

Consistency Guidelines

Going Dutch (2011-2012)

Font Text: Times New Roman 10 pt
Font Subtitles: Myriad Pro Bold 12 pt

Markings

- Click on Review in Word. Click on Track Changes, then Track Changes again to activate the proofing function. This allows the editors to see changes made to the articles.

Proofing for Content

Go beyond looking for typos. Try to read for content as well as style. If something is obviously wrong, mark it and suggest a change. Check that days and dates are correct as well as websites.

Spelling

- Don't rely on your computer's spell check. When in doubt, look it up in the dictionary.
- Use American, not British spelling; our words end in "or" and not "our"; "er" and not "re."

Capitalization

When in doubt, look it up in the dictionary.

The "t" is not capitalized: the Netherlands

We capitalize:

The Hague

Parts of the AWC: Club, Clubhouse, Members, Tulip Café, Crèche, Holiday Bazaar, Library, Front Office, etc.

Bold

All Member names.

Technical Stuff

- websites in italics (*www.wikipedia.org*); remove hyperlinks; "website" is one word with a lowercase w
- email addresses not in italics (*info@awcthehague.org*); remove hyperlinks; "email" doesn't need a hyphen
- Internet is capitalized

Recipes

T., tsp., cup, 300 degrees F (no period), 180 degrees C (no period). Highlight all fractions on the final copy.

Apostrophe

Essential--**never optional**--to signal the possessive: "women's income," "the members' table." There is one important exception. "**It's**" means not "belonging to it" but "it is" (and, in speech, "it has"). "**Its**" is the possessive ("in its place").

Quotation Marks

- Periods and commas go inside the quotation marks.
- Semicolons and colons go outside the quotation marks.
- Question marks and exclamation points go where reason dictates; if it is part of the quoted material, it goes inside:

Do you know the poem "The Hound of Heaven"? I have learned the new lyrics to the song "Oklahoma!"

Other Punctuation

- **Ellipses** indicate something missing in a sentence, or breathlessness, as in a sentence trailing off. Three dots separated by spaces: Writers always forget...commas. At the end of a sentence, you still need a period, so there will be four dots: I'm tired....
- **Serial commas** are not used. "A loaf of bread, a jug of wine and thou." Note there is no comma between "wine and."
- **Use commas sparingly.**
- If you aren't sure about the **colon** and **semicolon**, learn them or don't use them. A simple test: which one can you use to join closely related sentences? If you are tempted to run sentences together with "and," make sure they are intimately related. Don't use commas to run two sentences together, no matter how closely related they may be; use semicolons. Avoid using "however" to make run-on sentences.
- Hyphenate **compound adjectives**. "He is not an active duty officer" may mean he is lazy when on duty; "active-duty officer" is not ambiguous.

Time (Use Em Dashes)

- Bowling, 9 – 11 a.m. (with a space between number and dash and periods in the a.m. or p.m.). If both times are encompassed in the "a.m." or "p.m." you need the abbreviation only after the end time.
- Lunch, Noon – 12:30 p.m.
- Times that are not fractions of hours do not use a "00" at the end.

Dates

- August 12, not August 12th. Please do not use 12 November (use November 12). The year is only needed when talking about the upcoming year.
- Do not abbreviate months or days of the week unless space demands.
- You may include the day with the date (Monday, November 21.)
- A comma should separate the date and the last element of the sentence; and a second comma follows the last item unless it is at the end of a list.

Money

- \$ 12.50; € 12.50 (space between the currency sign and the amount).
- Use periods, not commas, to separate denominations.

Numbers

- One through ten are written out.
- Use dots for decimal points and commas from 1,000.
- If a sentence begins with a number, the number must be spelled out. Re-write sentences beginning with very large numbers (such as years.)
- All phone numbers are written without punctuation: 123 456 7890

Foreign words should be italicized, even in headlines.
However, place names are not italicized.

Titles

- **Italicize:** books, newspapers, periodicals, movies, works of art including musical compositions, films, plays, TV shows, etc.
- **In quotation marks:** poems, songs, short stories, essays, book chapters and articles.
- Descriptive musical and artistic titles get neither italics nor quotes (Beethoven's Symphony No. 3 in C Minor; the Venus de Milo).

Underlined Words should never be used.

All-Uppercase Words should be avoided, except for occasional humorous or dramatic effect (He said no; no; NO!).

Paragraph Spacing

Single-return between paragraphs.

Spaces After a Period

Single-space between a period and the beginning of a new sentence in the same paragraph.

Plagiarism should be avoided. Check any suspect phrases by searching for them on Google. Give credit or re-write.

Parallel Structures, Split Infinitives and Other Grammatical Stuff

Watch for sentences such as: "I like to cook, to read and hiking in the woods."

On the subject of individual style: this is a tricky issue in a volunteer publication. Substandard English is not acceptable and you may change it at will, but this does not mean that an occasional sentence fragment or split infinitive must be attacked. Read it again and ask yourself if the writer deliberately did what she did for effect. You can usually tell if this is the case because the grammatical error will be isolated.

Though consistency is our goal, breaking rules intentionally, for effect, is The American Way.

Respect that readers have read the previous issues.

Suggest changes and modifications to paragraphs that are reprinted often.

All identical blocks of information should follow the format:

1. day and date of event
2. time of event
3. place event begins
4. cost
5. minimum and/or maximum number of attendees
6. cancellation deadline
7. contact person
8. phone number and/or e-mail address

Cancellation deadline is always italicized if there is one.
For example:

Tuesday, November 29
9 – 11 a.m.
AWC Clubhouse
€ 12 Members (€ 15 nonmembers)
Min 8 / Max 12
Cancellation deadline: Monday, November 21
Contact: Mary Brass at 070 385 1901 or
brass@euronet.nl