



Colorado Department
of Public Health
and Environment

Associated Press Style

Quick Reference Guide

- To subscribe to The Associated Press Stylebook online, or to find out about purchasing hard copies of the book, [start here](#).
- To find out about StyleGuard for Word, [start here](#).
- For slide presentations of AP Style basics, [go here](#).

Style	Rules	Examples
Academic degrees	<ul style="list-style-type: none">• Use an apostrophe and spell out academic degrees• Use abbreviations for degrees only when you need to include a list of credentials after a name; set them off with commas.	She has a bachelor's degree. Peter White, LL.D., Ph.D. , was the keynote speaker.
Acronyms	<ul style="list-style-type: none">• Don't use them• Spell out on first mention. On subsequent mentions, use generic terms such as the board, the division, etc.• Don't put acronyms in parentheses after the first reference (for example, "The Water Quality Control Division (WQCD) ...").	The state Board of Health meets the third Wednesday of each month. The board's agenda is available about a week before the meeting.
Addresses	<ul style="list-style-type: none">• Spell out all generic parts of street names (avenue, north, road) when no specific address is given.• When a number is used, abbreviate avenue (Ave.), boulevard (Blvd.), street (St.) and directional parts of street names.	Our main campus is on Cherry Creek South Drive . The suspect was identified as Michael Shawn of 1512 N. Mission St.

<p>Capitalization</p>	<ul style="list-style-type: none"> ● Do not capitalize federal, state, department, division, board, program, section, unit, etc., unless the word is part of a formal name. ● Capitalize common nouns such as party, river and street when they are part of a proper name. ● Capitalize the word room when used with the number of the room or when part of the name of a specially designated room ● Lowercase directional indicators except when they refer to specific geographic regions or popularized names for those regions. ● Capitalize formal titles that come directly before a name. ● Lowercase formal titles that appear on their own or follow a name. ● Never capitalize job descriptions regardless of whether they are before or after a name 	<p>The Water Quality Control Division Sarah contacted the division.</p> <p>the Libertarian Party, the Ohio River.</p> <p>Room 315, the Carson Room. Go south on University Boulevard; the Northeast; the Midwest. Gov. John Hickenlooper; Public Health Programs Director Joni Reynolds The governor said to wear orange; Joni Reynolds is the director of Public Health Programs. shortstop, police officer, attorney</p>
<p>Dates, days and times</p>	<ul style="list-style-type: none"> ● Always use Arabic figures, without st, nd, rd or th. ● When a month is used with a specific date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. ● When a phrase lists only a month and year, spell out the month and do not separate the month and the year with commas. ● When a phrase refers to a month, day and year, set off the year with commas. ● Use figures except for noon and midnight ● Use a.m. or p.m. (with periods) 	<p>Fall Open House will be held on Oct. 8 (not Oct. 8th).</p> <p>The new website will launch in December 2024. Jan. 15, 2008, was the first day of the semester.</p> <p>The meeting is at 4 p.m. Jan. 15.</p>
<p>Names</p>	<ul style="list-style-type: none"> ● Use a person’s first and last name the first time he or she is mentioned. On second reference, use only last name with no title. ● Do not use courtesy titles such as <i>Mr.</i>, <i>Mrs.</i>, <i>Miss</i> or <i>Ms.</i> unless they are part of a direct quotation or are needed to differentiate between people who have the same last name. 	<p>Water Quality Control Division Director Steve Gunderson led the panel. Gunderson said clean water is very important.</p>

Numbers

- In general, spell out numbers one through nine, and use figures for numbers 10 and higher. There are many exceptions that always take figures. Common exceptions include:
 - Addresses
 - Ages, but not for inanimate objects
 - Cents
 - Dollars. Do not include a period and two zeroes when referring to an even dollar figure.
 - Dates. Dates take cardinal numbers.
 - Dimensions
 - Highways
 - Millions, billions
 - Percentages. Percent is one word.
 - Speed
 - Temperatures
 - Times. Do not include a colon and two zeroes when referring to an even hour.
- Spell out numbers used at the beginning of a sentence. Exception: Never spell out years.
- Use commas to set off each group of three digits in numerals higher than 999 (except for years and addresses)
- Use decimals (up to two places) for amounts in the millions and billions that do not require a precise figure.
- Add an s but no apostrophe to a number to make it plural. The same rule applies to decades. Use an apostrophe on a decade only if cutting off the initial figures.
- Use hyphens for phone numbers

7 Park Pl.
the 4-year-old cat; the four-year-old car
8 cents
\$3

March 4, not March 4th
5 foot 2 inches, 5-by-9 cell
Route 7
6 billion people
1 percent
8 mph
2 degrees or 2 F
4 p.m.

