation, incorporated and limited after the name of a business. (“*The Big Bopper Co. is run by Hale Bopp Sr.*”)
- Only avenue, boulevard and street are abbreviated with numbered addresses. They’re spelled out without a specific address. (“*Business First used to be at 472 Delaware Ave.*” “*Business First is now on Main Street.*”)
- All but eight U.S. states are abbreviated with a community name. Spell out the state name if it stands alone. Since the abbreviation may be different from the Postal Service’s, check the AP Stylebook. Rule of thumb: Alaska, Hawaii and states with five or fewer letters are always spelled out.
- Long Island is not a state. Therefore, it is not abbreviated when used with a community name. The tone of the story will dictate whether it is more important to identify a place as a New York state or Long Island community, but don’t identify it as both.
- United States is only abbreviated when used as an adjective, not as a noun. (“*U.S. jets fly over the United States.*”) Other country names are not abbreviated.
- Ontario is the only Canadian province abbreviated with a community name. It’s spelled out when it stands alone.
- Try to avoid sentences using the initials of a company or organization in parenthesis after its full name if a reader wouldn’t recognize it. In subsequent references, call it “*the group,*” “*the company,*” “*the agency,*” etc.
- The rule of thumb for acronyms is to lowercase the letters if they are pronounced as a word (Noco, Ikon) and capitalize them if they are pronounced as letters (CompUSA, CTG). However, some companies, organizations or agencies retain capitalization even if the acronym is pronounced as a word because they are easily recognized that way by readers: NASA, NATO. Some acronyms retain the capitalization and drop the periods between letters: ABC, NBC, CBS, PBS, FBI, CIA, NFL, NHL, NBA, etc.

about, some (see **believed to be**)

academic degrees

- Don't use academic degrees unless establishing the credentials of an expert. If needed, the preferred form is to mention it after the name. ("*Hale Bopp has a doctorate in English grammar.*")
- However, if necessary to use academic initials, set them off with commas after a full name. ("*Hale Bopp, Ph.D., spoke about the joys of correct AP style.*")
- Do not use an academic "Dr." before a name in any reference.

(THE GOOD: "*Hale Bopp, who has a doctorate in grammar, spoke about ...*")

(THE BAD: "*Dr. Hale Bopp, a grammarian, spoke about ...*")

(THE UGLY: "*Dr. Hale Bopp, Ph.D., spoke about ...*")

- The preferred form for other degrees is to use an apostrophe: (*associate's degree, bachelor's degree, master's degree*).

academic departments

Capitalize proper nouns or adjectives: *the Irish studies department, the department of English, the history department, the department of mathematics.*

academic titles (see **professor**)

- Spell out formal titles before a name (*dean, provost, president, etc.*)
- Lowercase modifiers (*grammar professor Hale Bopp, journalism school Dean T. Big Bopper*).

according to

Use this to attribute material to documents, press releases and other non-speaking sources. Use "said" when people are talking.

acting

Lowercase, but capitalize formal titles that may follow (*acting President Hale Bopp*).

Adam's Mark Hotel

Adam's Mark is OK in subsequent references for the downtown Buffalo hotel.

addresses

- Capitalize and abbreviate avenue (Ave.), boulevard (Blvd.) and street (St.) only with numbered addresses
- Lowercase and spell out generic or plural addresses. ("*On the street where you live.*" "*At the corner of Main and Allen streets.*")
- Always use figures for an address, but bow to a proprietor's wish (One News Plaza).
- Spell out and capitalize First through Ninth when used as street names; use figures with letters for 10th and above.
- Abbreviate North, South, East or West with a numbered address. Do not abbreviate if there is no number.

- Never abbreviate South Park Avenue, the South in that case is not a directional indication.

Adelphia Communications Corp.

Write Adelphia on first reference only in a direct quote.

administration

Lowercase when referring to a political administration (*the Bopp administration*) or in general terms (*the administration*).

adopt, approve, enact, pass

- Amendments, ordinances, resolutions and rules are adopted or approved.
- Bills are passed.
- Laws are enacted.

adopted, adoptive

Children are adopted; parents who adopt children are adoptive parents.

adverse, averse

- Adverse (adj) means unfavorable. (*“Winter brings adverse weather to Colden.”*)
- Averse means to be reluctant or opposed; usually followed by *to* or *from*. (*“Some people are averse to following style rules.”*)

adviser, advisory (note *-er* and *-ory*)

affect, effect

- Affect is usually a verb and means to influence.
- Effect is usually a noun. (*“When you affect something, you have an effect on it.”*)
- Effect as a verb means to bring about or to accomplish something; i.e. to effect a change. (*“We are trying to effect an improvement in copy with stylebooks.”*)

AFL-CIO

Acceptable in all references.

AFSCME (see **American Federation of State, County and Municipal Employees**)

AFSCME is OK on all references as long as the story makes clear there is a distinction between it and other unions representing government workers.

after-

- No hyphen as a noun (*afterdeck, aftereffect, afterthought*).
- Hyphenate when forming a compound modifier (*after-dinner speech*).

afterward (no *-s* at the end)

agencies, committees

- Capitalize the proper names of government agencies, their major divisions, legislative committees and their official subcommittees.
- Avoid long strings of names like the Fish and Wildlife Division of the state Department of Natural Resources. Does the parent department need to be in the name? Can it be put elsewhere in the story to break up the mouthful of attribution?
- It is acceptable to flip-flop names to delete *of* and retain capitalization (*the State Department, the Department of State*).
- Lowercase internal elements of an organization when it has a name that is a widely used generic term (*the board of trustees of the Red Cross*).

ages

- Always use figures.
- Years will be understood unless specified otherwise.
- Only hyphenate before a noun. (“*The 2-year-old girl.*” “*The girl is 2 years old.*”)
- Don’t use an apostrophe when using decades. (“*The stylemaster is in his 40s. He was born in the 1950s.*”)

aggravate

It’s not a synonym for irritate; you aggravate an existing bad condition.

agreement

Don’t write *agreement in principle*, that’s legalese for a plain old agreement.

aid, aide

- Aid is assistance, financial or otherwise.
- An aide is an assistant.

air-

- air base, airborne, airbus, aircrew, airdrop, air express, airfield, air freight, airlift, airmail, airman, air raid (n), air-raid (adj.), airship, airspace, airtight.
- Also, air-condition, air-conditioned for verbs and adjectives; air conditioner, air conditioning for nouns.

Airborne Express (see **airlines**)

aircraft names

- Use a hyphen when going from letters to figures (*B-1, DC-10*). No hyphen with a letter after a figure (*747B*).
- Do not put aircraft name in quotation marks (*Air Force One*).
- Use an apostrophe only to form a plural after a letter (*747B’s, but DC-10s*).

airlines

- Capitalize airlines, air lines and airways when part of a proper name on first reference.
- Companies using airlines in their names are: American, Continental, Midway, Northwest, Southwest, United and Vanguard.

- Delta Air Lines (two words).
- Airways is in the names of AirTran, JetBlue, US Airways and US Airways Express
- Some companies don't have any designation in the formal name, so lowercase airlines after the name if needed: Comair, Continental Express, Mesaba, Reno Air, Shuttle America and United Express.
- Freight carriers serving Western New York are: Airborne Express, Federal Express and United Parcel Service.

AirTran Airways (see **airlines**)

AirTran is OK in all references.

Akron Bugle (see **newspapers**)

Akron Falls Park (see **parks**)

Akron Junior-Senior High School

Located in the **Akron Central School District** (see **high schools**).

Albion Advertiser (see **newspapers**)

Albion High School (see **Charles A. D'Amico High School**)

The formal name is Charles A. D'Amico High School. But many readers may not know the Orleans County high school by that name, so call it what the online New York State Education Report and the online Western New York Regional Information Network call it: Albion High School. Then explain the formal name is Charles A. D'Amico High School and that it's in the **Albion Central School District** (see **high schools**).

Albion, Village of

County seat of Orleans County (see **Orleans County**).

Albright-Knox Art Gallery (see **Buffalo Fine Arts Academy**)

The *art gallery* or *Albright-Knox* is OK on subsequent references.

Alden Advertiser (see **newspapers**)

Alden Chamber of Commerce (see **chambers of commerce**)

Alden Senior High School

Located in the **Alden Central School District** (see **high schools**).

Alden State Bank

Alden Town Memorial Park (see **parks**)

Includes the Joe Panza Nature Trail

Alexander Junior-Senior High School

Part of the **Alexander Central School District** (see **high schools**).

Alfred-Almond Junior-Senior High School

Located in the **Alfred-Almond Central School District** (see **high schools**).

Alfred State College

Alfred University

State College of Ceramics at Alfred University

- Alfred State College is a two-year public college, but it also includes a four-year college of technology and a satellite campus in Wellsville.
- Alfred University is a four-year private college that includes a state-funded college of ceramics.
- See **Merrill Field** and **colleges and universities**.

Alfred Sun (see **newspapers**)

all-

Use a hyphen to form a modifier (all-around, all-star, all-out).

Alleghany, Allegheny, Alleghany

- Alleghany: The spelling for the Cattaraugus County village and town; the county in Western New York (see **Belmont**) as well as Maryland; the state park; and the Seneca Nation of Indians' reservation (see **Indians**).
- Allegheny: The spelling for the river in New York and Pennsylvania; the reservoir in the two states; the regional mountains (plural is Alleghenies); the national forest in northwest Pennsylvania; and the county in Pennsylvania (Pittsburgh is in that county).
- Alleghany: A county in Virginia (for lagniappe).

Alleghany-Limestone Junior-Senior High School

Part of the **Alleghany-Limestone Central School District** (see **high schools**).

Alleyway Theatre

all right, all-right

It's never all right to write alright. But hyphenate it when using it as a modifier ("*It's an all-right rule.*")

all time, all-time

Avoid the redundant *all-time record*.

a lot

It's not alot. It takes a plural verb. ("*A lot of people are reading stylebooks.*")

altar, alter

- An altar is found in a church.
- To alter is to change.

alternate, alternative

- Alternate (adj.) usually means going back and forth between two things, as in alternate side parking (i.e. parking on different sides of the street on certain days).
- Alternative means other. (“*Parking in the driveway is an alternative to alternate-side parking on the street.*”)

alumnus, alumni, alumna, alumnae

- Alumnus (plural alumni) means a male graduate of some school.
- Alumna (plural alumnae) is a female graduate.
- Alumni can also mean a group of male and female graduates in context.

-American

Hyphenate when denoting ethnic background (*Irish-American*), but do not hyphenate French Canadian, Latin American or American Indian.

American Airlines (see **airlines**)

American Airlines and American Eagle are managed by American Airlines.

American Bar Association**American Banking Association****American Booksellers Association**

ABA is OK on subsequent references if the context is clear.

American Federation of State, County and Municipal Employees

- AFSCME is OK on all references as long as the story makes clear there is a distinction between it and other unions representing government workers.
- Locals and councils in Western New York are: Council 66 and Council 35, Local 264 and Local 1095.

American Medical Association

AMA is OK on subsequent references if the meaning is clear, as is “*the association.*”

Americas Cup (golf), **America’s Cup** (yachting)**Amherst Bee** (see **newspapers**)**Amherst Central High School**

Located in the **Amherst Central School District** (see **high schools**).

Amherst Chamber of Commerce (see **chambers of commerce**)**Amherst Pepsi Center****Amherst Veterans Canal Park** (see **parks**)**among, between**

- Use among when discussing more than two items.
- Use between when discussing two items.
- But between is OK when writing about three or more items at a time when considered as one group. (“*Negotiations are under way between Business First and the Bush, Gore and Bradley camps for free political ads.*”)

ampersand

Follow a company’s or organization’s preference when using *and* or *&*.

Am-Pol Eagle (see **newspapers**)

Amtrak

Don’t capitalize as AMTRAK for the acronym that means Americans travel by track.

Andover Central School

Located in **Andover Central School District** (see **high schools**).

Andrews Theatre

The name of the physical stage and surrounding area in downtown Buffalo run by the Irish Classical Theatre Company. (See **Irish Classical Theatre Company**.)

animals

- Do not use a personal pronoun unless the animal’s name or sex is known.
- Capitalize the name of an animal. (“*Joe’s dog, Chet, dreams of dog biscuits.*”)
- Capitalize words derived from proper nouns (*Airedale terrier, German shepherd*).

annual

- Do not write “first annual.” Something must be held at least two consecutive years to be called the annual picnic, party, sale, event, etc.
- Annual meeting is always lowercase.

anonymous sources

- Stronger writing has people with names saying things, rather than attributing something to someone unnamed.
- Also, “on condition of anonymity” is not correct. The correct wording is “on the condition of anonymity.”

another

It doesn’t mean additional; it means to duplicate a previous quantity. (“*He said 10 stylemasters praised the book, another 10 were awe-struck by its precision.*”)

ante-

In general, no hyphen (*antechamber*).

anti-

Most words are hyphenated. Check the AP Stylebook for exceptions.

anybody, any body, anyone, any one

- One word for the indefinite reference. (*“Anyone can write a stylebook,” critics said.*)
- Two words when singling out someone from a group. (*“Any one of them is welcome to try,” he replied.*)

anxious

It’s not a synonym for eager; it means being in a state of anxiety.

apostrophe

- Singular nouns that do not end in *-s* add an *'s* (*the stylebook's pages*).
- This rule also applies to singular nouns that end in *-ce*, *-x* and *-z* (*the prince's political theories*, *Marx's book*, *Phoenix's weather*).
- Singular common nouns ending in *-s* take an apostrophe (*the witness' story*).
- An apostrophe is used for singular proper names ending in *-s* (*Dickens' novels*).
- Add an *'s* for plural nouns not ending in *-s* (*women's leagues*).
- Just add the apostrophe for plural nouns ending in *-s* (*states' rights*, *girls' leagues*).
- The same rule applies to nouns that are plural in form but singular in meaning (*measles' effects*).
- Follow those rules again with plural words in the formal name of a singular entity (*General Motors' customers*).
- Treat nouns that are both singular and plural as plurals, even if the meaning is singular (*the two deer's tracks*).
- When dealing with a compound word, add an apostrophe or an *'s* to the word closest to the object possessed (*the attorney general's request*). However, sometimes it is better to rewrite the sentence (*the request of the attorney general*).
- Use a possessive form after the last word if there is joint ownership (*Hale and Bee Bopp's stylebook*).
- Do not use an apostrophe for a word that is used primarily in a descriptive sense (*a writers guide*). The test here is if the words *for* or *by* can be substituted for *of* (*a guide for writers*). However, an *'s* is needed when a word involves a plural form that does not end in *-s* (*a children's hospital*).
- Although there is no blanket rule against creating a possessive form for an inanimate object, it would be better to avoid excessive personification and use the *of* construction (*the effects of measles*).
- Use an apostrophe when omitting figures (*the '60s*). And to form the plural of a single letter (*the Oakland A's*).
- An apostrophe indicates possession, not description. So a phrase such as *“seven months pregnant”* has no hyphen or apostrophe because it is descriptive, not possessive. However, a phrase such as *“two years' probation,”* or *“four years' experience,”* needs an apostrophe because it is possessive.
- That also applies with labels that are not possessive (*Bills quarterback Hale Bopp*, *Teamsters President Pug Mahoney*). When in doubt, substitute an equivalent word that doesn't end in *-s* and see if it works as a possessive. Hint: It won't. You wouldn't write *“team's quarterback Bopp”* or *“union's president Mahoney.”* That's not to say there aren't some legitimate possessive constructions. (*“The Bills' quarterback, Hale*

Bopp” is about the team’s QB. Likewise, “*The Teamsters’ president, Pug Mahoney*” is about the union’s president.)

arbitrator, mediator

- An arbitrator hears evidence from all sides in a labor dispute and then hands down a decision.
- A mediator listens to the positions of each side and then tries to bring them to an agreement.

Arcade Chamber of Commerce (see **chambers of commerce**)

Arcade & Attica Railroad (note ampersand)

Arcade Herald (see **newspapers**)

arch-

No hyphen unless a capitalized word follows (archbishop, arch-Republican).

Archbishop Walsh High School

A private, Catholic coeducational high school in Olean. See **high schools**.

Arkport Central School

Although not in Western New York, some students from the Allegany County towns of Almond, Birdsall and Burns attend the school in the Arkport Central School District.

Artpark

- OK on all references for the entertainment venue.
- The surrounding property is the Earl W. Brydges Artpark State Park (see **parks**).

Artvoice (see **newspapers**)

Asbestos Workers union

Local No. 4 is in Western New York.

Assembly

- The lower house of the state Legislature. Capitalize it and spell it out.
- Lowercase it when using it generically or in plural constructions.
- Capitalize Assembly District unless using it in a generic or plural construction.
- Those elected to serve are called assembly members, not assemblymen.

assets

- Everything a company owns or is owed.
- Current assets are cash, investments, money owed, unused raw materials and unsold products.
- Fixed assets are buildings, machines and land.
- Intangible assets are patents and goodwill.

assure, ensure, insure (see also **ensure, insure**)

- Reporters can assure their editors that copy is correct by checking facts.
- But publishers may want to insure the paper to ensure they won't go broke if they lose a libel suit.
- In other words, insure means the insurance business and ensure means make sure.

as to whether

Whether will suffice.

as yet

Yet will work and not waste words.

athletic teams

- Capitalize teams, associations, leagues and common nicknames.
- When writing about a team by its city, use the singular construction. Use the plural when writing with the nickname. ("*Buffalo is a strong team.*" "*The Bills are a strong team.*")

at large

It's two words when referring to someone representing more than a single unit.

ATM

Acceptable in all references for automated teller machine (not automatic). Don't use the redundant ATM machine.

Attica Golf Club (in Attica; see **golf courses**)

Attica Senior High School

Located in the **Attica Central School District** (see **high schools**).

attorney, lawyer (see **lawyer**)

- An attorney (usually a lawyer) is hired to represent another person in a matter.
- A lawyer is someone admitted to practice law in a court system (and can be called an attorney at law).
- Don't abbreviate or capitalize attorney unless it's a title before a name (*District Attorney Hale Bopp* – see **district attorney**).
- The plural of attorney general is attorneys general; don't abbreviate.
- Capitalize U.S. Attorney before an appointee's name (see **judicial branch**). The U.S. attorney for the Western District of New York has its main office in Buffalo.

attribution

Avoid putting attribution before a quote unless a different person is being quoted immediately after another's quote ends. The attribution before the quote immediately tells the reader that someone else is talking.

Audubon Golf Course (in Amherst; see **golf courses**)

Audubon Industrial Park

automobiles

Capitalize brand names (*Ford, Mustang, MG*), but lowercase generic terms (*Mack truck, Chevy van*).

average, mean, median, norm

- Average is the result of adding a column of numbers and then dividing the sum by the quantities. For example, $1+2+3+4+5=15$. Divide 15 by 5 and the answer is 3, the average.
- Mean is an intermediate figure between two extremes. For example, if the scores on a style test ranged from 56 to 90, the mean would be 73.
- Median is the middle number in a series. In the first example, the median is 3.
- Norm is the standard of average performance for a group. Think of Norm on “Cheers,” everybody knew his name so he was the norm for that bar’s patrons.

awhile, a while

People “stay awhile” or “stay for a while.” The preposition signals two words.

B

baby boomers

The generation born between 1946-64. Do not capitalize or hyphenate unless part of an adjectival phrase.

baby-sit, baby-sitting, baby sitter (the noun is not hyphenated)

back-

- backache, backboard, backbone, backcourt, backfield, background, backhand, backlog, back office back room (n), back-room (adj), back seat (n), back-seat (adj), back stairs (n), backstairs (adj), backstop, backstretch, backstroke, back up (v), backup (n & adj), back yard (n), backyard (adj)
- comeback, flareback, halfback, rollback, setback, throwback (all nouns)

backward (not backwards)

bad, badly

Be careful not to use bad as an adverb. Yet if James Brown were to sing, "*I feel bad,*" he'd be using an idiomatic expression to say he has the blues.

bailout (n & adj)

Bakery Workers union

This is OK in all references to the Bakery and Confectionery Workers' International Union of America. Western New York locals are Local 16 and Local 429.

balance of payments, balance of trade

- The balance of payments is the difference between the amount of money leaving a country and the amount entering in a specific time period. It includes the purchase of goods and services, loans, foreign aid, etc. subtracted from the amount foreign nations send for the same reasons.
- Balance of trade is the difference between the monetary value of the goods a nation imports and the goods it exports.

ball-

ball-bearing, ball boy, ballclub, ball game, ball handler, ballpark, ballplayer, ballroom

baloney, bologna

- Exaggerated talk is baloney.
- Bologna is lunch meat, even if it's pronounced "baloney."

Bank of Akron

Bank of Castile

Bank of Cattaraugus

Do not confuse this with Cattaraugus County Bank, which is a different and larger bank in Little Valley. Bank of Cattaraugus is based in the Village of Cattaraugus.

Bank of Holland

bankruptcy

Be careful not to write that a person or company is bankrupt if it has financial problems and has filed to reorganize – either voluntarily or because of a court order – under federal bankruptcy laws. Someone or something is not bankrupt until adjudicated so. When writing a story about a company filing for protection from creditors, specify the chapter the company or person is using. Among them:

- Chapter 7: Usually leads to liquidation of a company unless it can settle with creditors. The company can still do business under direction of a court trustee.
- Chapter 11: This gives a company court protection and frees it from threats of lawsuits by creditors while it reorganizes. The reorganization plan must be approved by a majority of the creditors.
- Chapter 12: This gives the same terms and court protection as Chapter 11 but is designed for family farms.
- Chapter 13: This is for individuals who promise to repay as many debtors as possible from available income.

banks

On first reference, write these major bank names the way they are written below:

| | |
|----------------------------------|------------------------------|
| Alden State Bank | First Niagara Bank |
| Bank of Akron | First Tier Bank & Trust |
| Bank of Castile | Fleet Bank |
| Bank of Cattaraugus | Greater Buffalo Savings Bank |
| Bank of Holland | HSBC Bank USA |
| Cattaraugus County Bank | Jamestown Savings Bank |
| Charter One | KeyBank |
| The Chase Manhattan Bank | Lake Shore Savings & Loan |
| Citibank | M&T Bank |
| Community Bank N.A. | Medina Savings and Loan |
| Evans National Bank of Angola | Pavilion State Bank |
| First National Bank of Rochester | Wyoming County Bank |

bar

Lowercase when writing about an association of lawyers, who are “members of the bar.”

Bar Association of Erie County

The *Erie County Bar* or *the bar* on subsequent references.

Barker High School

Located in the **Barker Central School District** (see **high schools**).

Bartlett Country Club (in Olean; see **golf courses**)

Bartlett Theatre (at Fredonia State College)

baseball

- When writing about events or people in the National and American leagues, it's OK to write major league baseball. (*"Hale Bopp never played major league baseball."*)
- Write Major League Baseball if you mean the formalized organizational structure that includes the National and American leagues.
- There are several levels of minor leagues. The Buffalo Bisons are a Triple-A team.

Bassett Park (see **parks**)

Batavia, City of

County seat of Genesee County (see **Genesee**).

Batavia Country Club (in Batavia; see **golf courses**)

Batavia Daily News (see **newspapers**)

Batavia Downs**Batavia High School**

Part of the **Batavia City School District** (see **high schools**).

bear market (see **bull market**)

Note each are lowercase.

- A bear market means falling stock prices.
- A bull market means increasing stock prices.

Beaver Island State Park (see **parks**)

Beaver Island State Park Golf Course (on Grand Island; see **golf courses**)

because, since

- Use because to denote a specific cause-effect. (*"He read the stylebook because he needed an answer."*)
- Use since when the first event led to another event, but was not its direct cause. (*"He read the stylebook since he was waiting at the airport without any romance novels."*)

Beechwood Golf and Country Club (in Niagara Falls, Ont., see **golf courses**)

Bee Publications Inc. (see **newspapers**)

The corporate name for a group of weekly newspapers in Erie County (Amherst Bee, Cheektowaga Bee, Clarence Bee, Depew Bee, East Aurora Bee, Ken-Ton Bee, Lancaster Bee, Orchard Park Bee, West Seneca Bee)

believed to be/in memory

- Don't use these phrases to hide that we don't know something. (*"It is believed to be the biggest stylebook ever written."* *"It is the biggest effort in memory."* Either it was the biggest or it wasn't. Find out.)
- Don't make a definite number sound like a guess just to avoid starting a sentence with a number. (*"About 44 stylebooks were destroyed."*) If you know it was 44 then write *"Forty-four stylebooks were destroyed."* If you don't know then write *"About 40 to 45 stylebooks were destroyed."*

Bell Atlantic (see **Verizon Communications**)

Former name for what is now called Verizon Communications.

Belmont

An Allegany County village and the county seat. See **Allegany**.

Bemus Point Golf Course (in Bemus Point; see **golf courses**)

bemused

This is not a synonym for amused. Someone who is bemused is puzzled or preoccupied.

Benderson Development Co. Inc.

Bennett Beach (see **parks**)

Bennett High School

Located in the **Buffalo City School District** (see **high schools**).

Bertrand Chaffee Hospital (in Springville; see **hospitals**)

beside, besides

- Beside means at the side of someone or something.
- Besides means in addition to.

best-

- best-dressed, best-informed, best-liked, best man, best-paid, best seller, best-selling.
- However, the hyphens are omitted when the compound adjectives follow the noun they modify. (*"A survey found stylebook readers are the best informed."*)

Best Western Inn

The hotel chain either puts the community name (or another designation) before the Inn (Best Western Lockport Inn, Best Western Summit Inn), or after (Best Western Inn On The Avenue, Best Western Inn On The River).

Bethany Hills Golf Course (in Bethany; see **golf courses**)

Bethlehem Steel Corp.

between

- Don't write, "*The project will cost between \$100 and \$200 million,*" unless you really mean it will cost between one hundred dollars and two hundred million dollars. Since that's unlikely, what you meant to write was "*The project will cost between \$100 million and \$200 million.*"
- Also, note the phrasing in the second example above. Correct phrasing uses *and* instead of "...*between \$100 million to \$200 million.*" It's correct to use *to* in phrasing such as "...*from \$100 million to \$200 million.*"
- Don't replace *to* with a hyphen, except in adjectival phrases ("*...his 1996-99 term as stylemaster*").

bi-

In general, no hyphen unless a capitalized word follows.

biannual, biennial

- Biannual means twice a year and is a synonym for semiannual (see **bimonthly** and **biweekly**).
- Biennial means every other year.

Big Board

Acceptable on subsequent references for the New York Stock Exchange.

big brother

- A person's older brother is a big brother.
- A Big Brother is a member of Big Brothers/Big Sisters Inc. Or it can refer to the watchful government.

bimonthly, semimonthly

- Bimonthly means every other month.
- Semimonthly means twice a month.

Birch Run Country Club (in Allegany; see **golf courses**)**Bishop Timon-St. Jude High School** (note the hyphen)

Bishop Timon or Timon is OK on subsequent references. A private, Catholic high school for boys in Buffalo. (see **high schools**).

biweekly, semiweekly

- Biweekly means every other week.
- Semiweekly means twice a week.

BJ's Wholesale Club (see **department stores**)**black-**

blackjack, blacklist, blackmail, blackout, black tie (n), black-tie (adj), blacktop

Black Chamber of Western New York (see **chambers of commerce**)

Blind Association of Western New York

It is now called the **Elizabeth Pierce Olmsted M.D. Center for the Visually Impaired**. That's a mouthful, so use the formal name on first reference and then use "the association" or "the center" afterward.

bloc

A bloc (NOT block) is a coalition of people or a group with the same purpose.

Blue Bird Coach Lines Inc.

blue blood (n), **blue-blooded** (adj)

blue chip stocks

Stock in a company with a good record of making money and paying dividends.

BlueCross BlueShield of Western New York

Note capitalization and spacing; its HMO is Community Blue (see **HealthNow**).

board

Capitalize only when part of a proper name. Otherwise, lowercase constructions such as board of directors, board of trustees.

Bob-O-Link Golf Course (in Orchard Park; see **golf courses**)

BOCES (capitalized, no periods)

This acronym for Board of Cooperative Educational Services is OK on all references.

Boilermakers union (see **international – unions**)

Local 7 is in Western New York.

Bolivar Junior-Senior High School

Located in the **Bolivar-Richburg School District** (see **high schools**)

bona fide (two words)

bond ratings

The biggest two are by Moody's Investors Services Inc. and Standard & Poor's Corp.

Bonds Lake Park (see **parks**)

The Bon-Ton Stores Inc. (see **department stores**)

Note the capitalized “The” and hyphen in Bon-Ton. On subsequent references, writing the Bon-Ton is OK

book-

- bookbinder, bookcase, book club, book dealer, bookend, book jacket, bookkeeper, bookmaker, bookmark, bookmobile, bookseller, bookshelf, bookshop, bookstore
- Also, bankbook, checkbook, notebook, pocket book (a small book), pocketbook (a billfold or purse), reference book, schoolbook, storybook (n & adj), textbook

Bookbinders Local 17-34

book value

The book value of a stock is the difference between corporate assets and liabilities.

borders

- Use country names in their plain form when writing about two nations in a hyphenated sentence that describes a mutual border (*the U.S.-Canada border*).
- Use the descriptive form when one country is understood and only the neighboring country is specified (*the Canadian border*).

Botanical Gardens of Buffalo & Erie County

Botanical Gardens is OK in all references. However, specify the one in Lackawanna if you’re writing about several.

Boulevard Mall

boundary (note the a)

box-

boxcar, boxholder, boxlike, box lunch, box office (n), box-office (adj), box score, box seat, box spring (n), box-spring (adj), box supper, boxwood

boycott, embargo

- A boycott is an organized refusal to buy products or services, or to deal with a particular merchant or group of merchants.
- An embargo is a legal act prohibiting goods from entering or leaving a country.

brand names

- Capitalize them when used, but use them only if essential to a story or to lend an air of realism. (*“Hale Bopp spit out the Coke in disbelief, then cursed and again read the rookie reporter’s awkward copy.”*)
- When a company sponsors an event, use its name in first reference, unless it would make a lede or sentence cumbersome. A generic name is OK in other references. (*“St. Bonaventure lost the only Business First Tobacco Bowl game ever played. Muhlenberg College beat St. Bona, 21-20, in the 1946 bowl game.”*)

brand-new (note hyphen)

bread-

bread and butter (n, in the sense of a livelihood), bread-and-butter (adj), breadbasket, breadbox, bread crumbs, breadfruit, bread line, breadstick, breadwinner.

break-

breakdown (n), break in (v), break-in (n & adj), breakoff (n), breakthrough (n), break up (v), breakup (n & adj), breakwater

Bricklayers union

- Acceptable in all references for the Bricklayers, Masons and Plasterers' International Union of America, also known as the Bricklayers and Allied Craft Workers union
- Local 2, Local 45 and Local 1807 are in Western New York.

bricks-and-mortar

Hyphenate the term, often used as an adjectival phrase when writing about dot-coms, to describe an actual structure. (*"The company is trying to phase out its bricks-and-mortar presence in favor of its online offerings."*)

Bridgewater Country Club (in Fort Erie, Ont.; see **golf courses**)

Brierwood Country Club (in Hamburg; see **golf courses**)

Bright Meadows Golf Course (in Akron; see **golf courses**)

Brighton Golf Course (in the Town of Tonawanda; see **golf courses**)

Brighton Park (see **parks**)

Bristol Mountain (see **ski areas**)

broadcast

The past tense is also broadcast.

broadcast stations (see **call letters**)

Broadway, off-Broadway, off-off-Broadway

These refer to distinctions made by union contracts for pay scales. Actors and some workers have one rate for Broadway productions in New York City, a lower rate for smaller theaters (off-Broadway), and a still lower rate for productions that use actors for a limited time (off-off-Broadway).

Broadway Market**Brocton Middle High School**

Located in the **Brocton Central School District** (see **high schools**)

Brookfield Country Club (in Clarence; see **golf courses**)

Brooks Memorial Hospital (in Dunkirk; see **hospitals**)

Bryant & Stratton Business Institute (see **colleges**)

- Note the ampersand. Also, avoid calling it a college on subsequent references.
- There are several satellite campuses: On first reference, for example, the Bryant & Stratton Downtown Campus; on subsequent references, the campus downtown.

BryLin Hospitals (in Buffalo; see **hospitals**)

Note the capital L and the plural hospitals.

Buckhorn Island State Park (see **parks**)

Buffalo

- County seat of Erie County (see Erie County).
- See **governmental bodies** entry for capitalization guidelines.

Buffalo Academy of the Sacred Heart

Use full name on first reference; Sacred Heart is OK on subsequent references for the private, Catholic high school for girls in Amherst. See **high schools**.

Buffalo Academy for the Visual & Performing Arts

- Note the ampersand.
- Performing Arts is OK on subsequent references.
- Located in the **Buffalo City School District** (see **high schools**).

Buffalo AFL-CIO Council

Buffalo Alternative High School

Located in the **Buffalo City School District** (see **high schools**).

Buffalo Association of Insurance and Financial Advisors Inc.

- Note spelling of adviser has an *-or* in this group's name.
- Formerly known as the Buffalo Life Underwriters Inc.

Buffalo Challenger (see **newspapers**)

Buffalo Criterion (see **newspapers**)

Buffalo Convention Center

The Convention Center is OK in subsequent references, but specify Buffalo's if writing about more than one.

Buffalo & Erie County Historical Society

The Historical Society is OK on all references, but specify Buffalo's if writing about more than one.

Buffalo & Erie County Naval & Serviceman's Park

The Naval & Serviceman's Park is OK on first reference, the Naval Park on subsequent references. Specify Buffalo's if writing about more than one.

Buffalo & Erie County Public Library (see libraries)

- The library on subsequent references, not B&ECPL.
- The Central Library is the downtown branch and the main administrative offices.
- When writing about a branch, use its name and write "... *Branch Library* ..."
(*Cazenovia Branch Library, the library*).
- The branches are:

Akron Delano Memorial Library

Alden Ewell Free Library

Angola Public Library

Anna M. Reinstein Memorial Library

Audubon Branch Library

Blasdell Branch Library

Boston Free Library

Brighton Branch Library

Cazenovia Branch Library

Clarence Public Library

Clearfield Branch Library

Collins Free Library

Concord Public Library

Crane Branch Library

Depew Branch Library

Dudley Branch Library

East Aurora Library

East Clinton Branch Library

East Delavan Branch Library

Eden Library

Eggertsville-Snyder Branch Library

Elma Public Library

Fairfield Branch Library

Fronczak Branch Library

Gowanda Free Library

Grand Island Memorial Library

Greenhaven Branch Library

Hamburg Branch Library

Julia Boyer Reinstein

Kenilworth Branch Library

Kenmore Branch Library

Kensington Branch Library

Lackawanna Public Library

Lake Shore Branch Library

Lancaster Public Library

Marilla Free Library

Martin Luther King Branch Library

Mead Branch Library

Niagara Branch Library

North Cheektowaga Branch Library

North Collins Memorial Library

North Jefferson Branch Library

North Park Branch Library

Northwest Branch Library

Orchard Park Public Library

Parkside Branch Library

Riverside Branch Library

South Cheektowaga Branch Library

Tonawanda City Public Library

West Falls Branch Library

West Seneca Public Library

Williamsville Branch Library

Buffalo Fine Arts Academy

The governing organization of the Albright-Knox Art Gallery.

Buffalo General Hospital (in Buffalo; see **hospitals**)

A member of the Kaleida Health system.

Buffalo Independent Secondary School Network

BISSNET is OK on subsequent references.

Buffalo Jewish Review (see **newspapers**)**Buffalo Medical Group****Buffalo Museum of Science**

The Science Museum is OK on all references, but specify Buffalo's if writing about more than one.

The Buffalo News

Capitalize *The*, even in the middle of a sentence on first reference. On subsequent references, just write *the News* (see **newspapers**).

Buffalo Newspaper Guild

- The guild is OK on subsequent references.
- In Western New York, it's Local 26

Buffalo Niagara Association of Realtors

Formerly known as the Greater Buffalo Association of Realtors. Use *the association* on subsequent references.

Buffalo Niagara Convention & Visitors Bureau (see **CVB**)

- The formal name for the former **Greater Buffalo Convention & Visitors Bureau**.
- CVB is still OK on subsequent references.

Buffalo Niagara Enterprise

The business effort to attract investment and new jobs; no hyphen. Spell it out on first reference, and BNE would make a better second reference than *the enterprise* (*the group* is less confusing than *the enterprise*), but be conscious of alphabet soup.

Buffalo Niagara International Airport

The airport's formal name; no hyphen.

Buffalo Niagara Medical Campus

Use this term on first reference when writing about the series of medical facilities in the High Street area. Use "the medical campus" (lowercase) on subsequent references.

Buffalo Niagara Partnership (see **chambers of commerce**)

No hyphen; although it's not called a chamber of commerce, it is one. The Partnership is OK on subsequent references.

Buffalo Philharmonic Orchestra

Buffalo Philharmonic or BPO on subsequent references.

Buffalo Place

- Buffalo Place is a pedestrian mall along Main Street.
- Buffalo Place Inc. is an agency.

Buffalo Psychiatric Center (in Buffalo; see **hospitals**)

Buffalo Raceway

A harness racing track on the grounds of the Erie County Fair in Hamburg.

Buffalo Rocket (see **newspapers**)

The Buffalo Seminary

A private high school for girls in Buffalo. See **high schools**.

Buffalo Ski Club (see **ski areas**)

Buffalo Society of Natural Sciences

The parent organization of the Buffalo Museum of Science and the Tiffit Farm Nature Preserve.

Buffalo State College (see **colleges and universities**)

Buffalo State on subsequent references.

Buffalo Traditional High School

Located in the **Buffalo City School District** (see **high schools**).

Buffalo Zoological Gardens

Buffalo Zoo is acceptable in all references, or the zoo on subsequent references if it is clear you mean only Buffalo's zoo.

building

Never abbreviate; capitalize when it is part of a proper name.

Building and Construction union

The short form is OK in all references. The Western New York local is Local 22.

build up (v), **build-up** (n & adj)

bull market (see **bear market**)

Note each are lowercase.

- A bear market means falling stock prices.
- A bull market means increasing stock prices.

Bureau of Forestry (see **parks**)

Burgard Vocational High School

Located in the **Buffalo City School District** (see **high schools**).

Burlington Coat Factory (see **department stores**)

Burt Flickinger Athletic Center

- Consists of a field house and natatorium for Erie Community College-City.
- Flickinger Center is OK on subsequent references (see **Erie Community College**).

The Business Council of New York State

The Business Council or the council on subsequent references.

buy out (v), **buyout** (n & adj)

by-

No hyphen, unless the word that follows is capitalized. By-election is an exception.

Byrncliff Country Club (in Varysburg; see **golf courses**)

Byron-Bergen High School

Part of the **Byron-Bergen Central School District** (see **high schools**).

C

cabinet, cabinet titles

- Capitalize references to the executive advisers to differentiate them from a cupboard. (“*It is expected President Hale Bopp will make his final Cabinet selections today.*”)
- Capitalize the full title before a name, lowercase it afterward (*Secretary of State Hale Bopp*, but *Hale Bopp, secretary of state*).

cable television

Lowercase all references as cable television or cable TV unless writing about a specific network (Cable News Network, which can be written as CNN on all references, etc.).

CAD (see computer-aided design)

call

In the securities business, it is an option to buy a security at a specified price.

call letters

- Capitalize all radio call letters and hyphenate with an AM or FM on first reference. On subsequent references, just the call letters are sufficient.

- **AM radio stations:**

WBEN (Buffalo)

WBTA (Batavia)

WCJW (Warsaw)

WDOE (Dunkirk)

WECK (Buffalo)

WGGO (Salamanca)

WGR (Buffalo)

WHDL (Olean)

WHLA (Grand Island)

WJLJ (Niagara Falls)

WJTN (Jamestown)

WKSN (Jamestown)

WLSV (Wellsville)

WLVL (Lockport)

WMCB (Medaille College)

WMNY (Buffalo)

WNED-AM (Buffalo)

WOEN (Olean)

WRUB (University at Buffalo)

WSPQ (Springville)

WTOR (Youngstown)

WUFO (Buffalo)

WWKB (Buffalo)

WWWS (Buffalo)

WXRL (Lancaster).

- **FM stations:**

WALF (Alfred University)

WBFO (Buffalo, public)

WBLK (Buffalo, commercial)

WBNY (Buffalo State College)

WBUF (Buffalo, commercial)

WCCG (Canisius College)

WCID (Friendship, public)

WCOT (Jamestown, public)

WCOU (Warsaw, public)

WCQA (Fredonia, commercial)

WCVF (Fredonia State College)

WDCX (Buffalo, commercial)

WDVL (Fredonia State College)

WEDG (Buffalo, commercial)

WFBF (West Seneca, public)

WGCC (Genesee Community College)

WGRF (Buffalo, commercial)

WHTT (Buffalo, commercial)

WHUG (Jamestown, commercial)

WJSL (Houghton, public)

WJQZ (Wellsville, commercial)

WJYE (Buffalo, commercial)

WKSE (Buffalo, commercial)
WLOF (Buffalo, commercial)
WMJQ (Buffalo, commercial)
WMXO (Olean, commercial)
WNED (Buffalo, public)
WNJA (Jamestown, public)
WNSA (Buffalo, commercial)

• **Television stations:**

WFHW (Buffalo, Channel 58)
WGRZ (Buffalo, Channel 2)
WIVB (Buffalo, Channel 4)
WKBW (Buffalo, Channel 7)
WNED-TV (Buffalo, Channel 17)

- Note that WNED has an AM & FM radio signal as well as a TV signal.

• **Prominent Canadian radio stations in the WNY market:**

CHUM-AM/FM (Toronto)
CJRN-AM (Niagara Falls)

• **Prominent area Canadian television stations:**

CBLT (Channel 5, the CBC affiliate in Toronto)
CFMT (Channel 47, an independent station in Toronto)

WOLN (Olean, public)
WPIG (Olean, commercial)
WQRT (Salamanca, commercial)
WSBU (St. Bonaventure University)
WUBJ (Jamestown, public)
WWSE (Jamestown, commercial)
WYRK (Buffalo, commercial)

WNGS (Springville, Channel 67)
WNLO (Buffalo, Channel 23)
WNYB (Jamestown, Channel 26)
WNYO (Buffalo, Channel 49)
WUTY (Buffalo, Channel 29)

CKEY-FM (Niagara Falls)
CKTB-AM (St. Catharines)

CFTO (Channel 9, the CTV affiliate in Toronto)
CHCH (an independent station in Hamilton)

call up (v), **call-up** (n & adj)

CA One Services Inc. (see **Delaware North Cos. Inc.**)

Canada

- Montreal, Ottawa, Quebec City and Toronto stand alone.
- Communities familiar to Western New Yorkers (*Fort Erie, Welland, St. Catharines, etc.*) can stand alone.
- Always differentiate between Niagara Falls, Ont., and Niagara Falls, N.Y.
- All other communities should have their province name attached (*St. John's, Newfoundland; Saint John, New Brunswick*)
- Ontario can be abbreviated only with a community name; all other provinces are always spelled out whether with a community name or standing alone.
- There are 10 provinces. Loosely, from east to west with their capitals in parenthesis: Newfoundland (St. John's), Nova Scotia (Halifax), Prince Edward Island (Charlottetown), New Brunswick (Saint John – note that Saint is spelled out and that there is no 's), Quebec (Quebec City), Ontario (Toronto), Manitoba (Winnipeg), Saskatchewan (Regina), Alberta (Edmonton) and British Columbia (Vancouver).
- The provinces of Newfoundland, New Brunswick, Prince Edward Island and Nova Scotia are called the Maritimes. Always capitalize and spell it out just as you would New England. (“*I left my home in the Maritimes and headed down the turnpike for New England.*”)

- There are also three territories. From east to west, with capitals in parenthesis: Nunavut (Iqaluit), Northwest Territories (Yellowknife) and Yukon (Whitehorse).

