Editorial Style Guide for the *Constitution and International Standing Rules*

An editorial style guide clarifies choice of usage for consistency. It does not address every situation. Other options may exist and may be recommended by some and not by others; the choices listed are not all inclusive. If in doubt, consult the current editions of the *AP Stylebook* and W*ebster's Ninth New Collegiate Dictionary.*

Names/Titles When Used in Body Text
Capitalization
These guidelines for capitalization may occasionally violate the standard style of capitalization in the interest of readability.

Lower case the name of each *level* of the Society, i.e., chapter, state organization, and international when referring to the different levels of the Society, *e.g., state organization convention, international convention; state organization executive board; state organization membership committee chair.*

Exceptions to the lower case of international (meaning level) occur when International is a part of the proper name of an entity, *e.g., International Speakers Fund, International Speakers Fund Committee, International Scholarship Award, International Achievement Award, 2010 International Convention.* An **exception** is *Constitution*, Article V, Section A. 3.

Lower case an entity when not speaking about a specific entity and its usage does not indicate the proper name of a unit or location, *e.g., executive committee, chapter, state organization.*

Lower case a position when not used as proper noun, e.g., international president, state president, executive secretary, chapter treasurer, webmaster, corporate secretary, executive director, membership chairs.

Capitalize Society when referring to the total international entity. [Note the absence of international before Society.) An **exception** is *Constitution*, Article V, Section A. 3.

Capitalize Society Awards when Award is part of its proper name), e.g., 1) International Achievement Award, 2) Educators Book Award, 3) Emergency Fund Award, 4) Grant-in-Aid Award, and 5) Golden Gift Award.

Capitalize The Founders when referring to the original founders of the Society.

Capitalize Purposes when referring to the seven Purposes of the Society as a unit. Purposes (when capitalized) is considered a *unit* of information, indicating the seven functions of the Society.

Capitalize each word of Society Headquarters; for the purposes of the governing documents, it is the only proper noun used to identify the facility in Austin, Texas; the word *international* is not placed before Society nor is international used before Headquarters.

Capitalize an abbreviation indicating a proper noun*, e.g., Web site. Web* is the abbreviation for World Wide Web.

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Capitalize Grant-in-Aid Award but do not capitalize *grant-in-aid recipient.*

Capitalize International Speaker Award but do not capitalize *international speaker.*

Capitalize the Golden Gift Leadership/Management Fund, Golden Gift Fund Committee, and Golden Gift Award, but lower case Golden Gift *seminar* or *study stipend* recipient.

Punctuation When Used in Body Text
Abbreviations
e.g., means *for example*.

i.e., means it is or that is to say.

Web site means a *site* on the World Wide Web.
Apostrophe
An apostrophe is not used in Educators Award Fund nor in Educators Award. The use of an apostrophe indicates a possessive; the use of *Educators* in these instances is plural and not a possessive.

Brackets
Brackets are used to enclose cross references, e.g., [SR 9.13*; Constitution,* Article IX, Section A.2].

Colon
Items in a series
Use a <u>colon</u> at the <u>end of a sentence</u> to introduce a series of items (either alphabetized or numbered) when the colon can be read as *includes the following;* **do NOT capitalize** the first word after a colon UNLESS it is a proper noun or it is the beginning of a complete sentence.

If a <u>colon</u> is used at the <u>end of a complete sentence</u> to introduce a series of items (either alphabetized or numbered) AND the items in a series are complete sentences, **do capitalize** the initial word of each sentence and **do place a period** at the end of each item within the series.

If the <u>introductory words</u> beginning a series <u>is not a complete sentence</u>, but is a clause or phrase which ends in a verb or preposition, **do NOT use a colon**, *e.g., The president shall … (items in a series follow.)* Place <u>no punctuation mark after the verb or preposition</u>; but **do place** a **semicolon at the end of each item** in the series, with the exception of the next to the last item in the series ─ **place a semicolon AND an** *and*; **place a period** at the end of the last item in the series.

Comma
When listing <u>items in a series</u> in a <u>sentence</u> with <u>commas separating the items</u>, **place** a **comma before the coordinating conjunction** introducing the last item in the series*, e.g., Three Tudor roses on the band symbolize the Society's ideals of friendship, loyalty, <u>and</u> helpfulness.*

Dash

When using a dash, **a space** is placed <u>before and after the dash</u>.

Hyphen

<u>Compound adjectives</u> are hyphenated, e.g., two-year term, even-numbered years.

<u>Particular</u> Society <u>positions</u> are hyphenated but lower case is used, e.g., members-at-large, first vice-president, second vice-president.

Numbers/Currency

When indicating U.S. <u>dollars</u>, the amount is spelled out using **upper case initial letters** for each word in the dollar amount and the amount is also given in numbers, *e.g., Fifteen Thousand Dollars ($15,000).*

When indicating a <u>number less than 10</u>, the number is **spelled out** first and then the **Arabic number** is included in parentheses, *e.g. ,two-year (2) term.*

When the <u>first word of a number</u> spelled out ends in *y,* place a hyphen before the second word, *e.g., twenty-six.*

Parentheses

<u>Parentheses</u> are used when an insertion of additional information is needed or there is another way of saying something, *e.g., three dollars ($3); two-year (2) term; thirty cents ($.30).*

Semicolon

If a <u>semicolon is used</u>, what follows the semicolon is a complete thought (an independent clause).

These styles are used for the DKG governing documents. *The Associate Press Stylebook* (current issue) is used for publications which are less formal.