Ten thousand people marched on the capital.
1999 was a bad year for technology companies.

12,650

\$3.74 billion

She kept rolling 7s; the 1980s; the '80s

303-692-2000

Punctuation, quotation

Apostrophe

For plural nouns ending in s, add only an apostrophe.

For singular common nouns ending in s, add 's

For singular proper names ending in s, use only an apostrophe:

For singular proper names ending in s sounds such as x, ce, and z, use 's

For plurals of a single letter, add 's

Do not use 's for plurals of numbers or multiple letter combinations

Bullets

Associated Press style is to use dashes, not bullets, for lists that follow a colon. The department prefers bullets, but punctuate them per AP style: After each bullet, capitalize the first letter and use periods at the end of each item.

Colon

- Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.
- Colons go outside quotation marks unless they are part of the quoted material.

Comma

- Don't use a comma before a conjunction in a simple series.
- Use a comma for a series that included elements containing and or or

Hyphen

- Use hyphens to link all the words in a compound adjective.
- Do not use a hyphen if the construction includes very or an adverb ending in -ly

Parentheses

- Avoid using parentheses when possible. If parentheses are required the rules are: If the parenthetical is a complete, independent sentence, place the period inside the parentheses; if not, the period goes outside.

the students' grades, states' rights
the hostess's invitation, the witness's answer
Brandeis' mission
Marx's theories
She received all A's this semester.
the 1960s

There were three issues with the project:
expense, time and feasibility.

The dinner choices were **chicken, cod or beef**.
The menu offered a choice of **bacon and eggs, pancakes, or waffles**.

“The five-volume report called for cleaning up the area over a 10-year period.”
a **very big** project, **barely legal** procedures

“The governor said he will ‘leave no stone unturned’ in the matter,” the director said.

Period

- Use only one space after the end of a sentence. Period. **Here's why.**

Quotation marks

- Single quotation marks should be used only for a quote within a quote. Do not use quotation marks for word emphasis.
- The period and the comma always go within the quotation marks.
- The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

Semicolon

- Use a semicolon to clarify a series that includes a number of commas. Include a semicolon before the conjunction.

Spacing

- Use only one space between sentences. **Here's why.**

“Did you wish to file a complaint?” he asked. Who said, "Fame means when your computer modem is broken, the repair guy comes out to your house a little faster"?

Parts for the carrier are made in Tampa, Fla.; Austin, Texas; and Baton Rouge, La.

East St. Louis, Ill., or **West Palm Beach**, Fla. **the west end**, northern Los Angeles. South Side (Chicago), **Lower East Side** (New York).

State abbreviations

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Va.
Ill.	N.H.	Vt.
Ind.	N.J.	Wash.
Kan.	N.M.	W. Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

Cities not requiring state names

Atlanta	Milwaukee
Baltimore	Minneapolis
Boston	New Orleans
Chicago	New York
Cincinnati	Oklahoma City
Cleveland	Philadelphia
Dallas	Phoenix
Denver	Pittsburgh
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego
Las Vegas	San Francisco
Los Angeles	Seattle
Miami	Washington