Canadian

A resident of Canada. Do not spell it Canadiens unless referring specifically to the National Hockey League team from Montreal.

Canaseraga Central School

Located in **Canaseraga Central School District** (see **high schools**).

Canisius College, Canisius High School

- The college is on Main Street in Buffalo (see **colleges**).
- The Wehle School of Business is part of Canisius College.
- See **Demske Sports Complex** and **Koessler Athletic Center**
- The private high school for boys is on Delaware Avenue in Buffalo (see **high schools**). Although members of the Society of Jesus (the Jesuits) run both, they are otherwise unaffiliated.

Cannon Design

An architecture, planning and engineering firm in Western New York.

cannon, canon

- A cannon is a weapon.
- A canon is a law or rule.

cannot (one word)

canvas, canvass

- Canvas is heavy cloth
- Canvass is a noun and verb meaning a survey.

capital, capitol

- The city where a seat of government is located is a capital.
- Capital is also money, equipment or property used in business.
- Capitol is a building housing a government's legislative chamber and/or offices. Capitalize when referring to the federal Capitol or to state capitols. So, Capitol building is redundant.

capital gain, capital loss

The difference between what a capital asset cost and the price it brought when sold.

capitalization

Avoid unnecessary capitals and consult the AP Stylebook for specific examples.

PROPER NAMES:

- Capitalize some nouns such as compass points, party, river, point, street, etc. when part of a full name (*South Buffalo, Democratic Party, Niagara River, Point Abino, Main Street*).
- Capitalize references to specific government bodies (*Congress, Senate, Legislature, Assembly, Court, Cabinet* – see the AP Stylebook).
- Lowercase proper names in plural uses (*the Democratic and Republican parties, the Niagara and Buffalo rivers, Court and Main streets*).
- Capitalize an organization’s official name on first reference (*the Buffalo Common Council, the West Seneca Board of Education*).
- When a story’s context makes it clear that you mean that specific organization on subsequent references, the organization’s name is still capitalized – providing you have merely dropped the community name from the identification (*the Common Council, the Board of Education*).
- However, if you further abbreviate it as well as drop the community name, then it is not capitalized (*the council, the board*).
- Articles or prepositions of three or fewer letters are lowercased and those of four or more letters are capitalized in names of companies, organizations, titles of books, movies, etc. (“*Gone With the Wind*”).
- But an article or preposition is capitalized if it’s the first word in the name or title.

POPULAR NAMES:

- Some places have their names capitalized even when not part of the official name (*South Buffalo, the Valley, the (First) Ward, Kaisertown, the Street (for Wall Street)*).
- Some events also follow this rule (*the Series for World Series, Taste for Taste of Buffalo*). Refer to the above rule about capitalization when only a community or identifying proper noun is dropped.

DERIVATIVES:

- Capitalize words derived from a proper noun that depend on it for meaning (*Marxist*).
- Lowercase words derived from a proper noun that no longer depend on it for meaning (*french fries, herculean, manhattan cocktail, malapropism, pasteurize, quixotic, venetian blind* are mentioned in the AP Stylebook).

TITLES:

- Capitalize formal titles before a name.
- Lowercase titles when used alone or after a name.
- Lowercase job descriptions.
- Drop capitalization of a title that would otherwise be capitalized when it’s being strung together with another title in front of a person’s name (*Senate majority leader and Democratic presidential candidate Hale Bopp*)

OTHER:

- If the material to the right of a colon is an independent clause (i.e., if it could stand on its own as a sentence), then the first word of that independent clause is capitalized. (“*He said: ‘My kingdom for a stylebook.’*”)
- Initials are capitalized, but the words are lowercase. (*ATM* stands for an *automated teller machine*) Proper names are an exception (*FBI* stands for the *Federal Bureau of Investigation*).

carat, caret, karat

- The weight of precious stones is expressed in carats.
- A caret is a proofreader's mark.
- The proportion of pure gold mixed with an alloy is in karats.

Cardinal O'Hara High School

The private, coeducational Catholic high school in Tonawanda; see **high schools**.

Cardinal Hills Golf Course

In Randolph, formerly known as the Conewango Forks Golf Club; see **golf courses**

Carlton Hill State Multiple Use Area (see parks)

Carpenters union

Acceptable in all references for the United Brotherhood of Carpenters and Joiners of America. The main Western New York locals are Local 9 and Local 280.

cash flow

- Earnings plus depreciation allowances is the formal, accounting definition.
- But its more common meaning is the amount of capital on hand. ("*Hale Bopp's cash flow is poor right now, so he can't afford a new stylebook.*")

cash on delivery

The abbreviation c.o.d. is preferred. (See **c.o.d.**)

Casino Niagara (in Niagara Falls, Ont.)

Cassadaga Lakes Country Club (in Cassadaga; see golf courses)

Cassadaga Valley High School

The school is in the **Cassadaga Valley Central School District** (see **high schools**).

Caterpillar

Capitalize the trademark; lowercase the insect.

Catholic

- Use Roman Catholic Church, Roman Catholic or Roman Catholicism in first references to the faith and its believers.
- Lowercase catholic when used in sense of something universal.

Catholic Health System (see hospitals)

The name for several affiliated hospitals and outpatient sites that have joined together for administrative and other functions (cross-listed under their individual names): **Kenmore Mercy Hospital, Mercy Hospital, Our Lady of Victory Hospital, St. Joseph Hospital and Sisters of Charity Hospital.**

Cattaraugus County

County seat is in Little Valley (see **Little Valley**).

Cattaraugus County Bank

Don't confuse this bank based in Little Valley with the Bank of Cattaraugus, which is in the Village of Cattaraugus.

Cattaraugus Indian Reservation (see **Indians**)

Cattaraugus-Little Valley High School

Located in the **Cattaraugus-Little Valley Central School District** (see **high schools**).

Cazenovia Park (in Buffalo; see **parks** and **golf courses**)

CB

Acceptable in all references for citizens band radio.

CD

The abbreviation can stand for compact disc or certificate of deposit; the content of the story should tell the reader. See **compact disk**.

CD-ROM

Note the hyphen and capitalization in all uses.

CEO

- This abbreviation is OK in all references for a chief executive officer. But be wary of alphabet soup sentences like "*Hale Bopp is CEO of CTG.*" In that case, it would be better to spell out chief executive officer.
- Other designations – CFO, COO – can be abbreviated on subsequent references.

censer, censor, censure

- Incense is burned in a censer.
- To censor is to prohibit or restrict something.
- To censure is to condemn.

census

The U.S. Census Bureau is capitalized, but a census is not.

Centennial Park (see **parks**)

Central Library

The main library in downtown Buffalo (see **Buffalo & Erie County Public Library**).

cents

- Spell out and lowercase the word cents.
- Use numerals for amounts (*5 cents, 10 cents*).

- Do NOT write \$.05 or \$.10; use the \$ sign and decimal point only with amounts larger than \$1 (e.g. \$1.05, \$1.10).

century

Lowercase, spelling out only numbers less than 10 (*the first century, the 21st century*).

certified public accountant

CPA (all caps, no periods) is OK on all references.

chairman

- Capitalize when used before a name as a formal title (*Company Chairman Hale Bopp, Committee Chairman Hale Bopp*).
- Do not capitalize when it is a temporary title (*event chairman Hale Bopp*).
- Avoid *chair* and *chairperson*, unless it is part of the formal title.

chambers of commerce

Lowercase all references without a specific community name. See individual listings:

| | |
|----------------------------------------------|------------------------------------------------|
| Alden Chamber of Commerce | Greater South Buffalo Chamber of Commerce |
| Amherst Chamber of Commerce | Greater Toronto (Ont.) Marketing Alliance |
| Arcade Chamber of Commerce | Hamburg Chamber of Commerce |
| Black Chamber of Western New York | Hamilton & District (Ont.) Chamber of Commerce |
| Buffalo Niagara Partnership | Kenmore-Town of Tonawanda Chamber of Commerce |
| Chamber of Commerce of East Aurora | Lackawanna Area Chamber of Commerce |
| Chamber of Commerce of the Tonawandas | Commerce |
| Chautauqua County Chamber of Commerce | Mayville-Chautauqua Area Chamber of Commerce |
| Cheektowaga Chamber of Commerce | Medina Chamber of Commerce |
| Clarence Chamber of Commerce | Niagara USA Chamber |
| Depew/Elma/Lancaster Chamber of Commerce | Orchard Park Chamber of Commerce |
| Evans-Brant Chamber of Commerce | Salamanca Area Chamber of Commerce |
| Fredonia Chamber of Commerce | Springville Chamber of Commerce |
| Genesee County Chamber of Commerce | Warsaw Chamber of Commerce |
| Gowanda Area Chamber of Commerce | Wellsville Area Chamber of Commerce |
| Grand Island Chamber of Commerce | West Seneca Chamber of Commerce |
| Greater Fort Erie (Ont.) Chamber of Commerce | West Valley Chamber of Commerce |
| Greater Olean Area Chamber of Commerce | |

Chamber of Commerce of East Aurora (see **chambers of commerce**)

Chamber of Commerce of the Tonawandas (see **chambers of commerce**)

channel (see **call letters**)

- Capitalize when writing about a specific station (Channel 7), but lowercase when writing in plural form (channels 2, 4 and 7). DO NOT ABBREVIATE.
- Also capitalize if a formal name for a body of water (*the English Channel*), but lowercase it on subsequent references (*the channel*).

chapters

Capitalize when referring to a book or legal code when followed by a number. Always use Arabic figures (*Chapter 3, Chapter 26*). Lowercase when standing alone.

Charles A. D’Amico High School

This is the formal name of the high school in the **Albion Central School District**. However, since many readers will not know it by that name, it should be explained to the reader on first reference. A better solution might be to just call it the **Albion High School**, as the online New York State Education report and the online Western New York Regional Information Network do (see **high schools**).

Charter One Bank

Chase Manhattan Bank

Use The Chase Manhattan Bank on first reference.

Chautauqua-Cattaraugus Library System (see **libraries**)

The system serves public libraries in two counties.

- The Cattaraugus County branches are (use these forms on first reference):
 - Allegany Public Library
 - Blount Library (Franklinville)
 - Cattaraugus Free Library
 - Delevan-Yorkshire Public Library
 - Ellicottville Memorial Library
 - Gowanda Free Library (also a member of the Buffalo & Erie County Public Library system)
 - King Memorial Library (Machias)
 - Memorial Library of Little Valley
 - Olean Public Library
 - Portville Free Library
 - Randolph Free Library
 - Salamanca Public Library
 - Seneca Nation of Indians Library, Allegany Branch
- The Chautauqua County branches are (use these forms on first reference):
 - Ahira Hall Memorial Library (Brocton)
 - Anderson Lee Library (Silver Creek)
 - Ashville Free Library
 - Bemus Point Public Library
 - Cassadaga Branch Public Library
 - Clymer-French Creek Library
 - Darwin Barker Library Association (Fredonia)
 - Dunkirk Free Library
 - Falconer Public Library
 - Farman Free Library (Ellington)
 - Fluvana Free Library (Jamestown)
 - Hazeltine Public Library (Busti)
 - James Pendergast Library Association (Jamestown)
 - Kennedy Free Library
 - Lakewood Memorial Library
 - Mary Seymour Memorial Free Library (Stockton)
 - Mayville Library
 - Minerva Free Library
 - Myers Memorial Library (Frewsburg)
 - Patterson Library (Westfield)
 - Ripley Free Library (Sherman)

Seneca nation of Indians Library,
Cattaraugus Branch
Sinclairville Free Library

Smith Memorial Library (Chautauqua
Institution)

Chautauqua County

County seat is in Mayville (see **Mayville**)

Chautauqua County Chamber of Commerce (see **chambers of commerce**)

Formed from the consolidation of the Northern Chautauqua Chamber of Commerce and the Jamestown Area Chamber of Commerce.

Chautauqua Institution

Chautauqua Lake High School

The school is in the **Chautauqua Lake Central School District** (see **high schools**).

Chautauqua Mall

Chautauqua News (see **newspapers**)

Chautauqua Point Golf Course (in Mayville; see **golf courses**)

check up (v) **checkup** (n)

Cheektowaga Bee (see **newspapers**)

Cheektowaga Chamber of Commerce (see **chambers of commerce**)

Cheektowaga Junior-Senior High School

Located in the **Cheektowaga Central School District** (see **high schools**).

Cheektowaga Times (see **newspapers**)

Chestnut Hill Country Club (in Darien; see **golf courses**)

Chestnut Ridge Park (see **parks**)

chief executive officer (see **CEO**)

Other designations – chief financial or fiscal officer (CFO), chief operating or operations officer (COO) – are only abbreviated on subsequent references because there can be some ambiguity as to their exact meaning and the first reference gives the exact meaning. However, the general understanding of CEO is someone who is the boss, so it is OK in all references.

Children's Hospital (in Buffalo; see **hospitals**)

A member of the Kaleida Health system. Note the apostrophe.

China

- When used alone, it refers to the mainland nation.
- If you mean a community on the island of Taiwan, then write Nationalist China or make it clear in the story that you mean Taiwan.

chord (music and math), **cord** (vocal and wood)

Christian Central Academy

The private high school is in Williamsville. See **high schools**.

Christ the King Seminary (see **colleges**)

church

- Capitalize when part of a formal name of a building or a denomination; lowercase in other uses (*St. Louis Roman Catholic Church, Holy Trinity Church, the Roman Catholic Church, the Catholic and Episcopal churches, a Baptist church, a church*).
- Lowercase when used in an institutional sense. ("*Hale Bopp believes in the separation of church and state.*")

Cigna Cos. (note lowercase letters and plural construction)

Ciminelli Development Co. Inc. (see **construction**)

Do not confuse Ciminelli Development (OK on subsequent references) with the Louis P. Ciminelli Construction Co. Ciminelli Development is a real estate development and management company while Louis Ciminelli Construction (OK on subsequent references) is a general contractor and construction manager.

Citibank

cities (see **communities**)

- There are 11 cities in Western New York.
- Capitalize when referring to a specific city government or department (*City of Buffalo Police Department*). Ditto for all other municipal forms (*Town of Colden, Village of Akron*).
- WNY cities (followed by county in parenthesis) are: Batavia (Genesee), Buffalo (Erie), Dunkirk (Chautauqua), Jamestown (Chautauqua), Lackawanna (Erie), Lockport (Niagara), Niagara Falls (Niagara), North Tonawanda (Niagara), Olean (Cattaraugus), Salamanca (Cattaraugus) and Tonawanda (Erie).
- There are six communities where the city and a town share the same name. Always differentiate between them in stories, only dropping the city or town designation when the municipality you mean is clear. The communities that share a name are: cities and towns of Olean and Salamanca in Cattaraugus County, Dunkirk in Chautauqua County, Tonawanda in Erie County, Batavia in Genesee County, and Lockport in Niagara County.

citizen, resident, subject, national, native

- A citizen is someone who has full rights of a nation either by birth or naturalization.
- Technically, only the federal government grants citizenship, so the use of the word resident should refer to people living in cities or states.
- A subject is someone who lives in a monarchy.
- The term national is applied to someone not living in the country where he or she is a citizen. (*“Hale Bopp is a U.S. national living in Ireland.”*)
- Native means someone was born there. (*“Buffalo is Hale Bopp’s native town.”*)

citizens band (no apostrophe, see **CB**)**city council**

- Capitalize when referring to a specific legislative body (*Batavia City Council*).
- Also capitalize it if the municipality is understood.
- Lowercase in generic uses.

city hall

- Capitalize when referring to a specific building (*Buffalo City Hall, or City Hall*).
- Lowercase plural and generic uses.

City Honors High School

Located in the **Buffalo City School District** (see **high schools**).

citywide**Civil Service****Civil Service Employees Association** (see **CSEA**)

It can be abbreviated as CSEA in all references, but be sure to mention what local you mean for the government employees union.

Clarence Bee (see **newspapers**)**Clarence Chamber of Commerce** (see **chambers of commerce**)**Clarence Senior High School**

Located in the **Clarence Central School District** (see **high schools**).

class-

class book, class day, classmate, classroom. Also, class of 1977 (or '77).

Class A (for office space)**clean up** (v), **cleanup** (n & adj)

clear-

clear-cut, clear-eyed, clearheaded, clear-minded, clearsighted

Cleveland Hill High School

Located in the **Cleveland Hill Union Free School District** (see **high schools**).

ClientLogic

One word, capital L; formerly known as Softbank Services.

close

Avoid the redundant close down.

closed shop, union shop, agency shop

- A closed shop requires workers to be union members before going to work.
- A union shop requires workers to join a union after they are hired.
- An agency shop requires workers who don't want to join a union to pay a fee instead of union dues.

close-up (n & adj)**Clymer Junior-Senior High School**

Located in the **Clymer Central School District** (see **high schools**).

CNN

Acceptable in all references for Cable News Network.

co-

- Hyphenate if forming a noun, adjective or verb that indicates occupation or status (*co-author, co-defendant, co-owner, co-respondent, co-signer, co-worker*, etc.).
- Don't hyphenate words like coed, cooperate, cooperative, coordinate, etc. See AP Stylebook.
- Co-op, though, which is short for a cooperative, is hyphenated so people don't confuse it with coop, a wire cage.

coach

- Capitalize only when used without a qualifying term before a name (*Coach Hale Bopp, head coach Hale Bopp, pitching coach Hale Bopp, style coach Hale Bopp*).
- Lowercase coach when it stands alone or is set off from a name by commas. (*"The coach, Hale Bopp, won the Nobel Prize for Grammar."*)

coast

- Lowercase when referring to the actual shoreline (*Atlantic coast, Pacific coast*).
- Capitalize when referring to large regions (*Gulf Coast states, Great Lakes Coast, East Coast, West Coast*). But lowercase when referring to smaller regions (*the Pennsylvania coast of Lake Erie*).

- Capitalize *the Coast* when standing alone only for the West Coast.

Cockaigne (see **ski areas**)

c.o.d. (see **cash on delivery**)

codes

Lowercase such uses as area code, code red, penal code, building code. But capitalize such titles as Code of Civil Procedure.

cogeneration (no hyphen)

Coldspring, Cold Spring

- The Cattaraugus County community is one word, even though on some old maps it is two words because the one word wouldn't fit between boundary lines.
- Cold Spring as two words is a neighborhood on the East Side of Buffalo, around the Main Street/Michigan Avenue area (see communities).

collateral

Stock or other capital holdings that a borrower uses to help secure a loan. If the loan is not paid back, the borrower may lose the collateral.

collective nouns

- These are nouns that seem to take a plural verb, but actually don't (*class, committee, crowd, family, group, team, etc.*). They take singular verbs because though there are many people on the group or team, it is really one unit. ("*The style committee met.*" "*The jury reached its verdict.*" "*The team had its picture taken Monday.*")
- But team names take plural verbs ("*The Bills are bad. The Sabres are worse.*")
- Some plural words become collective nouns and take singular verbs when the quantity can be thought of as one collective unit. ("*A thousand stylebooks is a good number to print.*" The collective 1,000 stylebooks can be thought of as an order, or a singular unit. Likewise with a phrase such as "*The thousand-stylebook order is done.*" But "*A thousand stylebooks were printed,*" is correct because now we're writing about 1,000 individual stylebooks.)

collectors' item (not collector's)

colleges and universities

- On first reference, use the full name (*St. Bonaventure University*), unless that would make the sentence cumbersome. Do not use the abbreviation U. for university.
- For subsequent references, just the name is OK (*St. Bonaventure*).
- If an institution is a university, then use that on subsequent references and not college. ("*St. Bonaventure is a good college in the Southern Tier*" is wrong because St. Bonaventure has university status.)

- By the same token, do not use university on second reference if the institution is a college. (“*Canisius is a Jesuit university*” is wrong because Canisius is a college.)
- Do not use the acronym SUNY for institutions in the State University of New York system. Just give the community name and say it is a college. The only SUNY university in Western New York is the University at Buffalo on first reference and UB on subsequent references (see **University at Buffalo**).
- The four-year public colleges are: **Alfred State College of Technology** (Alfred, and a satellite campus at Wellsville that each offer associate’s and bachelor’s degrees); **Buffalo State College** (Buffalo); **Fredonia State College** (Fredonia); **Empire State College** (Buffalo); and **State College of Ceramics at Alfred University** (Alfred)

- The four-year private universities are: **Alfred** (Alfred); **Niagara** (Lewiston); and **St. Bonaventure** (Allegany)
- The four-year private colleges are: **Canisius** (Buffalo); **Daemen** (Amherst); **D'Youville** (Buffalo); **Hilbert** (Hamburg); **Houghton** (Caneadea); and **Medaille** (Buffalo)
- The two-year community or public colleges are: **Erie Community College** (three campuses – Amherst, downtown Buffalo and Orchard Park); **Genesee Community College** (satellite campuses in Albion, Arcade and Warsaw); **Jamestown Community College** (campuses in Jamestown and Olean; centers in Dunkirk and Warren, Pa.); and
- **Niagara County Community College** (Sanborn)
- The two-year private colleges: **Bryant & Stratton Business Institute** (Buffalo and other campuses) **ITT Technical Institute** (Buffalo) **Olean Business Institute** (Olean) **Trocaire College** (Buffalo) **Villa Maria College** (Cheektowaga).
- Christ the King Seminary in East Aurora offers master's programs in theology.
- The Cornell University School of Industrial and Labor Relations in Western New York offers advanced courses for private- and public-sector business people.

colon

- Capitalize the first word after a colon if it is a proper noun or if it can be read as a complete sentence. (*"Hale Bopp promised this: All copy errors would cease after publication of the stylebook. There were three reasons: better grammar, better syntax and better spelling."*)
- A colon can also add emphasis. (*"He served only one god: style."*)
- Use a colon to introduce a direct quote of more than one sentence within a paragraph. (Use a comma to introduce a direct quote or sentence fragment within a paragraph.)
- Avoid breaking up a sentence with a colon just because a number of items are about to be listed. Lists need to be preceded by a colon only when they are introduced with "the following," or "as follows," or "here are," etc.
- Colons go inside quotation marks.

Columbus McKinnon Corp.

Comair (see airlines)

comma

- Use a comma to separate things in a series, but do not put a comma before the conjunction in a simple series (*red, white and blue* or *Tom, Dick or Harry*). This is called a serial comma.
- But a comma is needed before the conjunction if followed by another conjunction. (*"Hale Bopp said to saddle up, prepare to attack, and lock and load for the coming style battle."*) Or in a more complex series. (*"The main points to consider are whether the reporters are resourceful enough to find the sources, whether the editors know how to edit without murdering copy, and whether they have the right attitude."*)

- Grammarians say to use commas to separate a series of adjectives of equal rank. That means if the comma can be replaced by the word *and*, then the adjectives are equal. (*“It was a dark, stormy night.” “It was a dark and stormy night.”*)
- Do not use a comma when the last adjective before a noun “outranks” the others (*a grand new stylebook* – the noun phrase is *new stylebook* – and it’s a grand one.)
- Nonessential clauses and phrases are set off with commas; essential clauses and phrases are not (see **essential clauses and phrases**).
- Commas separate introductory clauses or phrases. (*“When he tired of the mad pace of Buffalo, he moved to Colden.”*) However, the comma can be dropped after short introductory phrases if it would cause confusion.
- Use a comma before a conjunction that links two clauses that could stand alone (see **semicolon**). (*“Hale Bopp was glad he looked, for a reporter was coming at him with an ax.”*)
- Use a comma if the subject of each clause is stated. (*“We are visiting Buffalo, and we plan a side trip to Colden.”*) But no comma is needed if the subject of the two clauses is the same and not repeated. (*“We are visiting Buffalo and plan to see the Colden Tubing Co.”*)
- If there is an adjunct to the sentence that has no subject, then the comma is OK to use. (*“Hale Bopp kept writing style nonsense, but not for long.”*)
- If there is only one element involved – one wife, one husband, one best friend, one White House, one Ralph Wilson Stadium, etc. – then use a comma to set that element off from the sentence. (*“Hale Bopp and his wife, Bee Bopp, often break style rules.”*)
- A comma introduces a one-sentence quote within a paragraph. (*Hale Bopp said, “I spent several months putting a stylebook together.”*) Use a colon to introduce quotes of more than one sentence.
- Do not use a comma at the start of an indirect or partial quote. (*Hale Bopp said it took him “several months” to put the stylebook together.*)
- Use a comma at the end of a quote followed by attribution. (*“Read the stylebook,” Hale Bopp suggested to the reporters.*) But don’t use a comma if the quote ends with a question mark or exclamation point. (*“Why should we?” the reporters demanded.*)
- A comma sets off a person’s hometown when it is placed in apposition to a name. (*“Hale Bopp, Buffalo, and Pug Mahoney, Curry, County Sligo, Ireland, helped put the stylebook together.”*) But the word *of* is preferable and can replace the comma. (*“Hale Bopp of Buffalo and Pug Mahoney of Curry, County Sligo, Ireland, helped put the stylebook together.”*) Yet when a hometown is introduced on subsequent references – and even if an *of* is used – a comma sets off the nonessential clause. (*“Bopp, of Colden, asked Mahoney, of Ireland, to help compile a stylebook.”*)
- Set off ages with commas. (*“Hale Bopp, 44, Buffalo, broke the style law.”*)
- A comma sets off names of states and nations with community names. (*“Hale Bopp of Buffalo and Pug Mahoney of Curry, County Sligo, Ireland, helped put the stylebook together.”*)
- Use a comma in a direct address and in yes-and-no constructions. (*“Hi, Hale Bopp. Did you write the stylebook?” “Yes, I wrote the stylebook.”*)
- A comma separates duplicated words. (*“What the style problem is, is not clear.”*)

- Do not use commas to set off *Sr. Jr., Inc., Co, LLC, PLC*, etc. Also, do not use commas between the names in a firm of lawyers, accountants, etc. (*Dewey Cheatum and Howe LLC*)
- Commas go inside single quotation marks and full quotation marks.

committee

- Capitalize it and spell out formal names (*the Business First Style Committee*).
- But do not capitalize shortened versions of long names. (“*The Business First Committee on Style, Punctuation, Grammar and Team Thinking became the style committee.*”)

commodity

Its financial sense means the products of mining and farming before processing.

common-

common law (n), common-law (adj), common sense (n), common-sense (adj), commonwealth

Common Council

The lawmaking body for several communities. Capitalize when referring to a specific council, lowercase when used generically or in plural usage. (*Buffalo Common Council, the Common Council, the common councils of Buffalo and Olean*)

common stock, preferred stock

- Common stockholders are usually the last to receive dividends and payments if a corporation is dissolved.
- Fixed dividends are paid to preferred stockholders. If a company is liquidated, holders of preferred stock get payments up to a set amount before common stockholders.

Communications Workers of America

The shortened Communications Workers union is OK in all references. Western New York locals: Local 1117, Local 1112, Local 1133, or Nurses United Local 1168.

communities

- Capitalize City of, Village, Town of, etc. followed by the community name on first reference when needed (e.g. to distinguish the Town of Tonawanda from the City of Tonawanda, or the Village of Cattaraugus from Cattaraugus County). However, if doing that makes the sentence cumbersome, then identify the community as soon as possible in a following sentence.
- There are 37 communities in Western New York where a town and a village share the same name. In those cases, make sure it is clear which community you mean.
- The similarly named towns and villages in Allegany County are: Alfred, Almond, Andover, Angelica, Bolivar, Cuba and Wellsville.
- In Cattaraugus County: Allegany, Ellicottville, Franklinville, Little Valley, Perrysburg, Portville and Randolph.
- In Chautauqua County: Cherry Creek, Sherman and Westfield.

- In Erie County: Alden, Hamburg, Lancaster, North Collins and Orchard Park.
- In Genesee County: Alexander, Bergen, Elba, LeRoy and Oakfield.
- In Niagara County: Lewiston and Wilson.
- In Orleans County: Albion.
- In Wyoming County: Arcade, Attica, Castile, Gainesville, Perry, Pike and Warsaw.
- There are also six instances where a town and a city share a name. See **cities**.
- There are also some commonly understood communities or neighborhoods that may not appear on maps, but whose mention is understood by area readers. However, in the age of the Internet, we may have readers who have never seen Buffalo. So on first reference use the proper community name, unless the meaning is understood or you identify it as a neighborhood or community. On subsequent references – as long as the meaning is clear – it's OK to use the unincorporated names such as Allentown, Black Rock, Cold Spring, Eggertsville, First Ward, Fruit Belt, Getzville, the Hydraulics, LaSalle, Lovejoy, Lowertown, Riverside, the Valley, etc.

Community Bank N.A. (no apostrophe, note abbreviation)

Community Foundation of Greater Buffalo

Como Lake Park (see **parks**)

compact disc, compact disk (see **disc, disk**)

- Use compact disc for all but computer disks. A compact disc containing recorded music can be written as CD in all references. (See **CD**)
- For computer uses, it's compact disk.

company

- Abbreviate it in all uses at the end of a name (*Ford Motor Co.*)
- Spell it out when the word is not at the end (*Investment Company of America*).
- Also spell it out when referring to theatrical companies (*the Hale Bopp Pantomime Style and Dance Company*).
- Capitalize and spell out when referring to military units (*The boogie-woogie bugle boy from Company B*).
- Possessives: Ford Motor Co.'s profits, American Boating Cos.' profits.
- Consult the AP Stylebook or Standard & Poor's for formal names of companies. Do not put a comma before abbreviations AG, Co., Inc. Ltd., etc. But a rule of thumb is to follow the normal rules of capitalization with proper names. For example, businesses are never all caps unless each letter is pronounced as a letter (Nike, not NIKE; Noco, not NOCO, Ikon, not IKON).

compare to, compare with

- To compare something or someone to another thing or person is to show how they are alike (*liken to* is an appropriate synonym).
- To compare something or someone with another is to point out either their similarities or differences.

complement, compliment

- As a noun, complement means to fill up or the number required to complete the supply. (“*The ship has a complement of 472 officers and sailors.*”)
- As a verb, complement means to supplement something. (“*The Business First Stylebook is meant to complement AP’s.*”)
- Compliment means praise. (“*The captain complimented the crew.*” “*Hale Bopp was flattered by the compliments on the stylebook.*”)
- Also, complimentary tickets are free tickets.

compose, comprise (see include, comprise)

- Compose means to create or put together. It can be both active and passive voices. (“*Hale Bopp composed a song about style.*”)
- Comprise is only the active voice and means to contain or embrace. (“*The style jury comprises foreign and domestic stylemasters.*”)
- Remember that the parts compose the whole and the whole is comprised of the parts.

composition titles (see periodical names)

Apply these guidelines to books, movies, operas, plays, poems, songs, TV programs, lectures, speeches and art titles:

- Capitalize principal words, including prepositions and conjunctions of more than four letters.
- Capitalize articles (*the, a, an*) or words of fewer than four letters if it is the first word in a title.
- Put quotation marks around the names of all such works except the Bible and reference works such as almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks, etc.
- Translate foreign titles into English, unless a work is so well-known that it would sound awkward.

compounds

- Compound nouns follow no particular pattern. Check the AP Stylebook and the dictionary, and if a compound isn’t listed, it’s two words.
- Compound adjectives or modifiers usually are hyphenated. For example, a victory on the home field is a home-field victory. But there are some exceptions: Don’t stick hyphens within proper nouns (*a White House source*), or readily recognized compounds that often act as modifiers (*a high school graduate, real estate agent, law enforcement officer*, etc.).
- Compound verbs also use hyphens. (“*Hale Bopp copy-edited the story.*”)

comptroller, controller

- Comptroller generally is a government financial official.
- Controller generally is a financial officer of a private or publicly traded business.

CompUSA (note capitalization)

computer-aided design

CAD is OK on subsequent references; note the hyphen.

Computer Task Group (see CTG)

conglomerate

A large corporation formed by the merger of a number of companies in diversified industries.

congress, congressional

- Technically, a congressman or congresswoman refers to someone in the House of Representatives, but in common usage Congress also means the House and the Senate. Be specific when needed.
- Capitalize Congress when writing about the specific U.S. body or a foreign body that uses it in its formal name (*the Argentine Congress*).
- Lowercase it when used in subsequent references for a group or organization that uses it as a synonym for convention (*the Congress of Racial Equality, the congress*).
- Lowercase congressional unless part of a formal name (*the Congressional Directory, the Congressional Quarterly, the Congressional record*).
- Use figures and capitalize congressional districts (*the 30th Congressional District, the 30th District*).
- Use congressman or congresswoman only in subsequent references for members of the House. In first reference, it's better to write *Rep. Hale Bopp (D-Buffalo)*, but if that's cumbersome than write *Rep. Hale Bopp*. Avoid writing *Congressman Hale Bopp* on first reference. However, it's OK to write *the Buffalo congressman* on subsequent references.

Conrail

- It is defunct. Make that point clear in your story when referring to the business that was bought by CSX and Norfolk Southern railroads.
- Do not confuse Conrail with Amtrak. Amtrak carries passengers. Conrail carried goods. (It was originally called ConRail for Consolidated Rail Corp. when it was set up by Congress to take the place of six bankrupt Northeastern railroads.)

consensus

The phrase “consensus of opinion” is redundant. So is “general consensus.” Consensus has a built-in, understood “opinion” and “general.” So just write consensus.

Conservation Park (see parks)

constitution

- Capitalize references to the U.S. Constitution with or without the *U.S.*
- When referring to the constitution of a state or another country, capitalize it only with the name of the state or country.
- Lowercase in uses such as “the organization’s constitution.”
- Always lowercase constitutional.

construction

- A general contractor is someone who actually builds (or is hired to build) something.
- A construction management company is at the construction site in a supervisory role, serving as the developer's agent.

consul, consul general, consuls general, consulate

- Capitalize the titles when used before a name.
- A consulate is the residence of a nation's consul in a foreign nation, whether it's in a mansion, a shabby residential neighborhood or out in the boondocks. It handles commercial affairs and personal needs of citizens of the native country.
- Capitalize with the name of a nation; lowercase without it.

consumer credit

Loans made to people or small businesses on an unsecured basis, with monthly payments. Also called personal loans or installment credit.

Consumer Price Index

- A measurement of changes in the retail prices of various goods and services.
- Capitalize when referring to the U.S. index, issued monthly. On subsequent references, write "the index."
- Do not refer to it as a cost-of-living index because it does not include the impact of taxes or inflation. See **cost of living**.

Consumer Product Safety Commission

Spell out on first reference; *the commission* is OK on subsequent references.

continent

- There are seven of them, but capitalize the Continent or Continental only when referring to Europe.
- Lowercase in other uses such as the European continent, the African continent.

Continental Airlines (see airlines)

Continental Airlines and Continental Express are managed by Continental Airlines.

continual, continuous

- Continual means something that happens repeatedly, but not constantly. (*"Writing a stylebook has been the source of a continual headache."*)
- Continuous means something that occurs without interruption. (*"All he saw ahead of him was continuous desert."*) Here's a hint: the last three letters of continuous could stand for *"one uninterrupted sequence."*

convince, persuade

The words are not synonyms.

- You convince someone that something is good or bad, etc. It involves thought.

- You persuade someone to do something. It involves action.
(*“The copy editor persuaded the reporter to read the stylebook. That’s because the copy editor convinced the reporter that it was the right thing to do. So he had that going for him, which was nice.”*)

Conway Park (see parks)

copyright (n, v, adj)

Use copyrighted only as a past tense of the verb. (*“He copyrighted the stylebook.” “The disclosure was made in a copyright story.”*)

Cornell University School of Industrial and Labor Relations (see colleges)

corporation

- Abbreviated at the end of a company name (*General Motors Corp.*)
- Spelled out when the word is part of a company’s name, but NOT used at the end (*Corporation for Public Broadcasting*)
- Spell out and lowercase it whenever it stands alone (*the corporation*).
- To show possessive: General Motors Corp.’s profits.

correctional facilities (see jails, prisons)

cost of living

- The amount of money needed to pay taxes and buy necessary items. The term is often confused with the U.S. **Consumer Price Index**, which doesn’t include taxes.
- Hyphenate when used as a compound modifier. (*“The cost of living went up, but we did not get a cost-of-living raise.”*)

Council of Economic Advisers

The advisers who help the president prepare economic reports to Congress and recommend economic measures. The council is OK on subsequent references.

counsel, counseled, counseling, counselor, counselor at law

- To counsel is to advise. So a counselor is the one who advises.
- As a noun it means someone is the legal counsel for a person or company, or serves in the of counsel position at a law firm.
- Counselor at law is not hyphenated to be consistent with attorney at law.

counter-

counterbalance, countercharge, counterclaim, counterculture, countermeasure, counterpart, counterproductive, counterproposal

country-

country club, countryside, countrywide

Country Club of Buffalo (in Williamsville; see golf courses)

country clubs (see golf courses)

county

- Capitalize when part of a formal name (*Erie County, Niagara County*).
- Capitalize the full names of county governmental units (*the Erie County Department of Social Services, the Erie County Sheriff's Department, the Erie County District Attorney's Office, etc.*).
- Keep the capitalization for the name of that county body if the reference is understood (*the Sheriff's Department, the District Attorney's Office*). Lowercase *county* to differentiate it from state or federal agencies (*the county Department of Social Services, the state Department of Social Services*). And lowercase references to “*the department.*”
- Capitalize lawmaking bodies with or without a county name, lowercase it in plural uses (*the Erie County Legislature, the Niagara County Legislature, the County Legislature, the Legislature, the Erie and Niagara legislatures*).
- Capitalize a formal title before a name (*County Executive Hale Bopp*), but lowercase *county* when it is not part of a formal title (*county Department of Social Services Commissioner Hale Bopp*).
- Try to avoid “county of” phrases, but lowercase if used. (“*The county of Erie is a nice place to live.*”)

couple, couple of

- Couple takes plural verbs and pronouns when used in the sense of two people (if “they” can be substituted). (“*The couple were reading the stylebook on the weekend. They praised its precision on Monday.*”)
- In the sense of a single unit, couple takes a singular verb. (“*Each couple was asked to adopt a copy editor.*”)
- When writing “couple of,” the “of” is necessary. Never write “*...a couple stylebooks.*” It’s “*...a couple of stylebooks.*” The phrase generally takes a plural verb. (“*A couple of stylebooks were set on fire.*”)

courts (see judicial branch)

court decisions

Use figures and a hyphen (*the Supreme Court's 5-4 decision*).

courtesy titles

- Do not use in any reference. This includes *Mr., Ms., the Hon., etc.*
- However, if the story is about a husband and wife with the same last name, then a courtesy title may be unavoidable. But think about it first. Could a courtesy title be avoided by substituting first names or full names? However, if a courtesy title is necessary, use *Ms.* for women.

courthouse

- Capitalize with the name of a jurisdiction (*Erie County Courthouse*), but otherwise lowercase (*the county courthouse, the federal courthouse*).
- Court House (two capitalized words) is used in some place names (Appomattox Court House, Va.).

court-martial, court-martialed, courts-martial

court names (see **judicial branch**)

- Capitalize the full names of courts at all levels (*State Supreme Court, West Seneca Town Court, Buffalo City Court, Erie County Surrogate's Court*).
- Keep capitalization if U.S. or a state name is dropped in first reference. Keep the capitalization when the community is understood on subsequent references for other courts (*U.S. Supreme Court, the Supreme Court, New York State Court of Appeals, the State Court of Appeals, the Court of Appeals, Buffalo City Court, City Court*).
- Use figures for all references to courts (*2nd U.S. Circuit Court of Appeals*).

courtroom (one word)

cover up (v) **cover-up** (n & adj)

"Nixon tried to cover up the scandal. He resigned from office because of the cover-up."

CPA

Acceptable in all references for certified public accountant.

Crag Burn Club (in East Aurora; see **golf courses**)

credit-worthy (adj)

cross-

cross-bill (law), cross country, cross-examine (-ation, -er), crossover, cross-reference (n & v), cross section (n) cross-section (v), crosstown

CrossPoint Business Park (note capitalization)

Crowley Park (see **parks**)

CSEA (see **Civil Service Employees Association**)

Acceptable in all references for the Civil Service Employees Association. Prominent locals here are: Local 335, Local 403, Local 425, Local 815 and Local 832.

CTG

Acceptable in all references for Computer Task Group.

Cuba Memorial Hospital (in Cuba; see **hospitals**)

Cuba Patriot & Free Press (see newspapers)

Cuba-Rushford High School

In Allegany County's **Cuba-Rushford Central School District** (see **high schools**).

currency depreciation, currency devaluation

- A country's money depreciates when its value falls in relation to the currency of other countries.
- A nation's money is devalued when its government deliberately reduces its value in relation to the currency of other nations.

currently

There's nothing wrong with writing *now*. Or drop *currently* and let a present-tense verb do the work. ("*It is not available*" beats "*It is not currently available.*")

customs

- Capitalize in reference to the U.S. Customs Service, the Customs Service, or Customs. Workers are Customs officials.
- Lowercase when referring to cultural practices. ("*The customs of India differ from U.S. customs.*")

cut back (v) **cutback** (n & adj)

"He cut back on stylebook entries. The cutback will save paper."

cut off (v) **cutoff** (n & adj)

CVB (see **Buffalo Niagara Convention & Visitors Bureau**)

CVS (see drugstore)

D

Daemen College (see colleges)

Daemen is OK on subsequent references. It used to be Rosary Hill College.

