

The Official Clark College Independent Style Book

Written and Compiled 2006-2007

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Clark College *the Independent* stylebook

The Independent follows *The Associated Press Stylebook*.

A

according to: Use only when referring to a nonhuman source, such as a book or an agency. For human sources, use a form of *said*.

Affect: It's usually a verb that shows influence: How will this *affect* me? Effect is usually a noun meaning "result": The *effect* was chilling. In rare instances, *effect* can be a verb that means "to bring about": to *effect* change.

Afterward: There is no such word as afterwards. Similar rule applies to *forward*, *backward*, *upward*, *toward*: None end in "s."

Adviser: Not *advisor*. However, there are advisory committees.

Albums/CDs: Italicize album titles; place song titles in quotes.

all right: Never *alright*, despite what The Who sang about the kids.

alumnus, alumni, alumna, alumnae: These terms refer to people who have attended (but not necessarily graduated from) a school. A male is an *alumnus*. A group of men are *alumni*. A female is an *alumna*. A group of females are *alumnae*. A group people that includes both males and females are *alumni*.

Approximately: Don't use it. *About* is shorter and means the same thing.

at about: Redundant, as in, "She arrived at about noon." Correct: "She arrived about noon."

Around, about: Use *about*, unless you're talking about circumnavigating something: *He came over about 11 p.m.* (not *around 11 p.m.*) *I am about 5 feet tall.* *We drove around the city.*

Associated Students of Clark College: second reference is *ASCC*.

ATM: Always acceptable on first reference for Automatic Teller Machine. Never *ATM machine* (that's redundant). Also see **PIN**.

Attribution: Title / name / *said* ..., in that order unless the title is more than three words... *SA President Joe Blow said... said Joe Blow, president of the National Association of Students for Wombat Awareness.*

automatic weapons: Question any story or police report that says automatic weapons were used. Most handguns are *semiautomatic* weapons, which have to be cocked before firing each shot. Automatic weapons, such as an Uzi or AK-47, fire repeatedly

when you hold the trigger down. They are illegal except for military use and generally don't show up in local crime.

a while, awhile: Two words as part of a prepositional phrase, one word as an adverb. *He plans to stay for a while / He plans to stay awhile.*

B

bachelor's degree

back yard: (noun); **backyard:** (adjective)

between: connects two things, not three or more. For three or more, use *among*.

book titles: Put them in italics. *War and Peace*. Exceptions: religious works such as the Bible or the Koran; reference works such as Webster's Dictionary.

Building codes: AA1-AA5 (applied arts); ADM (Baird Administration); APH (Pechanec Hall); ATH (Athletic Annex Building); BHL (Bauer Hall); CCW (Clark Center WSU Vancouver); CFS (Child & Family Studies); DSL (Diesel); FAC (Frost Arts Center); FHL (Foster Hall); GHL (Gaiser Hall); HHL (Hannah Hall); HKH (Hawkins Hall); HSC (Health Science); JSH (Joan Stout Hall); LIB (Cannell Library); MUS (Music); OSC (O'Connell Sports Complex); SHL (Scarpelli).

C

Capital: is a city, **capitol:** is a building. Our nation's capital is Washington, D.C. The Capitol building is in Washington, D.C. (capitalized when it's the building's proper name). Each state's capitol building lies in its capital city.

Cannell Library: (LIB)

century: Lowercase as part of a specific time period: 21st century. Spell out the number in first through ninth centuries.

chairman, chairwoman: never *chairperson*.

city council: Lowercase unless the city name is used with it. The Vancouver City Council. The city council. Same rule applies for other public bodies, such as the county board.

Clark College: When first referring to the school, use Clark College; use Clark after the first reference.

colon: Capitalize the word after a colon only if it's a complete thought (if it could stand alone as a sentence). For instance= *Here's my problem: I can't run fast enough. My problem comes down to two things: speed and agility.*

Exception: In headlines, the word after a colon always is capitalized.

community adviser: second reference: CA. Most schools still call these [resident assistants](#), or RAs.

comprise, compose: A whole thing *comprises* its parts. The parts *compose* the whole. *The MAC comprises these universities. Three senators compose the committee.*

computer-related terms and styles: database online (one word, no hyphen), e-mail; Web= World Wide Web (always capitalized); home page (always two words); Web site (always two words); Internet (always capitalized); disk, diskette (but *compact disc*); modem; byte; megabyte; gigabyte; ROM; RAM; CD-ROM.