<p>Titles</p>	<ul style="list-style-type: none"> ● These formal titles are capitalized and abbreviated as shown when used before a name both inside and outside quotations: Dr., Gov., Lt. Gov., Rep., Sen. On second reference, use the last name only. ● Generally, capitalize formal titles when they appear before a person’s name ● Lowercase titles if they are informal, appear without a person’s name, follow a person’s name or are set off before a name by commas. ● Lowercase adjectives that designate the status of a title. ● If a title is long, place it after the person’s name, or set it off with commas before the person’s name. ● Abbreviate and capitalize most titles when they are used directly before a name ● Spell out titles with names used in direct quotes with the exception of Dr., Mr. and Mrs. ● Lowercase formal titles that appear on their own or follow a name ● Never capitalize job descriptions -- shortstop, police officer, attorney and so on. ● Titles of books, movies, recordings, television shows and similar works are set off in quotation marks, with all principal words capitalized ● Titles of magazines, newspapers and reference works get no special treatment 	<p>President Bush; President-elect Obama; Sen. Harry Reid Evan Bayh, a senator from Indiana; the senior senator from Indiana Dick Lugar</p> <p>former President George H.W. Bush Paul Schneider, deputy secretary of Homeland Security, Sen. Boxer posed hard questions for Rice.</p> <p>“Governor Hickenlooper is obviously no Peyton Manning,” she said. Will Allison, director of the Air Pollution Control Division</p> <p>“Harry Potter and the Deathly Hallows,” “Letters from Iwo Jima,” “Memory Almost Full,” “Grey’s Anatomy” The New York Times, Today’s Broadcast</p>
<p>Technological terms</p>	<p>Here are the correct spelling and capitalization rules for some common technological terms.</p>	<p>BlackBerry, BlackBerrys download eBay Inc. (use EBay Inc. when the word begins a sentence) e-book e-book reader e-reader email cellphone Facebook</p>

<p>Technological terms</p>		<p>Google, Googling, Googled hashtag IM (IMed, IMing; for first reference, use instant messenger) Internet (after first reference, the Net) iPad, iPhone, iPod (use iPad, iPhone, or iPod when the word begins a sentence) LinkedIn social media smartphone the Net Twitter, tweet, tweeted, retweet World Wide Web website Web page webmaster YouTube</p>
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Guide to AP Style

Associated Press in Brief

- Associated Press founded in 1848
 - Cooperative effort among six New York newspapers pooling resources for gathering international news
 - Currently world's single largest news organization (over 3700 employees in 121 countries)
 - More than a billion people read, hear or see AP news daily
 - *The Associated Press Stylebook*, first published in 1977
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What is AP Style

- Commonly accepted journalistic standards for usage, spelling, grammar and punctuation.
 - Keep writing style easy to read, concise and free of bias.
 - Standard style guide for most U.S. newspapers, magazines and public relations firms.
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Why AP Style?

1. Accurate
 2. Clear
 3. Tight
 4. Neutral (non-offensive)
-

Numbers

- **Spell out:**

- Whole numbers below 10
- Numerals that start a sentence.
 - Example: *Twenty-seven detainees were released yesterday.*
- For large numbers use hyphen to connect word ending in **y** to another word:
 - Example: *twenty-one or seventy-six thousand*

- **Use figures:**

- For 10 and above.
 - For all ages and percentages (even less than 10).
-

PLACES: Addresses

- Abbreviate words street, avenue and boulevard only after numbered address.
 - Never abbreviate drive, highway, place, etc.
- Abbreviate compass directions in numbered address.

Example: *50 S. Court St.,*
South Court Street

PLACES: States

- Spell out names of states unless preceded by a city, county or military base name.
 - Spell out Alaska & Hawaii and states with five or fewer letters.
- For second references, abbreviate all state names.

Examples: *I lived in Oklahoma.*
I lived in Tulsa, Okla.
I lived in Iowa.
I lived in Council Bluffs, Iowa.

TIME: Days vs. dates?

- Always use numerals without *st*, *nd*, *rd* or *th* in dates.
 - Avoid using yesterday, today and tomorrow
 - story publication could be delayed
 - When writing about events use months and dates
 - Example: "*April 30*" and "*June 5.*"
 - When referring to a month, day and year, set off year with commas.
 - Example: *Aug. 20, 1964, was the day they had all been waiting for.*
-

TIME: Months

- Never abbreviate months not immediately precede a date
- Abbreviate only if month's name is six letters or longer

Example: *We got married in September last year.*

They were married Aug. 6 last year and divorced March 5.

TIME: Years

- Add an "s" to first year in the decade.
- Years are never spelled out.
 - Even at beginning of sentence use figure.

Example: *In the 1960s, I did a lot of things I don't remember.*

1968 was a good year, I'm told.

TIME: a.m. vs. p.m.

- Recognize “8 p.m. tonight” is redundant.
Write *8 p.m. Monday*.
 - Use figures except for noon and midnight
 - Write time of day like this: *2:30 a.m.* or *8:45 p.m.*
-

TITLES: Compositions

- Capitalize first and last word of title.
- Capitalize all words four letters or longer.
- Do not capitalize articles "a," "an" and "the" OR conjunctions or prepositions, unless four letters or longer.
- Capitalize *the* in title if that is the way publication prefers to be known.