DaimlerChrysler (one word, capital C)

damage, damages

- Damage is destruction. (*“Officials estimated the damage from the copy editor’s tirade at \$44.”*)
- Damages is a legal term for the money awarded by a court in a lawsuit. (*“The reporter received a token \$1 in damages from the copy editor.”*)

Dande Farms Golf Course (in Akron, see **golf courses**)

Darien Lakes State Park (see **parks**)

dash

- Use dashes to show an abrupt change or a pause for emphasis. (*“Hale Bopp will fly to Tahiti next winter – if he wins the lottery.”*)
- Use dashes to set off a phrase ordinarily set off by commas that has a number of words in it already separated by commas. (*“They praised Hale Bopp for his qualities – humor, intelligence and modesty – that they liked in editors.”*)
- Use a dash before a name at the end of a quote. (*“If memory serves me correctly.” – the Iron Chef.*)
- But don’t overuse them since commas can work just as well in most cases.
- Put a space before and after a dash.

data

- Data is the plural of datum. It takes plural verbs and pronouns.
- Database is one word.
- Data processing is two words (no hyphen) as a noun and adjective.

dates

- When a month is used with a specific date, abbreviate these months as follows: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Otherwise, do not abbreviate months.
- When a phrase uses only a month and a year, do not separate with commas.
- When a phrase uses month, day and year, set off the year with commas. (*“Hale Bopp was born in September 1955. I think it was Sept. 5, 1955, to be exact.”*)
- Do not use the day-month-year style. Use the month-day-year style.
- Be careful when writing *last*. For instance, if it’s April and you wrote something happened “last March,” does that mean the March of a month ago or a year ago? To avoid confusion, write “last month,” or use the year when writing about a thing that happened in the March of a year ago.

Davis Countryside Meadows (in Pavilion; see **golf courses**)

daylight-saving time

Not savings, note the hyphen.

daylong, daytime (one word in each case)

Days Inn at the Falls (Niagara Falls)

Days Inn-Buffalo Airport (Cheektowaga)

day to day, day-to-day

Hyphenate when used as a compound modifier. (“*The research work is on a day-to-day basis.*”)

dead end (n), **dead-end** (adj)

(“*The research came to a dead end.*” “*Research is a dead-end job.*”)

dean

Capitalize when used as a formal title before a name. (“*Dean Hale Bopp praised the stylebook’s precision.*”)

decades

Use numbers; form a plural by adding an s. Only use an apostrophe at the start, when needed, not at the end (*the Roaring ’20s, the ’60s*).

Deerwood Golf Course (in North Tonawanda; see **golf courses**)

default

The failure to meet a financial obligation or to make payments when due.

defendant (not -ent)

defense attorney (always lowercase, never abbreviate)

DeGraff Memorial Hospital (in North Tonawanda; see **hospitals**)

Part of the Kaleida Health system.

de-ice (note hyphen)

Delavan, Delevan

- The avenue in Buffalo is spelled Delavan.
- The Cattaraugus County town is spelled Delevan.

Delaware North Cos. Inc.

Delaware North is acceptable on subsequent references when writing about the entire company. But the subsidiaries should be treated separately. Those subsidiaries are:

- American Park ’N Swap – flea markets (none in New York state)
- CA One Services Inc. – airport concessions, retail and food services
- Delaware North Cos. International Ltd. – handles overseas operations
- Delaware North Parks Service – concessions and food service at national parks.

- FleetCenter – the company owns the sports arena in Boston, Mass. However, company chairman Jeremy Jacobs Sr. owns the NHL Boston Bruins, Delaware North does not.
- Sportservice Corp. – handles arena/theater/convention center concessions and food service operations

Delaware Park (see **parks**)

Delaware Park Golf Course (in Buffalo; see **golf courses**)

Delphi Harrison Thermal Systems (no hyphen)

Delphi Harrison (or Delphi on subsequent references) is the Lockport-based unit of Delphi Automotive Systems Corp.

Delta Air Lines (see **airlines**)

demolish, destroy

Both mean to do away with completely. Therefore, something cannot be partly demolished and it is redundant to write completely destroyed.

Demske Sports Complex (see **Canisius College**)

One of the Canisius College sports facilities that also includes the Koessler Athletic Center. Canisius holds its football and baseball games at Demske fields.

depart

Requires a preposition. (*“He will depart from Buffalo Niagara International Airport. The plane departs at 7:09 a.m.”*)

departments

- Academic departments are lowercase, except those dealing with languages (see **academic departments**).
- Government departments – whether on the federal, state, county, municipal or other levels – are capitalized. On subsequent references (to avoid acronyms) just calling it “the department” is sufficient if the meaning is clear.
- Differentiate between federal and state departments if necessary on first reference (*the federal Department of State, the state Department of State*). On subsequent references, if desired, the *of* and government level may be dropped (*the State Department*) if the meaning is clear.
- Lowercase department in plural uses, but capitalize the proper name (*the departments of State and Justice*).
- If the meaning is clear on subsequent references, it is OK to drop “department.” (*“The secretaries of State and Justice will meet with the president today.”*)
- Do not abbreviate department at any time.

department stores

The following are OK in all references (cross-listed under their individual names): **BJ's Wholesale Club, The Bon-Ton, Burlington Coat Factory, Family Dollar Stores, Hills, JC Penney, Jeness, Kaufmann's Kmart, Lane Bryant, Lord & Taylor, Target, TJ Maxx, and Wal-Mart.**

Depew Bee (see **newspapers**)

Depew/Elma/Lancaster Chamber of Commerce (see **chambers of commerce**)

Depew High School

Located in the **Depew Union Free School District** (see **high schools**).

depreciation

The reduction in the value of goods due to age, wear, etc. Businesses may estimate depreciation to reduce taxes.

depression

Capitalize it if referring to the economic crisis of the 1930s. Lowercase it if referring to any other economic downturn.

desert, dessert

- Desert not only means an arid region, or to leave someone in the lurch, it also means someone or something worthy of reward or punishment. (*"Hale Bopp got his just desert for writing the stylebook."*)
- Dessert is apple pie with ice cream.

-designate

Hyphenate it and capitalize only the first word. (*"Chairman-designate Hale Bopp will speak to the Style Committee."*)

Devil's Hole State Park (see **parks**)

DeWitt County Park (see **parks**)

different

- In most cases, it takes the preposition from, not than. (*"Style is different from grammar."* But *"Print reporters use a different stylebook than broadcast reporters."*)
- It's also redundant in such phrases as *several different options*, or *many different participants* since there can't be several of the same option or many of the same participant. Write *several options* or *many participants*.

differ from, differ with

- To differ from means to be different.
- To differ with means to disagree.

dilemma

It's not a synonym for a tough situation. It means someone faces a choice between two unpleasant alternatives.

dimensions

- Use numbers and spell out feet, inches, etc. (*"The storm left 5 inches of snow."*)
- Hyphenate adjectival forms and use numbers before nouns. (*"Hale Bopp is 6 feet 5 inches tall ..."* *"The 6-foot-5-inch Hale Bopp ..."* *"A 4-by-10-inch book."*)
- Use an apostrophe and quote marks only in technical contexts (6'5")

Diners Club (no apostrophe)

diocese

Capitalize as part of a proper name (*The Diocese of Buffalo, the Buffalo Diocese, the diocese*).

dip

In a financial sense, a decline followed by a rise. Not a synonym for a decline.

directions and regions

- Lowercase compass directions; capitalize regions. (*"Buffalo is west of Rochester."* *"Buffalo is in Western New York."* *"Buffalo is a Northern city, Charlotte is a Southern city."* *"Many people are leaving Buffalo and the Northeast to go west."*)
- Capitalize Southern Ontario unless writing generically about something in the southern part of Ontario.
- In the case of nations, lowercase compass points and capitalize regions that are generally recognized entities. (*Southeast Asia*) Capitalize proper names of nations or states (*Northern Ireland, South Korea, West Virginia*).
- Capitalize widely known sections of states and cities (*South Buffalo, the East Side, Western New York, Southern California*). But lowercase them when talking about a direction (*the south side of Buffalo*).
- Capitalize combinations with other common nouns to form the name of a region or location (*the East Coast, the Western Hemisphere*).
- Abbreviate direction when referring to street names with numbered address; spell out otherwise. (*"The hall is at 44 N. Legion Drive."* *"The hall is on North Legion Drive."*) However, never abbreviate "South" in South Park Avenue because it is the formal name of the street.

disc, disk

- Use disc on all but computer references. (For lagniappe: DJ, or disc jockey, is viewed as a rather quaint job description now. Most people who do that for a living prefer quasi-serious job descriptions such as "on-air personality," "talent," etc.)
- Use disk for computer references. (Note: Disk is not an abbreviation for diskette, which is a generic term for floppy disks.)

discount rate

The fee Federal Reserve banks charge on borrowing by member banks.

discreet, discrete

- Discreet means cautious or prudent. (“*Hale Bopp was discreet about his job with the rival business newspaper.*”)
- Discrete means separate. (“*That was because there were two discrete business papers in town.*”)

diseases

Don’t capitalize. If a disease is known by a person’s name, capitalize that name but not the word *disease* (*Parkinson’s disease*).

disinterested, uninterested

- A disinterested person is one with no bias (e.g. a sports referee).
- An uninterested person is someone who just doesn’t care. So a disinterested person is not always an uninterested person. For example, a sports referee should be disinterested but not uninterested.

disposable personal income

The income a person gets to keep after deductions.

dissociate (not disassociate)**district**

Spell it out. Use a number and capitalize when being specific (*the 55th Congressional District, the 8th Judicial District, etc.*).

district attorney

Capitalize only before a name. Try to use DA only in quoted copy.

dividend

The payment per share a corporation pays stockholders.

doctor

- Use Dr. (or Drs. in plural uses) before the full name of someone with a medical degree on first reference. (This includes dentists and veterinarians.)
- Just use the person’s last name on subsequent references.
- Unless it is vital to the context of the story, do not use Dr. before the full name of someone with a Ph.D. Instead, write that the person has a doctorate.
- It is redundant to write something like “*Dr. Hale Bopp, M.D.,...*” or “*Dr. Hale Bopp, a physician,...*” However, if writing a story about the medical Dr. Bopp that also mentions people with academic doctorates, then use Dr. for the medical doctor in all references.
- Do not use Dr. before the full name of someone with an honorary degree.

dollars

- Lowercase using figures and the \$ sign unless writing casually. (*“The stylebook cost \$4. It is worth a million dollars.”*)
- Use a singular verb for specific amounts. (*“Hale Bopp said \$4 was not enough for the stylebook.”*)
- Amounts of \$1 million or more can be rounded off two decimal points. Do not use a hyphen. (*“Hale Bopp is worth exactly \$4,123,456.” “Hale Bopp is worth \$4.12 million.” “He proposed a \$400 million budget to update the world’s stylebooks.”*)

door to door, door-to-door

Hyphenate compound modifiers. (*“Hale Bopp went from door to door giving style advice. He thought of himself as a door-to-door style ambassador.”*)

dot-coms

Hyphenate the shorthand term for Internet commerce companies.

doughnut

It’s not donut unless part of a formal name.

Dow Jones & Co.

Dow Jones is OK on all references. When writing about the various averages, capitalize Dow Jones and then lowercase the average (*e.g. the Dow Jones industrial average*).

Dresser-Rand Co. (note the hyphen)

drop out (v), **dropout** (n)

Dr Pepper

No period after Dr

Dr. Victor Reinstein Woods Nature Preserve (see **parks**)

drugstore (one word)

For the major pharmacies in WNY, the following are OK on all references (cross-listed under their names): **CVS, Eckerd, Rite Aid, Walgreens** and **Vix Deep Discount**.

Dry Cleaners & Launderers & Service Store Employees union

- The shortened form Dry Cleaners union is OK in all references.
- Local 168 is in Western New York.

Dulski Federal Building

The main federal office building in Buffalo (see **federal building**).

Dunkirk Evening Observer (see **newspapers**)

Dunkirk Senior High School

The school is in the **Dunkirk City School District** (see **high schools**).

Dunlop (see Goodyear Dunlop Tires North America Ltd.)

The short form is OK on subsequent references for this division of Goodyear Dunlop Tires North America Ltd.

Dunn Tire Corp.

Dunn Tire Park

Buffalo's downtown ballpark, home to the Triple-A baseball Bisons.

du Pont, DuPont

E.I. du Pont was an industrialist. The company named after him, E.I. du Pont de Nemours & Co., can be shortened to DuPont (no space) on all references. Note the capitalization difference between du Pont (the man) and DuPont (the company).

durable goods

Products that last a long time, such as appliances.

Dwyer Ice Complex (see Niagara University)

Niagara University hockey and figure skating venue.

Dwyer Stadium

The name of the ballpark in Batavia.

dyeing, dying

- Dyeing means to change colors.
- Dying refers to death.

D'Youville College (note apostrophe, see colleges)

D'Youville is OK on subsequent references.

each

A singular pronoun that requires a singular verb. So do not write “*Each of the chapters have a title.*” It’s “*Each of the chapters has a title.*” Or “*Each chapter has a title.*”

each other, one another

- Two people look at each other.
- More than two people look at one another.
- However, either phrase is OK if the number is indefinite.

Earl W. Brydges Artpark State Park (see parks)

Use this formal name on first reference for the state park; Artpark in all references for the entertainment venue in the park.

earth

- All references to the planet are capitalized.
- Other uses – as in the adjectival phrase a down-to-earth person – are lowercase.
- Similar uses – the use of the word earth for soil – are also lowercase.

East Aurora Advertiser (see newspapers)**East Aurora Bee (see newspapers)****East Aurora Country Club (in East Aurora; see golf courses)****East Aurora Expressway (see highway designations)****East Aurora Senior High School**

Located in the **East Aurora Union Free School District** (see **high schools**)

Eastern Hills Mall**Eastern Niagara Health System (see hospitals)**

Members are Inter-Community Memorial Hospital (Newfane), Lockport Memorial Hospital, Newfane Rehabilitation & Health Care Center and Newfane Home Care.

ECC (see Erie Community College)**Eckerd Drugs (see drugstores)****ECMC (see Erie County Medical Center)****ECMC Healthcare Network**

The formal name for the health care system that includes Erie County Medical Center and various outpatient sites.

e-commerce

Unless it starts a sentence, lowercase the *e*.

Econo Lodge (Williamsville)

Econo Lodge-Buffalo South (Blasdell)

economic development zone

- A state-designated area that can offer businesses a variety of incentives, including cheap power and tax breaks.
- EDZ is OK on subsequent references, but it's preferable to write *the zone* if the meaning is clear from the content.

Eden Junior-Senior High School

Located in the **Eden Central School District** (see **high schools**).

Eden Valley Golf Course (in Eden; see **golf courses**)

effect (see **affect**)

18 Mile Creek, Eighteenmile Creek

- Do not spell out 18 for the Erie County creek, even at the start of a sentence. So a construction such as "*At 18 Mile Creek ...*" might be needed.
- However, there are two different creeks with this name in Western New York. Eighteenmile (note: one word) Creek is in Niagara County.

either

Use it to mean one choice or the other, not both. ("*Use either stylebook.*")

either ... or, neither ... nor

The nouns that follow these phrases use a verb that agrees with the closer subject. ("*Neither of the editors nor Hale Bopp is going to the style summit.*" "*Neither Hale Bopp nor any of the editors are going to the meeting.*")

Elba Junior-Senior High School

Part of the **Elba Central School District** (see **high schools**).

ElderWood (note capitalization)

The name for all the nursing homes and assisted living centers of ElderWood Affiliates.

-elect

Hyphenate and lowercase ("*President-elect Hale Bopp will speak.*")

electrocardiogram

EKG is OK in all references.

Elizabeth Pierce Olmsted M.D. Center for the Visually Handicapped

This is the new name for what used to be the Blind Association of Western New York. So call it by the formal name on first reference and then write *the association* or *the center* on subsequent references.

Elkdale Country Club (in Salamanca; see **golf courses**)

Ellicott Creek Park (see **parks**)

Ellicottville Central School

Part of the **Ellicottville Central School District** (see **high schools**).

Ellicottville Chamber of Commerce (see **chambers of commerce**)

ellipsis

- Treat as a three-letter word, which means to put a space before and after the dots.
- The three dots may or may not be preceded by a period (and a space), depending on if the omission is in the middle of a sentence.
- When the sentence calls for a question mark, exclamation point, comma or colon, then use the punctuation mark, followed by a space, and then the ellipsis. (*“Have you read the stylebook? ...”*)
- There is no need to use an ellipsis at the beginning or end of a quote, except to create the feeling of trailing off at the end.
- However, when material is deleted at the end of one paragraph and at the beginning of the one that follows, put an ellipsis in both paragraphs.

Elma Meadows Golf Course (in Elma; see **golf courses**)

Elma Meadows Park (see **parks**)

Elma Review (see **newspapers**)

Elma Town Park (see **parks**)

e-mail

Unless it starts a sentence, lowercase the *e* and hyphenate *mail*.

Emerson Vocational High School

Part of the **Buffalo City School District** (see **high schools**)

Emery Park (see **parks**)

emigrate, immigrate (see **immigrate, emigrate**)

- A person who leaves a country emigrates (emigrant).
- A person who enters a country immigrates (immigrant).

Empire State College (see colleges)

Empire Zone

Zones established by an Industrial Development Agency that offer tax breaks and other financial incentives for businesses.

ended, ending

Use *ended* for the past tense, *ending* for the future. (“*The period ended (last) Sept. 5.*”
“*Accounts must be in order for the period ending (next) Sept. 5.*”)

engine, motor

- An engine develops its own power, usually through internal combustion or other means – e.g. a gasoline engine.
- A motor receives power from an outside source – e.g. an electric motor.

enormity, enormousness

- Enormity refers to horror or great wickedness.
- Enormousness refers to size.

enquire, enquiry

The correct terms are *inquire* and *inquiry*.

en route (two words)

ensure, insure (see also assure)

- *Ensure* is to guarantee
- *Insure* deals with the insurance policies people buy.

entitled, titled

- Use *titled* when writing about the names of books, plays, movies, etc.
- *Entitled* means permitted or to have a right to something.
- So though we are entitled to see any movie or play we want to see, the movie we really want to see is titled “*Style: The Good, the Bad and the Ugly.*”

Environmental Protection Agency

- Don’t write “*The U.S. Environmental Protection Agency ...*” since the state equivalent is not called that (the state agency is the Department of Environmental Conservation). Therefore, *U.S.* is not needed.
- Write *the EPA* on subsequent references because you wouldn’t write “*Agency found pollution violations ...*” but you would write “*The agency found pollution violations ...*” Same with the acronym.

equal

This word is often confused with *equitable*. For example, when people write about more equal distribution of wealth, land, resources, etc., what they mean to write about is a more equitable distribution of such things.

equally as

- Do not use these words together, one is sufficient.
- Omit *equally* in such constructions as “*Hale Bopp’s stylebook is (equally) as precise as AP’s.*”
- Omit *as* in sentences like “*Hale Bopp’s and AP’s stylebooks are equally (as) precise.*”

equity

The value of property beyond what is owed on it. For example, a homeowner’s equity is the difference between the value of the house and the unpaid mortgage.

Erie Community College

- ECC is OK on subsequent references.
- There are three campuses: Erie Community College-City (ECC-City on subsequent references), Erie Community College-North (ECC-North) and Erie Community College-South (ECC-South). See **colleges** and **Burt Flickinger Athletic Center**.

Erie County

- County seat is Buffalo.
- Follow capitalization guidelines found in **governmental bodies** entry.

Erie County executive

The chief administrative officer of the county. Capitalize before a name; lowercase when standing alone or if it comes after a name (*County Executive Bopp, the county executive*).

Erie County Holding Center

Write the Holding Center or the county jail on subsequent references for the building in downtown Buffalo (see **jails, prison**).

Erie County Legislature

The County Legislature or Legislature are OK on subsequent references.

Erie County Medical Center (in Buffalo; see hospitals)

ECMC is OK on subsequent references.

escalator clause

A contract clause that allows for fluctuations in wages, prices, etc., based on changes in the cost of living, goods, expenses, etc.

esquire

Do not use the full word or the abbreviation *Esq.* after a lawyer’s name. However, if it has to be used in a direct quote, spell it out.

essential clauses and phrases

nonessential clauses and phrases

- An essential clause or phrase cannot be cut without changing the meaning of a sentence. The words are needed to understand the sentence.
- Nonessential clauses or phrases can be eliminated without changing the meaning of the sentence since they generally give more information.
- Essential clauses and phrases are NOT set off by commas. (“*Reporters who do not read stylebooks should not criticize editors.*” If the *who ... stylebook* was deleted it would change the meaning. Now, only reporters who do not read stylebooks should stay quiet. But delete the *who ... stylebook* words and it says no reporter should criticize an editor.) Another example: “*We saw the award-winning movie ‘Revenge of the Style Nerds.’*” No comma because more than one movie in history has won an award and its name is essential to completing the sentence.
- Nonessential clauses and phrases are set off by commas. (“*Reporters, who do not read their stylebooks, should not criticize editors.*” See example above for explanation.) “*We saw the 1999 winner for Best Movie with Footnotes in the Academy Award competition, ‘Revenge of the Style Nerds.’*” A comma is used since there was only one movie that won the award. The name is informative, but not essential.
- When referring to a human or an animal with a name, use *who* or *whom*.
- When referring to an inanimate object or an animal without a name, use *that*.
- Use *which* for inanimate objects or animals without a name. However, even though it sounds awkward, it can be used as a substitute when *that* has already been used in the same sentence. (“*Hale Bopp said that the part of the stylebook which needs the most work is the section on essential clauses and phrases.*”)
- Don’t confuse punctuation rules when writing with descriptive adjectives. A missing article or pronoun signals no comma may be needed. “*Hale Bopp and wife Bee were busy writing.*” – no comma. “*Hale Bopp and his wife, Bee, were busy writing.*” – comma. “*Company Chairman Pug Mahoney made the announcement.*” – no comma. “*The company chairman, Pug Mahoney, made the announcement.*” – comma.

Evangola State Park (see **parks**)

Evans-Brant Central School District

The formal name for what is commonly known as the **Lake Shore Central School District**. Use the formal name on first reference and then explain that it is also called the Lake Shore school district (note capitalization; see **Lake Shore school district**).

Evans-Brant Chamber of Commerce (see **chambers of commerce**)

Evans National Bank of Angola (in Evans)

Evergreen Golf Course (in Bolivar; see **golf courses**)

Evergreen Golf Club (in Amherst; see **golf courses**)

every

Every is singular and requires a singular verb and singular pronouns. Do not write “*Every one of the stylebooks has been read.*” It’s “*Every stylebook has been read.*”

every day (adv), **everyday** (adj)

“*Every day, a writer somewhere misuses the everyday adjective.*”

every one, everyone

- Two words for an individual or item. (“*Every one of the stylebooks was precious.*”)
- One word when used as a pronoun meaning all people or items (“*Everyone wants to use correct style.*”)

ex-

- No hyphen is used when forming words in the sense of *out of* (*excommunicate*).
- Hyphenate when used in the sense of former (*ex-President Bopp*), although usually *former* is better (“*Former President Bopp ...*”).
- Do not capitalize ex- when it precedes a title before a name.

exclamation point

- Put exclamation points inside quotation marks when it is part of the quote. (“*You must pay the rent!*” he snarled. “*I can’t pay the rent!*” she pleaded.)
- Put exclamation points outside quotation marks when it is not part of the quote. (“*I hate reading tripe melodramatic quotes,*” he opined!)
- Do not use a comma or a period after the exclamation point. (“*Stop it!*” she said.)

executive branch (lowercase)

executive director

Capitalize when used as a title before a name.

executor

Use for both men and women. It’s not a formal title, so always lowercase.

Extended StayAmerica (note capitalization for the Amherst hotel)

extra-

- Do not hyphenate when it means outside of unless it is followed by the same letter or a capital letter (e.g. extraterrestrial, extra-alimentary, extra-Britannic).
- Hyphenate it when used as a compound modifier describing something beyond the usual size or degree (extra-base hit, extra-large book).

eye to eye, eye-to-eye

Hyphenate when used as a compound modifier.

F

fact finder (no hyphen)

A labor negotiator who engages in **fact-finding** (adj).

Falconer High School

The school is in the **Falconer Central School District** (see **high schools**).

Falconer Millrace Park (see **parks**)**Family Dollar Stores** (see **department stores**)**family relationships** (see **mom and dad**)

Capitalize these words when they immediately precede a name or when they stand alone as a substitute for the name. (*"I wrote Father a letter asking about style."*)

famous

If someone is really famous, then writing he or she is famous is redundant – or the person probably isn't famous. The same principle applies to well-known, renowned, etc.

far

faraway, farfetched, far-flung, far-off (adj), far-ranging, farseeing, farsighted

farm

- farm club (sports), farmhand, farmhouse, farm team, farmyard
- Farm Belt: Capitalize when referring specifically to the Midwest fields.

farther, further

- Farther measures distances.
- Further measures degrees or extent.

father

Do not use as a religious title for priests unless in a quote. If it is in a quote, then capitalize it (*"...Father Hale Bopp..."*). Otherwise, write *"...the Rev. Hale Bopp..."*

fax

Whether a noun or verb, this short form for facsimile is OK in all uses.

faze, phase

- Faze means to embarrass or disturb. (*"The insult did not faze the style guru."*)
- Phase is a stage of development. (*"He will phase in the stylebook by letters."*)

feather bedding, featherbedding

- A mattress stuffed with feathers is feather bedding (two words).
- Requiring an employer to hire more people than it takes is featherbedding (one word).

federal

- Capitalize it when writing about the architectural style or when a government agency uses it as part of its formal name (*Federal Communications Commission*).

- Lowercase it when using it as an adjective to distinguish government agencies from state or municipal agencies.

federal agencies

The following are the first references for U.S. government agencies (with subsequent references in parenthesis):

- FBI on all references for the Federal Bureau of Investigation
- Federal Aviation Administration (*FAA* on subsequent references)
- Federal Communications Commission (*FCC*)
- Federal Crop Insurance Corp. (do not abbreviate on subsequent references)
- Federal Deposit Insurance Corp. (*FDIC*)
- Federal Emergency Management Agency (*FEMA*)
- Federal Energy Regulatory Commission (*FERC*)
- Federal Farm Credit System (do not abbreviate)
- Federal Highway Administration (do not abbreviate it; this avoids confusion with the Federal Housing Administration)
- Federal Home Mortgage Corp. (*Freddie Mac*)
- Federal Housing Administration (*FHA*)
- Federal Maritime Commission (do not abbreviate)
- Federal Mediation and Conciliation Service (do not abbreviate)
- Federal National Mortgage Association (*Fannie Mae and the agency's bonds are called Fannie Maes*)
- Federal Reserve System, Federal Reserve Board (*the Federal Reserve, the Reserve, the Fed; also, the Federal Reserve Bank of New York (Boston, etc.)*)
- Federal Trade Commission (*FTC*)

federal building

The main federal building in Buffalo is the Dulski Federal Building on Delaware Avenue. However, don't assume that if an office is in the federal building, it is in the Dulski Building because there are other federal buildings.

federal court

- Always lowercase because the preferred reference is to write U.S. District Court and then the proper name of the court.
- Although it's OK to write *federal Judge Hale Bopp*, the preferred term is *U.S. District Judge Hale Bopp*.

feedback

Limit use of the word to electronic or other technical contexts and do not use it as a synonym for comments from people.

fellow

- In academic uses, capitalize the word and the formal title of a fellowship. (*"He is the Hale Bopp Fellow."* *"She holds the Bopp Fellowship in Grammar at the university."*)
- Do not hyphenate in other uses (*fellow American, fellow worker, fellow citizen*).

fewer, less

- Use *fewer* for individual items. (“*Fewer than 10 people read the stylebook.*”)
- Use *less* for bulk or quantity. (“*Style editors usually carry less than \$50 on them.*” – an amount. But, “*Style editors usually carry fewer than 50 \$1 bills on them.*” – individual items.)

fiberglass

A type of glass fiber. But the trademark is Fiberglas (one *s*).

Fidelis Care New York Inc.

The Catholic Church’s Medicaid managed care plan.

field house (two words)

There is a difference between the Buffalo Bills Field House and Ralph Wilson Stadium, although both are in Orchard Park and used by the Buffalo Bills.

FIFO (see **LIFO**)

Stands for first-in, first-out system of inventory accounting. Don’t write FIFO without including a definition.

figuratively, literally

- Figuratively does not mean in the exact sense.
- Literally does mean in the exact sense.

Fillmore Central School

A high school in the **Fillmore Central School District** (see **high schools**).

Financial Institutions Inc.

The parent company of Wyoming County Bank, the National Bank of Geneva, Pavilion State Bank and First Tier Bank and Trust.

The Financial Post (see **newspapers**)**fire**

firearms, firebomb, firebug, fire department, fire escape, fire extinguisher, firefighter, firehouse, fireproof, firetrap

fired

Be careful when writing that someone is or was fired, which is an American colloquialism. It’s better to confine use of the word to direct quotes.

firm

A business partnership between professionals such as lawyers, accountants, engineers, etc. is a firm. It is not a synonym for an incorporated business. Use company, corporation, etc. for that.

first class, first-class

Hyphenate the compound modifier. (*“Hale Bopp always travels first class on planes for the first-class service.”*)

first degree, first-degree

Hyphenate when used as a compound modifier. The same principle applies to all other numbers, e.g. second, third, etc.

first family, first lady

Always lowercase, they are not formal titles.

firsthand

It’s one word, no hyphen; same goes for secondhand, etc.

First National Bank of Rochester**First Niagara Bank**

Niagara Bancorp Inc. is its parent company. Formerly called Lockport Savings Bank. First Niagara Financial Group is the trade name for the bank and its subsidiaries.

first reference

Although the goal is to get the formal name of someone or some official body out of the way the first time it is written, that is not always possible. Sometimes the flow of the story might make using the full name awkward on first reference, especially in quoted matter. Keep in mind that this is a guide, not a rule that will send the writer who breaks it to hell. Our goal is to write consistently well for our readers and to effectively communicate ideas. Any writing that sacrifices that to follow the dictates of style is not effective and doesn’t serve the reader or the writer. Try to seamlessly write the full or formal name of people, places and things on first reference. If that is impossible, then do so as soon as possible without making a sentence sound awkward.

First Tier Bank & Trust**First Ward (see communities)**

This was first a political division within the City of Buffalo. However, down the years it has become identified in people’s minds as the original Irish neighborhood in the city. It is also known as the Old First Ward since political divisions have changed. On subsequent references, The Ward is acceptable.

fiscal, monetary

- Fiscal applies to budgets.
- Monetary applies to money supply.

fiscal year

- The 12-month period a corporation or government uses for bookkeeping purposes.

- Fiscal years may not coincide with calendar years. For example, the federal government's begins Oct. 1 and New York state's April 1 (no fooling).
- When referring to a company's fiscal year, indicate when it starts and ends.

Fisher-Price Inc./Mattel (note the hyphen and slash)
Toy manufacturer with its headquarters in East Aurora.

501(c)3

Note the government designation for a nonprofit agency is written as if it was one word.

flaunt, flout

- To flaunt is to make an affected display. (*"He flaunted his knowledge of style."*)
- To flout means to mock, or show contempt. (*"He daily flouted the rules of style."*)

Fleet Bank

flier, flyer

- A flier is an aviator or handbill.
- Flyer can be found in the formal name of some trains and buses.

flounder, founder

- The verb flounder means to move awkwardly. (*"Hale Bopp floundered through the aisle when the library shelf of stylebooks fell."*)
- The noun flounder is a fish.
- The verb founder means to bog down or sink. (*"The ship floundered in the heavy seas for hours."*)

f.o.b.

OK in all references for free on board (note the initials in the abbreviation). But the story should explain that the buyer has to pay shipping costs.

-fold

No hyphen: twofold, threefold, fourfold, etc.

folk

folklore, folk music, folk-rock (music), folk singer, folk song

following, prior to

- Write "before" or "after" rather than the stilted "following" and "prior to."
- Use the stilted words when the preferable words have already been used. (*"He's been through such a nightmare before, following the failure of his first book."*)

follow up (v), **follow-up** (n & adj)

food

- Most are lowercase (*bread, cheese, sauce, ham*), but capitalize brand names and trademarks (*Roquefort cheese, Tabasco sauce*).
- Capitalize proper nouns or adjectives (*Boston brown bread, Swiss cheese*). However, some foods are so common that they no longer depend on the noun for the meaning (*french fries, graham crackers*).
- The same principles apply to foreign names for foods (*salade Russe – Russian salad*).

Food and Drug Administration

FDA is OK on subsequent references.

forbear, forebear

- To forbear is to avoid.
- A forebear is an ancestor.

Ford Motor Co.

Use the formal name on first reference when writing about the company. Use Ford in all references to the car and on subsequent references to the company.

fore-

Generally, no hyphen (forefather, foregoing, etc.)

forecast

It's also forecast in the past tense.

forego, forgo

- Forego means to go before (*a foregone conclusion*).
- Forgo means to abstain from something.

foreign items

GOVERNMENT AGENCIES:

- Capitalize the name of specific agencies, even without the name of the country, if it is clear what country is meant (*Irish Tourist Board, the Tourist Board, the board*).
- Be careful when writing titles such as "*Ireland's Foreign Minister Pug Mahoney*." Or "*Foreign Minister Pug Mahoney of Ireland*." The title is attached to the name and it sounds as though the person's name is Foreign Minister Pug Mahoney and he just happens to be from Ireland. What is more accurate is something like "*Pug Mahoney, Ireland's foreign minister*," or "*The Irish foreign minister, Pug Mahoney*."

LEGISLATIVE BODIES:

- Capitalize the formal name of a country's legislature. ("*The Dail Eireann is Ireland's ruling body*.")
- Lowercase legislature, parliament, congress, etc. when writing generically. ("*The name of the Irish parliament is the Dail Eireann*.")
- Capitalize the generic name (e.g. parliament) when used independently of the official name. ("*Ireland's Parliament voted to ask England for reparations*.")
- Lowercase plural versions. ("*The parliaments of Ireland and Israel – the Dail Eireann and the Knesset – condemned England's action*.")

- The foregoing principles also apply to formal names of separate houses of parliaments, congresses, national assemblies, etc.

MONEY:

Foreign amounts should be converted to U.S. dollars whenever possible, even if it has to be written in parentheses as in, “*The stylebook cost \$10 Canadian (\$5 U.S.).*” Use the daily fluctuating foreign exchange rates, not what’s listed in a reference book.

NAMES:

- Follow the National Geographic Atlas of the World spelling for countries.
- For personal names, follow the individual’s preference, or the nearest English equivalent as used by the Associated Press.

PARTICLES:

- Lowercase *de*, *la* and *von*, etc., when part of a given name (*Charles de Gaulle*, *Eamon de Valera*).
- Capitalize them when they start a sentence. (“*De Gaulle was taller than de Valera.*”)

WORDS:

If a foreign word or phrase is well-known, then use it without explanation. But if such a word or phrase is not known, put in quotation marks and give its meaning. (“*The copy editor yelled, ‘De stilis domi non est disputandum,’ which is Latin for ‘There is no arguing about house style.’*”)

Forestville Central High School

Located in the **Forestville Central School District** (see **high schools**).

former

- Lowercase the word former, but capitalize a title if used before a name. (“*The opening address will be given by former President Bopp.*”)
- Be careful with *former* when writing about someone’s actions. For example, “*In 1968, former Gov. Rockefeller ran for president,*” is wrong because Rockefeller was still governor of New York in 1968. Correctly written it would be, “*In 1968, Gov. Rockefeller ran for president.*”

Forness Park (see **parks**)

fort

Do not abbreviate, whether a community or military installation. Capitalize if attached to a name (*Fort Erie*, but the *fort at Fort Erie*).

Fort Erie Race Track Slots

A horse racing venue in Fort Erie, Ont., that also features slot machines.

Fort Niagara State Park (see **parks**)

fortuitous

It means happening by chance – and not necessarily a lucky chance. It’s also a rather stuffy word that should mainly be confined to direct quotes.

40 Under Forty

forward (not forwards)

401(k)

Four Mile Creek State Park (see **parks**)

Four Points Sheraton (Cheektowaga)

Four Points Hotel-Sheraton (Niagara Falls, N.Y.)

Four Points Sheraton-Dunkirk (Dunkirk)

Fourth Estate

Refers to journalism and journalists (for lagniappe). In feudal times, the first three estates were the Lords Spiritual (clergy), the Lords Temporal (nobility) and the Commons.

Fourth of July, July Fourth

Fox Valley Club (in Lancaster; see **golf courses**)

fractions

- Spell out amounts less than one by hyphenating them (*one-fourth, two-thirds*, etc.)
- Use decimals for figures greater than one (*1.5, 2.3*, etc.)
- Do not write out a whole number and a fraction (*two-and-one-half*), even in quotes.

fragment, fragmentary

- A fragment is a piece from the whole. (*“He read only a fragment of the stylebook.”*)
- Fragmentary means disconnected or incomplete parts. (*“He had fragmentary sources when writing the stylebook.”*)

frame up (v), **frame-up** (n)

Franklinville Central School

The formal name is Ten Broeck Academy and Franklinville Central School. But several reference sources and most people refer to it as Franklinville Central School. So drop Ten Broeck on first reference (see **first reference**), or explain that it’s the high school in the **Franklinville Central School District** (see **high schools**).

Fredonia Chamber of Commerce (see **chambers of commerce**)

Fredonia High School

The school is in the **Fredonia Central School District** (see **high schools**).

Fredonia State College (see **colleges**)

free-lance (v & adj), **free-lancer** (n)

freshman, freshmen

Don't make the adjective a plural. It's "freshman senators," not "freshmen senators," just as it's "sophomore style majors," and not "sophomores style majors."

Frewsburg Junior-Senior High School

Located in the **Frewsburg Central School District** (see **high schools**).

Friendship Central School

Located in the **Friendship Central School District** (see **high schools**).

Frontier Senior High School

Located in the **Frontier Central School District** (see **high schools**).

front page, front-page

The story on the front page is a front-page story.

Front Page Group Inc. (see **newspapers**)

A series of Erie County weekly newspapers: the Front Page News has two editions (one serving Blasdell, Lackawanna and Woodlawn, and the other serving West Seneca and northern Hamburg), and the South Buffalo News.

Front Park (see **parks**)**Fruit Belt**

A neighborhood in the City of Buffalo named for the streets that run through it (Grape Street, Peach Street, etc.)

full-

Hyphenate when forming compound modifiers (*full-dress, full-fledged, full-length*)

full time, full-time

Hyphenate when used as a compound modifier. (*"The style gig is a full-time job."*)

fund raising, fund-raising, fund-raiser

Hyphenate the noun and when writing it as a compound modifier.

futures, options

- These contracts transfer the risk of price fluctuation from people who don't want to risk them (farmers, metals processors) to speculators who will take the risk in hopes of a big profit.
- Essentially, a futures contract agrees to deliver a commodity at a specified price at a specified time.
- Options, which are also traded on commodities exchanges, give buyers the right to buy or sell something at a certain price within a specified time period.

- Stock index futures are futures contracts valued on the basis of indexes that track the prices of stocks (for instance on Standard & Poor's 500-stock index). Speculators also trade options on index futures.

G

Gallagher Center (see **John "Taps" Gallagher Center** at Niagara University)

Galleria (see **Walden Galleria**)

- It's the *Walden Galleria* on first reference; the *Galleria* or *the mall* on subsequent references.
- The area's largest mall does not use the word *mall* in its name.

game plan (two words)

garnish, garnishee

- Garnish means to decorate.
- *If someone has their wages garnisheed, it means they have an amount of money deducted every pay period to pay off a debt.*

General Accounting Office (*GAO on subsequent references*)

General Electric Co. (*GE on subsequent references*)

General Mills Inc. (*Do NOT use GM on subsequent references*)

General Motors Corp.

General Motors Powertrain-Tonawanda Engine Plant (*GM on subsequent references*)

General Services Administration (*GSA is OK on subsequent references*)

general contractor (see **construction**)

general public

Redundant; drop the general

Genesee

In Western New York, there is a Genesee County (see *Batavia*), Genesee Community College (see *colleges*) and Genesee Street.

Genesee County Chamber of Commerce (see **chambers of commerce**)

Genesee County Park (see **parks**)

Genesee Valley High School

Located in the **Genesee Valley Central School District** (see **high schools**).

geographic names

- The source for domestic place names is the Associated Press. Be careful not to use post office abbreviations for states (see AP stylebook). Abbreviate Saint as St. – except Sault Sainte Marie, which is abbreviated Sault Ste. Marie.
- Use Associated Press style for foreign place names and new names.
- Capitalize common nouns when they form part of a name, but lowercase them when they stand alone (*the Thousand Islands, the islands; the Great Lakes, the lakes; the Niagara River, the river*). Lowercase common nouns that are not part of a specific name (*the Pacific islands*).

geography

Make sure to identify a business or other place by where it is actually located, not by the ZIP code, which sometimes does not coincide with geographic reality. For example, many places with a Williamsville ZIP will list its address in the village when in fact it might be in the Town of Amherst. So check to see where a place is actually located.

glamour

Note the *-our* ending. But the adjective is *glamorous*.

Glen Oak Golf Course (in East Amherst; see **golf courses**)

Glen Park (see **parks**)

globe-trotter, globe-trotting

But it's the *Harlem Globetrotters*.

goal-

goalkeeper, goal line, goal mouth, goal post

go-between (n)

god

- Capitalize God when writing about the deity of all monotheistic religions.
- Lowercase gods or goddesses when writing about polytheistic religions.
- Also, lowercase false gods. ("*Hale Bopp made style his god.*")
- Lowercase pronouns such as he, him, her, thee, thou.
- Lowercase *godchild* (or any such form), *godliness*, *godsend*, *godspeed*, etc.

Golden Hill State Park (see **parks**)

golf

- Americas Cup (no apostrophe) for the national award.
- Associations: Professional Golfers' Association (note the apostrophe) or PGA is OK in any reference. PGA Tour is the official name for the tour; use *the tour* on subsequent references. Ladies Professional Golf Association (no apostrophe), or LPGA for any reference.
- Numbers: Use figures for handicaps, par listings and club ratings. In other uses, follow AP style rules for numbers. For example, it's the first hole, the 10th hole, the back nine, the 18 holes, the third round, etc.
- Tournaments: It's the Masters Tournament (no apostrophe), or the Masters on subsequent references. It's the U.S. Open Championship on first reference and the U.S. Open or the Open on subsequent references.

golf courses

Use the formal names on first reference (cross-referenced under individual names):

- **Clubs:**

Attica Golf Club (private)
Crag Burn Club (private)
Evergreen Golf Club (public)

Fox Valley Club (private)
Oak Run Golf Club (public)

• **Country clubs (private unless otherwise noted):**

Bartlett Country Club
Batavia Country Club (semi-private)
Birch Run Country Club (semi-private)
Bridgewater Country Club
Brierwood Country Club
Brookfield Country Club
Byrnclyff Country Club (public)
Cassadaga Lakes Country Club (public)
Cherry Hill Country Club
Chestnut Hill Country Club (semi-private)
Conewango Country Club
Country Club of Buffalo
East Aurora Country Club
Elkdale Country Club (public)
Gowanda Country Club
Hickory Ridge Golf and Country Club (semi-private)
Holland Hills Country Club (semi-private)
Ischua Valley Country Club (public)
Lancaster Country Club
LeRoy Country Club (semi-private)
Lockport Town and Country Club
Maplehurst Country Club (semi-private)

Moon Brook Country Club
Niagara Falls Country Club
Niagara Frontier Country Club
Niagara-Orleans Country Club (public)
Orchard Park Country Club
The Park Country Club
Pine Meadows Golf and Country Club (public)
River Oaks Country Club (semi-private)
Shawnee Country Club (semi-private)
Shelridge Country Club
Shorewood Country Club
Silver Lake Country Club
Six-S Country Club (public)
South Hills Country Club (public)
South Shore Country Club (semi-private)
Springville Country Club
Stafford Country Club
Tan Tara Country Club
Transit Valley Country Club
Tri-County Country Club (semi-private)
Wanakah Country Club
Wellsville Country Club (semi-private)
Westwood Country Club

• **Golf courses (all public):**

Allegheny Hills Golf Course
Audubon Golf Course
Beaver Island State Park Golf Course
Bemus Point Golf Course
Bethany Hills Golf Course
Bob-O-Link Golf Course
Bright Meadows Golf Course
Brighton Golf Course
Cardinal Hills Golf Course
Cazenovia Park Golf Course
Chautauqua Point Golf Course
Dande Farms Golf Course
Delaware Park Golf Course
Deerwood Golf Course
Eden Valley Golf Course
Elma Meadows Golf Course

Evergreen Golf Course
Glen Oak Golf Course
Grandview Golf Course
Greenwood Golf Course
Grover Cleveland Golf Course
Hamburg (Town of) Golf Course
Harris Hill Golf Course
Hidden Acres Golf Course
Hillview Golf Course
Hyde Park Golf Course
Kis-n-Greens Golf Course
Lakeside Golf Course
Niagara County Golf Course
Oakwood Golf Course
Pinehurst Golf Course
Peek'n Peak Golf Course

Quiet Times Golf Course
Rolling Acres Golf Course
Rolling Hills Golf Course
Rosebrook Golf Course
Rothland Golf Course
Sheridan Park Golf Course
South Park Golf Course
St. Bonaventure Golf Course

Sugar Hill Golf Course
Sunset Valley Golf Course
Terry Hills Golf Course
Turkey Run Golf Course
Willowbrook Golf Course
Willow Run Golf Course
Woodcrest Golf Course

- **Other:** Davis Countryside Meadows (public), Holiday Valley Resort (semi-private)
- **Canadian golf courses** (all public, see individual listings):

Beechwood Golf and Country Club
International Country Club
Niagara Falls Golf Club
Oaklands Golf Course
Rolling Meadows Golf and Country Club
Sunset Golf Centre
Willo-Dell Country Club
Whirlpool Golf Club

good

- Do not use good as an adverb.
- THE GOOD: “*Style is good for you.*”
- THE BAD: “*Hale Bopp writes good.*” (CORRECT: “*Hale Bopp writes well.*”)
- However, it is acceptable to write, “*I feel good,*” if you mean you are in good health. To write, “*I feel well,*” means your sense of touch is proficient.

good will (n & v), goodwill (adj)

The good will (n) of a company is an intangible asset that shows the difference between purchase price of an asset and its market value. It has no independent market or liquidation value and doesn't qualify as tangible capital.

Goodwill Industries of WNY Inc.**Goodyear Dunlop Tires North America Ltd. (see Dunlop)**

Shortened form of Dunlop is OK on subsequent references.

Gospel, gospel

- Capitalize when referring to the first four books of the New Testament.
- Lowercase in other uses. (“*Hale Bopp used to be a gospel singer.*”)

gourmand, gourmet

- A gourmand is a glutton.
- A gourmet is someone who likes fine food.

government

Never abbreviate, always lowercase (*the federal government, the state government, etc.*)

governmental bodies

- Capitalize the full names of government agencies and offices (*the U.S. Department of State, the New York state Department of State, the Erie County Department of Social Services, the Buffalo Municipal Housing Authority, etc.*).
- Capitalize names if the context makes the name of the government unnecessary (*the State Department, the Department of Social Services, the Housing Authority, etc.*).
- Lowercase further condensations (*the department, the authority, etc.*).
- Capitalize the department if it is flip-flopped to omit *of* (*the Department of State, the State Department*).
- Anything capitalized when it refers to a specific department is lowercased when it refers to plurals or generic departments. (“*Colden does not have a police department.*” “*Hale Bopp will address the legislatures of Erie and Niagara counties.*”)

governor

- Capitalize and abbreviate when used as a title before a name or names.
- Capitalize and spell out when it is a formal title in a direct quote.
- Lowercase and spell out in all other uses (governor general).
- Use gubernatorial as an adjective when writing about campaigns, appointments, etc.

Gov. Thomas E. Dewey State Thruway (see **highway designations**)

Although this is the formal name of the New York State Thruway, it is not commonly used. To do so, except in quoted matter, would sound too formal. So it's OK to write the New York State Thruway or the Thruway on all references.

The Gow School (see **high schools**)

A private high school and boarding school in South Wales. It specializes in helping children with dyslexia.

Gowanda Area Chamber of Commerce (see **chambers of commerce**)

Gowanda Country Club (in Collins; see **golf courses**)

Gowanda Junior-Senior High School

It's in the **Gowanda Central School District** (see **high schools**).

Gowanda News (see **newspapers**)

grade, grades

- Hyphenate the noun (*first-grader*) and the adjective (*first-grade student*).
- Use A-minus, C-plus (not A-, C+) if writing letter grades.

Grain Millers union

Shortened form is OK in all references for the American Federation of Grain Millers. Western New York union is Local 110.

Grain Shovelers union

Shortened form is OK in all references for the Grain Shovelers Union of the International Longshoremen's Association AFL-CIO. Western New York local is Local 109.

grand-

All family uses are one word: grandfather, grandmother, grandchild, etc.

Grand Island Chamber of Commerce (see **chambers of commerce**)

Grand Island Dispatch (see **newspapers**)

Grand Island Record (see **newspapers**)

Grand Island Senior High School

Part of the **Grand Island Central School District** (see **high schools**).

grand jury (always lowercase)

Grand juries hand their decisions up, judges hand decisions down.

Grand Old Party

GOP is a cliché reference to the Republican Party. However, reporters who feel compelled to write GOP can do so on subsequent references. In such cases, it is not necessary to spell out Grand Old Party.

Grandview Golf Course (in Angola; see **golf courses**)

Graphic Communications International

Graphic Communications union is OK in all references. The local is Local 261.

Gratwick Riverside Park (see **parks**)

gray

It's not spelled grey, except for **greyhound** and **Grey Cup** (the Canadian Football League's title game).

great-

Hyphenate when writing about family members (*great-grandmother, great-great-grandmother, etc.*). If not hyphenated, it means that grandmother was a great woman.

Great Baehre Swamp State Wetlands and Conservation Park (see **parks**)

Great Depression (see **Depression**)

Great Lakes

The five, spelled out as HOMES: Lake Huron, Lake Ontario, Lake Michigan, Lake Erie, Lake Superior. Only Lake Michigan is entirely within U.S. borders, the rest share a border with Ontario and various states.

greater

Capitalize for a specific community and its surrounding area (*Greater Buffalo*).

Greater Buffalo Convention & Visitors Bureau (see **CVB**)

- As of May 2001, this is called the **Buffalo Niagara Convention & Visitors Bureau**.

- CVB is OK on subsequent references.

Greater Buffalo Savings Bank

Never write Buffalo Savings Bank, which was a former banking company

Greater Fort Erie Chamber of Commerce (see chambers of commerce)

Greater Niagara Newspapers

The company that owns the **Niagara Gazette**, **Lockport Union-Sun & Journal** and **Tonawanda News** in Niagara County, as well as the **Medina Journal-Register** in Orleans County. It also owns several weeklies in both counties.

Greater Olean Chamber of Commerce (see chambers of commerce)

Greater South Buffalo Chamber of Commerce (see chambers of commerce)

Greater Toronto Marketing Alliance (see chambers of commerce)

Greenwood Central School

Although not in Western New York, some students from the Allegany County town of Hanover attend this school in the Greenwood Central School District.

Greenwood Golf Course (in Clarence Center; see golf courses)

grill, grille

- A grill is what someone cooks on, what detectives do to suspects, or a neighborhood joint where everybody knows your name for the Friday night fish fry.
- A grille is on the front of a car or truck.

gross domestic product

Lowercase this calculation done by the Commerce Department to measure the nation's economic activity. However, GDP is acceptable on subsequent references. It is the total value at retail prices of all the goods and services produced in a specific time period.

ground breaking (n), ground-breaking (adj)

groundwater

group

A collective noun that takes singular verbs and pronouns. (*“The group is reading its stylebook.”*)

Grover Cleveland Golf Course (in Buffalo, see **golf courses**)

Grover Cleveland High School

- Located in the **Buffalo City School District** (see **high schools**).
- See **Leonardo Da Vinci High School**, a magnet school.

grow

Avoid using “to grow” as a transitive verb meaning “to expand” or “to increase.”

WRONG: *“The newspaper is trying to grow its circulation.” “They want to grow the business.”*

RIGHT: *“The newspaper is trying to increase its circulation.” “They want to grow beets.”*

Gulf Wilderness Park (see **parks**)

gun

Acceptable as a generic reference for any firearm, but stronger writing would be more specific about the type of firearm.

H (article use)

Most “h” sound words use the article “a,” not “an” (“*A historic stylebook.*”) That is, unless you come from certain sections of London and the highlight of your day is to highly confuse tourists and stylebooks.

had better

The word “had” makes the phrase “had better” better. (“*You had better read the stylebook.*”)

hair-

haircut, hairdo, hairdresser, brown-haired, red-haired, longhaired

half-

half-and-half, halfback, half brother, half dollar, half-done, half-dozen, half-full, half-hour (n & adj), half-hourly (adj & adv), half-moon, half note (music), half pay, half sister, half time (n, except sports), halftime (n, sports), halfway

half-mast, half-staff

- On ships and naval stations on land, it’s half-mast because ships have masts.
- For other uses on land, it is half-staff.

Hamburg Chamber of Commerce (see **chambers of commerce**)

Hamburg Fairgrounds

- Site of the annual Erie County Fair.
- **Buffalo Raceway** and the **International Agri-Center** are also on grounds.

Hamburg Golf Course (in the Town of Hamburg; see **golf courses**)

Hamburg High School

Located in the **Hamburg Central School District** (see **high schools**).

Hamilton & District Chamber of Commerce (see **chambers of commerce**)

The Hamilton Spectator (see **newspapers**)

Hampton Inn-Airport (Cheektowaga)

Hampton Inn-Amherst (Amherst)

hand-

handbag, handbill, handbook, handful(s), handmade, handout (n), handshake, beforehand, left-handed (adj), right-handed (adj), longhand, shorthand

hands off, hands-off

Hyphenate the compound modifier. (*“Keep your hands off the stylebook.” “Hale Bopp adopted a hands-off policy toward the cranks.”*)

hand to hand, hand-to-hand

hand to mouth, hand-to-mouth

Hyphenate the compound modifier. (*“They lovingly passed the stylebook from hand to hand.” “Copy editors live a hand-to-mouth existence.”*)

hang, hanged, hung

- Someone hangs a picture or a felon.
- In the past tense, someone is hanged.
- Also in the past tense, pictures are hung.

hard-

hard-and-fast (adj), hard-earned, hard hat, hardhearted, hard-liner

Harris Hill Golf Course (in Bowmansville, see **golf courses**)

Hartland Swamp State Wetlands (see **parks**)

hay-

hay fever, hayfield, haystack

head-

headhunter, head on (adv), head-on (adj), headroom, headstart, headway

headquarters

It can take a singular or plural verb. Do not use it as a verb.

head up

People do not head up committees, businesses, organizations, etc. They head them.

health care

Two words, hyphenate the compound modifier.

HealthCarePlan

The merger of HealthCarePlan with Prepaid Health Plan, a Syracuse HMO, created Univera Healthcare (see **Univera Healthcare** and **HMOs**).

health maintenance organization

HMO is acceptable on all references; see **HMO**.

HealthNow (one word, capital *N*)

- HealthNow is a nonprofit corporation with three divisions covering 53 counties in New York state.

- The divisions are: BlueCross BlueShield of Western New York, based in Buffalo; Blue Shield of Northeastern New York, based in Albany; and the Upstate Medicare Part B Claims Processing Division in Binghamton.

heavenly bodies

- Capitalize the proper names of planets, stars, moons, constellations, etc. (*Mars; the Big Dipper; Saturn and its moon, Phoebe*)
- Capitalize only the proper noun of a comet's name (*Halley's comet*)
- Lowercase sun and moon.
- Lowercase nouns and adjectives from heavenly bodies (*martian, jovian, lunar*)

her, his

- Use "it" when writing about ships and nations, unless in quoted matter.
- Do not write "he" when referring to objects or indefinite people. Rather than write "*A reporter should read his stylebook,*" recast it to "*Reporters should read their stylebooks.*" (This also avoids the ugly "... *his or her stylebooks.*") Also note the use of the gender-neutral "reporter" rather than "newsman." Same should go for police officers (*policemen*), firefighters (*firemen*), letter carriers (*mailmen*), etc.

Herschell Carrousel Factory Museum (in North Tonawanda)

Hickory Ridge Golf and Country Club (in Holley; see **golf courses**)

Hidden Acres Golf Course (in Colden, see **golf courses**)

high-

highbrow (n & adj), high frequency (n), high-frequency (adj), high-grade (adj), highhanded, high-level (adj), highlight (n & v), high tech (n), high-tech (adj), highway

high schools

Use these names on first reference. See individual school for its district name:

- **Allegany County:**

Alfred-Almond Junior-Senior High School

Andover Central School

Bolivar Junior-Senior High School

Canaseraga Central School

Cuba-Rushford High School

Fillmore Central School

Friendship Central School

Genesee Valley High School

Scio Central School

Wellsville Senior High School

Whitesville Central School

- **Cattaraugus County:**

Allegany-Limestone Junior-Senior High School

Cattaraugus-Little Valley High School

Ellicottville Central School

Franklinville Central School (Ten

Broeck Academy)

Gowanda Junior-Senior High School

Hinsdale Central School

Olean High School

Pioneer Junior-Senior High School

Portville Junior-Senior High School

Randolph Junior-Senior High School

Salamanca High School

West Valley Central School

- **Chautauqua County:**

Brocton Middle High School
Cassadaga Valley High School
Chautauqua Lake High School
Clymer Junior-Senior High School
Dunkirk Senior High School
Falconer High School
Forestville Central High School
Fredonia High School
Frewsburg Junior-Senior High School

- **Erie County:**

Akron Junior-Senior High School
Alden Senior High School
Amherst Central High School
Bennett High School
Buffalo Academy for the Visual &
Performing Arts
Buffalo Alternative High School
Buffalo Traditional High School
Burgard Vocational High School
Cheektowaga Junior-Senior High School
City Honors High School
Clarence Senior High School
Cleveland Hill High School
Depew High School
East Aurora Senior High School
Eden Junior-Senior High School
Emerson Vocational High School
Frontier Senior High School
Grand Island Senior High School
Grover Cleveland High School
Hamburg High School
Holland High School
Hutchinson Central Technical High
School
Iroquois Senior High School

- **Genesee County:**

Alexander Junior-Senior High School
Batavia High School
Byron-Bergen High School
Elba Junior-Senior High School
LeRoy Junior-Senior High School

- **Niagara County:**

Barker High School
Lewiston-Porter Senior High School
Lockport High School

Jamestown High School
Maple Grove Junior-Senior High School
Panama Junior-Senior High School
Pine Valley Junior-Senior High School
Ripley Central School
Sherman High School
Silver Creek Junior-Senior High School
Southwestern Senior High School
Westfield High School

John F. Kennedy Senior High School
Kenmore East Senior High School
Kenmore West Senior High School
Kensington High School
Lackawanna High School
Lafayette High School
Lake Shore Senior High School
Lancaster High School
Leonardo Da Vinci High School
Maryvale Senior High School
McKinley Vocational High School
North Collins Junior-Senior High School
Orchard Park High School
Riverside High School
Seneca Vocational High School
South Park High School
Springville-Griffith Institute
Sweet Home Senior High School
Tonawanda Senior High School
West Seneca East Senior High School
West Seneca West Senior High School
Williamsville East High School
Williamsville North High School
Williamsville South High School

Oakfield-Alabama Junior-Senior High
School
Pavilion Junior-Senior High School
Pembroke Junior-Senior High School

Newfane Senior High School
Niagara Falls High School
Niagara Wheatfield Senior High School

North Tonawanda Senior High School
Royalton-Hartland Junior-Senior High School

• **Orleans County:**

Charles D'Amico High School)
Holley Senior High School
Kendall Junior-Senior High School

• **Wyoming County:**

Attica Senior High School
Letchworth Senior High School

• **Private:**

Archbishop Walsh High School
Bishop-Timon-St. Jude High School
Buffalo Academy of the Sacred Heart
Buffalo Seminary
Canisius High School
Cardinal O'Hara High School
Christian Central Academy
The Gow School
Holy Angels Academy
Houghton Academy
Immaculata Academy
Mount Mercy Academy
Mount St. Mary Academy

Starpoint Junior-Senior High School
Wilson High School

L.A. Webber Junior-Senior High School
(Lyndonville)
Medina High School

Perry Junior-Senior High School
Warsaw Junior-Senior High School

Nardin Academy
Niagara Catholic Junior-Senior High School
The Nichols School
Notre Dame High School
The Park School
St. Francis High School
St. Joseph's Collegiate Institute
St. Mary's High School
St. Mary's School for the Deaf
Turner/Carroll High School
Villa Maria Academy
West Seneca Christian School

highway designations (see route numbers and individual cross-listings)

- Use numbers for highways and routes identified by number (*Route 5, Route 219*).
- If a letter comes after, capitalize it but do not hyphenate (*Route 20A*).
- Some of the major highways or routes in the region include (either the name or the route number in parenthesis is acceptable in any reference):

East Aurora Expressway (Route 400)

Kensington Expressway (33)

Lockport Expressway (990)

Queen Elizabeth Way (QEW)

Robert Moses Parkway

Route 5

Route 16

Route 20

Route 20A

Route 39

Route 62

Route 104

Route 219

Route 240

Scajaquada Expressway (198)

Southern Tier Expressway (Route 17)

Thruway (Interstate 90) and Niagara Section (190)

Twin Cities Memorial Highway (Route 425)

Youngmann Memorial Highway (290)

Hilbert College (see **colleges**)

Hills (see **department stores**)

Hillview Golf Course (in Fredonia; see **golf courses**)

Hinsdale Central School

Part of the **Hinsdale Central School District** (see **high schools**).

historic, historical, historical periods and events, history

- A historic event is something so important that it stands out in history (*the signing of the Declaration of Independence in 1776*).
- Use historical when writing about something pertaining to history: A book about a historic event would be a historical book.
- Capitalize names of periods from anthropology, archaeology, geology, history (*the Bronze Age, the Middle Ages, the Pliocene Era*).
- Also capitalize names for periods and events (*the Roaring '20s, the Atomic Age, the Boston Tea Party*).
- Capitalize only proper nouns or adjectives when describing a period (*ancient Rome*).
- Lowercase century (*the 21st century*).
- Avoid redundant “*past history*.”

HIV

- Acceptable in all references for human immunodeficiency virus.
- Avoid writing the redundant HIV virus.

H&K Publications (see **newspapers**)

Publishes several regional weeklies: Gowanda News, Springville Journal, The Sun (Hamburg) and various pennysavers.

HMOs

HMOs is OK in all references for health maintenance organizations. There are three primary HMOs in Western New York (cross-listed under their names): **Community Blue, Independent Health** and **Univera Healthcare**).

hoard, horde

- A hoard is a supply kept in reserve, usually in secret.
- A horde is a moving crowd.

hold on to (not hold onto)

holding company

A company whose principal assets are the stock and securities it owns in companies that provide goods or services. Therefore, a corporation or its board can control several

companies by holding a majority of stock in those companies. (And, if referring to Janis Joplin's old band, it's Big Brother and the Holding Company – for lagniappe.)

Holiday Inn-Amherst (Amherst)
Holiday Inn-Buffalo Airport (Cheektowaga)
Holiday Inn By The Falls (Niagara Falls, Ont.)
Holiday Inn & Conference Center (Grand Island)
Holiday Inn-Downtown (Buffalo)
Holiday Inn-Gateway (Buffalo)
Holiday Inn-Hamburg (Hamburg)
Holiday Inn-Jamestown (Jamestown)
Holiday Inn-Select (Niagara Falls, N.Y.)

holidays, holy days, special days

Capitalize them (*Christmas, New Year's Day, Groundhog Day, St. Patrick's Day, St. Joseph's Day, Easter, Hanukkah, Kwanza, Labor Day, Halloween, etc.*).

Holiday Valley Resort (in Ellicottville; see **golf courses** and **ski areas**)

HoliMont (see **ski areas**)

Holland High School

Located in the **Holland Central School District** (see **high schools**).

Holland Hills Country Club (in Glenwood, see **golf courses**)

Holley Senior High School

Located in the **Holley Central School District** (see **high schools**).

Holy Angels Academy

Holy Angels is OK on subsequent references for the private high school for girls in Buffalo (see **high schools**).

home-

homemade, homeowner, home buyer, home builder, hometown

hone, home

A person can hone a skill, but he or she can't "hone in" on something. The correct term is "home in."

honorable

Do not use as a courtesy title before the name of a judge or politician. Instead, call the person by the elected or appointed title on first reference and by the last name on subsequent references.

hopefully

- It means “in a hopeful manner,” or “it is to be hoped that,” though writers often mistakenly think it means “full of hope.” Therefore, the adverb describes the way the subject feels.
- *“Hopefully, Hale Bopp will present the stylebook to the editors.”* (This means Bopp will be hopeful when he does it.)
- It is hoped others will understand better by reading on: Suppose it has been snowing all January, by the end of the month Buffalonians may look at the skies in hopes that the sun will come out.

horse-

horseplay, horseplayer, horsepower, horse race, horseradish, horse sense, horseshoe, horse trade (n), horse-trade (v), horse trader

hospitals

- Use the forms here on first reference. The hospitals are cross-referenced under their individual name. The systems and unaffiliated hospitals are:
- **Catholic Health System:** Kenmore Mercy Hospital, Mercy Hospital, Our Lady of Victory Hospital, St. Joseph Hospital (note the singular and non-possessive) and Sisters of Charity Hospital.
- **Eastern Niagara Health System:** Inter-Community Memorial Hospital (Newfane) and Lockport Memorial Hospital
- **Kaleida Health:** Buffalo General Hospital, Children’s Hospital, DeGraff Memorial Hospital, Millard Fillmore Gates Circle Hospital, Millard Fillmore Suburban Hospital; also, Tri-County Memorial Hospital is not a member of the system, but it is affiliated with it.
- **United Memorial Medical Center:** Formed from the union of Genesee Memorial and St. Jerome hospitals in Batavia.
- **WCA Healthcare System:** Formed from the union of WCA Hospital in Jamestown and Jones Memorial Health Center in Wellsville.
- **Other:** Bertrand Chaffee Hospital, Brooks Memorial Hospital, BryLin Hospitals (note the capital L and the plural hospitals), Buffalo Psychiatric Center, Cuba Memorial Hospital, Erie County Medical Center, Lake Shore Health Care, Medina Memorial Hospital, Mount St. Mary’s Hospital, Niagara Falls Memorial Medical Center, Olean General Hospital, Roswell Park Cancer Institute, Sheehan Memorial Hospital, Tri-County Memorial Hospital (also affiliated with Kaleida), VA Medical Center, Westfield Memorial Hospital, Wyoming County Community Hospital

hostile takeover

Be wary of using such terms because they only put one spin on a story. In this example, who is the attempted takeover hostile to? Well, the company executives who might be looking for new jobs, but since the shareholders get to decide if they want to sell it might not be hostile to them. Also, takeover implies force. A hostile takeover just means one company is offering to buy another from its shareholders. There’s also a provision designed to make an acquisition more expensive, unless the targeted company’s management likes the offer. To the would-be acquirer, it’s a “poison pill” provision. But

the management trying to fend off the offer prefers “shareholder value” provision. The point is to look for a way to objectively report the facts.

hot dog (n), **hotdog** (v)

hotel

Capitalize as part of a formal name (*Adam’s Mark Hotel*); lowercase when writing generically. (“*Hale Bopp is staying at one of the Holiday Inn hotels.*”)

Houghton Academy

A private school in Allegany County (see **high schools**).

Houghton College (see **colleges**)

Houghton Park (see **parks**)

hour-

hourglass, hour hand, hourlong

house-

house arrest, houseboat, household, house party, housewares, housewarming

House of Representatives

- Capitalize when writing about a specific legislative body (*the U.S. House of Representatives, the Massachusetts House of Representatives*). Retain that capitalization even if the government name or the words “of Representatives” are dropped if the meaning is clear. (“*The House has adjourned.*”)
- Lowercase plural uses (*the U.S. and Massachusetts houses*).
- The same guidelines apply to other legislative bodies (*the New York State Assembly*).

Howard Johnson Express Inn (Hamburg)

Hutchinson Central Technical High School

Hutch-Tech is OK on subsequent references for this high school in the **Buffalo City School District** (see **high schools**).

HSBC

- **HSBC Bank USA** is the name of the banking operation. On subsequent references, HSBC is OK for the former Marine Midland Bank.
- **HSBC Holdings PLC.** (in London) is the parent of every HSBC entity around the world, including HSBC Bank USA.

HSBC Arena

Hunt real estate

- Hunt Commercial Real Estate Corp. is the commercial entity.

- Hunt Real Estate Corp. is the residential entity.

Hyatt Regency Buffalo (Buffalo)

Hyde Park (see parks)

Hyde Park Golf Course (in Niagara Falls; see golf courses)

hyphen

- Use a hyphen to avoid confusion. (*“Hale Bopp wrote about small-business loans.”* The loans referred to may or may not be small, and they are for businesses, but small-business loans means loans to small businesses. The hyphen makes that clear.)
- Use a hyphen to avoid any confusion about meaning. (*“Hale Bopp re-covered his stylebook”* means he put a new cover on it. *“Hale Bopp recovered his stylebook”* means he found the missing stylebook.)
- Hyphens link compound modifiers, except adverbs, before nouns. (*“It’s an easily remembered rule: last-quarter profits, a full-time job, a well-known person, a very good stylebook.”*)
- Hyphens do not link adverbs to the words they modify, even when the two words make a compound modifier (*an easily led group*). Keep in mind that not all words that end in *-ly* are adverbs. For example, it’s OK to write family-run business because family is not an adverb. Writing something such as *easily led group* means led in an easy manner. But apply that same test to a family-run business and you get nonsense – in a friend manner. So test the word to see if it is an adverb.
- Compound combinations that come after the noun are not hyphenated. (*“The rule is easily remembered: Our last-quarter profits were down, that means profits in the last quarter were down.”*)
- But when a modifier that would be hyphenated before a noun comes after a form of the verb *to be*, the hyphen is kept to avoid confusion. (*“Hale Bopp is well-known.”* *“The stylebook is first-rate.”*)
- Use a hyphen to separate two-thought compounds (*socio-economic*) and to avoid duplication of vowels or consonants (*anti-intellectual*).
- Compounds also designate dual heritage (*Irish-American, African-American*), but are not used for French Canadian, Latin American or Native American since they are perceived as a single heritage or ethnic group.
- Use a hyphen in suspensive hyphenation. (*“Hale Bopp got a 10- to 20-year sentence for strangling the reporter who didn’t follow style.”*)
- When writing about square footage, don’t hyphenate unless it modifies another word (see **square footage**). (*“Hale Bopp’s home is 1,400 square feet.”* *“The 1,400-square-foot Bopp home seems palatial.”*)

IBEW (see **international – unions**)

IBM

Acceptable in all references for International Business Machines.

ice

iceberg, icebound, icebreaker, icecap, ice cream, ice pack, ice water

ice skate

The things people put on their feet are ice skates. The person wearing them is an ice skater. Verb forms such as ice-skating are hyphenated.

IDA (see **Industrial Development Agency**)

Ikon Office Solutions

ill-

Hyphenate when it forms an adjective before a noun (*ill-advised, ill-gotten, etc.*). However, it is not hyphenated when it follows the noun it modifies. (“*Criticism of the stylebook is ill advised.*”)

illegal

Use it only after a person is found guilty. Do not use it if someone claims what someone else did was illegal.

Immaculata Academy

A private high school for girls in Hamburg (see **high schools**).

immigrate, emigrate (see **emigrate, immigrate**)

- Immigrate (with preposition to or into) means to arrive in a country.
- Emigrate (with from) means to leave a country.

impact

It’s a verb, not a noun. Only wisdom teeth are impacted.

impassable, impassible, impassive

- Impassable means people can’t get past something.
- Impassible and impassive means devoid of emotion. Specifically, impassible means incapable of being affected; impassive means no reaction was noticed.

imply, infer

- Writers can imply or suggest something by what they write.
- Readers can infer something from what was written or suggested.

impostor (note the -or ending)

impromptu

It means something done without advance preparation or thought. Do not use it when writing about an event that is informal or held without advance notice.

in-

inbound, infield, infighting, in-law

in, into

- In means location. (*“Elvis and Hale Bopp are in the building.”*)
- Into means motion. (*“Elvis and Hale Bopp walked into the building.”*)
- Think of it this way: *“Someone who jumps into a pool, swims in it.”*

incarcerated

It's better to write that someone was jailed.

include, comprise (see **compose, comprise**)

- Use include to introduce a series when what follows is only part of the total. (*“A copy editor's reference shelf includes stylebooks, dictionaries and other works.”*)
- Use comprise when the full list is given. (*“Hale Bopp's reference shelf is comprised of 44 books, including many stylebooks.”*)

incorporated

- Capitalize and abbreviate as Inc. when part of a corporate name.
- Do not set off by commas.

incredible, incredulous

- Incredible means beyond belief.
- Incredulous means doubtful.

incubator

A business incubator gives small or emerging companies a chance to get started by offering financial incentives such as below-market rental space and shared services.

Independent Health (see **HMOs**)**Independence Day**

July Fourth or the Fourth of July are OK in all references.

index, average

- Get an average by adding the numbers in a set and then dividing by the number of numbers in that set.
- An index is a composite that measures a percentage change in something (e.g. measure of economic performance or stock prices) from a base period or from the previous month, quarter, year, etc. In stock markets, an index basically measures the change in a set of stock prices from an established value. Therefore, the Dow Jones

industrial average is a weighted average (high-priced issues have more influence than low-priced issues) of the share prices of selected industrial stocks.

Index of Leading Economic Indicators

A composite of 12 economic measurements designed to forecast the health and direction of the U.S. economy.

Indians

- When writing about someone from the Seneca Nation of Indians, the Tuscarora Nation, or any other American Indian group, write American Indian. Do not use Native American since anyone born in this hemisphere is really a native American.
- The Seneca Nation of Indians holds the title to three reservations: Allegany Indian Reservation (Cattaraugus County), Cattaraugus Indian Reservation (Erie, Chautauqua and Cattaraugus counties) and the Oil Springs Indian Reservation (Cattaraugus and Allegany counties).
- The Tonawanda Band of Seneca (see **Seneca Nation of Indians**) holds the title to the Tonawanda Indian Reservation (Erie, Genesee and Niagara counties).
- The Tuscarora Nation (see **Tuscarora Nation**) holds title to the Tuscarora Indian Reservation.

indictments

- A grand jury hands up indictments (not down) to a judge.
- To avoid any suggestion that someone is being judged before a trial, write that the person was indicted on a charge, not that he or she committed some thing.

indiscreet, indiscrete

- Indiscreet means there is a lack of caution. The noun is indiscretion.
- Indiscrete is not as common; it means to not separate something into distinct parts from the whole.

individual retirement accounts

IRA is OK in all references (see **IRA**).

indoor (adj), indoors (adv)

“Hale Bopp went indoors to watch the indoor football league game on a sunny day.”

Industrial Development Agency

- IDA is acceptable on subsequent references.
- If there is a community attached, spell out the community name first and then the abbreviation IDA on subsequent references (Amherst IDA).
- At IDA meetings, board members will refer to inducing money to a company. This is jargon and should be avoided. Use some other verb that carries the same meaning.

Industrial Revolution

Capitalize the reference to the economic change that began in 18th century England.

inflation

It isn't a price, it's a rate of change in prices. The sustained increase in prices means lessened buying power.

- Cost-push inflation is caused by rising costs.
- Demand-pull inflation is caused when the amount of money available is more than the amount of goods and services available.

Since the type of inflation is often disputed, don't write what type it is unless it's in a direct quote.

initials

Use periods and no space when a person or company uses initials instead of a name (*H.L. Bopp, M&T Bank, etc.*).

injuries

They are suffered or sustained, not received.

Inner Harbor

The development area in downtown Buffalo's waterfront that roughly runs from Waterfront Village to HSBC Arena.

innocent

This word is better than writing "not guilty" because too often "not guilty" has been typed as "now guilty" or the "not" was forgotten.

in order to

To make copy more precise, drop the "in order" part.

inpatient, outpatient**input**

It's a noun, do not use it as a verb.

inquire, inquiry (not enquire or enquiry)**in rem**

- A legal term to indicate a judgment against a thing, right, status or property.
- Capitalize when referring to individual cases. Lowercase generic uses. (*"Buffalo's in rem proceedings are published in the Buffalo Law Journal. In Rem Case 44 refers to Hale Bopp."*)

in-service

It's an adjective for seminars; two words, hyphenated.

in spite of

Despite means the same thing and is shorter.

Institute of Travel, Hotel and Restaurant Administration

- The institute is OK on subsequent references if the context of the story makes it clear you are writing about this specific institute.
- Part of Niagara University (see **colleges** and **Niagara University**).

Inter-Community Memorial Hospital (in Newfane)

See **hospitals** or **Eastern Niagara Health System**.

interesting

Sentences that start “*It is interesting that ...*” or “*It’s significant that ...*” usually aren’t interesting or significant. Don’t tell readers something, show them.

interface

Jargon that should be avoided. However, if it is used, remember that it is a noun or adjective and not a verb.

Internal Revenue Service

IRS is OK on subsequent references.

international (non-unions)

The shortened form in *italics* in parenthesis is OK in all references. Non-italicized words or acronyms are used on subsequent references:

- International Bank for Reconstruction and Redevelopment (*World Bank*)
- International Monetary Fund (IMF is OK on subsequent references for the supply of money from member nations that stabilizes international exchange. To promote orderly and balanced trade, member nations may get needed cash to adjust their balance of payments without currency depreciation.)
- International Criminal Police Organization (*Interpol*)
- International Court of Justice (Don’t abbreviate and don’t call it the World Court because that was the name of a similar body of the defunct League of Nations.)
- International Telephone and Telegraph Corp. (ITT on subsequent references; note the word and is used, not an &)

international (unions)

The number of the Western New York local, as well as the shortened union name acceptable in all references, follows in *italics* in parenthesis. Non-italicized words or acronyms are used in subsequent references:

- International Alliance of Theatrical Stage Employees (*Theatrical Employees union, Local 10*).
- International Association of Machinists and Aerospace Workers (*Machinists union, Local 447 and Local 1691*).
- International Brotherhood of Boilermakers (*Boilermakers union, Local 7*).
- International Brotherhood of Electrical Workers (To avoid confusion with the International Union of Electrical Workers, use the full name on first reference and

IBEW on subsequent references. Area locals are: Local 41, Local 97, Local 237, Local 106, Local 1690, Local 2154 and Local 2374.)

- International Brotherhood of Painters and Allied Trades of the United States and Canada (*Painters union*, Local 65).
- International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (*Teamsters union*; but lowercase teamster if it doesn't refer to the union. Area locals are: Local 264, Local 375 and Local 449.)
- International Ladies' Garment Workers Union (*Ladies' Garment Workers*, or *Ladies' Garment Workers union*, or even *ILGWU*; lowercase garment workers if it doesn't refer specifically to the union)
- International Longshoremen's and Warehousemen's Union (ILWU on subsequent references)
- International Longshoremen's Association (ILA on subsequent references)
- International Musicians Union of United States & Canada (*Musicians union*)
- International Union of Electrical Workers (To avoid confusion with International Brotherhood of Electrical Workers, use the full name on first reference and Electrical Workers union on subsequent references. The Buffalo area is District 3.)
- International Union of Elevator Constructors (Elevator Constructors union, Local 14)
- International Union of Operating Engineers (Operating Engineers union, Local 17, 17A, 17B, 17C and Local 463A, 463B and 463C)

International Agri-Center (note hyphen and capitalization; in Hamburg)

International Country Club (in Stevensville, Ont., see **golf courses**)

Internet (see **Web addresses**, **World Wide Web**)

- Internet is capitalized, as is World Wide Web, 'Net and Web.
- Cyberspace and its derivatives are one word, without hyphens (e.g. online).
- Try to avoid ending a sentence with a Web address (called a URL – short for universal resource locator) since the period at the end of a sentence can be confused with being part of the URL.
- **A URL always starts with http://, yet since that is understood, a simple www. will suffice when writing a URL.**
- When a tilde (~) is in the address, use a real tilde instead of writing the word tilde.

Interstate Commerce Commission

ICC is OK on subsequent references.

-ion nouns plus “of”

A noun with “a” or “the” before it and an “-ion” at the end usually means a strong verb can be substituted for the weak noun. For example:

- “*Hale Bopp seeks help in the identification of style errors*” is weak when compared to “*Hale Bopp seeks help identifying style errors.*”

- “*He said the style ruling is a violation of his free speech*” is weaker than “*He said the style ruling violates his free speech.*”

IOU, IOUs (no periods)

IQ (no periods)

Acceptable in all references for intelligence quotient.

IRA

Unless it’s a story about Irish Republican Army members seeking to open individual retirement accounts, IRA is acceptable in all references for both.

Irish Classical Theatre Company

It stages its productions in the Andrews Theatre in downtown Buffalo.

Iron Workers Shopmen Union

Iron Workers union is OK in all references. Area locals: Local 6, Local 9 and Local 576.

Iroquois National Wildlife Refuge (see **parks**)

Iroquois Senior High School

Located in the **Iroquois Central School District** (see **high schools**).

irregardless

Use regardless since irregardless is not a word.

Ischua Valley Country Club (in Franklinville; see **golf courses**)

island

- Capitalize only when part of a formal name (*Grand Island*).
- Lowercase when the reference means many islands in an area (*the Pacific islands*).
- Lowercase “island of” forms. (“*On the island of Nantucket.*”)

Island Park (see **parks**)

Isle View Park (see **parks**)

it

Use this pronoun, rather than “she,” when writing about ships or nations.

ITT Technical Institute (see **colleges**)

it’s, its

- It’s is a contraction for it is or it has.
- Its is the possessive form. (“*The company lost its assets.*”)

J

jail, prison

- Stone walls do not a prison make, nor iron bars a cage, and remember that there is a difference between a jail and a prison. Do not interchange them.

- Jails normally house people for civil matters, people serving misdemeanor sentences, or people awaiting trial or sentencing on felony or misdemeanor charges.
- A prison is a place where people are confined to serve felony sentences. They can be either maximum (often called penitentiaries) or medium security (often called correctional institutions – e.g. the Federal Correctional Institution at McKean, near Bradford, Pa. It’s called FCI-McKean on subsequent references).
- Use the formal name on first reference; subsequent references can be shortened to the state prison, the county jail, the federal prison, the prison, the jail.

Regional jails and prisons are:

- Albion Correctional Facility (Albion, Orleans County) – State medium-security facility for females age 16 and older.
- Allegany County Correctional Facility (Belmont) – County multi-level facility.
- Attica Correctional Facility (Attica, Wyoming County) – State maximum-security facility for males age 21 and older.
- Buffalo Correctional Facility (Alden, Erie County) – State work release facility on the grounds of the Wende Correctional Facility.
- Buffalo Federal Detention Facility (Batavia, Genesee County) – A facility for Immigration and Naturalization Service inmates as well as federal prisoners awaiting trial or adjudication.
- Cattaraugus County Correctional Facility (Little Valley) – County maximum-security facility.
- Chautauqua County Correctional Facility (Jamestown) – County multi-level facility.
- Collins Correctional Facility (Collins, Erie County) – State medium-security facility.
- Erie County Correctional Facility (Alden) – County multi-level facility.
- Erie County Holding Center (Buffalo) – County maximum-security detention facility.
- Genesee County Correctional Facility (Batavia) – County multi-level facility.
- Gowanda Correctional Facility (Gowanda, Erie County) – State medium-security facility.
- Lakeview Shock Incarceration Facility (Lakeview, Chautauqua County) – State medium-security facility for males and females ages 16-39.
- Niagara County Jail (Lockport) – County facility.
- Orleans Correctional Facility (Albion) – State medium-security facility.
- Orleans County Correctional Facility (Albion) – County multi-level facility.
- Wende Correctional Facility (Alden, Erie County) – State maximum-security facility and hospital.
- Wyoming Correctional Facility (Attica, Wyoming County) – State medium-security facility.
- Wyoming County Correctional Facility (Warsaw) – County multi-level facility.

Jamestown Area Chamber of Commerce

Consolidated with the Northern Chautauqua Chamber of Commerce to form the **Chautauqua County Chamber of Commerce**.

Jamestown Community College (see colleges)

A two-year public college with a satellite campus in Olean. There are also two centers: the North County Center in Dunkirk and a center in Warren, Pa.

Jamestown High School

Located in the **Jamestown City School District** (see **high schools**)

Jamestown Post-Journal (see **newspapers**)**Jamestown Savings Bank****Jaycees**

This is now the correct reference for the organization that used to be called the Junior Chamber of Commerce.

JC Penney Co. Inc. (see **department stores**)

- Note there are no periods after J or C.
- When writing about the company, use the formal name. If referring to the store, just write JC Penney.

jeep, Jeep

- Use lowercase when writing about the outdated military vehicle. (Its original designation was GP, military jargon for general purpose vehicle, which was pronounced jeep – for lagniappe).
- Capitalize when writing about the trademarked civilian vehicle.

Jell-O

The proper name for the trademark gelatin dessert that used to be made in LeRoy.

Jenss (see **department stores**)

Write Jenss for singular and plural forms; Jenss' for possessive.

JetBlue Airways (see **airlines**)**John F. Kennedy Senior High School**

Located in the **Cheektowaga-Sloan Union Free School District** (see **high schools**).

John James Audubon Parkway

Unless space is tight in a list, always use the full name on first reference.