Examples: *The Elements of Style*
 Gone With the Wind
 The Angler

TITLES: People

- Capitalize formal titles before a name
 - do not separate title from name by a comma.
- Titles after a name or standing alone are ALMOST NEVER capitalized (*exceptions for nobility—see AP Stylebook*)

Examples: *I saw President Obama.*
He met Prince Charles.
Dr. Mojock, LSCC president, attended the meeting.

TITLES: Places

- General compass directions should be lowercase
 - Example: *The warm front is moving east.*
 - Capitalize names of U.S. regions
 - Example: *The Northeast depends on the Midwest for its food supply.*
 - **NOTE**
 - Best reference for correct spelling/punctuation of place names: “U.S. Postal Service Directory of Post Offices.”
 - Best reference for foreign geographic names: “Webster’s New World College Dictionary.”
-

TITLES: Ethnic Groups

- Preferred usage for African Americans is “black.” It is not capitalized.
 - Preferred usage for Caucasians is “white,” also not capitalized.
 - Preferred usage for Asian people is “Asian,” capitalized.
 - “American Indian,” capitalized with no hyphen, is preferred over “Native American.”
-

A Guide to Punctuation

- **Comma (,)**

- Do not put a comma before conjunction in a simple series.
 - Example: *John, Paul, George and Ringo; red, white and blue.*
- Use a comma to set off a person's hometown and age.
 - Example: *Jane Doe, Framingham, was absent.*
 - *Joe Blow, 34, was arrested yesterday.*



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- Place a comma before and after the following:
 - A year, if it follows a month and date.
 - Example: *I was born on Nov. 6, 1958, in Madison, Wis.*
 - A state, if it follows a city or county name.
 - Example: *I was born in Madison, Wis., on Nov. 6, 1958.*
 - An appositive (a word or phrase that says same thing as a word or phrase next to it)
 - Example: *I saw my boss, John Smith, in the hall.* (My boss and John Smith are identical.)
-

■ Colon (:)

- Capitalize first word after colon only if it is a proper noun or start of a complete sentence:
 - Example: *He promised this: The company will make good all the losses.*
 - *But: There were three considerations: expense, time and feasibility.*
 - Colons go outside quotation marks unless part of quoted material.
-

■ Hyphen (-)

- Use a hyphen for compound adjectives before the noun:
 - Example: *well-known actor, full-time job, 20-year sentence*
- Do not use when compound modifier occurs after verb:
 - Example: *The actor was well known. Her job became full time. He was sentenced to 20 years.*

■ Period (.)

- Use a single space after period at end of sentence.
 - Do not put space between initials:
 - *C.S. Lewis; G.K. Chesterton*
-

“Quotations” in the news

- **Quote marks indicate exact wording.**
 - They tell reader, "This is exactly what was said."
 - Quote marks always appear outside punctuation.
 - When a full-sentence quotation is introduced or followed by attribution, place a comma between them.
 - Quotations that are questions only need a question mark.
 - Example: “*Did he really say that?*” he asked.
-

-
- In dialogue, each person's words are placed in a separate paragraph with quotation marks.
 - Begin a new paragraph with each speaker
 - Use single marks for quotes within quotes:
 - Example: *She said, "He told me, 'I love you.'"*
 - If a quote is more than 2 sentences use a colon after attribution.

Examples:

I said: "Isn't this great. . . It's the state fair."

"What's going on?" he asked.

He said he felt "sicker than a dead frog " after he drank too much tequila.

Spellings to NOTE

- accommodate (two c's, two m's)
 - adviser (AP likes an "e" in it)
 - afterward (no "s" at the end)
 - amid (has no "st" at the end)
 - among (has no "st" at the end)
 - calendar
 - canceled, cancellation
 - embarrass (two "r's" and two "s's")
 - harass (only one "r.")
 - homicide (not homocide)
 - judgment (there is no "judge" in judgment)
 - knowledge
 - livable
 - privilege (no "d")
 - sheriff
-

Activity: AP Style Check

- a vs. an
 - affect vs. effect
 - burglary vs. larceny
 - robbery vs. theft
 - counsel vs. council
 - principal vs. principle
 - lay vs. lie
 - Scots vs. scotch
 - Marshall vs. marshal
-

SOURCES

- Guide to AP style by Dr. Michael S. Sweeney, Utah State University
<http://www.usu.edu/journalism/faculty/sweeney/resources/ap.html>
 - **Quick Reference Associated Press Style**
www.bu.edu/com/writingprgm/ap_styleguide1.pdf
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Associated Press Style Guidelines

Summarized by Professor Jack Gillespie, Rowan University, Ret.