John “Taps” Gallagher Center (see **Niagara University**)

Gallagher Center is OK on subsequent references for the Niagara University indoor sports venue.

Joseph Davis State Park (see **parks**)**judicial branch**

- Federal civil and criminal cases are originally tried and decided in U.S. District Court (see **U.S. District Court**).
- The intermediate step in the federal judicial system is the appeals court (see **U.S. Court of Appeals**). There are 12 circuit courts that have jurisdiction over specific geographical areas; the Court of Appeals for the Federal Circuit (in Washington, D.C.) has jurisdiction over specific types of cases
- If the federal court system were a pyramid, the Supreme Court of the United States would be at the top. On the second level would be the 13 appeals courts and the U.S. Court of Appeals for the Armed Forces. On the third level would be the district courts and specialized courts.
- Federal courts are presided over by judges, except the Supreme Court. Judicial officers of the Supreme Court are called *justices* and the *chief justice of the United States* (see **supreme courts**).
- Federal judges who are at least 65 years old and have actively served for 15 years can take senior status. Senior judges can continue to hear cases, deal with administrative duties and serve on special commissions.
- The judges of each district can also appoint a certain number of magistrate judges to do many of the ancillary duties of district judges.
- Lowercase judicial branch when writing about the federal system that consists of the U.S. Supreme Court, U.S. Court of Appeals, U.S. District Court, U.S. Court of Claims, U.S. Court of Customs and Patent Appeals and the U.S. Customs Court.
- The U.S. Tax Court and U.S. Court of Military Appeals are not part of that federal judicial system (see **U.S. courts**)
- On the state level, the New York State Supreme Court (see **supreme courts** and **New York state court system**) is a trial court of unlimited original jurisdiction. However, it generally hears only cases that are outside the limited jurisdiction of other trial courts. Each of the eight Western New York counties has a State Supreme Court district and judge.
- WNY is in the 8th Judicial District of State Supreme Court.
- The next level above the State Supreme Court is the Appellate Division. The Appellate Division hears civil and criminal appeals, reviewing the decisions from county courts and lower courts. Western and Central New York is in the Fourth Judicial Department.
- The New York State Court of Appeals is the highest court in the state. It hears cases on appeal from other appellate courts and, in some instances, from the courts of original jurisdiction.
- Also on the state level is the New York State Court of Claims, which handles claims against the state.
- Buffalo is the site of the office of the U.S. attorney for the Western District of New York (see **attorney, lawyer**).
- Each Western New York county has a County Court, Family Court, State Supreme Court and Surrogate's Court. While the jurisdiction of the eight county courts over criminal matters is almost unlimited, money cases in civil cases are limited.
- Judges preside over county, family, State Supreme Court and surrogate courts.
- On first reference for county courts, write (county name) County Court.

- On first reference for the eight Western New York family courts, write (county name) County Family Court.
- Most Western New York communities have municipal courts that try criminal, small claims, landlord-tenant, housing and other civil matters. Those courts are written as (city, town or village name) Court.
- Capitalize judge when it is the formal title before a name.
- Capitalize judge advocate or judge advocate general before a name (plural would be judge advocates and judge advocates general).
- Capitalize justice when it is used as a formal title before a name.
- Capitalize justice of the peace only when used as a formal title before a name.
- When the formal title chief judge is used, write the court name after the judge's name (*Chief Judge Hale Bopp of the Eighth Judicial District*).
- Do not pile up long court names before a judge's name (*Potter County Court of Common Pleas President Judge Hale Bopp*).
- Lowercase judge when used as a generic title (*contest judge Hale Bopp*).
- Correct spelling of judgment contains no letter *e* between judg and ment.
- The word *jury* takes a singular noun and pronoun; do not capitalize.
- A juror is a member of a jury.
- A jurist is a judge or legal expert.

junior, senior

- Capitalize and abbreviate (*Jr., Sr.*) when used with a full name. Do not set off with a comma.
- Use the designations based on the subject's preference, or to distinguish between family members.

K

Kaleida Health

Several hospitals and outpatient centers (cross-listed under their names) are members of the health system. Included are: **Buffalo General Hospital, Children's Hospital, DeGraff Memorial Hospital, Millard Fillmore Gates Circle Hospital, Millard Fillmore Suburban Hospital**; and **Tri-County Memorial Hospital** is an affiliate of the system, but not a member.

Katharine Cornell Theatre (at the **University at Buffalo**)

Kaufmann's Department Stores (see **department stores**)

- Note the apostrophe and double *-n* for *Kaufmann's* and the plural of *stores*.
- Kaufmann's is OK on subsequent references.

Kavinoky Theatre (at **D'Youville College** in Buffalo)

Kendall Junior-Senior High School

Located in the **Kendall Central School District** (see **high schools**)

Kenmore East Senior High School

Kenmore West Senior High School

Both are in the **Kenmore-Tonawanda Union Free School District** (see **high schools**)

Kenmore Mercy Hospital (in Kenmore)

Affiliated with the **Catholic Health System** (see **hospitals**).

Kenmore-Town of Tonawanda Chamber of Commerce (see **chambers of commerce**)

Kensington Expressway (see **highway designations**)

Kensington High School

Located in the **Buffalo City School District** (see **high schools**)

Ken-Ton Bee (see **newspapers**)

Keshequa Senior High School

Some students from the Allegany County towns of Granger and Grove and from the Wyoming County town of Genesee Falls attend the school in the Dalton-Nunda Central School District.

KeyBank (one word, capital *B*)

- Buffalo is district headquarters for the bank branches.
- The holding company is KeyCorp.

kickoff (adj), **kick off** (v)

Use only in a sports story, unless someone actually kicks a football or other object to symbolically start a drive.

kids of all ages

Unless in a direct quote, avoid this cliché that means everyone.

kind, kinds

It is *that kind* and *those kinds*.

kind of

Drop prepositions or articles between the phrase **kind of** and a noun. (“*I like that kind of a stylebook*” sounds better when written as “*I like that kind of stylebook.*”) Stronger writing would do away with the phrase entirely. (“*I like that stylebook.*”)

kindergarten (not kindergarden)

Kissing Bridge (see **ski areas**)

Kis-n-Greens Golf Course (in Alden; see **golf courses**)

Kleinhans Music Hall

Kleinhans is OK on subsequent references for the Buffalo concert hall.

Kmart (one word, no hyphen, lowercase *m*)

Knapp Creek

No ‘s at the end of Knapp for the Cattaraugus County community.

knee-

kneecap, knee-deep, knee-high, kneepad

know-how (hyphenate)

Using the word *skill* is better. (“*Hale Bopp has the skill to write a stylebook*” sounds better than “*Hale Bopp has the know-how to write a stylebook.*”)

Koessler Athletic Center (see **Canisius College**)

- The venue for Canisius College basketball and other indoor events.
- Koessler Center is OK on subsequent references.

KPMG

It is no longer KPMG Peat Marwick; capitalize KPMG in all references.

Krull Park (see **parks**)

L

L.A. Webber Junior-Senior High School (see **Lyndonville**)

Laborers’ International Union of North America

- Laborers’ union is OK in all references for Local 91, Local 210 and Local 600.

- Laborers Local 621 in the Olean area is also known as the Building, Heavy Equipment and Highway Construction union.

Lackawanna Area Chamber of Commerce (see **chambers of commerce**)

Lackawanna High School

Located in the **Lackawanna City School District** (see **high schools**).

Lafayette High School

Located in the **Buffalo City School District** (see **high schools**).

laid off (see **fired**)

lake

- Capitalize the formal names of lakes (*Lake Erie, the Finger Lakes*).
- Lowercase generic or plural uses (*lakes Erie and Ontario*).

Lake Erie State Park (see **parks**)

Lakeside Beach State Park (see **parks**)

Lakeside Golf Course (in Ripley; see **golf courses**)

Lake Shore Health Care Center (in Irving; see **hospitals**)

Lake Shore Savings & Loan (note ampersand; in Dunkirk)

Lake Shore school district (see **Evans-Brant Central School District**)

The formal name is **Evans-Brant Central School District**. However, this combined community name sometimes causes confusion. So use the formal name on first reference and then, as soon as possible, explain that the district is more commonly known as the Lake Shore school district.

Lake Shore Senior High School

Located in the **Evans-Brant Central School District** (see **high schools** and **Lake Shore school district**).

Lancaster Area Chamber of Commerce

Lancaster Bee (see **newspapers**)

Lancaster Country Club (in Lancaster; see **golf courses**)

Lancaster High School

Located in the **Lancaster Central School District** (see **high schools**)

Lancaster Opera House

Lancaster Speedway

Lane Bryant (see **department stores**)

Land Rover

Several stylebooks say a hyphen is standard equipment on the trademark for the all-terrain vehicle. Yet the company's own promotional literature does not have the hyphen. So let's go with the company model and drop the hyphen.

languages

Capitalize the proper names of languages and dialects (*Gaelic*, *Irish Gaelic*).

LaSalle Park (see **parks**)

last

- When writing last, avoid the implication that something is final. For instance, "*The last check is in the mail*" could leave the reader wondering if it was the final check or if it was just the latest check in a series.
- Last is not needed when writing the specific name of a recent day, week or month: "*It happened in September*" is preferred to "*It happened last September.*"
- However, *last* is OK without a specific time element: "*It happened last week.*"

late

- Confine use of the phrase *the late* to someone who has recently died, not to someone who has been dead several years or decades.
- Be careful about redundancies, such as "*She is the widow of the late Hale Bopp.*" And be careful not to use it to describe someone's actions while that person was still alive. ("*The stylebook was written by the late copy editor.*")

Laundromat

It is a trademark that is not synonymous with all coin-operated laundries.

law-

law-abiding, lawbreaker, lawmaker, lawsuit

lawman

Save the cliché for the movies. In real life, write law officer or law-enforcement officer.

laws

Capitalize legislative acts, not bills (*the Bopp Act*, *the Bopp bill*).

lawyer (see **attorney**)

- An attorney is someone legally able to act for another. It is usually a lawyer, though he or she doesn't have to be a lawyer.

- An attorney at law is a lawyer.
- A counselor is someone who conducts a case in court. It is usually a lawyer, though he or she doesn't have to be a lawyer.
- A counselor at law is a lawyer.
- Counsel is usually used collectively to mean a group of counselors.
- A barrister is a lawyer who handles cases in higher courts in Canada and other British-based systems. A barrister is hired by a solicitor. (No U.S. equivalent.)
- A solicitor in Canada and other British-based systems is a lawyer who handles lower court cases and performs legal services.
- A solicitor in the United States is a lawyer who works for a government agency. This is usually a job description, not a title, so only capitalize if it is a specific formal title.
- Solicitor general is the title for a chief law officer when there is no attorney general, or the chief assistant to the attorney general. Capitalize the title before a name.
- Since lawyer is a generic description for members of the bar, do not capitalize it or use as a formal title.
- Do not use commas between the names of the principals in a law firm (*Boy Dewey Cheatem and Howe LLP.*)

lay-

layman, layoff (n), layup (sports)

lay, lie

- Lay means to put down or place. It is an action word that takes a direct object. Laid is the past tense and past participle. Laying is the present participle. (*"I will lay the stylebook on the desk."* *"The lawyer tried to lay the blame on me."* *"I laid the stylebook on the desk."* *"The lawyer laid the blame on me."* *"I am laying the book on the desk."* *"The lawyer is laying the blame on me."*)
- Lie means to rest or recline. It does not take a direct object. Lay is the past tense. Lain is the past participle. Lying is the present participle. (*"I will lie down."* *"I lay down."* *"I have lain down."* *"I am lying down."*)

lead time

The time between when an item is ordered and when it is ready for use.

leave alone, let alone

- To leave alone means to depart from or to be in solitude.
- To let alone means to be undisturbed.

left-

left field, left fielder, left guard, left-hand (adj), left-handed, left-hander, leftover

legal business terms

- **t/a** – it's always spelled out as taxed as (*Hale Bopp's Bar, taxed as the Bee Bopp Inn*)
- **ind. and doing business as** – always spell out and lowercase *individually*
- Also, use the term **doing business as** in all cases instead of *doing business under*

legislative branch

- On first reference, capitalize and abbreviate Rep. and Sen. when used before a name. If writing about federal and state legislators, use U.S. or state before the title to avoid confusion. (“*U.S. Sen. Hale Bopp agreed to debate state Sen. Pug Mahoney.*”)
- Write the party and home district after the first reference, unless the sentence would be awkward. If so, then do it as soon as possible (*Rep. Hale Bopp, D-Colden*).
- The capitalization and abbreviation for Rep. and Sen. is also used before several names (*Reps. Flatt and Scruggs*).
- However, do not abbreviate Rep. or Sen. if used in a direct quotation. (“*Rep. Lester Flatt said, ‘Senator Hale Bopp is a four-flushing piece of hog dung.’*”)
- Lowercase and spell out the above titles in generic uses, when they stand alone or when used after a name. (“*Hale Bopp, the senator from New York, said the congressional representatives from his state are of poor quality.*”)
- If a person is well-known, then the title can be dropped from the name on first reference. However, it should be noted somewhere in the story.
- On subsequent references, the title can be dropped.
- Rep. and/or U.S. Rep. is preferred to congressman or congresswoman on first reference. When used, though, in subsequent references, congressman or congresswoman should be lowercase and put after a name. Capitalize congressman or congresswoman as a title before a name only in direct quotations.
- Capitalize and spell out legislative office titles before a name (*speaker, minority leader, committee chairman, etc.*)
- The same rules apply for other state legislatures, city councils and legislative bodies.
- Capitalize legislature when preceded by the name of the state (*the New York state Legislature*).
- Keep the capitalization when the state name is dropped but the reference is clearly about that state’s legislature. (“*The Legislature proclaimed it the official New York state stylebook.*”)
- Capitalize Legislature when writing about a specific state’s law-making body even if it is not part of the formal name since it is commonly referred to as a legislature.
- Lowercase legislature when used generically or in plural form.

lend, loan

- Lend is a verb. (“*I will lend you \$100.*”)
- Loan is a noun. (“*Thanks for the loan.*”)

Leonardo Da Vinci High School

A magnet school in the **Buffalo City School District** (see **high schools**) and affiliated with Grover Cleveland High School.

LeRoy

One word, capital R, for this Genesee County town.

LeRoy Country Club (in LeRoy; see **golf courses**)

LeRoy Junior-Senior High School

Located in the **LeRoy Central School District** (see **high schools**).

less, fewer

- Use less when writing about things that can't be counted. (*"There are less mistakes in copy these days because of stylebooks."*)
- Use fewer when writing about things that can be counted. (*"There are fewer than 10 mistakes in this story."*)

Letchworth Senior High School

Located in **Letchworth Central School District** (see **high schools**).

Letchworth State Park (see **parks**)

letter-

letter carrier, letterhead, letterman (sports), letter-perfect, letterpress

let up (v), **letup** (n & adj)

leverage

The use of borrowed assets to buy a business or enhance an owner's equity. To work well, the interest rate should be lower than the earnings made on the money.

Lewiston-Porter Echo (see **newspapers**)

Lewiston-Porter Senior High School

Located in the **Lewiston-Porter Central School District** (see **high schools**).

Lewiston-Porter Sentinel (see **newspapers**)

liabilities

All the financial claims against a company, including accounts, wages, salaries due but not paid, dividends, taxes, bonds, loans, etc.

libraries

There are five public library systems in Western New York (cross-referenced under individual listings):

- **Buffalo & Erie County Public Library**
- **Chautauqua-Cattaraugus Library System**
- **Nioga Library System** (Niagara, Orleans and Genesee counties)
- **Pioneer Library System** (Wyoming County)
- **Southern Tier Library System** (Allegany County)

life-

lifeblood, lifeboat, lifeguard, life jacket, lifelike, lifeline, lifelong, life preserver, life raft, lifesaver, lifesaving, life-size, life span, lifestyle, lifetime, life vest, lifework

LIFO

It stands for the last-in, first-out system of inventory accounting. Don't use without explaining. (See **FIFO**.)

light-

- lighthearted, lighthouse, lightship, lightweight (n), light-year
- firelight, flashlight, gaslight, highlight, lamplight, limelight, searchlight, sidelight, sunlight

like, as

- Write *like* when it is used as a preposition, not a conjunction, to make a direct comparison between nouns and pronouns. ("*Sara, like her father, is a stickler for style in news copy.*")
- Use the conjunction *as* to introduce sentences or clauses that contain a verb. ("*Sara writes well, as a good reporter should.*")

like- (prefix), **-like** (suffix)

- Generally, hyphenate the prefix *like-* when forming words that mean similar to (*like-minded, like-natured*).
- However, there is no hyphen with words that have their own meaning (*likeness, likewise*).
- As a suffix, *-like* is generally not hyphenated unless the letter *-l* would be *tripled* (*bill-like, shell-like*).

limited

Abbreviate and capitalize as Ltd. when part of a formal corporate name. Do not set off with commas.

Lincoln Park (see **parks**)

line-

- linebacker and linemen (football), linesman (sports official), lineup (n), line up (v)
- breadline, coastline, deadline, shoreline, sideline, skyline, streamline, waistline

liquidation

The conversion of stock and other assets into cash, or the closing of a business by collecting assets and settling all debts.

liquidity

The ease with which assets can be converted into cash without loss in value.

lists

Follow these guidelines when compiling a list, remembering to be consistent within a list and with other lists:

- Addresses are based on geography, not mailing address, to give readers a sense of the location of the company or agency.
- Never use PC for a company to avoid confusion with other abbreviations.
- Never use commas to separate member names within a firm name (*Bopp Mahoney Dewey Cheatem and Howe LLC*).
- Year founded in Western New York should be when the business, agency, etc. was actually founded, not since it changed its name or management.
- List titles should only capitalize the first letter of the first word (*Hotels and motels*).

literally

Often used when *really*, *very* or *extremely* should be used. Even when used correctly, it is usually superfluous.

Little League

Acceptable in all references for the worldwide youth baseball and softball leagues. Any other sport may be a little league organization (Pop Warner for football), but it is not capitalized because it is not the formal name.

loan terminology

- A **bond** is a certificate issued by a corporation or government specifying the amount, interest, time for repayment and collateral. Repayment is generally a period of several years or more.
- **Collateral** means stock or any other property that a borrower must turn over to a lender if unable to repay a loan.
- **Commercial paper** is a document describing the details of a short-term loan between companies.
- **Convertible bond** carries the provision that it may be exchanged for a specific amount of stock in the issuing corporation.
- A **coupon** is a piece of paper attached to a bond that the bondholder returns to the issuer for payment of the interest due.
- If a person, corporation or government **defaults**, then it fails to meet the terms for repayment.
- **Debenture** is a certificate stating the amount of the loan, the interest and the time for repayment. It does not provide for collateral. It is backed by a corporation's reputation and pledge to pay.
- **Full faith and credit bond** is another term for a general obligation bond. It is in contrast to a moral obligation bond.
- A **general obligation bond** is a government bond that has the formal approval of either the voters or the legislature. The government's promise to repay the principal and interest is guaranteed based on its taxing ability.
- **Maturity** is the date a bond or note must be repaid.
- A **moral obligation bond** is a government bond that does not have formal approval of voters or legislature. It is backed by the government's moral obligation to repay.

- A **municipal bond** is a general obligation bond issued by a government or one of its agencies. Generally, interest paid on these bonds is exempt from federal income taxes. It's also usually exempt from state taxes if held by someone living in the state that issued it.
- A **note** is a certificate issued by a corporation or government stating the amount of a loan, interest and collateral. The repayment date is generally about a year or more, but not as long as the repayment rate on a bond.
- Only the revenue of the facility built with the money it raised backs a **revenue bond**.
- A **Treasury bill** is a certificate representing a loan to the government that matures in several months. Contrast that with **Treasury notes**, which generally mature in one or several years and **Treasury bonds**, which take about seven years or longer to mature.

loath, loathe

- Loath (adj) means someone is unwilling to do something. (*"He was loath to take a pay cut."*)
- Loathe (v) means someone hates someone or something. (*"She loathed her job."*)

local

- Avoid when it is irrelevant. (The *local* in "*Hale Bopp went to a local hospital to have his head examined*" is obvious.)
- Since local can mean any locality, area is a better word to use because it refers to the specific area being written about.

local (union)

- Always use a figure and capitalize. (*"Hale Bopp belongs to Local 44."*)
- Lowercase local when standing alone or in plural uses. (*"The local will strike if stylebooks are not distributed."* *"Hale Bopp spoke to locals 2, 44 and 46."*)

located, situated

It is often not needed. Omit it in such phrases as "*The company is (located) in Colden.*" "*The building is (situated) downtown.*"

Lockport

Names of both a city and town in Niagara County (see **communities**); county seat of Niagara County (see **Niagara County**).

Lockport Expressway (see **highway designations**)

Lockport High School

Located in the **Lockport City School District** (see **high schools**).

Lockport Mall

Lockport Memorial Hospital

Affiliated with Newfane's Inter-Community Memorial Hospital as part of the Eastern Niagara Health System (see **hospitals** and **Eastern Niagara Health System**).

Lockport Town and Country Club (in Lockport; see **golf courses**)

Lockport Union-Sun & Journal (see **newspapers**)

long-

long-drawn-out (adj), longhaired, longhand, long jump (n), long-jump (v), long-range (adj), longshoreman, long shot, longstanding, long-suffering, daylong, hourlong, monthlong, weeklong, yearlong

long distance, long-distance

- Always hyphenate long-distance when writing about telephone calls and companies.
- In other uses, hyphenate only as a compound modifier. (*“It’s a long distance to Tipperary.” “Traveling to Tipperary would be a long-distance trip.”*)

Long Island

It is not a state, so do not abbreviate it as L.I. when used with a community name.

longshoreman

A longshoreman is a waterfront laborer. A stevedore is an employer.

Long Point State Park (see **parks**)

long term, long-term

Hyphenate only when written as a compound modifier. (*“Writing a stylebook is a long-term assignment.”*)

long time, longtime

One word when written as an adjective. (*“They have been debating about news style for a long time. They are longtime adversaries on the subject.”*)

long titles

They should follow a name, not go before.

Lord & Taylor (note ampersand; see **department stores**)

-ly

It’s an easily remembered rule: Do not hyphenate adverbs ending in **-ly** and the adjectives they modify.

Lyndonville Central School District (see **high schools**)

The formal name for the district high school is L.A. Webber Junior-Senior High School. However, many readers may be confused by reading that name without an explanation

saying it is the Lyndonville high school. Try to put the explanation as close to L.A. Webber as possible.

M

Machinists union (see **international – unions**)

Local 447 and Local 1691 are in Western New York.

magazine names (see **newspaper names**)

- Capitalize them but do not put them in quotes or italicize.

- Lowercase magazine unless it is part of the formal name (Harper’s Magazine, Newsweek magazine).
- Capitalize an English or foreign language article if part of the name (The New Yorker, Der Spiegel).

Main Place Mall

Main Place Tower

majority

- It takes a singular verb and pronoun. (*“The majority follow proper style.”*)
- The verb will be singular or plural depending on sentence structure – e.g. when a plural word follows a prepositional phrase using *of*. (*“A majority of the reporters have stylebooks.”*)

make-

make-believe, makeshift, make up (v), makeup (n & adj)

-maker

auto maker, bookmaker, decision maker, film maker, homemaker, moneymaker, peacemaker, policy maker, shoemaker, troublemaker

man, mankind

Can be used when referring to both men and women. However, a better choice would be to write humanity, people, etc.

manager

- Capitalize when used as a formal title before a name (*General Manager Hale Bopp*).
- Do not capitalize when used as a job description (*plant manager Hale Bopp*).

mandate

It’s a noun, don’t use it as a verb.

Maple Grove Junior-Senior High School

Located in the **Bemus Point Central School District** (see **high schools**).

Maplehurst Country Club (in Lakewood, see **golf courses**)

margin

The margin is the difference between the amount of a loan to buy stocks and the value of the stocks used as collateral. When a person buys stocks with borrowed money and uses that stock as collateral, he or she hopes for a jump in price. If the stocks go up, the buyer can repay the loan and make a profit. If the price drops, the stock may have to be sold to settle the loan.

Mark IV Industries Inc.

Marriott hotels:

- **Buffalo/Niagara Marriott** (Amherst)
- **Courtyard by Marriott** (Amherst)
- **Marriott Fairfield Inn** (Lancaster)
- **Residence Inn by Marriott** (Amherst)

marshal, marshaled, marshaling, Marshall

- Marshal is a verb and a noun. (*“The field marshal will marshal the forces.”*)
- Marshall is a name (*Gen. George C. Marshall*).

Martin Luther King Park (see **parks**)

Martin’s Fantasy Island

Fantasy Island is OK on subsequent references for the amusement park on Grand Island.

Maryvale Senior High School

Located in **Cheektowaga-Maryvale Union Free School District** (see **high schools**).

Mass

The religious ceremony is capitalized. It is said, celebrated or sung.

masterful, masterly

- Masterful means overpowering.
- Masterly means skillful.

master’s degree

- Acceptable in all references for a master of arts or master of science degree, etc.
- MBA is OK in all references for a master’s in business administration.

maturity

Financially, it is the date when a bond or note must be repaid.

May Day, mayday

- May Day is May 1, a political holiday in some countries.
- For lagniappe – the international distress signal, “mayday,” comes from the French reflexive verb *m’aidez*. (*“Help me.”*)

Mayville-Chautauqua Area Chamber of Commerce (see **chambers of commerce**)

Mayville Sentinel (see **newspapers**)

McGraw-Jennings Field (see **St. Bonaventure University**)

The outdoor athletic venue at St. Bonaventure University.

McKinley Mall

McKinley Vocational High School

Located in the **Buffalo City School District** (see **high schools**).

M.D.

The abbreviation for medical doctor is redundant in *Dr. Hale Bopp, M.D.*

meantime, meanwhile

- Use meanwhile in the adverbial construction (“*Meanwhile, back at the ranch, ...*”)
- Use meantime only as a noun. (“*In the meantime, ...*”)

mean, median (see **average**)

Medaille College

A four-year private college in Buffalo (see **colleges**)

medals

Capitalize formal names of medals (Medal of Honor, Silver Star, Purple Heart, etc.).

media

A plural word that takes plural verbs. It’s an overused word that sometimes smacks of too much formality. Instead of writing, “answered questions from members of the media,” write “answered reporters’ questions.”

Medicaid

A federal-state program that helps pay the health bills of the needy, disabled, aged and others who qualify. The federal government reimburses the states, which determine what benefits are offered.

Medicare

The federal health insurance program for those 65 and older as well as others who qualify. Eligibility is based mainly on eligibility for Social Security. There are conditions as to length of stay and type of care in hospitals and other facilities.

Medina Chamber of Commerce (see **chambers of commerce**)

Medina High School

Located in the **Medina Central School District** (see **high schools**).

Medina Journal-Register (see **newspapers**)

Medina Memorial Hospital (in Medina; see **hospitals**)

Medina Savings and Loan

No ampersand for the bank in Medina.

meet

To write that two people met (*“Hale Bopp met Pug Mahoney at the restaurant.”*) means they had never before made each other’s acquaintance. If they’re meeting for the second, third, etc. time, write “met with.”

mega-

A prefix meaning 1 million.

menswear (not men’s wear)

Mercy Hospital (in Buffalo)

Part of the **Catholic Health System**; see **hospitals**.

Merrill Field (see **Alfred University**)

The outdoor sports venue for Alfred University.

Mesaba (see **airlines**)

Mesaba airlines is managed by Northwest Airlines.

messiah

Capitalize for religious uses, lowercase to mean a liberator.

metro-

- **Metro Rail** is the subway and above-ground light rail transit system in Buffalo.
- **Metro Bus** is the surface vehicle fleet.
- Both are part of the **Niagara Frontier Transportation Authority**.

Metro Community News (see **newspapers**)

mid-

- mid-America, mid-Atlantic, midcontinent, midday, Mideast, midfield, midmorning, midsection, midtown, midway, midweek, Midwest.
- Also, hyphenate with a year (*e.g., mid-1999, mid-90s*).

Mid-City Plaza (note hyphen and capitalization)

middle class, middle-class

Hyphenate the adjectival form: *“Hale Bopp is a member of the middle class. He has middle-class values.”*

Middle West

Although there are differences about what states make up the region, Midwest is OK in all references.

midnight

It’s 12 a.m. Do not write the redundant 12 midnight.

Midway Airlines (see airlines)

mile

- The metric equivalent is 1.6 kilometers. So, to convert miles to kilometers, multiply the number of miles by 1.6 to get the kilometers (*5 miles x 1.6 kilometers = 8 kilometers*). To convert kilometers to miles, multiply the number of kilometers by 0.62 to get the miles (*5 kilometers x 0.62 miles = 3.1 miles*).
- Use figures for numbers less than 10 when writing about dimensions, speed or formula (*4 mph, 4 miles per gallon*).
- Spell out numbers less than 10 when writing about distance. (“*City Hall is two miles from Allentown.*”)

miles per gallon

The lowercase initials mpg (no periods) is OK on subsequent references.

miles per hour

The lowercase initials mph (no periods) is OK in all references.

military

- The AP Stylebook lists the appropriate abbreviation for military ranks. Use those capitalized abbreviations on first reference as a title before a name. On subsequent references it is OK to drop the capitalized abbreviated rank and just call the person by his or her last name.
- Spell out and lowercase the rank when it is used to replace a name. (“*Gen. Hale Bopp will be here today. The general will inspect the troops.*”)
- Job descriptions (e.g. *load specialist, flight engineer, machinist*, etc.) do not follow the above rules. Even before a name, spell out and lowercase a job description.
- Capitalization is retained when adding an *s* to form a plural. (*After the inspection, Gen. Hale Bopp and Bee Bopp expect to have wheels up by 1800 hours.*)
- A person’s rank may continue to be used after he or she has retired if it is relevant to the story. But do not use the military abbreviation *Ret.* after a name. Instead, write retired before the name. (“*The Common Council heard from retired Marine Corps Gen. Hale Bopp about how to set up a drill program in the jail.*”)

POLICE AND FIRE DEPARTMENTS:

The above AP Stylebook abbreviations and rules can also be used for similar ranks in police and fire departments. However, titles such as detective or battalion chief, etc. that are not used in the military are spelled out. Write *fire* or *police* before the abbreviated title to avoid confusion (*police Lt. Hale Bopp, fire Lt. Thomas Keane, detective Sgt. Jack Ludtka, homicide detective Frank Pembleton*).

MILITARY ACADEMIES:

- Capitalize and spell out on first reference: U.S. Air Force Academy, U.S. Coast Guard Academy, U.S. Military Academy (*West Point* on subsequent references) and U.S. Naval Academy (*Annapolis* on subsequent references).
- Keep that capitalization if the U.S. is dropped.

- Cadet is proper title on first reference for those enrolled in the Army, Air Force and Coast Guard academies. Midshipman is the proper first reference for anyone enrolled in the Naval Academy.

MILITARY BASES:

- The Air Force uses Air Force Base for installations within the United States and its possessions. It uses air base for installations outside the United States. The same rule applies for Air Force Station and air station where there is no airport.
- The Army typically uses the term fort for its bases.
- The Navy and Coast Guard usually call their installations stations or bases.
- The Marine Corps uses the term camps.

MILITARY UNITS:

Use numbers and capitalize the key words when writing about the units (*1st Division, 7th Fleet*). On subsequent references write *the division, the fleet*, etc.

mill-

coffee mill, diploma mill, flour mill, gristmill, sawmill, textile mill, windmill

Millard Fillmore Gates Circle Hospital (in Buffalo; see **hospitals**)

Millard Fillmore Suburban Hospital (in Amherst; see **hospitals**)

Both are affiliated with the **Kaleida Health** system.

milli-

A prefix meaning one-thousandth.

millions, billions, trillions

- Always use figures except in casual uses. (*“I’ll bet a million dollars he won’t read the stylebook.” “There are a million stories in the city and I know them all.”*)
- Round off large figures to within two decimal points: *e.g. 1,342,131 people would become 1.34 million people.*
- Decimals are preferred to fractions
- Do not drop million or billion after the first number in a range of figures. If something costs between \$3 million to \$9 million, it’s wrong to write *“between \$3 and \$9 million.”*
- Do not use a hyphen to join figures and the words million or billion. (*“The president submitted a \$300 billion budget for stylebooks.”*)

-minded

high-minded, money-minded, open-minded

minister

- Avoid using this term alone when writing about a government official on first reference since it implies a clergyman. Instead, use an adjective on first reference (cabinet minister, defense minister, etc.)

- Minister by itself is OK on subsequent references once it has been established whether the person is a government or church official.
- But it is rarely a formal title in a religious sense, so it's best confined to direct quotes.
- Follow capitalization guidelines when used in a governmental sense.

Minnesota Mining & Manufacturing

3M is OK on all references.

mix up (v), **mix-up** (n & adj)

mom and dad (see **family relationships**)

- Capitalize them when they stand as substitutes for names. (*"Mom and Dad won't buy me a stylebook. Wah!"*)
- Lowercase them in other uses. (*"Sara's dad wrote the stylebook."*)

money

- Avoid the word monies. It's not a synonym for money or funds. Instead of writing, *"The monies haven't been allocated,"* write *"The money hasn't been allocated."* Or get specific if you know the amount. *"The \$3 million hasn't been allocated."*
- Sums of money take singular verbs.

Monsignor (do not abbreviate)

Montessori

Capitalize references to the teaching method named for Maria Montessori.

monthlong

months

- Capitalize in all uses.
- There are seven months (*Jan., Feb., Aug., Sept., Oct., Nov., Dec.*) that can be abbreviated with a specific date. The other months are always spelled out.
- When a phrase uses only a month and a year, spell out the month and drop the comma between the month and the year. If the phrase uses the month, date and year, then abbreviate the month and separate the date from the year with a comma. (*"Hale Bopp was born in September 1955. To be specific, on Sept. 5, 1955."*)

monument

Capitalize the word monument and similar words if part of a formal name (*Washington Monument, Lincoln Memorial, Statue of Liberty*).

Moog Inc.

moon (lowercase)

Moon Brook Country Club (in Jamestown; see **golf courses**)

mop up (v), **mop-up** (n & adj)

more than (see **over**)

Numbers are more than; birds, planes and UFOs fly over things.

mother-

motherhood, mother(s)-in-law, motherland, mother tongue

mount

Spell out in all instances (*Mount Everest, Mount Mercy Academy*).

Mount Mercy Academy

A private, Catholic high school for girls in South Buffalo (see **high schools**).

Mount St. Mary Academy

A private, Catholic high school for girls in Kenmore (see **high schools**).

Mount St. Mary's Hospital (in Lewiston; see **hospitals**)

M&T Bank

M&T Mortgage Corp.

M&T Plaza

M&T Securities

The above forms are OK in all references.

mutual funds

- Also called open-end investment trusts because they continually sell and redeem shares of stocks, etc. for their portfolios.
- However, some mutual funds are closed. They have an open offering period when people can buy in; after that, investors can only sell shares, not buy them.

N

Nardin Academy

A coed grade school and a private high school for girls in Buffalo (see **high schools**).

Nasdaq

Only the *N* is capitalized in this abbreviation for National Association of Securities Dealers automated quotation service. Nasdaq is OK in all references.

National Alliance of Postal & Federal Employees

Postal & Federal Employees union is OK in all references. The main Western New York local is Local 803.

national anthem

Lowercase, but capitalize and put quote marks around “The Star-Spangled Banner.”

national (organizations)

The italicized form is OK in all references unless otherwise noted:

- **National Aeronautics and Space Administration** (*NASA*)
- **National Association for the Advancement of Colored People** (*NAACP*)
- **National Association of Securities Dealers** (NASD on subsequent references; see **Nasdaq**)
- **National Association for Stock Car Auto Racing** (*NASCAR*)
- **National Association of Letter Carriers** (*Letter Carriers union*)
- **National Basketball Association** (*NBA*)
- **National Collegiate Athletic Association** (*NCAA*)
- **National Council of the Churches of Christ in the U.S.A.** (*National Council of Churches*)
- **National Education Association** (NEA on subsequent references)
- **National Football League** (*NFL*)
- **National Geographic Society** (It publishes National Geographic magazine, a members-only magazine that cannot be bought on newsstands.)
- **National Governors’ Association** (note the apostrophe)
- **National Hockey League** (*NHL*)
- **National Hurricane Center**
- **National Institutes of Health** (note the plural)
- **National Labor Relations Board** (*NLRB*)
- **National Organization for Women** (*NOW*)
- **National Rifle Association** (*NRA*)
- **National Security Council** (the Council on subsequent references)
- **National Weather Service** (It’s no longer called the U.S. Weather Bureau, so *the weather service* – lowercase – would be OK in all references.)

National Fuel Gas Co.

Avoid NFG at all times; use *National Fuel* or *the gas company* on subsequent references.

National Guard

- Capitalize when referring to U.S. forces.
- Lowercase when writing about another country’s forces.
- Regardless of gender, a person in the service is a National Guardsman.

- Lowercase guardsman when it stands alone.

nationalities and races

- Capitalize the proper names for nationalities, races, peoples, tribes, etc.
- Lowercase black, white, red, etc., but it's best to confine use of those terms to direct quotes and even then only if it is essential to the story.

nationwide

naval, navel

- Anything naval has to do with a navy.
- Navel means a bellybutton.
- A navel orange is a seedless orange.

nearby

Omit when irrelevant: "*Hale Bopp was rushed to a (nearby) hospital for his paper cuts.*"

necessitate

If you mean it as a synonym for *require*, then why not just write *require* so that *necessitate* is not necessary.

Nelson C. Goehle Widewaters Park and Marina (see **parks**)

neo-

Hyphenate to avoid a double *o*, or when the word that follows is capitalized.

net interest income

The profit from loans after the interest is paid on deposits and on the bank's own borrowed money.

new

If an athlete sets a record in a sport, or if a stock closes at a record high, or if a company sets a record for sales, etc., do not write he, she or it set a new record. That is redundant.

Newfane Senior High School

Located in the **Newfane Central School District** (see **high schools**).

newspaper names (see **magazine names**)

- Capitalize *The* in a newspaper name if part of the formal name (*The Buffalo News*, *the Niagara Gazette*).
- Do not use a double *the* when writing about a newspaper or magazine name in the middle of a sentence. Instead, follow capitalization rules and let *The* in a name serve as the article. ("*Hale Bopp reads The Buffalo News daily.*")
- Lowercase *the* when writing about several newspapers, even if some use *The* as part of the formal name and some don't (*the Buffalo News and Wall Street Journal*).

- If location is needed for a newspaper, and if it isn't part of the formal name, insert the location in parenthesis (*the (Dunkirk) Evening Observer*).
- No italics or quote marks are needed when writing a newspaper or magazine name.

Use these forms on first reference (cross-referenced under their own name):

- Allegany County daily: Wellsville Daily Reporter
- Allegany County weeklies: Alfred Sun, Cuba Patriot & Free Press
- Cattaraugus County dailies: Olean Times Herald, Salamanca Press
- Chautauqua County dailies: Dunkirk Evening Observer, Jamestown Post-Journal
- Chautauqua County weeklies: Chautauqua News, Mayville Sentinel, Westfield Republican
- Erie County daily: The Buffalo News
- Erie County weeklies:

| | |
|---------------------------------------|----------------------------------------|
| Akron Bugle | Elma Review |
| Alden Advertiser | Front Page Group (Front Page News |
| Am-Pol Eagle (Buffalo) | (primarily West Seneca, Lackawanna, |
| Artvoice (Buffalo) | Blasdell and Hamburg) and South |
| Bee Publications (Amherst Bee, | Buffalo News |
| Cheektowaga Bee, Clarence Bee, Depew | Grand Island Dispatch |
| Bee, East Aurora Bee, Ken-Ton Bee, | Grand Island Record |
| Lancaster Bee, Orchard Park Bee, West | H&K Publications (Gowanda News, The |
| Seneca Bee) | Sun (Hamburg) and Springville Journal) |
| Buffalo Beat | Kenmore Record Advertiser |
| Buffalo Challenger | Metro Community News |
| Buffalo Criterion | Riverside Review (Buffalo) |
| Buffalo Jewish Review | Southtowns Citizen (Orchard Park) |
| Buffalo Rocket | West Side Times |
| Cheektowaga Times | WNY Catholic (Buffalo). |
| East Aurora Advertiser | |

- Genesee County daily: Batavia Daily News
- Niagara County dailies: Lockport Union-Sun & Journal, Niagara Gazette, Tonawanda News.
- Niagara County weeklies: Lewiston-Porter Sentinel, Niagara Gazette weeklies (Lewiston-Porter Echo and the Niagara Wheatfield Mirror), Niagara Wheatfield Tribune.
- Orleans County daily: Medina Journal-Register
- Orleans County weekly: Albion Advertiser
- Wyoming County weeklies: Arcade Herald, Warsaw's Country Courier
- Canadian dailies: The Financial Post (Toronto), The Hamilton Spectator, Niagara Falls Review, The Standard (St. Catharines), Toronto Globe & Mail, Toronto Star, The Toronto Sun
- Selected Canadian weeklies: Niagara Advance, The Times (Fort Erie), Weekly Chronicle (Niagara Falls).

New York

When writing about New York, capitalize New York City and lowercase New York state.

New York Power Authority

- *The Power Authority* or *the authority* on subsequent references, although the formal title is the Power Authority of the State of New York.
- Bureaucrats will sometimes refer to it as PASNY or NYPA. We don't.
- The Power Authority runs the Niagara Power Project (officially the Robert Moses Power Project in Lewiston), which includes the Power Vista building for tourists.

New York Public Service Commission

- The Public Service Commission is acceptable in all references.
- Although we should strive to avoid acronyms, PSC is acceptable on subsequent references. But just writing *the commission* would be better.
- The commission sets policy and rates, regulating utility companies in the state.
- The commission is a branch of the state Department of Public Service, which executes the policies set by the commission and shares a lot of staff. Therefore, in stories when someone works for both, identify that dual role. Yet to avoid making sentences cumbersome, the roles should be explained as they become applicable.

New York State Bar Association

The *state Bar Association* is OK in subsequent references.

New York state court system (see **judicial branch)**

- The New York State Supreme Court (see **supreme courts**) is a trial court of unlimited original jurisdiction. However, it generally hears only cases that are outside the jurisdiction of other trial courts of more limited jurisdiction. Each of the eight counties in Western New York has a State Supreme Court district and judge.
- Western New York is in the 8th Judicial District of State Supreme Court. The people who preside over the state Supreme Court are called judges.
- The next level above the State Supreme Court is the Appellate Division. The Appellate Division hears civil and criminal appeals, and reviews decisions from county courts and lower courts. Western and Central New York is in the Fourth Judicial Department.
- The New York State Court of Appeals is the highest court in the state. It hears cases on appeal from other appellate courts and, in some instances, from the courts of original jurisdiction.
- Also on the state level is the New York State Court of Claims, which handles claims against the state.

New York State Electric and Gas Co. (see NYSEG)

NYSEG on subsequent references.

New York State Thruway (see **highway designations)**

- Its formal name is the Gov. Thomas E. Dewey State Thruway. However, writing the New York State Thruway or Thruway is acceptable in all references.
- The Niagara Section (note capitalization) goes through downtown Buffalo.

New York State Workers' Compensation Board (note apostrophe)

New York Stock Exchange

- On second reference, the NYSE, the stock exchange, or the exchange are all OK.
- Capitalize Big Board when it is used.

next

It can usually be dropped since the future tense conveys the idea as in: “*Hale Bopp will give a style lecture (next) Tuesday.*”

Niagara Advance (see **newspapers**)

Niagara Bancorp Inc. (see **First Niagara Bank**)

Parent company of First Niagara Bank (formerly Lockport Savings Bank).

Niagara Catholic Junior-Senior High School

A private, coed high school in Niagara Falls (see **high schools**).

Niagara County

County seat is in Lockport (see **Lockport**).

Niagara County Community College (see **colleges**)

Niagara County Golf Course (in Lockport; see **golf courses**)

Niagara County Park (see **parks**)

Niagara Falls

- When writing about the city, the Falls (capitalized) is OK on subsequent references.
- When writing about the waterfalls, the falls (lowercase) is used in subsequent references.

Niagara Falls Convention & Civic Center (note ampersand)

Niagara Falls Country Club (in Lewiston; see **golf courses**)

Niagara Falls Golf Club (in Niagara Falls, Ont., see **golf courses**)

Niagara Falls High School

Located in the **Niagara Falls City School District**; see **high schools**.

Niagara Falls Memorial Medical Center (see **hospitals**)

Niagara Falls Review (see **newspapers**)

Niagara Falls Tourism

The formal name for the Niagara Falls (Ont.) convention bureau. Although the province name of Ontario is not part of the formal name, it should be noted in the story that this is a Canadian agency.

Niagara Frontier Builders' Association (note apostrophe)

Niagara Frontier Country Club (in Youngstown; see **golf courses**)

Niagara Frontier Transportation Authority

NFTA or *the authority* are OK on subsequent references. It runs Metro Rail and the regional bus system, Metro Bus (see **metro**).

Niagara Gazette (see **newspapers**)

Niagara Mohawk Power Corp.

Niagara-on-the-Lake (note capitalization and hyphenation for the Ontario community)

Niagara-Orleans Country Club (in Middleport; see **golf courses**)

Niagara Power Project (see **New York Power Authority**)

The New York Power Authority runs the Niagara Power Project (officially the Robert Moses Power Project in Lewiston), which includes the Power Vista building for tourists.

Niagara Region

The eastern portion of Ontario's Niagara Peninsula. It is across the Niagara River from northern Erie County and all of Niagara County.

Niagara Reservation State Park (see **parks**)

Niagara University (see **colleges**)

- For athletic venues see **Dwyer Ice Complex** and **John "Taps" Gallagher Center**.
- For an academic department see the **Institute of Travel, Hotel and Restaurant Administration**.

Niagara USA Chamber (see **chambers of commerce**)

Formed after the merger of the Eastern Niagara and Niagara Falls chambers with the Niagara Business Alliance.

Niagara Wheatfield Mirror (see **newspapers**)

Niagara Wheatfield Senior High School (no hyphen)

Located in the **Niagara Wheatfield Central School District**; see **high schools**.

Niagara Wheatfield Tribune (see **newspapers**)

Nia-Wanda Park (see **parks**)

The Nichols School (see **high schools**)

A private coed elementary school and high school in Buffalo. Nichols is OK on subsequent references.

nicknames

- Use them only when it is the way a person prefers to be known (*Jeff Wright, Scott Thomas, etc.*)
- When an identifying nickname is inserted into an identification, use quote marks to set it apart (*Hale “Style Pope” Bopp. Hale Bopp is known as the “Pope of Style.”*)
- Sports stories are exempt from the above rules, unless a nickname is used with the person’s given name (*Catfish Hunter, Paul “Bear” Bryant*).
- Capitalize, but don’t use quote marks with common nicknames for places (*the Queen City, Nickel City, the Cataract City, the Flower City*). However, such terms can be considered a cliché, so use them sparingly.

night-

nightcap, nightclub, nightfall, night life, nightlong, nightmare, night owl, night school, nighttime, night watch

Nioga Library System

- Lowercase Nioga in keeping with the general rule of thumb that acronyms pronounced as words have only the first letter capitalized and acronyms pronounced as individual letters are all capitalized.
- The system serves public libraries in Genesee, Niagara and Orleans counties.
- Genesee County public libraries are:

Byron-Bergen Public Library

Corfu Free Library

Gilliam-Grant Community Center Library (Bergen)

- Niagara County public libraries are:

Barker Free Library

Lewiston Public Library

Lockport Public Library

Middleport Free Library

Newfane Free Library

Niagara Falls Public Library

Haxton Memorial Library (Oakfield)

Pavilion Public Library

Richmond Memorial Library (Batavia)

Woodward Memorial Library (LeRoy)

North Tonawanda Public Library

Ransomville Free Library

Sanborn-Pekin Free Library

Wilson Free Library

Youngstown Free Library

- Orleans County public libraries are: Community Free Library (Holley); Lee-Whedon Memorial Library (Medina); Swan Library (Albion); and Yates Community Library (Lyndonville)

No.

- The abbreviation for number is used only to indicate rank or position (*No. 1 pick, No. 15 on the list*).
- Do not use the abbreviation for street addresses or school names (*Public School 28*).

Nobel Prize

- On first reference: Nobel Peace Prize, Nobel Prize in chemistry, Nobel Prize in literature, Nobel Prize in physics, Nobel Prize in physiology or medicine.
- The Nobel Memorial Prize in Economic Science was established in 1968 by the Central Bank of Sweden. It is not technically part of the five established by Alfred Nobel's will. Explain that difference if appropriate and use the word memorial to distinguish it from the others.
- Capitalize Prize in references that do not include the specific category. (*"Hale Bopp won a Nobel Prize."*)
- Lowercase prize when not used with the word Nobel. (*"She won the literary prize."*)

nolo contendere

It means, literally, "I do not wish to contend." In other words, it means someone pleaded no contest to a criminal charge. That means the defendant, while not admitting guilt, will not offer a defense. Yet the person is subject to being judged guilty and sentenced.

nol-pros, nol-prossed**non-**

- In general, no hyphen is needed unless the following word is capitalized or starts with the letter *n*. (*non-Christian, non-nuclear*). However, both the examples cited – and many other exceptions – are awkward and should be rewritten if possible.
- noncombatant, noncommissioned, noncommittal, nonconformist, nonexistent, nonpareil, nonpartisan, nonprofit, nonresident, nonstop, nonunion

none

- When writing it to mean not a single one, it takes singular verbs and pronouns. (*"None of the entries in the stylebook was right."*)
- When used to mean no two, or no amount, use plural verbs. (*"None of the stylebooks were returned."*)

noon

It's 12 p.m. Do not write the redundant 12 noon.

North Collins Junior-Senior High School

Located in the **North Collins Central School District**; see **high schools**.

Northern Chautauqua Chamber of Commerce

Consolidated with the Jamestown Area Chamber of Commerce to form the **Chautauqua County Chamber of Commerce**.

Northpointe Business Park (in Amherst; note the *e*)

North Tonawanda

Always spell out the city in Niagara County. Use initials in direct quotes or if referring to a common event that goes by the initials (the T-NT annual football game, etc.).

North Tonawanda Senior High School

Located in the **North Tonawanda City School District**; see **high schools**.

Northtown Plaza

Northtowns, Southtowns

One capitalized word if the meaning is the specific nearby communities north and south of Buffalo.

Northwest Airlines (see **airlines**)

notes (financial)

They are interest-bearing certificates issued by a government or corporation that come due in a shorter time than bonds; usually from one to seven years.

notoriety

This is not a synonym for fame. Think of it this way: Notoriety begins with the letters *no*, which should be a tip that it has negative connotations (e.g., outlaws are notorious).

Notre Dame High School

A private, coed high school in Batavia (see **high schools**).

nouns

Nobody said it better than Bobby Ray Miller (who edited the United Press International Stylebook): “Turn a noun into a verb with the same enthusiasm you would apply in seeking a cut in salary.” There’s a trend to turn nouns into verbs (host, headquarters, grow, author). But resist the urge and you will never write something like “*Headquartered at his Colden mansion, Hale Bopp hosted a party to celebrate the stylebook he had authored. He felt the prestige would grow his reputation.*”

Nuclear Regulatory Commission

NRC is OK on subsequent references.

numbers

- Use Roman numbers to express a sequence with people or events (*World War II, Pope John XXIII*)
- Use Arabic numbers for all else unless Roman numbers are specified.

- When large numbers have to be spelled out, use a hyphen between a number that ends in *y* and the next word (*forty-four*). Do not use commas between such numbers in a sequence that makes up one number (*one thousand nine hundred fifty-five*).
- Spell out a number at the start of a sentence if the sentence can't be recast. ("*Twenty stylebooks were sold.*" Or, "*He said 20 stylebooks were sold.*")
- But don't write out a calendar year if it starts a sentence ("*1955 was a good year.*")
- Spell out casual expressions ("*If I told you once, I told you a million times, NO!*")
- Generally, spell out one through nine to indicate sequence in time or location. Use figures for 10 and above. But there are exceptions. Use numbers for: act numbers, addresses, ages, aircraft names, betting odds, centuries, chapters, congressional districts, course numbers, court decisions, court names, dates, decimal units, dimensions, earthquakes, election returns, fleets, fractions, handicaps, heights, highway designations, model numbers, money, page numbers, percentages, political divisions, proportions, ratios, room numbers, scene numbers, scores, serial numbers, sizes, spacecraft designations, speeds, temperatures.
- In a series, use the appropriate guidelines ("*Hale Bopp looked though seven stylebooks for various entries of the 26 letters of the alphabet for the 30 stylebooks that were edited by the three editors.*")

number of

- Takes a plural verb when preceded by the article *a*. ("*A number of stylebooks were printed.*")
- It takes a singular verb when preceded by the article *the*. ("*The exact number of stylebooks printed is unknown.*")

NYSEG

On first reference, write New York State Electric and Gas Co.

O, oh

- The vocative *O* is virtually obsolete in English. It's usually found in quotations from poetry, classical references or religious material. Nevertheless, it is always capitalized when used, even if it's in the middle of a sentence. (*"Forgive, O Lord, my little jokes on Thee/And I'll forgive Thy great big one on me."*)
- Oh is capitalized only at the beginning of a sentence. (*"Oh, isn't that a shame."*)

Oakfield-Alabama Junior-Senior High School

Located in the **Oakfield-Alabama Central School District** (see **high schools**).

Oaklands Golf Course (in Niagara Falls, Ont., see **golf courses**)

Oak Run Golf Club (in Lockport, see **golf courses**)

Oakwood Golf Course (in Buffalo; see **golf courses**)

Occupational Safety and Health Administration

OSHA is acceptable in all references.

odd-

Hyphenate words that are formed with this prefix (*odd-numbered*).

off-

- off-color (adj before a noun), offhand, off-peak, off-season, offset, offshoot, offshore, offside, offstage
- blastoff (n), blast off (v), cutoff (n), cut off (v), layoff (n), lay off (v), playoff, send-off, standoff, stop-off, takeoff

office

- Capitalize only when it is part of an agency's formal name (*Office of Management and Budget*).
- Lowercase all other uses (*attorney general's office, U.S. attorney's office*).

Office of Management and Budget (see **OMB**)

OMB is OK in all references for the federal agency.

Office & Professional Employees International Union

Office Employees union is OK in all references; Local 212 is in the area.

off of

The *of* isn't needed. (*"Hale Bopp fell off (of) the wagon."*)

Offtrack Betting Corp. (see **OTB**)

OTB is OK in all references.

oil-

oil burner, oilcloth, oilfield, oilman(woman), oilskin, oilstove

Oil, Chemical and Atomic Workers International Union

The shortened forms of Oil Workers union, Chemical Workers union or Atomic Workers union is OK in all references. Local 110 24 is in Western New York.

Oil Springs Indian Reservation (see **Indians**)

Ogden Newspapers

The newspaper chain owns two dailies in Chautauqua County: the **Dunkirk Evening Observer** and the **Jamestown Post-Journal**; and several weeklies in Chautauqua County: the **Chautauqua News**, **Mayville Sentinel**, West County Quality Guide and the **Westfield Republican** (see individual newspaper listings in bold type and **newspapers**).

OK, OK'd, OK'ing, OKs

Old Fort Niagara

The fort is a tourist attraction in Fort Niagara State Park in Youngstown.

Olean Business Institute (see **colleges**)

The Olean campus offers certificates and associate's degrees.

Olean General Hospital (see **hospitals**)

Olean High School

Located in the **Olean City School District** (see **high schools**).

Olean Times Herald (see **newspapers**)

Olmsted

There is no letter *a* in anything named after Frederick Law Olmsted.

Olympics

- Capitalize references to the international athletic contest held on even-numbered years and the Special Olympics if its context in a story is clear and will not confuse a reader (*the Olympics, the Games, an Olympic track, an Olympic-sized pool, etc.*).
- Lowercase any other reference (*"Hale Bopp scored a 10 in the comma category at the style olympics."*)

OMB

Acceptable in all references for the federal Office of Management and Budget.

on

- It's usually superfluous when used before a day or date. ("*Hale Bopp will be here (on) Wednesday.*")
- But use it to avoid a confusing juxtaposition of date and a proper name. ("*Hale Bopp met Bee Bopp on Wednesday.*")
- Usually solid in construction (*onrush, onshore, onstage*).

one-

- Hyphenate when writing about precise measurements (*one-half, one-third*).
- Write *a half* or *a third* when precision is not needed or intended.
- one-piece (adj), oneself, one-sided

ongoing

It's best to avoid this word except in quotes since *continuing* or *progressing*, etc. expresses the idea clearer and better.

online, on-line, on line

- Use online for the Internet or other computer uses.
- On-line is an adjective that describes something that is working.
- People stand on line in New York City. In Western New York, people stand in line.

only

Place it next to the word it modifies so as not to lose precision. ("*Hale Bopp ate only a sandwich,*" not "*Hale Bopp only ate a sandwich.*") However, if it makes the sentence sound clumsy, nix it.

Ontario (see **Canada**)

The Canadian province can be abbreviated with community names.

Ontario Science Center (in North York, Ont.)

Ontario Provincial Police (see **police departments**)

OPP is acceptable on subsequent references for the provincial police department.

OPEC

Acceptable in all references for the Organization of Petroleum Exporting Countries.

open-

open-field (adj), openhanded, openhearted

Operating Engineers (see **international – union**)

OPP (see **Ontario Provincial Police**)

option

- A call option is an arrangement to buy a security at a specific price, usually above the current price, and within a specific time period.
- A put option is to sell a security at a specified price, usually within a limited time.

oral, verbal

- Use oral when actual speaking is central to the thought of what you mean.
- Verbal, however, can apply to spoken or written words if it connotes the process of putting ideas to writing.

Orchard Park Bee (see **newspapers**)

Orchard Park Chamber of Commerce (see **chambers of commerce**)

Orchard Park Country Club (see **golf courses**)

Orchard Park High School

Located in the **Orchard Park Central School District** (see **high schools**).

organizations

- Capitalize formal names of organizations and institutions (*DaimlerChrysler Corp., Society of Professional Journalists, American Medical Association, etc.*)
- Keep the capitalization if things like Co., Corp., Inc. are dropped (*DaimlerChrysler*).
- Capitalize names of major subdivisions (*Pontiac Motor Division of General Motors*).
- Capitalize internal names that are not widely used generic terms (*the House of Delegates of the American Medical Association*).
- Lowercase internal names when they are widely used generic terms (*the board of directors of DaimlerChrysler, the editorial department of Business First*).
- Keep the capitalization when the name is flip-flopped to delete an *of* (*the UB School of Management, the UB Management School*).
- Do not flip-flop names to drop an *of* if it would change the formal name (*Rochester Institute of Technology, NOT Rochester Technology Institute*).

Orleans County

County seat is the Village of **Albion**.

OTB

Acceptable in all references to the Offtrack Betting Corp.

Our Lady of Victory Hospital

The Lackawanna facility is part of the **Catholic Health System** (see **hospitals**).

out-

- out-and-out, outboard, outbound, outdated, outdo, outfox, outdoor(s), out-of-doors (adj), outfield, outfielder, outpatient (n & adj), outpost, output, outrun, outscore, outspoken, outtalk
- cop-out, fade-out, fallout, hide-out, pullout, walkout

- Two words for verbs: fade out, hide out, pull out, walk out

out of court, out-of-court

Hyphenate only the adjective: “*They accepted an out-of-court settlement.*”

Outokumpu American Brass

American Brass is acceptable on subsequent references.

Outwater Park (see **parks**)**over** (see **more than**)

- It sounds more precise when used to write about spatial relationships. (“*The plane flew over the city.*”)
- *More than* is better when writing about numbers. (“*He is more than 40.*”) However, let the context and sentence structure be the guide.

over-

- overabundant, overactive, overall, overalls (clothing), overexert, overproduction, overrate, overreach, override, overture
- carry-over, changeover, hangover, holdover, stopover, takeover, turnover, walkover
- Use two words when any of the above are used as verbs.

over the counter

- Many stocks are traded over the counter, including bonds and mutual funds.
- Hyphenate the adjectival form. (“*They traded over the counter.*” “*They traded their securities in the over-the-counter market.*”)
- For a security not quoted on Nasdaq, either get a current quote from a broker or from the most recent **pink sheet** and write “... was quoted recently at ...”

owner

It’s not a title, so don’t capitalize before a name (“*Bills owner Ralph Wilson named the stylebook after himself.*”)

pabulum

- Capitalize the trademark for baby food.
- Lowercase when something is bland or over-simplified.

pact

Avoid using it as a synonym for money contracts.

page numbers

- Use numbers and capitalize the word page.
- When a letter is added, capitalize it without using a hyphen (*Page One story, Page 1, Page 10A*).

Painters union (see **international – unions**)

Acceptable in all references for the Brotherhood of Painters and Allied Trades of the United States and Canada. Local 65 is in Western New York.

pan

- No hyphen when combined with a common noun (*panhandle, pantheism*).
- Capitalize and hyphenate when combined with a proper noun (*Pan-American Exposition, Pan-American Games*).

Panama Junior-Senior High School

Located in the **Panama Central School District**; see **high schools**.

Pantages Theatre (in Toronto)**parallel form**

- Every item listed in a series must agree in tense and number. For example, if the first verb in a series is in the past tense, every verb in the sentence must be in the past tense. Or if the first verb ends in *-ing*, all must end in *-ing*.

WRONG: “*Hale Bopp never learned how to play tennis, to go swimming or the art of horseback riding.*”

RIGHT: “*Hale Bopp never learned how to swim, to play tennis or to horseback ride.*”

- Pronouns must agree with the subject. Don’t mix personal and impersonal pronouns. (“*The committee made its decision,*” not “*The committee made their decision.*” “*All workers who were eligible applied,*” not “*All workers that were eligible applied.*”)
- Verbs should agree with clauses. (“*Hale Bopp is one of many editors who have* (not has) *written a stylebook*” is correct because the intent of the sentence is that many editors have written stylebooks.

parameter

It’s a vague word and a technical word that means something has a constant, though the value can vary according to how it is applied. So unless it’s a direct quote, don’t use it.

pardon, parole, probation

- A pardon forgives and releases a person from further punishment. However, it does not restore civil rights or erase a guilty verdict. It's granted by a chief of state or governor. A general pardon is called an amnesty.
- A paroled prisoner has been released before the completion of sentence, on condition of good behavior. It is granted by a parole board and can be revoked by the board.
- Probation is the suspension of sentence for a convicted person not yet imprisoned, on condition of good behavior. It is granted by a judge and can be revoked by the judge.

parent-teacher organization (association)

PTA, or PTO is acceptable in all references.

parenthesis

- A period goes outside a closed parenthesis if what is inside is not a complete sentence (*like this*).
- Do not capitalize or put a period at the end of copy inside a parenthesis (*this is an example*) when it is dependent on the surrounding sentence for meaning.

The Park Country Club (in Williamsville; see **golf courses**)

The Park School (see **high schools**)

A private coed school in Snyder. It's OK to drop "The" on subsequent references.

parks

There are hundreds of community, county and state parks in Western New York. Among the major ones are (capitalize *park* if part of a formal name):

- City or community parks:

Alden Town Memorial Park (Alden)

Amherst Veterans Canal Park
(Amherst)

Bassett Park (Amherst)

Bennett Beach (Evans)

Brighton Park (Town of Tonawanda)

Cazenovia Park (Buffalo)

Centennial Park (West Seneca)

Conway Park (Buffalo)

Crowley Park (Salamanca)

Delaware Park (Buffalo)

Elma Town Park (Elma)

Forness Park (Olean)

Front Park (Buffalo)

Glen Park (Williamsville)

Gratwick Riverside Park (North
Tonawanda)

Gulf Wilderness Park (City of
Lockport)

Houghton Park (Buffalo)

Hyde Park (Niagara Falls)

Island Park (Wellsville)

LaSalle Park (Buffalo)

Lincoln Park (Town of Tonawanda)

Martin Luther King Park (Buffalo)

**Nelson C. Goehle Widewaters Park
and Marina** (Town of Lockport)

Nia-Wanda Park (City of Tonawanda)

Outwater Park (City of Lockport)

Payne Park (North Tonawanda)

Prospect Park (Buffalo)

Riverside Park (Buffalo)

Schiller Park (Buffalo)

Sheridan Park (Town of Tonawanda)

Shoshone Park (Buffalo)

South Park (Buffalo)

Stiglmeier Park (Cheektowaga)

Sweeney Park (North Tonawanda)

Tifft Nature Preserve (Buffalo)

Veteran's Memorial Park (City of Tonawanda)

- County parks:

Akron Falls Park (Akron, Erie County)

Bonds Lake Park (Lewiston, Niagara County)

Bureau of Forestry (mostly county forest land in East Concord, Erie County)

Chestnut Ridge Park (Orchard Park, Erie County)

Como Lake Park (Lancaster, Erie County)

Conservation Park (Royalton, Niagara County)

DeWitt County Park (Batavia, Genesee County)

Ellicott Creek Park (Tonawanda, Erie County)

Elma Meadows Park (Elma, Erie County)

- State parks:

Allegany State Park (near Salamanca, Cattaraugus County)

Beaver Island State Park (Grand Island, Erie County)

Buckhorn Island State Park (Grand Island, Erie County)

Carlton Hill State Multiple Use Area (Middlebury, Wyoming County)

Darien Lakes State Park (Darien Center, Genesee County)

Devil's Hole State Park (Lewiston, Niagara County)

Dr. Victor Reinstein Woods Nature Preserve (Depew, Erie County)

Earl W. Brydges Artpark State Park (Lewiston, Niagara County)

Evangola State Park (Brant, Erie County)

Fort Niagara State Park (Porter, Niagara County)

Four Mile Creek State Park (Youngstown, Niagara County)

Golden Hill State Park (Somerset, Niagara County)

War Veterans Park (Olean)

Emery Park (South Wales, Erie County)

Falconer Millrace Park (Falconer, Chautauqua County)

Genesee County Park (East Bethany, Genesee County)

Isle View Park (Tonawanda, Erie County)

Krull Park (Newfane, Niagara County)

Niagara County Park (Town of Lockport, Niagara County)

Royalton Ravine County Park (Royalton, Niagara County)

Sprague Brook Park (Glenwood, Erie County)

Wendt Beach (Derby, Erie County)

Great Baehre Swamp State Wetlands and Conservation Park (Amherst, Erie County)

Hartland Swamp State Wetlands (Hartland, Niagara County)

Joseph Davis State Park (Lewiston, Niagara County)

Lake Erie State Park (Brocton, Chautauqua County)

Lakeside Beach State Park (Carlton, Orleans County)

Letchworth State Park (near Castile, Wyoming County)

Long Point State Park (Ellery, Chautauqua County)

Niagara Reservation State Park (Niagara Falls, Niagara County)

Reservoir State Park (Lewiston, Niagara County)

Whirlpool State Park (Niagara Falls, Niagara County)

Wilson-Tuscarora State Park (Wilson, Niagara County)

Woodlawn Beach State Park (Blasdell,
Erie County)

Zoar Valley State Multiple Use Area
(Collins, Erie County)

- Iroquois National Wildlife Refuge in the towns of Alabama (Genesee County) and Shelby (Orleans County) is made up of the Oak Orchard State Wildlife Management Area and the Tonawanda State Wildlife Management Area. This is the area commonly known as the Oak Orchard Swamp or Alabama Swamp.

partially, partly

Use partly, not partially, to mean *in part*.

part time, part-time

Hyphenate the compound modifier (“*Hale Bopp worked part time in the paragraph factory, even though he hated part-time pay.*”)

party affiliation (see **politics**)

- Use it if needed for a reader to understand a story.
- Although there are several ways to let a reader know someone’s affiliation, perhaps the easiest way is to write a one letter abbreviation for the two major parties (*D for Democrat and R for Republican*) – without a period – and then give the state or city set off by commas (*Sen. Hale Bopp, D-N.Y.; U.S. Rep. Hale Bopp, D-Buffalo*).
- For national, state or county officeholders, use the hometown for the community designation, not their district offices since some may have many offices scattered throughout a district.
- Do not use political labels such as liberal, conservative, left-wing or right-wing unless an individual or group describes itself that way. Instead, explain a person’s or group’s position on an issue and let the readers decide.
- If the officeholder also has other party affiliations, use that abbreviation after listing the major party (*Sen. Hale Bopp, D-Ind-Colden*).

Pavilion Junior-Senior High School

Located in the **Pavilion Central School District**; see **high schools**.

Pavilion State Bank

pay-

pay-as-you-go (n & adj), paycheck, payday, payoff (n), payroll

Payne Park (see **parks**)

peak

A high point, followed by a decline. It’s not a synonym for a record.

pedal, peddle

- People put their foot on pedals to move bikes or vehicles.
- A peddler is someone trying to peddle (sell) that bike or vehicle with the pedals.

Peek'n Peak Resort

Includes hotel, ski area and **Peek'n Peak Golf Course** (see **golf courses** and **ski areas**)

Pembroke Junior-Senior High School

Located in the **Pembroke Central School District**; see **high schools**.

peninsula

Capitalize when part of a formal name (*the Niagara Peninsula*).

people, persons

- Use person when writing about one individual. (*"Hale Bopp is a cool-rocking daddy and a nice person."*)
- People is preferred when writing the plural for a person. (*"He doesn't care what people may say, rockin' style is here to stay."*)
- Use persons in direct quotes or for formal names (*Bureau of Missing Persons*).
- Avoid coined words such as chairperson or spokesperson unless in a direct quote or a formal title. Instead, use chairman or spokeswoman. Or pick a gender-neutral word such as leader, official, etc.
- People is a collective noun that takes a plural verb when writing about one race, nation, etc. (*"The people are crying out for stylebooks."*)
- Possessive people's is used when writing about a nation (*People's Republic of China*), or in phrases (*"The people's desire for life, liberty and happiness."*)

per

- Generally *a* is preferred in constructions such as "*a gallon*," "*a mile*," etc.
- Avoid using *per* instead of *according to*, as in "... *per manufacturers' guidelines*."

percent

- It's one word, not the symbol %.
- It takes a singular verb when written alone or when a singular word follows an *of*. (*"Hale Bopp told the class that 60 percent was a failing grade."* "*He told the department chairman that 50 percent of the class was out sick."*)
- It takes a plural verb when a plural word follows an *of*. (*"Hale Bopp said 50 percent of the students were out sick."*)
- Use figures and decimals, not fractions (*2 percent, 4.4 percent, 55 percent*).
- For amounts less than 1 percent, use a zero to avoid confusion (*0.3 percent*).
- Repeat percent with every use. (*"Hale Bopp said 80 percent to 90 percent of reporters want a stylebook."*)
- In financial stories, round off to the nearest figure after the second decimal point (10.897 percent becomes 11 percent, 3.246 percent becomes 3.25 percent).
- Percent and percentage point are different math concepts.
- Be careful when doing the math. And remember, an increase in a rate from 10 percent to 11 percent is a rise of one percentage point, but it is also an increase of 10 percent.
- Increases can go beyond 100 percent, but decreases can't. Once something decreases 100 percent, it's gone.

periodical names (see composition titles)

- The names of newspapers, magazines and journals are not in quotes (Business First).
- Contrast this with composition titles, which are in quotes. The rule of thumb is titles take quotes, names don't. Newspapers and magazines have names. Books, movies, songs, TV shows, etc. have titles.

periods

- Use them in state abbreviations (*N.Y., Pa.*).
- Use them to abbreviate country names used as adjectives (*U.S., U.S.A.*).
- Use them to abbreviate the United Nations when used as an adjective (*U.N.*).
- Use them to abbreviate a person's initials (*O.J. Simpson*).
- Use them for academic degrees (*B.A., M.A., Ph.D.*), but spell the degrees out whenever possible (*a master's degree, a doctorate*; see **academic degrees**).
- Use them for medical degrees (*M.D.*).
- Use them for post office boxes (*P.O. Box 472*).
- DO NOT USE THEM for common acronyms (*FBI, CIA, NASA*).
- DO NOT USE THEM in the names of naval vessels (*USS Enterprise*).
- DO NOT USE THEM for abbreviations for nursing status (*LPN, RN*).

perk

- Short for perquisite, it is used to describe fringe benefits.
- In a political sense, the New York state legislators use the word lulu to describe benefits they get in lieu of extra pay.

Perry Junior-Senior High School

Located in the **Perry Central School District**; see **high schools**.

personal computer

Do not use PC unless it is very clear that the reference is about a computer and not a public company.

personifications

Don't use them, they're cliches. But if they're in a direct quote, capitalize them (*Grim Reaper, Father Time, Mother Nature, Old Man Winter*).

Pfeifer Theatre (in Buffalo)

pick-

pick-me-up, pickpocket, pickup (n & adj), pick up (v)

picket, picketed, picket line

Picket is the noun and verb. Therefore, do not write picketers when you mean people who are walking a picket line.

Pinehurst Golf Course (in Westfield; see golf courses)

Pine Meadows Golf and Country Club (in Clarence; see **golf courses**)

Pine Valley Junior-Senior High School

Located in the **Pine Valley Central School District** (South Dayton); see **high schools**.

pink sheets

Many pink sheeted stocks are not carried in the daily over-the-counter listings. Brokerage firms subscribe to the pink sheets – named for their color – because the sheets give current prices and list those who trade each stock.

Pioneer Library System

- The system is a network of public libraries in Livingston, Ontario, Wayne and Wyoming counties.

- The Wyoming County public libraries are:

Arcade Free Library

Cordelia Greene Library (Castile)

Eagle Free Library (Bliss)

Perry Public Library

Pike Library

Town of Gainesville Public Library

(Silver Springs)

Stevens Memorial Library (Attica)

Warsaw Public Library

Wyoming Free Library

Pioneer Junior-Senior High School

Located in the **Yorkshire-Pioneer Central School District**; see **high schools**.

pipeline

One word, except in some company names.

planning

Be careful not to write the redundant *future planning*.

plants

Lowercase the names of plants but capitalize proper nouns in a name (*pine, fir, Scotch pine, Douglas fir*).

Plasterers and Cement Masons union

Union local is Local 111.

play-

playbill, play-by-play (adj), playgoer, playhouse, play off (v), playoff, playoffs (n & adj), playwright

PLC

The Wall Street Journal uses the capitalized form. Since stylebooks – if they even list it – are inconsistent on this, let's be consistent with PLC since it is an acronym for public limited company and we usually capitalize initials even if the words are lowercase (e.g. LLC for limited liability company).

plea bargain (n), plea-bargain (v), plea bargaining (n), plea-bargaining (adj)

The verb form is intransitive. (“*The lawyer advised her client to plea-bargain.*” NOT “*The lawyer plea-bargained the case.*”)

plead

The past tense is pleaded, don't use pled. (“*Hale Bopp pleaded innocent to the charges.*” Innocent is used instead of not guilty since it is easy to make a mistake and write guilty.)

Plexiglas (one s)

A trademark for a type of plastic glass (note spelling).

Plumbers and Steamfitters union

Main locals are Local 129 and Local 395 in Western New York.

plurals

Use a plural verb if the subject is plural and a singular verb if the subject is singular. (“*A large number of people were at the style rally,*” but “*The number of people at the style rally was large.*”) To form plurals:

- For most words, just add -s (*stylebooks*).

- Add *-es* to words that end in *-ch*, *-s*, *-sh*, *-ss*, *-x* and *-z* (*churches*, *glasses*, *boxes*).
- Change an *-is* to an *-es* for words ending in *-is* (*parentheses*).
- If a word ends in *-y*, and if it is preceded by a consonant or a *-qu*, then change the *-y* to an *-i* and add *-es* (*cities*, *soliloquies*). Otherwise, add an *-s* (*monkeys*).
- Words that end in *-o* (if preceded by a consonant) usually add an *-es* (*buffaloes*, *heroes*, *potatoes*). But be sure to check a dictionary because *pianos* is just one of several exceptions to the rule.
- A word that ends in *-f* changes that letter to a *-v* (*leaves*).
- Latin-root words ending in *-us* change to an *-i* (*alumni*). Most Latin-root words ending in *-a* change to an *-ae* (*alumnae*). Those that end in *-on* change to *-a* (*phenomena*). And most ending in *-um* add *-s* (*referendums*, *stadiums*). (However, *media* is an example of some words that retain the Latin plural ending.)
- Some words form plurals by changing form (*man*, *men*; *child*, *children*; *foot*, *feet*, etc.) Be careful, since adding an 's could signal possessive (*children's*)
- Words such as *corps*, *deer*, *moose*, etc. can be singular or plural, depending on the way the sentence is written.
- Compound words can be plural by adding an *-s* (*handfuls*). Those compounds that are two words or more are made into a plural by putting an *-s* at the end of the first significant word (*attorneys general*, *courts-martial*, *daughters-in-law*); the middle significant word (*assistant attorneys general*); or the last significant word (*assistant attorneys*, *assistant corporation counsels*, *deputy sheriffs*).
- To form the plural of most proper names, add an *-s* (the *Bopps*). If the name ends in an *-es* or *-z*, add *-es* (*Charleses*, *Gonzalezes*). And if a name ends in *-y*, add an *-s* even if preceded by a consonant (*the Kennedys*) – though the *Alleghenies* and the *Rockies* are two exceptions. In general, take care not to change the spelling of the noun (*Grammys*, not *Grammies*).
- For figures, add an *-s* (*the decade of the '90s*, *temps in the low 20s*).
- For single letters, add 's (*the Oakland A's*, *the three R's*).
- For multiple letters, add an *-s* (*ABCs*, *IOUs*, *VIPs*).
- Do not use 's for words used in a special sense. (“*The speech had too many ifs, ands and buts.*”)

plus

- Do not use the word as a conjunction in place of *and* or *with*. (WRONG: “*Hale Bopp is a fine scholar, plus a nice fellow.*”)
- Rather, *plus* is properly used as a preposition (*one plus two*), a noun (“*Hale Bopp's skill at grammar is a big plus as an editor.*”) or an adjective (*a plus factor*).

p.m., a.m.

Lowercase, with periods, and avoid redundant phrases such as 11 p.m. tonight.

pocket-

pocket book (a small book), pocketbook (a billfold or purse), pocketknife, pocket-size, pocket veto

point

Do not abbreviate. Capitalize as part of a formal name (*Point Abino*).

police departments

- Capitalize references to a specific police department with or without a community name when it is the proper name of that department (*the Buffalo Police Department, the Police Department*). But if writing informally about the police, then it's OK to lowercase police and drop department ("*The Buffalo police fight crime.*")
- If the proper name cannot be determined, write *police department* as if it was the formal name and capitalize it (*the Juneau Police Department*).
- If the police go by a different name in some places (e.g. *Public Safety Division*), then use the formal name in first reference. In subsequent references, or if writing informally, it's acceptable to write *police department* (lowercase).
- Avoid using initials (*NYPD*) when referring to a police department, unless it is in a direct quote. Instead, write *the police, the department*.
- Lowercase police department in plural uses (*the Buffalo and West Seneca police departments*).
- For titles, see **military**. Since this can have a roller-coaster look ("*Buffalo police Officer Pug Mahoney testified against Hale Bopp.*"), it's all right to recast the sentence. ("*Officer Pug Mahoney of the Buffalo Police Department testified against Hale Bopp.*")
- It is not necessary to write city, town or village in a police department's name unless there are two communities that share the name (*Hamburg Village Police Department, Hamburg Town Police Department*).
- Allegany County has town police departments in Alfred, Cuba, Friendship, Independence and Willing; and village police departments in Andover, Angelica, Belmont, Bolivar, Wellsville.
- Cattaraugus County has city police departments in Olean and Salamanca; town police departments in Carrollton and Ellicottville; and village police departments in Allegany, Cattaraugus, Franklinville, Portville.
- Chautauqua County has city police departments in Dunkirk and Jamestown; town police departments in Carroll, Ellicott, North Harmony, Sheridan; and village police departments in Fredonia, Lakewood-Busti Police Department, Silver Creek, Westfield.
- Erie County has city police departments in Buffalo, Lackawanna, Tonawanda; town police departments in Amherst, Brant, Cheektowaga, Eden, Evans, Hamburg, Lancaster, Orchard Park, Tonawanda, West Seneca; and village police departments in Akron, Angola, Blasdell, Depew, East Aurora, Gowanda, Hamburg, Kenmore, Lancaster, North Collins
- Genesee County has a city police department in Batavia; and village police departments in Corfu and LeRoy.
- Niagara County has city police departments in Lockport, Niagara Falls, North Tonawanda; town police departments in Lewiston and Niagara; and village police departments in Barker, Middleport, Youngstown.
- Orleans County has village police departments in Albion, Holley, Medina.
- Wyoming County has village police departments in Arcade, Attica, Perry, Warsaw.

- The Buffalo Municipal Housing Authority Police Department (Housing Authority Police on subsequent references) is concerned with city housing projects.
- Chautauqua Institution has the Chautauqua Police Department.
- New York State Park Police are in the major state parks in Cattaraugus, Niagara and Wyoming counties.
- The Niagara Frontier Transit Authority Police Unit covers Metro Rail.
- The Seneca Nation of Indians has a department on the Allegheny and Cattaraugus reservations.
- Although not formally named police departments, there is also a Sheriff's Department in each of the eight Western New York counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming.
- WNY communities are covered by Troop A of the New York State Police and Troop T on the Thruway.
- There are also public safety departments on major college campuses and railroad police working for the major carriers.
- The Ontario Provincial Police can be abbreviated to OPP on subsequent references.

policy-maker (n), **policy-making** (n & adj)

politics

- The word politics usually takes a plural verb. (*"My politics are my business."*) However, it takes a singular verb when writing about it in practice, or as a study or science. (*"Politics is a hard life."*)
- Use numbers and capitalize a political division. (*3rd Ward, 10th Precinct, the ward, the precinct*). However, the former political division in Buffalo called the First Ward has now become known more as a neighborhood (see **First Ward**).
- When writing about political parties, capitalize the name of the party and the word party if it is part of the formal name (*Democartic Party*).
- Capitalize political philosophies if part of a formal name (*Liberal Party, Communist Party*). Lowercase when writing about a philosophy if that is the way a person or group labels itself (see **party affiliation**).
- People who seek votes can be said to be politicking (note the *k*).

pore, pour (both verbs)

- Pore means to gaze intently (*"Hale Bopp pored over the stylebooks."*)
- Pour means to continuously flow. (*"Hale Bopp poured the water out of the pitcher."*)

Portville Junior-Senior High School

Located in the **Portville Central School District**; see **high schools**.

possessives

Do not use an apostrophe for adjectives (*Bills fans, Sabres fans*) if no degree of possession is implied. Use an apostrophe when someone is under contract to a team, or something is achieved by the team (*Bills' quarterbacks*).

- **Plural nouns that don't end in -s:** Add 's (*women's league*).
- **Plural nouns that do end in -s:** Add only an apostrophe (*states' rights, girls' team*).

- **Nouns that are plural in form but have a singular meaning:** Add an apostrophe (*General Motors' profits*).
- **Nouns that are the same, whether singular or plural:** Even if the meaning is singular, always treat them as if they were plural (*the two deer's tracks, the lone moose's antlers*).
- **Singular nouns not ending in -s:** Add 's (*the girl's basketball, Butz's policies, Marx's theories, the justice's verdict*).
- **Singular common nouns ending in -s:** Add an apostrophe (*the witness' story*).
- **Singular proper names ending in -s:** Just use an apostrophe (*Moses' law*).
- **Pronouns:** Personal pronouns have separate forms for possessives (*mine, yours, his, hers, its, ours, theirs*). Follow the above guides for forming possessives of other pronouns (*another's opinion, others' plans*).
- **Compound words:** Add 's to the word that shows possession (*attorney general's request, attorneys general's request*). However, it would be better to rewrite the sentence to avoid confusion (*the request of the attorney general, the request of the attorneys general along the East Coast*).
- **Joint and individual possession:** Use the possessive form after the last word if there is joint ownership (*Hale and Bee's stylebook*). Use a possessive form after both words if the objects are individually owned (*Hale's and Bee's stylebooks*).
- **Descriptive phrases:** Don't use an apostrophe if a word ends in *s* and it is used in a descriptive sense (*a teachers college, a writers stylebook*). (Think of it this way: The apostrophe replaces the word *of*, but you're not writing about a college of teachers or a stylebook of writers. Rather, you're writing about a college *for* teachers and a stylebook *for* writers. So if the words *for* or *by* can replace the word *of*, then don't use an apostrophe.) However, an 's is needed for a plural word that does not end in *-s* (*children's hospital*).
- **Descriptive names:** Some governmental and private entities use an apostrophe. Add it according to the rules for singular and plural nouns (*Bills' players, Diners Club, Veterans Administration*). Refer to the AP Stylebook for the individual entries.
- **Quasi possessives:** Follow the rules already mentioned for such terms as *a day's pay, two weeks' vacation, your money's worth*. But it might be clearer to recast the sentences (*a two-week vacation*).
- **Double possessive:** To add an 's to a phrase such as *a friend of Hale Bopp's*, the word *of* must be used, the noun that follows *of* must be an animate object, and it must involve only a portion of its possessions. A sentence such as *a friend of the college* does not use an 's because a college is inanimate. And a sentence such as, "*All Hale Bopp's friends were there,*" does not use 's because it involves all the friends of Hale Bopp, not just some.
- **Inanimate objects:** There isn't any general rule, but it's best to avoid personalization of inanimate objects. Try to recast the sentence using the word *of* (*the theories of Marx, the rules of style*).