The style items that follow deal with the problems most often found in news stories. In fact, they account for 99 percent of all style errors. If you learn to follow these guidelines, you'll produce clean copy free of unnecessary mistakes.

Academic Degrees

The preferred form is bachelor's degree, master's degree and doctorate, all lowercase and with an apostrophe for the first two. Use B.A., M.A. and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use the abbreviations only after a full name, never after just a last name.

When used after a name, the abbreviation is set off with commas: George Youknowwho, Ph.D., spoke at the dedication ceremony.

Do not use two titles with a name as in: Dr. George Youknowwho, Ph.D., spoke at the dedication ceremony.

Acronyms

Do not put an acronym in parentheses after the full name of an organization. For example: Aluminum Company of America (ALCOA). You can use the acronym in subsequent references but only if readers can easily recognize what it means. You can use some well-known acronyms, such as FBI, CIA and YMCA, in all references.

Addresses

Use the abbreviations Ave., Blvd. and St. only with numbered addresses: 1400 Massachusetts Ave., but Massachusetts Avenue. Spell out alley, circle, drive, road, terrace, court in all address forms. Spell out and capitalize First through Ninth when used as street names. Use figures and suitable endings for 10th and above. Some publications do abbreviate words like terrace, road and drive, and some even lowercase all letters of the abbreviation, but most follow the above guidelines. Learn the styles of the publications you deal with.

Book and other titles

Capitalize the principal words, including prepositions and conjunctions of four or more letters, and put quotation marks around book, movie, opera, play, poem, song, television program, lecture, speech and works of art titles. Do not underline titles.

Follow the same capitalization rules but do not put quotes around the Bible.

Use italics for catalogs of reference material, almanacs, directories, dictionaries, encyclopedias, gazettes, handbooks, magazines and newspapers.

Cents

Always use an Arabic number and the word cents with penny amounts:
1 cent, 2 cents, 25 cents, 43 cents.

Compound adjectives

Hyphenate all compound adjectives except when the first word ends in *ly*. For example: odd-numbered years, up-to-date material, newly discovered manuscript, early blooming rose. Also, 5-year-old boy (note Arabic number). He is a 5-year-old, but a boy 5 years old.

Dates and days

Do not use *st*, *nd*, *rd* or *th* with dates. Use figures alone. Do not use on before dates. It's an excess word. The committee will meet May 8, not on May 8.

Do not abbreviate days of the week except in tabular material. Don't use on with days. They met Thursday, not on Thursday.

Dimensions

Use figures and spell out inches, feet, yards, etc. to indicate depth, height, length and width. Hyphenate adjectival forms before nouns. Some examples: He is 5 feet 10 inches tall. She is a 5-foot-4-inch dynamo. The team signed a 7-footer. The tool shed is 20 feet long, 10 feet wide and 8 feet high. The room is 9 feet by 12 feet. She bought a 9-by-12 rug for the room.

Dollars

Use the dollar sign and Arabic numbers. Examples: \$15, \$24, \$2, \$463. Do not use a decimal and two zeroes with even-numbered amounts such as those in the examples. But do use the decimal with amounts such as \$15.25, \$4.95 and \$365.85.

For large dollar amounts, use a dollar sign, Arabic number and the appropriate word: \$2 million, \$15 billion. For amounts like \$2,543,000, \$3,100,000 and \$15,637,000,000, the correct form is \$2.5 million, \$3.1 million and \$15.6 billion.

Hours

Do not use a colon and two zeroes with an even-numbered hour. For example: 2 a.m., not 2:00 a.m.; 9 p.m., not 9:00 p.m. But use the colon with 8:15 a.m., 6:45 a.m., etc.

Months

When you use a date with them, abbreviate all months that can be abbreviated. For example: Dec.15, Jan. 3, Oct. 4. When the month stands alone or is used with the year only, do not abbreviate. Examples: December, December 1982. (Note: No comma between December and 1982.)

Numbers

Use Arabic numbers for acts of a play, addresses, ages, aircraft names, betting odds, TV channels, chapters, congressional or other political districts, course numbers, court decisions, dates, decimals, distances, earthquake magnitudes, election results, formulas, fractions, handicaps, heights, highway designations, latitude, longitude, miles, model numbers, monetary units, with No., page numbers, percents, political divisions, proportions, ratios, recipes, room numbers, route numbers, scene numbers, scores, serial numbers, sizes, spacecraft designations, speeds, telephone numbers, temperatures and years.

For amendments to the United States Constitution, spell out and capitalize First through Ninth, as in the Fifth Amendment. Use figures and the appropriate ending for 10th and above, as in the 21st Amendment. Always capitalize amendment when you use it with a number

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For centuries, spell out and use lowercase for first through ninth. All others use an Arabic number with the appropriate ending, such as 10th and 20th. The word century is always lowercase unless it's part of a proper name, as in 20th Century Fox.

For court names, use Arabic numbers with endings and capitalize the name of the court: 5th Circuit Court.

For decades, use Arabic numbers and add s with no apostrophe. Examples: 1920s, 1890s.

For fleet designations, use Arabic numbers with appropriate endings: 6th Fleet.

For uses not covered above, spell out whole numbers below 10, use figures for 10 and above: two cars, 43 trucks, six buses, 475 bicycles.

Generally, spell out large numbers like two million and three billion.

People titles

Put long titles after names and in lowercase, except for the words that are usually capitalized. For example: Carlton Quackenbush, Yale University vice president for planning, will speak here tonight.

Short titles used in front of names usually take capitals if the title is official. For example: President George Goodman, Vice President Harry Throckmorton. The exception: occupational titles, as in attorney George Flowers and editor Paul Petunia.

Do not use Mr. in any reference except in an obituary. (Note: the New York Times and a few others are exceptions to this rule.) Some publications continue to use Mrs., Miss and Ms. (only after the first reference) in all stories. Some use them in all stories except sports stories. The trend now leans toward not using them at all, just as with male subjects. Whatever you do, make sure you're consistent throughout the story.

Abbreviate the following titles before full names: Dr., Gov., Lt. Gov., Rep., the Rev. and Sen. Do not continue to use the title beyond the first reference. For example, the first reference might be Sen. Claude Claghorn, but in subsequent references, use only Claghorn. The first reference might be Dr. Michael Malapractiss, but in subsequent references, use only Malapractiss.

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Spell out all titles except Dr. and Mrs. when you use them in a direct quote. Examples: He said, "Dr. Paul Sampson saved my life." "Mrs. Helen Murphy will get the award," the chief said. "Senator George Capp introduced the bill," Flagstaff said. "I trust Reverend Harry Tyson," the woman said.

Punctuation

Do not use a comma before the last item in a simple series: They picked Claude, Carmichael and Luther.

The period and the comma always go inside the quotation marks. The rule holds for full quotes, partial quotes and even for quotes used for emphasis. "No one can break this rule and expect to pass the course," the professor said. He made an exception for the young man in the front row other students call "Scoop."

The question mark and the exclamation point go inside when they apply to the quoted matter only and outside when they apply to the whole sentence. Some examples:

Who wrote "Gone With the Wind"?
He asked, "How long will it take?"
Did you hear him say, "I won't go"?
"Never!" she shouted.
I hated reading "Silas Marner!"
"Well, I like that!" she exclaimed.

According to the AP Stylebook, the semicolon goes inside when it applies to the quoted matter only and outside when it applies to the whole sentence. Most other stylebooks insist it always goes outside. Common practice these days seems to show it on the inside more than the outside. So take your choice but be consistent.

Seasons

Lowercase spring, summer, fall and winter and all derivations, such as springtime. Capitalize only when part of a formal name, as in Winter Olympics.

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States

Abbreviate all states when they are used with a town or city except for Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. For example: Alexandria, Va., but Bangor, Maine.

Do not abbreviate states when they stand alone. For example: He was a Nebraska resident.

Suspensive Hyphenation

Use suspensive hyphenation to cut down on the number of words in a sentence. Some examples:

We designed the program for 3- and 4-year-old children.

He received a 10- to 20-year sentence after he was convicted of armed robbery.