Postal Mailhandlers union

Short form is OK in all references. Main local in Western New York is Local 309.

post office

- Lowercase unless referring to the U.S. Postal Service.
- For post office box numbers, abbreviate and capitalize (*P.O. Box 472*).

postseason, preseason (no hyphen)

pound (monetary)

Do not use the English pound sign. Use a figure and spell out pounds, but convert to dollar figures whenever possible.

poverty level

It means an inadequate income for a person or family to obtain the essentials of life. The figure is adjusted regularly to account for changes in the Consumer Price Index.

power-

powerboat, power brake, powerhouse, power plant, power play, power-play goal (hockey), power station

Power Vista (see **Niagara Power Project**)

The building for tourists at the Niagara Power Project in Lewiston.

pre-

In general, don't hyphenate unless the following word also begins with an *-e*.

prefixes

- Use a hyphen if the prefix ends in a vowel and the word that follows begins with a vowel (cooperate and coordinate are exceptions).
- Use a hyphen if the word that follows is capitalized.
- Use a hyphen to join doubled prefixes (*sub-subbasement*).

premier, premiere

- A premier is the first minister in a government system with a council of ministers. It is also the title for the person who leads the provincial governments in Canada.
- A first performance is a premiere.

presently

It does not mean now. It means in a little while, or shortly.

president

- Lowercase except when used as a formal title directly before a name or names (*President Clinton; Presidents Clinton and Carter; He is running for president*).
- In most cases, the first name of the U.S. president is not necessary on first reference. Use it for literary effect in a feature story or to avoid confusion (*President John Adams, President John Quincy Adams*).
- For presidents of other nations, or U.S. organizations, use the person's full name on first reference ("*President Hale Bopp of Stylebooks R Us spoke to the reporters.*")
- Always lowercase presidency.

- Lowercase presidential unless part of a formal name (*Presidential Medal of Freedom*).
- For lagniappe – press secretary is not a formal title, so lowercase it before a name.

Pressman-Assistants & Offset Workers Union

Pressmen union is OK in all references; Local 27 is in this area.

pretense, pretext

- Pretense means a false show to hide someone's real feelings. (*"Hale Bopp's many compliments were a pretense."*)
- Pretext is a reason used to hide the real meaning, or truth. (*"He was fired because he couldn't find the pictures, but that reason was a pretext for his incompetence."*)

preventive, preventative

Since the words mean the same thing, use the simpler, shorter version.

previous, previously

Generally, it's overused when *earlier* may be more to the point

price-earnings ratio

- The price of a share of stock divided by earnings per share for a 12-month period.
- P-E ratio is acceptable on second reference.

price fixing (n), price-fixing (adj)

PricewaterhouseCoopers

One word; note capitalization

primary

Do not capitalize either the election (*the New York primary is in March*), or the day for the election (*primary day is in March*).

Prime Outlets at Niagara Falls

This is the current name for the mall in the Town of Niagara that used to be called the Niagara International Factory outlets.

prime rate

The interest that commercial banks charge on loans to the biggest borrowers with the best credit ratings. Fluctuations in the prime rate seldom have an immediate impact on loan rates, but consistent increases (or decreases) in the prime rate can increase (or decrease) long-term interest rates.

principal, principle

- Principal (n & adj) means someone or something first in rank. (“*Hale Bopp is the principal stylemaster.*” “*Bee Bopp is the school principal.*” “*Money is the principal problem between them.*”)
- Principle (n) means a fundamental truth, law or motivating force. (“*They fought for the principle of correct style.*”)

prioritize

Write *set priorities* instead of the awkward *prioritize*.

prior to

- *Before* or *earlier* are better words to express the meaning.
- But use *prior to* when a requirement is involved. (“*Make sure to study before taking the College of Style entrance exam, but remember that the exam fee must be paid prior to taking the test.*”)

prison (see **jail**)

private sector (n), **private-sector** (adj)

products and services

The names of companies and organizations that appear in the news should be identified for readers. For example, a story about Alpha Bytes – or a significant reference to the company in a story about another company – should tell the reader what Alpha Bytes makes or what service it provides.

professor

- Lowercase before a name.
- Never abbreviate on any reference.
- Do not use it on subsequent references.
- Do not use professor unless the person is a full professor.
- Generally, an assistant professor is called a junior faculty member because he or she does not have tenure.
- An associate professor has tenure (usually achieved in the seventh year of teaching at an institution).

profit-sharing

Note the hyphen on the noun and adjectival forms.

profit-taking

- The term is used to describe the movement of the overall stock market, usually after a sharp rise in value. (*Hale Bopp described the market fluctuation this way to the neophyte reporter: “The Dow fell 30 points today on profit taking from yesterday’s 500 point rise.”*)
- However, it’s best not to use the term because it is almost never used to describe an individual investor.

profit terms

Always specify whether the following terms are for quarterly or annual results:

- **Dividend:** The amount paid per share to holders of common stock, usually paid quarterly as a portion of the earnings per share.
- **Earnings per share:** The figure obtained by dividing the number of outstanding shares of common stock into the amount left after dividends have been paid to holders of preferred stock. Don't shorten it to *share earnings*; use *a share* instead. ("*Earnings were \$2.15 per share.*")
- **Extraordinary loss, extraordinary income:** An expense or loss that does not occur on a regular basis (loss due to fire or revenue from a major sale of a company subsidiary). In stories about a company's financial status, make sure to point this out to avoid the impression that a company's profit has suddenly gone up or down.
- **Gross profit:** The difference between the sales price of something and the expenses directly attributed to it (labor, storage, shipping, etc.).
- **Income before taxes:** Gross profits minus company expenses not directly attributed to a product or service (interest costs, advertising, administrative overhead, etc.).
- **Net income, profit, earnings:** What's left after paying taxes. To avoid confusion, always specify whether income is *net income* or *income before taxes*. *Net profit* and *net earnings* are OK to use as synonyms for *profit* and *earnings*.
- **Return on investment:** A percentage obtained by dividing the company's net assets into its net income.
- **Revenue:** The amount of money a company made, including interest, sales, rents, royalties, etc.
- **Sales:** The money a company made on the goods and services it sold. The story should reflect whether the figure includes income from rents and royalties.

pro forma (no hyphen)

pronouns

Don't apply a single pronoun (*he, his, she, her*) for both sexes. Avoid it by:

- Recasting the original sentence to plural or indefinite. ("*The paper will pay the reporters after the writing seminar*" instead of "*The paper will pay each reporter after he finishes the writing seminar.*")
- Eliminating the pronoun. ("*The typical reporter worries about style*" instead of "*The typical reporter worries about his style.*")
- Using double pronouns. (*Every reporter has his or her opinion about style.*)
- Always write *it* when referring to countries or ships.

proportions

Always use numbers: *2 parts hydrogen to 1 part oxygen.*

proposition

Do not abbreviate; capitalize and use a number when writing about questions on ballots (*Proposition 5, Proposition 44*).

prosecutor

It's a job description, not a formal title, so lowercase it. But capitalize the formal title of a prosecutor before a name (*District Attorney Hale Bopp*).

Prospect Park (see **parks**)

protective tariff

A duty high enough to hinder foreign goods and assist domestic producers.

prototype

The first of its kind, the original (not a copy).

prove, proved, proving

- In most cases, use proved. (*"He has proved his value to the company."*)
- Use proven as an adjective before a noun, particularly in a technical context (*a proven treatment*).

province

Do not abbreviate foreign provinces (except Ontario), and lowercase the word province (*the province of Quebec*).

PTA, PTO (see **parent-teacher organization**)

Public Broadcasting Service

- PBS is acceptable on all references.
- It is a loose grouping of public broadcasting stations that buys and distributes shows. As such, it is not a network.
- See **call letters** for a listing of Western New York's public broadcasting stations.

public school

- If the school uses a number, capitalize and write out public school on first reference; do not use the abbreviation No. (*Public School 27*).
- Abbreviate and capitalize public school on subsequent references (*P.S. 27*).
- If the school is also known by a name, use it (*Triangle Academy* rather than *P.S. 27*).

Public Service Commission

A state agency charged with regulating electric, gas, water, cable and telephone rates. Use *the commission* rather than *PSC* on subsequent references if the meaning is clear that the reference is to the Public Service Commission.

pupil, student

- Pupil refers to children in elementary school.
- Student or pupil is acceptable for junior high and high school.
- Student is used for all levels of college.

push-button (n & adj)

Q

QEW (see highway designations)

The formal name for this Canadian highway is the Queen Elizabeth Way, but QEW is acceptable in all references.

quality

- It is a noun and means a degree of excellence.
- It is not an adjective (*a quality product*). Use *good*, *useful*, etc.
- It is not an adverb (*quality-built product*).

quarter-

quarterback, quarterdeck, quarterfinal, quarterfinalist, quarter-horse, quarter-hour (n & adj), quartermaster

question marks

- Use a single question mark at the end of a complete sentence. (*“Did he plan the stylebook, do the research and do the writing?”* Or, to emphasize the stops, write: *“Did he plan the stylebook? Do the research? Do the writing?”*)
- Do not use question marks to indicate the end of indirect questions. (*“He asked who wrote the stylebook.”*)
- The meaning of the sentence determines if a question mark goes inside or outside quotation marks. (*Who wrote the “Business First and Buffalo Law Journal Stylebook”?* He asked, *“How long will it take to read the stylebook?”*)
- A question mark supercedes a comma in normal attribution. (*“Why will no one answer my question on who wrote the stylebook?” he asked.*)

Quiet Times Golf Course (in Attica; see golf courses)

quotation marks

- Use quotation marks, not parenthesis, around a nickname and put the nickname between the first and last names (*Luther “Pug” Mahoney*).
- However, if the person is well-known by the nickname, then no quotation marks are needed (*Erkie Kailbourne, Babe Ruth*).
- Do not load up quotes with distracting parenthetical asides. For example: *“I’ve written a stylebook before (for The Northwest Passage),” Hale Bopp said.* Since Bopp did not say *“for The Northwest Passage”* the sentence should have read: *“I’ve written a stylebook before,” Hale Bopp said, referring to his work with The Northwest Passage. OR “I’ve written a stylebook before,” for The Northwest Passage, Hale Bopp said.*
- Periods and commas go inside quotation marks. Dashes, semicolons, question marks and exclamation points go inside quotation marks when they apply to the quote. They go outside when they apply to the entire sentence.

quotes

- Is it OK to correct them for grammar mistakes that would be embarrassing if printed? Or do quotation marks make the quote sacred as the truth? Every newsroom has different answers. But the best bet is to stick with direct quotes that are genuine and use indirect quotes when in doubt.
- In general, do not use fragmentary quotes. Paraphrase it unless it is technical language that must be quoted, or a controversial passage that must be identified with the speaker.
- If a partial quote is used, punctuate as if the quotes weren't there. (*"Hale Bopp said, 'I wrote a stylebook.' The book was titled 'The Good, the Bad and the Ugly.'"*)
- A conventionally introduced quote must begin with a capital letter. (*"Hale Bopp said, 'It is a good day to study style.'"*)
- But partial quotes and full quotes that continue a thought already in the sentence don't have to start with a capital letter unless the first word is a proper noun. (*"Hale Bopp said it was 'a good day to study style.'"*)
- When a partial quote completes a thought, end it as soon as the thought is done instead of tacking on more of the quote:
"He said the stylebook was 'fantastic.'"
"It was one of the best stylebooks I have ever read."
- Do not use quotation marks to repeat an ordinary phrase. (*Hale Bopp said he would "go home" if no one read the stylebook.*)
- Do not use quotation marks around partial quotes that a speaker would not have used. For example, suppose an editor said: *"I despair over their lack of style knowledge."* Do not change that to read: *The editor said he was in "despair over your lack of style knowledge."* The correct way to write it would be: *The editor said he was in despair over their "lack of style knowledge."* Of course, the best thing to do would be to simply rewrite the sentence.
- Sometimes it is important to note the way a person said something. Try to always use *said*, but then write whatever might be relevant (*...said and smiled..., ...said while shaking a fist..., etc.*) (see **say, said**)
- Generally, *said* should come after the name of the speaker (*Bopp said*, not *said Bopp*). But put *said* before the name when a descriptive element would come between the word and the speaker's name (*said Bopp, the grandmaster flash of style*).
- When two people are quoted in succession, the second person's quote should begin a new paragraph, preceded by the speaker's identity to make it immediately clear that there is a new speaker.
- If a quotation begins with a partial quote, do not then go on to quote one or more full sentences. Instead, close the quote marks at the end of the fragment and introduce the full sentences as a separate paragraph.
- If a quote runs for several sentences, the attribution should either precede the quote or follow the first sentence so the reader is told as soon as possible who is speaking.
- When attribution introduces a quoted sentence or a sentence fragment, use a comma. If the quote is several sentences long in the same situation, introduce it with a comma:
"I hate style," the president said, calling it "bunk and nonsense."
"Who needs it," President "Pug" Mahoney said while holding a copy of a stylebook out away from himself. "America got along fine without style before these nattering nabobs of negativism with their effete rules showed up on the scene."

“If I had my way, there would be no style rules. To paraphrase an old cartoon, ‘We have met the enemy and it is style.’ ”

Secretary of Style Hale Bopp said: “The president is nuts. He needs help.”

R

race

- Don't identify a person's race unless it is absolutely pertinent to the story.
- Don't confuse race with nationality by referring to American citizens as Filipinos, Japanese, Chinese, etc. Someone who is Chinese is a citizen of China. If you mean a U.S. citizen of Chinese ancestry, then write Chinese-American.

Radisson Hotel & Suites (Cheektowaga)

Radisson Suite Hotel (Buffalo)

railroads

- Capitalize if part of a formal name.
- Check specific companies to see if it uses Railroad, Rail Road, Railway, etc. Don't use *Inc.* in most cases with the corporate name.
- Use *railroad* or *road* in all subsequent references. (“*The Rock Island line is a mighty good road to ride.*”)
- Lowercase railroads in plural uses (*the Nickelplate and CN railroads*).

raise

When you mean an increase in pay, avoid redundancies such as “*Hale Bopp received a \$1,000 raise in pay.*”

raised, reared

- Only humans are reared.
- Any living thing, including humans, can be raised.

Ralph Wilson Stadium

- The stadium is the home of the Buffalo Bills in Orchard Park. It is NOT Ralph C. Wilson Jr. Stadium.
- The field house practice facility next to the stadium in Orchard Park used to be named the Ralph C. Wilson Jr. Field House. It is now called the Buffalo Bills Field House (see **field house**).

Ramada Inn at the Falls (Niagara Falls)

Randolph Junior-Senior High School

Located in the **Randolph Central School District** (see **high schools**)

rank and file (n), **rank-and-file** (adj)

rarely

It means seldom. *Rarely ever* is redundant, but *rarely if ever* is OK.

ratios

- Use figures and a hyphen (*a ratio of 2-to-1, a 2-1 ratio*).
- The word *to* is omitted when the numbers precede the word *ratio*.

- Use the word ratio, or another identifying phrase, to avoid any potential confusion with other uses of figures, such as sports scores (*a 2-1 majority*).
- Be careful not to interchange ratios with margins. To write, "*Hale Bopp won by a 3-to-1 margin*" is wrong because 3-to-1 is a ratio. The margin is the difference between two numbers. Correctly stated it would be something like: "*Hale Bopp won by 300 votes (margin), three times (ratio) as many as his closest challenger.*"

re-

Use a hyphen when needed to avoid confusion with another word with a different meaning: *resign* (to quit) *re-sign* (to sign again).

- Hyphenate with a capitalized word (*re-Americanize*).
- Hyphenate to avoid a double letter (*re-elect*).
- Hyphenate a double prefix (*re-recover*).

ready-made (note the hyphen)

Realtor

- If the person is a member of the National Association of Realtors, then he or she is a Realtor (capitalize all references to the service mark).
- The term real estate agent is better, unless you know for certain that the person is a member of the National Association of Realtors.

Realty USA

Replaces the former Stovroff Realty.

rebut, refute

- Rebut means to argue against a point.
- Refute connotes success in a rebuttal and implies an editorial judgment.

receivership

When a business in bankruptcy proceedings is being reorganized, a court will appoint a trustee called a receiver, who will try to settle the finances.

recently

Reporters sometimes use this word to catch up to competitors in the business. However, it's still better to put a current spin on stories. For instance, instead of writing, "*The Buffalo Board of Education recently announced that students would not be allowed to bring stylebooks to school,*" write "*The Buffalo School Board has announced ...*" or "*Buffalo school students will not be allowed to bring ...*"

recession

A drop in economic activity that could be temporary or could lead to a depression.

record

Avoid the redundant *new record*. But to avoid awkward sentence construction, it is all right to write something like "*The new mile record beat the old by 4.4 seconds.*"

recur, recurred, recurring (not reoccur)

redundancies

Think before you write. Be careful not to write some of the more noticeable ones, such as: actual reality, anticipate the future, future plans, ATM machine, beautiful looking, ABM missile, delicious taste, HIV virus, past history, PIN number, totally destroyed, 12 noon, 12 midnight.

reference works

- Capitalize the titles of reference works such as almanacs, dictionaries, encyclopedias, handbooks, etc.
- Do not put quotes around reference book titles.

referendum, referendums

Regents

Capitalize all references to the exams and the state Board of Regents. On subsequent references: *the Regents, the board*.

Regina A. Quick Center for the Arts (at St. Bonaventure University)

reign, rein

- Reign refers to the period a ruler is in charge.
- Rein is a strap for controlling a horse.

Reilly Center (see St. Bonaventure University)

The indoor venue for athletic and other events at St. Bonaventure University.

religion

- Capitalize the proper names of deities (*God, Allah, Buddha, Jesus Christ, the Holy Spirit, Vishnu, Jehovah, etc.*).
- Capitalize the names of pagan or mythological gods (*Thor, Jupiter, Mercury, etc.*)
- Lowercase pronouns referring to the deity (*he, she, thee, thou, etc.*).
- Lowercase god when writing about polytheistic religions.
- Lowercase adjectives using god (*god-awful, godlike, godsend, etc.*).
- Capitalize major events in the life of Jesus Christ and his mother (*Ascension, Immaculate Conception*), as well as other gods. But lowercase them when the words are used with a name. (*"The ascension of Jesus into heaven."*)
- Capitalize proper names for rites (*Benediction, Mass*).
- Lowercase the names of sacraments except those that symbolize a belief in Christ's presence (*Holy Communion, the Eucharist*).
- Lowercase heaven, hell, angel, priest, devil, etc. But capitalize proper names such as Satan, Hades, Gabriel, etc.
- The first reference for a member of the clergy, whether male or female, is usually *the Rev.* (*"On Tuesday, the Rev. Hale Bopp will speak about ecclesiastical style."*) Use

the Rev. Dr. only if the person has earned the doctor of divinity degree. Do not use it if it is an honorary title.

- In subsequent references, use only the last name.
- Confine *Father, Curate, Pastor* to direct quotes, capitalizing them only when used before a name.
- In instances where two clerics have the same last name – husband and wife, brother and sister, etc. – each of the clerics should be called Rev. individually. (“*The Rev. Hale Bopp and the Rev. Bee Bopp performed the ceremony.*”)
- For bishops, archbishops, cardinals, the pope and other high-ranking clerics, capitalize a title when used before a name. Use *the Most Rev.* when writing about a person either before a title or without the title. (“*The Most Rev. Hale Bopp, the bishop of Buffalo, will confer with Pope John Paul II about excommunicating people who snicker at style.*”) On subsequent references, use the capitalized title and the last name, or just the last name, or just the title (*Pope John Paul II, Pope John Paul, the pope, the pontiff*).
- Monsignor is a designation for Catholic priests. Do not abbreviate.
- For nuns, always use Sister, or Mother when applicable, before a name. Write the entire religious name in all references (*Sister Seamus Marie*) if she is chiefly known by her religious name. On first reference for nuns who use their own names, use her full name, then just her last on subsequent references (*Sister Bee Bopp, Sister Bopp*).
- Use *Rabbi* on first reference before a name. Just use the last name on subsequent references.

reluctant, reticent

- Reluctant means unwilling to do something.
- Reticent means unwilling to speak.

Re/Max

Note the slash and capitalization for the real estate agency.

Reno Air (see **airlines**)

Used for charter flights out of Buffalo Niagara International Airport.

reportedly

Avoid using this word. But if it must be used, avoid awkward constructions such as, “*Pug Mahoney reportedly died in the crash.*” (Is Mahoney dead? Was Mahoney in the crash?). It’s better to write something like “*Pug Mahoney died, reportedly in the crash.*”

republic

Capitalize when part of a country’s full, formal name (*Republic of Ireland*).

Representative

- Capitalize and abbreviate if used as a title before the name of a member of the U.S. House of Representatives on first reference (*Rep. Hale Bopp*).
- Do not use on subsequent references.

- Lowercase in other uses. (*Trade representative Hale Bopp declined to attend the Seattle meeting.*)

Reserves

Capitalize references to the military Reserve. But lowercase references to the men and women in the units (*a reservist*).

Reservoir State Park (see **parks**)**restaurateur** (no letter *n*)**retail sales**

A retail store primarily sells goods, or sells goods as well as services or makes repairs on those products for consumers, households or farms.

revalue

When a country revalues its currency, it raises the value. So explain that when writing that a country is revaluing its currency.

revenue

Don't report a company's revenue without reporting its profit or loss. Both figures are meaningless unless used in context. For example, if a company has a \$4 million profit and sales of \$20 million, that's a good company. If a company has \$4 million in profit and sales of \$900 million, something is wrong.

reverend (see **religion**)**revolutions per minute**

The abbreviation rpm is OK in all references when the meaning cannot be mistaken.

revolving credit

It means to pay part of a balance due and to carry over the remaining balance as well as finance charges on that sum.

RICO

Tell the reader that it is an acronym for the Racketeer Influenced, Corrupt Organizations Act on first reference.

right-to-work (adj)

A right-to-work law prohibits a company from requiring the workers be union members; see **closed shop**.

Ripley Central School

Located in the **Ripley Central School District** (see **high schools**)

Rite Aid (see **drugstores**)

river

- Capitalize when part of a formal name; lowercase when it is not or in plural uses (*the Niagara River, the Niagara and Buffalo rivers, the river*).
- Rio means river in Spanish, so do not write the redundant *Rio Grande River, Rio Bravo River*, etc.

River Oaks Country Club (on Grand Island; see **golf courses**)

Riverside High School

- Located in the **Buffalo City School District** (see **high schools**)
- It is also called the **Riverside Institute of Technology**. It's OK to use that term when writing about a specific program in the curriculum, such as the magnet school for seventh- and eighth-grade students called the Buffalo Academy of Science and Mathematics. For general reference, though, call it Riverside High School.

Riverside Park (see **parks**)

Riverside Review (in Buffalo; see **newspapers**)

Riviera Theatre (in North Tonawanda)

road (see **addresses**)

Do not abbreviate. Capitalize when part of a formal name (*Stanfield Road*).

Robert Moses Parkway (see **highway designations**)

Rochester Community Savings Bank**rock 'n' roll**

Note the capitalization and apostrophes. Spread the news. The word *rock* is OK in all references.

Rolling Acres Golf Course (in Pike; see **golf courses**)

Rolling Hills Golf Course (in Chaffee; see **golf courses**)

Rolling Meadows Golf and Country Club (in Niagara Falls, Ont., see **golf courses**)

rollover

The selling of new securities to pay off debts on old ones, or the refinancing of an outstanding loan.

Rolls-Royce

Note the hyphen in the trademark for the automobile.

Roman numerals

Here's a handy ditty from grammar school:

I, V, X, L, C, D, M

They are 1 and 5 and 10

50 mark and a hundred, too

Half a thousand and a thousand new.

Anyway, only use them to establish a sequence (*Pope John Paul II, Super Bowl XXX*).

Roofers union

The Western New York locals are Local 74 and Local 210.

room

roomful, roommate, classroom, living room, schoolroom, stateroom, stockroom, storeroom, workroom

rooms, room numbers

- Capitalize the names of designated rooms (*Blue Room, Green Room, Oval Office*).
- Use numbers and capitalize *room* when necessary (*Room 222*).

Rosebrook Golf Course (in Silver Creek; see **golf courses**)

Roswell Park Cancer Institute (in Buffalo; see **hospitals**)

Rothland Golf Course (in Akron; see **golf courses**)

round

Hyphenate adjectival expressions such as round-the-clock negotiations, round-the-world voyage. However, do not hyphenate adverbial forms: "*Hale Bopp drove around the region speaking about style.*"

round trip (n), **round-trip** (adj)

round up (v), **roundup** (n)

route numbers (see **highway designations**)

- Capitalize route and use numbers (*Route 33, Route 219*).
- If a route has both a number and a name, either is acceptable in any reference (*Route 400, the East Aurora Expressway*).
- If a numbered route passes through several municipalities and goes by different names in each community, it would be better to refer to the route number when writing about that specific highway. For example, Route 5 passes through several communities and includes Main Street, the Skyway and Father Baker Bridge complex, Fuhrmann Boulevard and the Hamburg Turnpike; and Route 62 includes Niagara Falls Boulevard, Bailey Avenue and South Park Avenue.

Royal Alexandria Theatre (in Toronto)

Royalton-Hartland Junior-Senior High School

Located in the **Royalton-Hartland Central School District** (see **high schools**)

Royalton Ravine County Park (see **parks**)

Roycroft Inn (in East Aurora)

rubber stamp (n), **runner-stamp** (adj)

rundown (n), **run-down** (adj)

- Rundown is one word when referring to a summary. (*“Hale Bopp gave me the rundown on style.”*)
- It is hyphenated as an adjective meaning shabby. (*“Hale Bopp grew up in a run-down section of town.”*)

runner-up, runners-up

rush hour (n), **rush-hour** (adj)

S

saber, Sabres

- A saber is a sword.
- The Buffalo Sabres are a National Hockey League team. When using Buffalo to refer to the Sabres – or any sports team in the city – use a singular verb. (“*Buffalo is a good team.*”) If using the Sabres, use a plural verb. (“*The Sabres are a good team.*”)

saint

Capitalize and abbreviate as St. when writing about a person or a place (*St. Joseph, St. Joseph’s Collegiate Institute, St. Lawrence Seaway*).

salable, salespeople, salesperson (one word)

Salamanca Area Chamber of Commerce (see **chambers of commerce**)

Salamanca High School

Located in the **Salamanca City School District**; see **high schools**.

Salamanca Press (see **newspapers**)

savings and loan associations

They are not banks, so write *the association* on subsequent references.

say, said (see **quotations**)

The most direct way to tell people that someone said something is to use the verb to say. People say things, they don’t declare, admit, opine, point out, or laugh something, which carry editorial shadings that the plain *say* or *said* does not.

Scajaquada Expressway (see **highway designations**)

scheme

Don’t use it as a synonym for a plan.

Schiller Park (see **parks**)

schools

- Capitalize *school* when part of a formal name.
- Capitalize the colors a school uses when referring to it or its athletic teams by its colors. (“*The Brown and White from St. Bonaventure University beat the Canisius College Golden Griffins.*”) However, do not capitalize when writing what a school’s colors are. (“*St. Bonaventure University’s colors are brown and white.*”)
- school board, schoolbook, schoolchildren, schoolhouse, schoolteacher

Scio Central School

Located in the **Scio Central School District**; see **high schools**.

scores

- Always use figures.
- Hyphenate when reporting scores in a sentence. (*"The Sabres beat the Stars, 4-3."*)
- Use a comma in tabular format (*Sabres 4, Stars 3*).

seasons

Lowercase them and their derivatives (*summer, summertime*), unless part of a formal name (*Summer Olympics*).

secondary boycott

Occurs when workers refuse to handle products from a separate company that is having a labor dispute.

second-

second base, second best (n), second-best (adj), second-class (adj), second guess (n), second-guess (v), second hand (n), secondhand (adj & adv), second-rate (adj), second thought, second wind

secretary

Capitalize before a name only when it is an official title; don't abbreviate.

secretary-treasurer

Hyphenate and capitalize when used as a formal title before a name.

section

Capitalize when used with a figure to identify a part of a law or bill (*Section 19 of the Bopp Style Edict*).

secure

Do not use it as a synonym when you mean someone obtained something.

Securities and Exchange Commission

SEC is OK on subsequent references.

SEIU 1199 Upstate (see **Service Employees International Union**)

Short form is OK in all references for the Service Employees International Union.

self-

Hyphenate almost every usage (*self-assured, self-control, self-storage*).

sell out (v), **sellout** (n)**semi-**

- No hyphen unless the following word starts with an *-i* (*semipro, semi-intelligent*).
- Semiannual means twice a year. Biennial means every two years.

- Semimonthly means twice a month. Every two months is bimonthly.
- Semiweekly means twice a week. Biweekly means every two weeks.
- To avoid confusion, avoid the *semi-* prefix whenever possible and write twice a year, month, week, etc.

semicolon

- A semicolon separates elements in a series when those elements have segments that must be set off with commas. (*“Hale Bopp’s favorite cousin, Pug Mahoney, is from Curry, County Sligo, Ireland; his wife is from Rapid City, S.D.; and his daughter was born in Andhra Pradesh, India.”*)
- A semicolon links independent clauses when a coordinating conjunction (and, but or for) is not present. (*“The stylebook was due out a year ago; it came out last week.”*)
- If a coordinating conjunction is present, use the semicolon only if more punctuation is needed. (*“He pulled the stylebook from beneath his desk, opened the pages, and searched for the rules; but he was still confused about semicolons, colons and commas.”* But keep in mind that such a sentence is awkward unless striving for a particular literary effect.)
- Semicolons go outside quotation marks. (*Hale Bopp rarely watched “Seinfeld”; he didn’t think it was all that funny.*)

senate

- Capitalize all specific references to particular legislative bodies (*the U.S. Senate, the state Senate, the Senate*).
- Lowercase plural uses (*the New York and Pennsylvania state senates*), references to foreign legislative bodies (*the Irish senate*) and generic non-governmental bodies (*the student senate*).
- Capitalize and abbreviate Sen. when used as a title before a name on first reference. Do not use it on subsequent references except in direct quotes.
- Lowercase when not used with a name (*“The senator read the stylebook.”*)
- Senatorial is always lowercase.

Seneca Nation of Indians (see **Indians**)

- Spell out on first reference.
- For subsequent references, use Seneca Nation. Although it’s a good idea to avoid acronyms, SNI is acceptable if the meaning of the story makes it clear the Seneca Nation is the subject. Avoid using nation as a subsequent reference, but if impossible to avoid, then nation should be lowercase.
- The Seneca Nation does not include the Tonawanda band of Senecas who live on a reservation in northeastern Erie County and portions of Niagara and Genesee counties. The Tonawanda Senecas are governed in the traditional, noncentralized Iroquois tribal model where chiefs are picked by clan mothers (see **Tonawanda Band of Seneca**).

Seneca Vocational High School

Located in the **Buffalo City School District** (see **high schools**).

senior, junior

Capitalize and abbreviate (*Sr.*, *Jr.*) when part of a name. There is no comma between the name and the capitalized abbreviation.

sentence fragment

A group of words thrown together and masquerading as a sentence without the decency of having a proper subject and verb. Like this. Get it? Bad habit. Stop it. (However, it must be pointed out that this is a literary style that can sometimes punch up columns or feature stories.)

sentences

The first word of every sentence is capitalized, including quotations and questions. (“*Hale Bopp said, ‘Give me a stylebook or give me a dictionary.’*” “*The stylebook answers the question, When to capitalize?*”)

Service Employees International Union (see SEIU 1199 Upstate)

- Short form SEIU 1199 Upstate is OK in all references.
- Union was formed with merger of AFL-CIO Hospital & Nursing Home Council of Buffalo, Local 200A SEIU of Syracuse and Local 1199RC of Rochester.

service mark

Use generic terms instead of service marks (*real estate agent for Realtor*). But if it is essential for the story to use a service mark, then capitalize it.

set up (v), setup (n & adj)

7-Eleven

Note what is a number and what is written out; also note hyphen and capitalization.

7Up

A soft drink trademark. Note that there is no space between the number and the word *Up*.

sewage, sewerage

Sewage is the waste; sewerage is the drainage system.

sexes

- Use gender-free language that doesn’t perpetuate stereotypes.
- Avoid the prefixes and suffixes *man* and *men* when the word applies to both men and women. (Manpower could be replaced by work force; policeman by police officer. But don’t carry this to extremes like writing first baseperson for first baseman.)
- Avoid suffixes such as *-ette*, *-ess*, *-ix* and *-ine* to denote gender. (For instance, hero is fine for both sexes.)
- It’s usually not important to note when people of the opposite sex are in predominantly male or female jobs (*lady mechanic*, *male secretary*).
- Don’t define a person by his or her spouse unless it is vital to the story.
- Only describe the appearance of a woman in stories if it is absolutely vital. (“*Hale and Bee Bopp were an eccentric couple. He wore a tux to breakfast every morning*”)

and she wore her little black dress to PTA meetings.”) After all, we don’t routinely describe what a man is wearing in stories, yet it’s common to read what a woman is wearing. Nor should we make a judgment that someone is “well-dressed.”

- Avoid *boy* and *girl* for people older than 18.
- Don’t assume only mothers are interested in a child’s health and welfare and a father only cares about sports. For example, don’t write, “*The state Health Department is reminding mothers to have their children immunized,*” instead write, “*The state Health Department is reminding parents to have their children immunized.*”

shake up (v), **shake-up** (n & adj)

shall, will

- Use shall when there is a sense of determination involved. (“*I shall return.*” “*I shall follow style.*” “*We shall overcome.*”)
- Use will in constructions when that sense of determination is not stressed. (“*I will probably leave tomorrow*”)

shape up (v), **shape-up** (n & adj)

Shaw Festival

It includes three theaters in Niagara-on-the-Lake, Ont.: Festival Theatre, Royal George Theatre and Court House Theatre.

Shawnee Country Club (in Sanborn; see **golf courses**)

Shea’s Center for the Performing Arts

- Shea’s is OK on subsequent references for the downtown Buffalo theater.
- Shea’s O’Connell Preservation Guild is the theater’s governing body and agency.

Sheehan Memorial Hospital (see **hospitals**)

Sheet Metal Workers union

This shortened form for the Sheet Metal Workers International Association is OK in all references. Local 71 and Local 112 are in Western New York.

Shelridge Country Club (see **golf courses**)

Sheraton Inn Airport (Cheektowaga)

Sheraton Four Points (Dunkirk)

Sheridan Park (see **parks**)

Sheridan Park Golf Course (in the Town of Tonawanda, see **golf courses**)

Sherman High School

Located in the **Sherman Central School District**; see **high schools**.

shop-

- shopkeeper, shop steward, shopworn
- bookshop, machine shop, pawnshop, repair shop, sweatshop

Shorewood Country Club (see **golf courses**)

shortfall

Write shortage instead.

short-lived (adj)

“The short-lived style rebellion withered in the face of grammar rules.”

short sale

A sale of stocks that are not yet owned by the seller, but which the seller intends to buy in time. Generally, the seller borrows stock from the owner to sell to the buyer and hopes the price of the stock will fall. The seller may have to buy other stocks to repay the shares borrowed from the broker (*short covering*).

Shoshone Park (see **parks**)

should, would

- Use should when writing about an obligation (*“We should read our stylebooks.”*)
- Use would when writing about a custom or past practice (*“Every day after work we would sit and read our stylebooks.”*), or a conditional past tense. (*“If Pug Mahoney had not quit, Hale Bopp would not have been given the stylebook assignment.”*)

showcase, showroom**shut-**

shut down (v), shutdown (n & adj), shut off (v), shut-off (n & adj), shut out (v), shutout (n & adj)

Shuttle America (see **airlines**)

sic

Do not use sic – the form for a known error made by someone else – except in the original matter being quoted.

Silver Creek Junior-Senior High School

Located in the **Silver Creek Central School District**; see **high schools**.

Silver Lake Country Club (see **golf courses**)

sign off, sign on (v); **sign-off, sign-on** (n & adj)

Sisters of Charity Hospital (in Buffalo)

Part of the **Catholic Health System**; see **hospitals**.

sit-

sit down (v), sit-down (n & adj), sit in (v), sit-in (n & adj)

situated, located

It is often not needed. Omit it in such phrases as “*The company is (located) in Colden.*”
“*The building is (situated) downtown.*”

Six Flags Darien Lake

- The 21,000-seat amphitheater, though it carries the Six Flags name, is leased and run from Six Flags by Metropolitan Entertainment Group.
- The campground and amusement park are run by Six Flags.

Six Nations

Explain that it is the Iroquois Confederacy.

Six-S Country Club (in Belfast; see **golf courses**)

ski areas

- Prominent regional downhill ski areas (use these forms on first reference):

Bristol Mountain (Canandaigua)

HoliMont (Ellicottville)

Buffalo Ski Club (Boston)

Kissing Bridge (Glenwood)

Chestnut Ridge Park (Orchard Park)

Peek’n Peak (Clymer)

Cockaigne (Cherry Creek)

Ski Tamarack (Colden)

Emery Park (Aurora)

Swain (Swain)

Holiday Valley (Ellicottville)

- Prominent cross country sites are:

Allegany State Park (near Salamanca)

Emery Park (Aurora)

Bond’s Lake Park (Ransomville)

Holiday Valley (Ellicottville)

Byrncliff Country Club (Varysburg)

HoliMont (Ellicottville)

Chestnut Ridge Park (Orchard Park)

Peek’n Peak (Clymer)

Elma Meadows (Elma)

Sprague Brook Park (Colden)

- Cross country skiing is also allowed at these Erie County parks: Akron Falls, Como Park, Ellicott Creek, Bureau of Forestry, Isle View and Wendt Beach

Ski Tamarack (see **ski areas**)

Skydome

The home of the Toronto Blue Jays baseball club in Toronto.

slang

Don’t try too hard to appear hip. Usually a term is on the way out or on the verge of being a cliché by the time it gets into print.

Slee Concert Hall (on the **University at Buffalo’s North Campus**)

slowdown

slush fund

small-business investment company

SBIC is acceptable in subsequent references.

small-business man (woman) (note the hyphen)

sneaked

This is the past tense of sneak. Snuck is a colloquialism that should be avoided.

snow-

snowdrift, snowfall, snowflake, snowman, snowplow, snowshoe, snowstorm, snowsuit

so

- Avoid using *so* as an intensifier (“*He’s so dumb.*”) unless there is a *that* clause attached. (“*He’s so dumb he thinks (that) SPCA means Society for Cruelty to Animals. Bodda-bing. Bodda-boom.*”) And, as that style joke shows, the *that* isn’t necessarily needed, just the suggestion of it is needed.
- Don’t replace *so* with *very*. If James Brown were a styleman instead of a singer he would have sung, “*I feel well, very well, because I have you, babe.*” (OK, sometimes style should be ignored.
- *So as to* can usually be replaced by the simple *to*.
- so called (adv), so-called (adj)

Social Security

Capitalize references to the system in the United States; lowercase other uses. (“*Is there a social security system in Ireland?*”)

software titles

Capitalize but do not put quotation marks around them (*WordPerfect, Windows*). But capitalize and put quotation marks around the names of computer games.

some

Don’t apply it to an exact figure. (“*Hale Bopp edited some 20 stories*” rather than “*Hale Bopp edited some 24 stories.*”)

sometime between

Sometime is a wasted word here. (“*Hale Bopp wrote the stylebook between August and March*” rather than “*Hale Bopp wrote the stylebook sometime between ...*”)

sources

- The more they are described, the better. But avoid the superfluous “informed” source. If the source wasn’t informed, we wouldn’t be quoting him or her. State what kind of source (investment sources, banking sources, etc.).
- Also try to avoid the jargon “it was learned...” Of course it was learned, otherwise we wouldn’t be reporting it.
- On first reference, try to identify a source as much as possible. However, to avoid cluttering up a lede, it may sometimes be necessary to give the most vital identification of a source and then develop it later.

South Buffalo News (see **newspapers**)

Southern Ontario

Southern Tier

Southern Tier Expressway (see **highway designations**)

Southern Tier Library System

- The system is a network of public libraries in Allegany, Chemung, Schuyler, Steuben and Yates counties.
- The public libraries in Allegany County are:

20th Century Club Library (Almond)

Andover Free Library

Angelica Free Library

Belfast Public Library

Belmont Literary and Historical Society

Free Library

Bolivar Free Library

Colonial Library (Richburg)

Cuba Circulating Library Association

David Howe Public Library (Wellsville)

Essential Club Free Library

(Canaseraga)

Friendship Free Library

Genesee Library (Little Genesee)

Rushford Free Library

Scio Free Library

The Box of Books Reading Center

(Alfred)

Wide Awake Club Library (Fillmore)

Whitesville Public Library

(Independence)

South Hills Country Club (see **golf courses**)

South Park

Do not abbreviate the word *South* when writing about the high school in Buffalo (see **high schools**), the park (see **parks**) in Buffalo, or the avenue in Buffalo and Lackawanna. *South* is part of the formal name and is not a directional or compass point.

South Park Golf Course (in Buffalo; see **golf courses**)

South Shore Country Club (in Hamburg; see **golf courses**)

Southtowns, Northtowns (one word)

Capitalize if you specifically mean the nearby communities north and south of Buffalo.

Southtowns Citizen (see **newspapers**)

Southwest Airlines (see **airlines**)

Southwestern Senior High School (see **high schools**)

Located in the **Southwestern Central School District** near Jamestown.

space

- Space Age began with the launching of Sputnik 1 on Oct. 4, 1957.
- Capitalize spacecraft designations and use numbers (*Sputnik 1, Apollo 11*).
- Lowercase words such as spaceship (one word) and space shuttle, but capitalize proper names for spacecraft designations (*Endeavor, Challenger*).

SPCA

Acceptable in all references for the Society for the Prevention of Cruelty to Animals.

spin off (v), **spinoff** (n)

The distribution to a company's shareholders of the stock it holds in another company.

spokesman, spokeswoman

Avoid writing spokesperson. Write *a company representative*, or *a representative*.

Sportservice Corp. (see **Delaware North Cos. Inc.**)

sports sponsorships

Use the name of the corporate sponsor on first reference. (*"Muhlenberg College beat St. Bonaventure, 21-20, in the Camel Tobacco Bowl game in 1948. It was the only Tobacco Bowl game ever played."*)

sports teams

Do not use team names in the singular form. It is as incorrect to write *Buffalo Bill nose tackle Hale Bopp* as it is to write *Buffalo New reporter Hale Bopp*.

spot market, spot price

- A spot market trades in commodities or foreign exchange for immediate delivery and cash payment.
- The price of a commodity available for sale and immediate delivery is the spot price.

Sprague Brook Park (see **parks**)**Springville Chamber of Commerce** (see **chambers of commerce**)**Springville Country Club** (see **golf courses**)**Springville-Griffith Institute** (see **high schools**)

A public high school in the **Springville-Griffith Institute Central School District**.

Springville Journal (see **newspapers**)**square**

Do not abbreviate; capitalize when used as part of a proper name (*McKinley Square*).

square footage (see **hyphen**)

Use hyphens only to modify. For instance, a building can be 35,000 square feet (no hyphens), or it can be written as a 35,000-square-foot building.

stadium, stadiums

Capitalize only with a specific name (*Ralph Wilson Stadium*).

Stafford Country Club (in Stafford; see **golf courses**)**stanch, staunch**

- Stanch is a verb that means to stop flowing. (*"Hale Bopp stanching the flow of blood from his papercut."*)
- Staunch is an adjective that means steady, firm, loyal. (*"Hale Bopp is a staunch supporter of stylebook writers, despite the papercuts he gets from the books."*)

stand-

standby (n & adj), stand in (v), stand-in (n & adj), stand off (v), standoff (n & adj), stand out (v), standout (n & adj), start up (v), start-up (n & adj)

The Standard (see **newspapers**)**Standard & Poor's Register of Corporations**

Use it as a source to determine the formal name of a business.

Starpoint Junior-Senior High School (see **high schools**)

Located in the **Starpoint Central School District**, which is in Pendleton but has a Lockport address.

state

- Capitalize all *state of* phrases (*the State of Ohio*) on first reference.
- Lowercase generic and plural uses (*the state, the states of New York and Pennsylvania*).
- Lowercase *New York state* and *state of New York* to avoid confusion with New York City; and *state of Washington* or *Washington state* to avoid confusion with the District of Columbia.
- Do not capitalize state after a proper name unless referring to a college or university (*Michigan State, Michigan state Rep. Hale Bopp*).
- Even though Pennsylvania, Massachusetts, Kentucky and Virginia are formally commonwealths, it's preferable to call them states to avoid confusion.
- Spell out the names of states when standing alone. Only abbreviate a state name when it is connected with a community name. ("*Hale Bopp once worked in Pennsylvania.*" "*Hale Bopp once worked in Bradford, Pa.*")
- Set off the state name or abbreviation with commas. ("*Hale Bopp once worked in the Bradford, Pa., bureau office.*")
- Use the state abbreviations listed in the AP Stylebook since postal abbreviations are not necessarily the same as AP abbreviations.
- Alaska, Hawaii and any state of five or fewer letters (Idaho, Iowa, Maine, Ohio, Texas and Utah) are not abbreviated.

state police

Capitalize it only with a specific state name (*New York State Police*); lowercase it without a specific state name so readers don't confuse the agency with police officers. ("*The state police are here.*")

State University of New York (see colleges)

- The acronym is SUNY for the system of state-supported two- and four-year colleges. But use SUNY only in direct quotes. Use the following forms on first reference:
- The only university in the system in Western New York is the University at Buffalo.
- The state colleges in WNY are Buffalo State College, Fredonia State College and Empire State College.
- Community colleges in the system in WNY are: Alfred State College, Erie Community College, Genesee Community College, Jamestown Community College and Niagara County Community College.

statewide

stationary, stationery

- Stationary means to stand still.
- Stationery is paper and writing supplies.

St. Bonaventure University (see colleges)

- St. Bona is OK on subsequent references; Bona when writing informally.

- See **McGraw-Jennings Field, Regina A. Quick Center for the Arts and Reilly Center**
- **St. Bonaventure Golf Course** (at St. Bonaventure; see **golf courses**)

St. Catharines

Note the spelling for the Ontario city.

steelmaker, steelworker

step-

It's one word when writing about familial relationships (*stepbrother, stepsister, stepmother, stepfather, etc.*)

stevedore

On the waterfront, a stevedore is an employer. A longshoreman is a laborer.

St. Francis High School

A private, Catholic high school for boys in Athol Springs (see **high schools**).

St. Gobain/The Carborundum Co.

On subsequent references, either St. Gobain or Carborundum is sufficient.

Stiglmeier Park (see **parks**)

St. Joseph's Collegiate Institute

A private, Catholic high school for boys in Kenmore (see **high schools**); St. Joe's is OK on subsequent references.

St. Joseph Hospital (in Cheektowaga)

Part of the **Catholic Health System**; see **hospitals**.

St. Mary's high schools

There are two in Western New York (see **high schools**):

- St. Mary's High School (Lancaster) is a private, Catholic high school.
- St. Mary's School for the Deaf is in Buffalo.

stockbroker

stock market prices

Use decimals when referring to a specific stock price at a specific time.

stop order

An order to a broker to buy or sell a security when the market price reaches a given level.

straight-laced, strait-laced

- Someone who is straight-laced is strict and severe.

- Someone who is strait-laced is bound up, perhaps in a **straitjacket**.

strait

Capitalize only as part of a proper name. (“Do not use *strait* when writing about the Bosphorus and the Dardanelles. They stand alone,” Hale Bopp said. “But be sure to capitalize *strait* when writing about the Bering Strait or the Strait of Gibraltar.”)

Stratford Festival

Performances are held in the Tom Patterson, Festival and Avon theatres in Stratford, Ont.

street

Abbreviate only with a numbered address.

strikebreaker

strong-arm (v & adj)

Studio Arena Theatre

sub-

In general, no hyphen unless the word that follows is capitalized (see **prefixes**).

subcommittee

- Capitalize when it is the proper name (*the Style Subcommittee on Commas*).
- Lowercase when referring to it as part of the committee (*a Style subcommittee*).

subjunctive mood

- Use the subjunctive in most dependent clauses starting with *if* since the *if* usually introduces a condition contrary to fact. When the condition is not contrary to fact – if the condition is either true or noncommittal – then use the indicative.

“If I **were** a rich man (but I’m not), I’d deedle-diddle-do.”

“I could read the stylebook if it **were** shorter (but it’s not).”

“If following AP style **be** a crime, then judge me guilty.” (The speaker does not believe that adhering to AP style should be considered a crime.)

- If the verb in the main clause is in the indicative mood, then the verb in the dependent clause should also be indicative. But if the verb in the main clause is conditional, then the verb in the dependent clause is usually subjunctive.

“I **could** follow AP style **were** I given a proper stylebook.” (**Could** is conditional, **were** is subjunctive.)

- Use the subjunctive in dependent clauses after verbs requiring *that* when the suggestion following is contrary to facts (e.g.: *advise that, ask that, demand that, doubt that, eager that, hope that, insist that, prefer that, propose that, recommend that, request that, require that, rule that, suggest that and urge that*)

“I demand that Hale Bopp stay.”

“I insist that he go.”

- Verbs requiring *that*, but not implying a condition contrary to reality, do not use the subjunctive.

- Use the subjunctive after *as if* or *though*. (“*He writes as if he were an editor.*”)
- Use the subjunctive in these idioms: *Be it said, be that as it may, come what may, far be it from me, God be with you (God bless, God forbid), lest he forget, so be it, suffice it to say* and *would that I were*.

Sugar Hill Golf Course (in Westfield; see **golf courses**)

suit, suite

- People get dressed up in their best suit when going to court because of a lawsuit.
- There are also suites of music, rooms and furniture.

Summit Park Mall

The Sun (see **newspapers**)

Sunset Golf Centre (in Fort Erie, Ont., see **golf courses**)

Sunset Valley Golf Course (in Lakewood; see **golf courses**)

super-

In general, no hyphen unless the word that follows is capitalized (see **prefixes**).

superintendent

Capitalize the unabbreviated title when used before a name.

superior court information

A process in which a defendant skips indictment and arraignment and proceeds immediately to a guilty plea. It’s best to just report that the defendant pleaded guilty to a charge rather than clutter up the copy with a phrase such as “*Hale Bopp pleaded guilty to a superior court information charging him with second-degree ...*” In essence, the guilty plea is the bottom line.

supra-

In general, no hyphen unless the word that follows is capitalized (see **prefixes**).

supreme courts

- Capitalize with or without designations such as U.S. or a state name on all references (*the U.S. Supreme Court, New Jersey Supreme Court*).
- Capitalize just Supreme Court if the context makes it clear whether the federal or state court is the subject of the story.
- The formal name for the top court in the federal system is Supreme Court of the United States. However, U.S. Supreme Court is acceptable in most informal cases.
- The formal title for the chief justice is the chief justice of the United States (note not to write *of the Supreme Court*).
- The proper title for the other justices is associate justice. However, it’s OK to drop the word associate and write it as *Justice Hale Bopp*.

- In New York state, the highest court is the Court of Appeals and the Supreme Court is a trial court.

suspensive hyphenation

Use it to designate something that is part of a compound modifier when there are breaks in the construction. (*“The 100- and 200-page stylebooks are ready.”*)

Swain (see **ski areas**)

Sweeney Park (see **parks**)

Sweet Home Senior High School

Located in the **Sweet Home Central School District** (see **high schools**).

T

tailor-made (adj, before a noun)

take, bring

- Take denotes action away from the writer.
- Bring denotes motion toward.

take-

take-home pay, take off (v), takeoff (n & adj), take out (v), takeout (n & adj), take over (v), takeover (n & adj), take up (v), takeover (n & adj)

Tan Tara Country Club (in Pendleton; see **golf courses**)

tape recording (n), **tape-record** (adj)

Target (see **department stores**)

tax levy, tax rate

- A tax levy is the total amount a government body raises through property taxes.
- The tax rate is how much property owners pay in taxes based on their property values. (If a school board has a tax rate of \$50 for every \$1,000 in assessed property value, a home assessed at \$10,000 has a \$500 tax bill. If all the properties in that district were assessed at \$10,000, and if there were 1,000 properties, the district's tax levy would be \$500,000.)

team

- A collective noun that always takes a singular verb. (*"The team of stylists is conferring on transitive verbs."*)
- For sports teams with plural names, use a plural verb with the name (*"The Buffalo Bills are playing Sunday."*)
- Singular forms take plural verbs. (*"The Buffalo Blizzard are ready to play."*) To refer to people on the team, rather than the unit, use the plural (*"Buffalo Blizzard players are short."*)

teammate, teamwork (one word)

teamster

Capitalize teamster only if writing about a member of the **Teamsters union**, which is OK in all references for the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America.

teen, teen-ager (n), **teen-age** (adj) (not teen-aged)

Teflon

A trademark for a type of non-stick coating. Always capitalize, even when not referring to a cooking theme (*the Teflon president*).

telecast (n), **televise** (v)

telephone numbers

- Always use figures.
- If an extension number is needed, abbreviate and capitalize (*Ext. 44*).
- Put a parenthesis around area codes.

television (see **call letters**)

- The call letters alone can identify a familiar TV station (*WIVB, WGRZ, WKBW*).
- But write TV after the call letters for unfamiliar stations (*KNBC-TV*), or if the call letters also are used for a radio station (*WNED-TV, WNED-AM, WNED-FM*).
- Capitalize a channel with a figure, lowercase elsewhere. (*“Elizabeth Carey appears on Channel 7. She is not on any other channel.”*)
- TV is acceptable in any informal reference (*TV dinner, cable TV*).
- For television program titles, see **composition titles**.

Terry Hills Golf Course (in Batavia; see **golf courses**)

Thanksgiving, Thanksgiving Day

The U.S. holiday is held on the fourth Thursday in November. Canadians celebrate Thanksgiving on the U.S. Columbus Day holiday.

that, which, who, whom

- Use the pronouns *who* and *whom* when writing about people and animals with a name. (*“Hale Bopp is the man who wrote the stylebook.”*)
- Use the pronouns *that* and *which* when writing about inanimate objects, or animals without a name.
- Use *which* to introduce a bit of subsidiary information – a nonessential clause – and set it off with commas. (*“The stylebooks, which have no commercial value, will be destroyed.”* Although the parenthetical clause adds information, it could be dropped from the sentence without changing the meaning of the sentence.)
- *That* (without commas) directs the reader’s thoughts the way you want them to go. It is preferred over *which* when introducing essential clauses. (*“The company that owns Business First is American City Business Journals.”* *“American City Business Journals, which owns Business First, is in North Carolina.”*)
- The conjunction *that* may be left out if a dependent clause immediately follows a form of the verb *to say*. (*“Hale Bopp said (that) he will act promptly.”*)
- *That* should be included when a time element comes between the verb and the dependent clause. (*“Hale Bopp said on Wednesday that he will act promptly.”*)
- *That* is usually necessary after some verbs. For example: advocate, assert, contend, declare, ensure, estimate, make clear, point out, propose, state.

- *That* is needed before subordinate clauses starting with other conjunctions. For example: after, although, because, before, in addition to, until, while. (“*Hale Bopp said that after he was informed there was no stylebook, he started to write one.*”)
- When in doubt, include *that* since omission can hurt but inclusion will not. Do not set the clause off with commas.

the

Capitalize when an integral part of a name (*The Buffalo News, the Buffalo Bills*).

theater

Use this spelling unless a formal name of a theater or company uses the theatre spelling. (Theater folks say people attend a theater to watch people do theatre – as in the acting company at Studio Arena Theatre.)

Theatre District

But when referring to it generically, it’s the district where the theaters are in Buffalo.

Theatrical Employees union (see **international – unions**)

Local 10 is in Western New York.

then

Hyphenate when using before a title to denote some deed or quote of someone who once or formerly held the title. (“*In 1968, then-Gov. Rockefeller ran for president.*”)

Theodore Roosevelt Inaugural National Historic Site (in Buffalo)

3-D

Use this when writing about three-dimensional images, etc. (note hyphen).

3M

Acceptable in all uses for the Minnesota Mining & Manufacturing Co.

Thruway (see **highway designations** and **Gov. Thomas E. Dewey Thruway**)

Acceptable in all references for the New York State Thruway.

TJ Maxx (see **department stores**)

tie-

tied, tying, tie in (v), tie-in (n & adj), tie up (v), tie-up (n & adj)

Tifft (note double -f)

- **Tifft Farm Nature Preserve** (see **parks**)
- **Tifft Street**

time-

- time bomb, time clock, timekeeper, time limit, timeout (n; but *take time out*), timepiece, timesaver, timetable, time-tested, timeworn
- full time (n & adv), full-time (adj), longtime (adj), nighttime, onetime (adj, meaning *former*), overtime, part time (n & adv), part-time (adj), peacetime, wartime

time element

- Do not write tomorrow or yesterday. Use the day of the week if it is within a seven-day period before or after the event. Use the date if it is more than seven days.
- Be careful when writing today – remember publication cycles.
- Avoid *last week*, *next week*, etc. The tense of the verb and the focus of the story should make it clear whether something happened or will happen.
- If necessary to give the specific time something happened or will happen, use figures – except for noon and midnight (*2 p.m.*, *9:15 a.m.*).

The Times (see **newspapers**; in Cheektowaga)

titled (see **entitled**)

titles

The main rule of thumb is to capitalize formal titles – not job descriptions – directly before a name. Otherwise:

- Lowercase and spell out titles when they are not used with a name, or when set off by commas. (“*The pope and the president of the People’s Republic of Greater Colden, Hale Bopp, will issue a joint statement.*”)
- Capitalize formal titles before a series of names (*Presidents Mahoney and Bopp, Drs. Twist and Shout*). A formal title shows authority, professional capacity or academic accomplishment and becomes a part of a person’s identity.
- Do not capitalize job descriptions (*associate editor Hale Bopp, offensive line coach Pug Mahoney, report technician Mack Aroni*).
- If it can’t be determined whether something is a title or job description, it’s best to err on the side of caution and set the phrase off with commas. (“*Hale Bopp, the president of style at the company, spoke about punctuation.*”)
- Formal titles are spelled out. But Dr., Gov., Lt. Gov., Rep., Sen. and military titles are abbreviated. To further confuse things, the preceding titles – except Dr. – are spelled out in direct quotations.
- Former titles or future titles are capitalized, but don’t capitalize the qualifier (*former President Mahoney, County Executive-elect Bopp, then-Gov. Rockefeller*).
- Separate names from long titles or unique titles within an organization with commas to avoid cluttering a sentence. (“*Hale Bopp, the acting secretary of style for English translations, will speak at noon.*”)

toll-

tollbooth, toll bridge, toll collector, tollgate, tollhouse cookie, toll road

Tonawanda Band of Seneca (see **Seneca Nation of Indians**)

The Tonawanda Senecas are not part of the Seneca Nation. The Tonawanda Senecas live on the Tonawanda Indian Reservation (see **Indians**) and are governed in the traditional Iroquois tribal way where chiefs are picked by clan mothers.

Tonawanda News (see **newspapers**)

Tonawanda Senior High School

Located in the **Tonawanda City School District** (see **high schools**).

top-

topcoat, top hat, top-heavy, topsoil

Tops Markets LLC.

- Do not write Tops on first reference, unless in a direct quote.
- Tops is OK on subsequent references for the company or the stores.
- When writing about the company, use Tops Markets LLC. When writing about the individual stores, write Tops Friendly Markets.
- Royal Ahold is the parent company of Tops Markets LLC. First reference (and subsequent references) for the divisions: Tops Friendly Markets (Tops), Wilson Farm Neighborhood Food Stores (Wilson Farms) and B-Kwik Food Markets (B-Kwik).
- As of 2001, there is a new convenience store division, Tops Xpress.

total, totaled, totaling

The phrase *total of* is redundant.

touch-

touch and go (but *a touch-and-go situation*), touchback, touchdown

touch-tone

A generic term for a push-button phone.

toward (not towards)

Toronto

The Ontario city stands alone.

Toronto Globe & Mail, Toronto Star, The Toronto Sun (see **newspapers**)

trade in (v), **trade-in** (n & adj)

traditional, traditionally

Avoid using as a synonym for usual or usually.

trademark

Capitalize trademarks, but it's better to use a generic equivalent (*tissue for Kleenex*) to avoid the confusion of whether a noun is or isn't a trademark. (For example, trampoline and cellophane are now generic terms, but they were once trademarks.)

trade off (v), **trade-off** (n & adj)

trans-

No hyphen, unless a capitalized word follows (trans-Atlantic).

Transit Valley Country Club (in East Amherst; see **golf courses**)

Transit Workers union

The main local in the region is Local 1342.

travel, traveled, traveling, traveler (note one *l* in each)

traveler's check**treasurer**

- Capitalize when used as a formal title before a name.
- Beware: the secretary of the U.S. Treasury Department is not the U.S. Treasurer. They are completely different jobs.

Treasury bills, bonds, notes (see **loan terminology**)

tri-

Do not hyphenate unless a capitalized word follows or to avoid a double *-i*.

Tri-County Country Club (in Forestville; see **golf courses**)

Tri-County Memorial Hospital (see **hospitals**)

An affiliate of the **Kaleida Health** system, though not a member; it is in Gowanda.

Trocaire College (see **colleges**)

A two-year, private college in Buffalo.

troop, troops, troupe

- A troop is a group of people or animals.
- Troops mean several groups, particularly groups of soldiers. It can also be a collective noun to mean all soldiers or groups. (*"Hale Bopp reports that morale is low among the troops bringing AP style to the world."*)
- A troupe is a group of actors, singers, dancers, musicians, etc.

Truck Drivers and Helpers union

The local for the Truck Drivers union in Western New York is Local 649.

trustee, trusty

- A trustee is a person entrusted with the property or management of another's property. It is not capitalized before a name.
- A trusty is a prison inmate granted special privileges because he or she is deemed to be a trustworthy person.

try out (v), tryout (n)**try and**

Use *try to* rather than *try and*. "*I'm going to try to write a stylebook,*" sounds better than "*I'm going to try and write a stylebook*" because it implies a successful outcome.

T-shirt (note the capital *T*)**tuberculosis**

TB is acceptable on subsequent references.

tune up (v), tuneup (n & adj)**Turkey Run Golf Course** (in Arcade; see **golf courses**)**Turner/Carroll High School** (see **high schools**)

A private, coed Catholic high school in Buffalo; note the slash in the name.

Tuscarora Nation (see **Indians**)

- Spell out on first reference when writing about the nation, government and its formal organizational structures.
- Individuals are Tuscaroras. They live on the Tuscarora Indian Reservation in Niagara County.

Twin Cities Memorial Highway (see **highway designations**)

U

U.

The abbreviation for university can be in headlines or lists on first reference. However, confine the abbreviation to quoted matter or to subsequent references. (*“Hale Bopp said, ‘Pug Mahoney went to Wattsa Matta U.’”*)

Ujima Theatre

ultra-

- No hyphen, unless a capitalized word follows, or to avoid a double *-a*.
- Use the prefix with care since it suggests excess. For example, to write *“Hale Bopp is ultrapicky about style”* suggests Bopp is stricter than anyone should be.

U.N.

Abbreviate only when used as an adjective for United Nations.

un-

- No hyphen, unless a capitalized word follows.
- unaffected, un-American, unbiased, undo, unforgettable, unneeded, unsolved, unused

unconstitutional, constitutional (lowercase)

under-

- No hyphen, unless a capitalized word follows.
- underbid, underdeveloped, underdog, underdone, underestimate, undergraduate, underground, underhand, understudy, underworld, underwrite

undersecretary

One word; capitalize if used as a title before a name.

under way

- Two words in all uses except when used in a nautical sense. (*“Hale Bopp said the fleet is underway.”*)
- So instead of writing a program or drive got under way, it would be easier just to write it started or began.

unemployment rate

- The Bureau of Labor Statistics compiles the monthly estimate of the number of unemployed people looking for work.
- It is written as a percentage figure.

Uniform Code of Military Justice

The laws covering the members of the U.S. armed forces.

Uniland Development Co. Inc.

uninterested, disinterested

- Uninterested means bored.
- Disinterested means impartial.

unions

- Throughout this stylebook the formal names of various unions have been shortened for all references. Check individual names to see what they are. However, the rule is to use the accepted descriptive words followed by the word *union* (e.g., *United Auto Workers union for the United Automobile, Aerospace and Agricultural Implement Workers of America*).
- Use the union name to determine whether to capitalize or lowercase the word *worker* in the shortened forms. (*For example, it's United Steelworkers, but United Auto Workers. However, when used generically, it's autoworker. For other job descriptions, use two words: wood worker, garment worker, etc.*)

unique

It means one of a kind, so something is either unique or it is not. It is not a synonym for special or unusual. Do not write that something is *rather unique* or *somewhat unique*.

United Airlines (see **airlines**)

United Airlines and United Express are managed by United Airlines.

United Auto Workers

- The shortened form is OK in first reference for the United Automobile, Aerospace and Agricultural Implement Workers of America.
- UAW or Auto Workers is acceptable on subsequent references for the union.
- Use autoworker or autoworkers when writing about the people in the industry.
- Western New York is in Region 9 and the locals are: Local 55, Local 338, Local 424, Local 686, Local 774, Local 846, Local 897, Local 2094 and Local 2571.

United Brotherhood of Carpenters & Joiners of America (see **Carpenters union**)**United Food & Commercial Workers**

Food Workers union is OK in all references. Local 1 serves this region.

United Furniture Workers

The Western New York local is Local 19.

United Memorial Medical Center (see **hospitals**)

The name for the union of Genesee Memorial and St. Jerome hospitals in Batavia. Also includes several outpatient sites.

United Nations (see **U.N.**)

Spell out when used as a noun. Use U.N. only as an adjective.

United States (see U.S.)

- Spell out when used as a noun. Use U.S. only as an adjective.
- Though United States is singular, the possessive is written as if it were plural (*United States'*)

United Steelworkers

- The shortened form is OK in all references for the United Steelworkers of America.
- Capitalize Steelworkers when writing about the union. Write steel workers (two lowercase words) when writing about people in the industry because not all members of the Steelworkers union work in steel plants.
- Local 151G, Local 593, Local 1753, Local 2601, Local 2603 and Local 2604, Local 2693 and Local 4601 are the predominant locals in Western New York.

United Way of Buffalo & Erie County Inc. (note ampersand)

Univera Healthcare

Formed from the merger of the Buffalo-based HMO HealthCarePlan with Prepaid Health Plan, an HMO in Syracuse.

University at Buffalo

- Use the formal name on first reference (notice *at*, not *of* in name), *UB* on subsequent references.
- UB has various schools: the medical school is called the School of Medicine and Biomedical Sciences on first reference, unless the construction would make the sentence cumbersome. It is called the medical school on subsequent references.
- Follow the same rule for the School of Graduate Education, School of Information and Library Sciences, School of Law, School of Management, School of Nursing, School of Pharmacy and School of Social Work.
- UB's evening and continuing education school is Millard Fillmore College.
- UB also has two campuses: Buffalo's old Main Street campus is officially the South Campus and the main Amherst campus is officially the North Campus. However, if it would be confusing to call them by their official names, use the geographic locator.

until, till, 'til

- Use until in most cases.
- Till means until; use it when a lighter or informal touch is needed.
- Do not use 'til.

up-

- Generally only hyphenate when a capitalized word follows.
- The following are nouns: breakup, buildup, call-up, change-up, checkup, cleanup, close-up, cover-up (also adj), crackup, follow-up, frame-up, grown-up, holdup, letup, lineup, makeup (also adj), mix-up, mock-up, mop-up, pileup, push-up, roundup, runner(s)-up, setup, shake-up, shape-up, smashup, speedup, tie-up, walk-up, windup.
- Write them as two words when used as verbs.

upside down (adv), **upside-down** (adj)

upstate

Always lowercase (*upstate New York*).

upward (not upwards)**U.S.** (see **United States**)

Acceptable when used as an adjective for the United States.

US Airways (see **airlines**)

US Airways and US Airways Express are managed by US Airways.

U.S. Court of Appeals (see **judicial branch**)

- New York state is in the 2nd Circuit with Connecticut and Vermont.
- Although based in New York City, sessions may be held in other major cities within the circuit.
- Write 2nd U.S. Circuit Court of Appeals or the U.S. Court of Appeals for the 2nd Circuit on first reference. Do not write U.S. Circuit Court of Appeals without specifying which of the 12 circuits is the subject on first reference.
- In subsequent references, write *the Court of Appeals, the 2nd Circuit, the appeals court, the appellate court, the circuit court, the court*.
- Judges are appointed for life by the president, pending Senate approval. There are usually six or more appeals court judges per circuit. The judge who has served on the court the longest and who is younger than 65 is designated the chief judge and has added administrative duties.

U.S. courts (see **judicial branch**)

- **U.S. Bankruptcy Court** (see **U.S. District Court**)
- **U.S. Court of Appeals for the Federal Circuit:** Hears appeals in federal cases involving customs, patents and copyright from the U.S. Court of Federal Claims, the U.S. Court of International Trade, the U.S. Court of Veterans Appeals, the International Trade Commission, the Board of Contract Appeals, the Patent and Trademark Office, the Merit Systems Protection Board, and can hear appeals on some decisions of the secretaries of the Department of Agriculture and the Department of Commerce. Created in 1982 to replace the U.S. Court of Claims and U.S. Court of Customs and Patents.
- **U.S. Court of Military Appeals:** A civilian body that hears appeals; it is not part of the federal judicial branch system.
- **U.S. Tax Court:** The administrative branch in the Treasury Department handles appeals in tax cases. It is not a part of the federal judicial branch. However, its decisions may be appealed to the federal courts of appeals and the Supreme Court. Tax court judges are appointed by the president for 15-year terms.

U.S. District Court (see **judicial branch**)

- Most federal cases are tried first in a U.S. District Court. There are 94 district courts in the 50 states, the District of Columbia, Puerto Rico, Guam, the Virgin Islands and Northern Mariana Islands. A district may be divided into divisions.
- Except for the territorial courts in Guam, the Virgin Islands and Northern Mariana Islands, all district court judges are appointed for life by the president, pending Senate approval.
- Congress authorizes judgeships based largely on caseload. In each district, the judge who has served the longest and who is younger than 65 is the chief judge. The chief judge has administrative duties as well as an active caseload.
- Use the formal title when writing about any of the 94 courts.
- In subsequent references, *the District Court*, *the court*.
- Each district court has a bankruptcy unit that hears and decides petitions of people and corporations seeking relief from bankruptcy in one of four categories (see **bankruptcy**). Bankruptcy judges are appointed by the court of appeals for 14-year terms.

user-friendly

To avoid confusion, try to avoid the term. Instead, write “*Hale Bopp said the system is easy to use,*” rather than “*Hale Bopp said the system is user-friendly.*”

U.S. Postal Service

- Write U.S. Postal Service or the Postal Service on first reference.
- Keep that capitalization throughout the story. Lowercase *the service* when it stands alone.
- Lowercase post office when writing generically about the agency or a building. (“*Hale Bopp is going to the post office to mail the stylebooks.*”)

V

V-6, V-8, etc.

Capitalize and hyphenate the types of engines.

valley

- Capitalize only when writing it as a full name (*the Genesee Valley*); lowercase in plural and generic uses.
- Capitalize the Buffalo neighborhood called the Valley.

Vanguard Airlines (see **airlines**)

VA WNY Healthcare System

The affiliation of the VA Medical Center and several outpatient sites.

VCR

Acceptable in all references for videocassette recorder.

Velcro

A trademark for a nylon fabric fastener.

verbal, oral

- Write oral when the meaning is that the words were spoken.
- Verbal can, in fact, mean words used in any manner – written or spoken.

Verizon Communications (see **Bell Atlantic**)

Verizon is OK on subsequent references for this name that replaced Bell Atlantic.

versus

Abbreviate as *vs.* in all uses except in direct quotes.

very

A useless modifier that clutters up writing. It's best avoided. ("*He was very handsome, she was very pretty,*" doesn't tell the reader anything new.)

The Department of Veterans Affairs (no apostrophe)

- It used to be the Veterans Administration. VA is still used on subsequent references.
- When writing about VA hospitals, capitalize full names (*the VA Medical Center*), but lowercase generic uses (*the VA hospital*).
- The main VA hospital is the Western New York VA Medical Center. However, the VA Medical Center is sufficient on first reference if the context makes it clear that you are referring to the specific Buffalo facility (see **hospitals**).

Veteran's Memorial Park (see **parks**)

vice

Use two words (*vice admiral, vice chairman, vice president, etc.*); capitalize if used as a formal title before a name.

vice, vise

- A vice is a bad habit or behavior, even if what once were vices now are habits.
- A vise is a tool with a relentless grip, hence the cliché *a vise-like grip*.

videotape (n & v)**Villa Maria Academy**

A private, Catholic high school for girls in Cheektowaga (see **high schools**).

Villa Maria College (see **colleges**)**vitamins**

Lowercase vitamin and use a capital letter or figure (*vitamin A, vitamin B-12*).

Vix Deep Discount (see **drugstore**)**V-neck** (n & adj)**volatile**

Something that evaporates rapidly. It may or may not be explosive.

votes

Use figures, but spell out numbers less than 10 in other phrases related to voting. (*"Hale Bopp lost by four votes, 10-6."*)

vs. (see **versus**)**VW**

The abbreviation is OK on subsequent references for the Volkswagen car or company.

W

wage earner

Waldenbooks (one word)

Walden Galleria (see **Galleria**)

The *Galleria* is OK on subsequent references.

walk-

walk-on (n), walkout (n), walkover (n), walk up (v), walk-up (n & adj)

Wall Street

The Street is OK when writing specifically about the financial institutions on Wall Street rather than the street itself.

The Wall Street Journal

The Journal is OK on subsequent references.

Wal-Mart (note hyphen)

Wanakah Country Club (in Hamburg; see **golf courses**)

war

- Capitalize when writing about a specific war (*World War II, the Korean War*).
- Lowercase other words (*the Korean conflict*).

War Veterans Park (see **parks**)

warrant

A certificate giving the holder the right to buy securities at specific prices, most likely in a specific time period.

Warsaw (see **Wyoming County**)

The village is the county seat for Wyoming County.

Warsaw Chamber of Commerce (see **chambers of commerce**)

Warsaw County Courier (see **newspapers**)

Warsaw Junior-Senior High School

Located in the **Warsaw Central School District** (see **high schools**)

Washington

- Abbreviate the state as *Wash.* and set off with commas with a community name. (*“Hale Bopp has never visited Spokane, Wash., in the eastern part of the state.”*)
- Never abbreviate Washington when writing about the national capital. (*“Hale Bopp has visited the Capitol in Washington, D.C., many times.”*)
- Use state of Washington or Washington state (*Washington State University is a college in Pullman, Wash.*); or D.C. or District of Columbia to distinguish them as separate entities.

watts

- A gigawatt is a unit of electric power equal to 1 billion watts, or 1,000 megawatts (enough for a medium-sized city).
- A kilowatt is a measure of electric power equal to 1,000 watts (one kilowatt is enough to light 10 100-watt bulbs, about an average home).
- A kilowatt hour is a measurement of energy that is equal to the energy produced by a one-kilowatt plant in one hour. (A typical consumer in New York state uses 500 kilowatt hours per month.)
- A megawatt is a unit of electric power equal to 1 million watts, or 1,000 kilowatts.

WCA Healthcare System (see hospitals)

The name for the affiliation of WCA Hospital in Jamestown and Jones Memorial Health Center in Wellsville. Also includes several outpatient sites.

wastewater (one word)

weapons

- Gun is an acceptable term for any weapon. Check the Associated Press Stylebook for specific references of firearms.
- Although automatic and revolver are a type of pistol, the words are not interchangeable.
- Caliber measures the inside diameter of a gun barrel, except for most shotguns. Measurement is in millimeters or decimal fractions of an inch.
- Gauge measures the inside diameter of shotgun barrels.

weather

- Use figures when writing the depth of rain or snow. (*“Colden received 9 inches of snow, Buffalo had 3 inches of rain.”*)
- Avoid writing the cliché *the white stuff* for snow.
- Use numbers for all temperatures except zero, which is spelled out. When the temperature is less than zero, write “minus” and do not hyphenate. (*The temperature was minus 5 degrees.*)
- Temperatures rise or fall, they do not get warmer or cooler on their own.
- Weather bureau is acceptable in all references for the National Weather Service.

Web addresses (see Internet, World Wide Web)

- Unless there is something quirky, the http:// is not needed. For example, type www.joemarren.com rather than <http://joemarren.com> for my Web site.
- Italicize Web addresses to set them off from body copy.
- Try not to end a sentence with a Web address since the period may confuse readers. In the example above, "...for my Web site" was added to avoid ending the sentence with a period after the Web address (URL).

Web site (see **Internet, World Wide Web**)

For now, it's still two words, capital *W*.

week-

- weekday, weekend, weeklong
- Capitalize officially designated weeks (*Apple Week, Style Week, etc.*)

Wegmans (no apostrophe)

Wehle School of Business (see **Canisius College**)

weights

Use figures. (*"The stylebook weighs 9 ounces."*)

well-

- Hyphenate as part of a compound modifier before nouns. (*"Hale Bopp is a well-respected source on style."*)
- well-advised, well-being, well-done, well-intentioned, well-known, well-read, well-to-do, well-wishers

Wellsville Area Chamber of Commerce (see **chambers of commerce**)

Wellsville Country Club (in Wellsville; see **golf courses**)

Wellsville Senior High School

Located in the **Wellsville Central School District** (see **high schools**).

Wendt Beach (see **parks**)

Western New York

- Capitalize the name of the specific region that includes Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming counties.
- WNY is acceptable on subsequent references.

Western New York Event Centre

- Note the spelling of centre
- Despite it's mailing address of Clarence, it is in Newstead.

Westfield High School

Located in the **Westfield Central School District** (see **high schools**).

Westfield Memorial Hospital (in Westfield; see **hospitals**)

Weston's Mills

A community between Olean and Portville. Note the apostrophe.

West Seneca Bee (see **newspapers**)

West Seneca Central School District (see **high schools**)

Contains two high schools: **West Seneca East Senior High School**, **West Seneca West Senior High School**

West Seneca Chamber of Commerce (see **chambers of commerce**)

West Seneca Christian School

A private, coed high school; see **high schools**

West Valley Central School

Located in the **West Valley Central School District** (see **high schools**).

West Valley Chamber of Commerce (see **chambers of commerce**)

Westwood Country Club (in Williamsville; see **golf courses**)

wheeler-dealer**whereabouts**

Takes a singular verb. (*"Jimmy Hoffa and Hale Bopp are missing. Their whereabouts is still unknown."*)

whether

In almost every use, *whether* contains a built-in *or not*. (*"Whether or not Hale Bopp stays doesn't matter"* is longer than the equally correct *"Whether Hale Bopp stays doesn't matter."*)

which (see **that**)

whip

Capitalize only when used as a formal title (such as a legislative title) before a name.

Whirlpool Golf Club (in Niagara Falls, Ont., see **golf courses**)

Whirlpool State Park (see **parks**)

white-

white-collar (adj), white paper (when it means a special report)

Whitesville Central School

Located in the **Whitesville Central School District** (see **high schools**).

who, whom

- Use who and whom when writing about people and animals with names. Use that and which for inanimate objects and animals without names.
- Use who when someone is the subject of a sentence, clause or phrase. (*“The editor who wrote the stylebook left the room.”*)
- Use whom in some idiomatic expressions. (*“Do not ask for whom the bell tolls.”* *“To whom it may concern.”*) Or when it is the object of a verb or preposition. (*“The reporter to whom I threw the stylebook dropped it.”*) However, since that last example is awkward at best, don’t be afraid to recast sentences. (*“I threw the stylebook to the reporter but he dropped it.”*)
- A simpler way to know which to use is to say the sentence and replace *who/whom* with *he/she, him/her*. If *he* or *she* sounds right, use *who*; if *him* or *her* sounds right, use *whom*. In other words, if *he* or *she* did it and not *him* or *her* did it, use *who*; if we give something to *him* or *her* and not to *he* or *she*, use *whom*.

wholesale price index

- Capitalize when writing about the monthly index issued by the U.S. Bureau of Labor Statistics.
- It’s a measurement of the changes in the average prices businesses pay for selected commodities, farm products, processed foods and feed for animals.

who’s, whose

- Who’s is a contraction for who is; it is not a possessive. (*“Who’s there?”*)
- Whose is the possessive. (*“Whose stylebook is this?”*)

wide-

- The prefix is usually hyphenated (*wide-angle, wide-eyed, wide-open*).
- The suffix is not hyphenated (*citywide, countrywide, industrywide, worldwide*).

Widewaters

OK to use in any reference for the **Nelson C. Goehle Widewaters Park and Marina** (see **parks**).

wildcat

If using it as an adjective with the word strike, be sure it is indeed an unauthorized strike before writing that it’s a wildcat strike.

Williamsville

- Just because a business has a Williamsville ZIP code (14221), that doesn't mean it is in Williamsville. The village of Williamsville is one square mile and anything outside those boundaries is likely Amherst, Clarence or Cheektowaga.
- So when identifying where a company is located, go by geography, not its ZIP code (see **geography**).

Williamsville Central School District (see **high schools**)

Contains three high schools: **Williamsville East High School**, **Williamsville North High School** and **Williamsville South High School**.

Willo-Dell Country Club (in Niagara Falls, Ont., see **golf courses**)

Willowbrook Golf Course (in Lockport; see **golf courses**)

Willow Run Golf Course (in Mayville; see **golf courses**)

Wilson High School

Located in the **Wilson Central School District** (see **high schools**).

Wilson-Tuscarora State Park (see **parks**)

wine

- Lowercase geographic names in references to wines and other alcoholic beverages (*burgundy, scotch*).
- Capitalize references to the region itself. (*"Hale Bopp once wrote that the best burgundy comes from Burgundy."*)

Wintergarden

Capitalize the name of the Niagara Falls greenhouse.

wise-

- No hyphen when it means in the manner of, in the direction of, or with regard to (*clockwise, otherwise*).
- Hyphenate when used as a synonym for smart (*street-wise, penny-wise*).
- Avoid faddish combinations such as energywise, healthwise, etc. Think of the old New Yorker cartoon when one grown owl says to another owl about a baby owl, *"So how is he doing wise-wise?"*

within, without

- A simple in or out is preferable to the pretentious within or without. (*"Hale Bopp had no enemies within the newsroom"* sounds stilted when compared to *"Hale Bopp had no enemies in the newsroom."*)
- Without sounds idiomatic. (*"Hale Bopp's critics within and without the industry were silenced"* is easier on the ear when recast as *"Hale Bopp's critics in and out of the industry were silenced."*)

- Save *within* and *without* for times when dramatic phrasing is justified. (“*The president denounced Hale Bopp’s enemies within and without.*”)

Woodcrest Golf Course (in Mayville; see **golf courses**)

Woodlawn Beach State Park (see **parks**)

work-

working class (n), working-class (adj), workday, work force, workout (n), workplace, workshop, workweek

workers’ compensation (note apostrophe)

World Bank

Use this for the International Bank for Reconstruction and Development.

World Series

The Series is OK on subsequent references.

World Wide Web (see **Internet, Web site**)

Capitalize all three words.

worth

- In writing evaluations, use *valued at* instead of *worth*.
- Avoid constructions such as “\$2 million *worth of jewels*” because the item could be valued at more or less. And usually *worth* can be dropped.

Wrights Corners

Note the lack of an apostrophe for this Niagara County community.

Wyoming Central School District

It does not have a high school.

Wyoming County (see **Warsaw**)

County seat is the Village of Warsaw.

Wyoming County Bank

Wyoming County Community Hospital (in Warsaw; see **hospitals**)

XYZ

Xerox

A trademark for a photocopy machine; don't use it as a verb.

X-ray (note capital *X*)

year-

yearbook, year-end (adj), yearlong (adj), year-round (adj)

years

- Use an *s* without an apostrophe to indicate years (*the '60s*).
- Years can be used to start a sentence. ("*1955 was the year of Hale Bopp's birth.*")
- Hyphenate *mid* with numbers and retain the first two digits, or use an apostrophe so as not to confuse a reader with years and ages (*mid-1950s*, or *mid-'50s* not *mid-50s*).
- In first reference, use the complete year or decade (*1955*, *the 1950s*).
- Subsequent references can use a shortened form (*'55*, *the '50s*).
- Spans of years use two numbers or four (*1955-60*, *1995-2000*).
- Lowercase century and spell out first through ninth (*second century*, *21st century*).
- Hyphenate the adjectival forms (*a second-century ruin*, *a 21st-century idea*).

yield

In a financial sense, the rate of return on an investment in dividends or interest.

YMCA, YWCA

Acceptable in all references.

Youngmann Memorial Highway (note the double *-n*)

- The Youngmann is OK on any reference.
- The 290 is OK in any reference (see **highway designations**).

zero-based budgeting

It requires an agency, department, etc. to justify its budget based from zero. That is, as if the programs were starting from scratch.

ZIP codes

- ZIP is an acronym for Zone Improvement Program; but code is lowercase.
- Do not put a comma between a state name and the ZIP code (*Buffalo, N.Y. 14202*).
- Sometimes, a ZIP code may give a different community address than the geographic reality. In such a case, go with geography, not the mailing address (see **geography**).

Zoar Valley State Multiple Use Area (see **parks**)