Congress members: Refer to them as: U.S. Rep. Bobby Rush, D-Chicago (use town name for Illinois Congress members only); Rep. John Doe, D-N.Y.; Sen. Richard Durbin, D-Ill.; House Speaker Dennis Haster, R-Yorkville. *See also: state lawmakers*

courtesy titles: (Mr., Mrs., Ms., Miss, etc.) Don't use them except for reason of clarity: It was Mrs. Wilson, not Mr. Wilson, who bought the cheese. Otherwise, "Amy Wilson" becomes "Wilson" on second reference.

currently: The word rarely is needed. If you have a present-tense verb, it's assumed you mean now.

D

dates: when referring to a specific date abbreviate: Dec. 13, 2007, when referring to a month spell it out; how to abbreviate certain months: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

daylight-saving time: Not *savings*. Not capitalized. And note the hyphen.

department names, Clark: Lowercase, except English department. But if it's used as part of the formal title, like *Department of Communication*, then capitalize both words.

different than: not different from.

dorms, dormitories: use *residence halls* except in quotes or headlines

doctor: do not use it in front of a person's name on first reference unless he or she is a medical doctor. Never use it on second reference.

drugs, narcotics: Don't use interchangeably. All narcotics are drugs, but not all drugs are narcotics.

E

editor in chief: Not hyphenated.

Effect: See **affect**

everyday, every day: One word as an adjective: *everyday people*. Two words as an adverb: *She goes to work every day.*

F

face-lift

farther, further: Farther refers only to physical distance; otherwise use further. *I can throw a football farther than you. Can you expand further on your idea?*

feels: A sensory activity. Don't substitute it for thinks, as in: *He feels this is wrong.*

firefighter: not fireman.

fiscal year: Spell out on first reference: fiscal year 1997. Second reference: FY1996.

fundraiser: One word, no hyphen.

G

gambling: Don't use the casino industry's euphemism, "gaming." Call it what it is.

grade point average: Spell out on first reference. Second reference: GPA.

H

he or she: not *he/she*, not *(s)he*, not *they* when referring to a singular subject.

highway: Never abbreviated.

historic, historical: An event is historic if it is especially important or stands out in history. *Anything* that happened in the past is historical. *The board made a historic decision. She researched historical events of the 19th century.*

home page: Two words.

hopefully: Often misused, as in, "Hopefully we can go to the game." A correct use would be, "He gazed hopefully at the door."

I

imply, infer: Writers and speakers imply. Readers and listeners infer.

injuries: are suffered, not sustained or received.

Internet: Capitalize it.

its, it's: It's= it is. Its does NOT show possession. *The team got its first win. It's a great day for a game.*

J

journalism department: Clark has a journalism department. It's part of the English Unit at Clark.

K

Kwanzaa: African festival held Dec. 26-Jan. 1.

L

lay, lie: Lay means to put or place. Lie means to rest or recline, or to tell an untruth.

like: use *like* to compare nouns and pronouns; use *such as* to give examples. *She writes like a professional.*

M

Malls: Area shopping malls and their towns include: Westfield Shopping Town, Vancouver, Wash.

master's degree

military: General= Gen; Lieutenant General= Lt. Gen.; Colonel= Col.; Sergeant= Sgt.

mind-set: Hyphenated in all instances.

months: Abbreviate when using with a number: Dec. 25. Spell out when it stands alone (this January); or with year only (June 1996). Don't abbreviate March, April, May, June, July. Abbreviations are Jan., Feb., Aug., Sept., Oct., Nov., Dec.

movies: put movie titles in italics: *Jurassic Park*.

N

Northwest: Capitalized when talking about this region of the country.

No. 1: This is the correct style. Always capitalize the abbreviation and follow it with a numeral. Don't say number one, or number 1, or #1. This is one of few exceptions to the next rule.

Numbers: Spell out numbers one through nine. Use numerals for 10 and above. Use commas in 1,000 and above. Some notable exceptions: Age. A numeral unless it starts a sentence: he is 18 years old. Percentage. A numeral unless it starts a sentence: Simon won 62 percent of the vote. Dimensions. Use numerals to indicate inches, feet, yards, pounds: The 6-foot-5 forward; he is 6 feet 10 inches tall. Spell out all numbers if they start a sentence: Ten people attended the meeting. Big Ten Conference we're No. 1.

Numbers that include fractions should be written as decimals when practical and larger than one: 3.5 acres. But use 2 1/2 years, because years are based on 12 months, not 10. Exception: when it starts a sentence: *Two and a half years ago...*

O

online: Not *on-line*

over: Use only when referring to direction. For quantity, use more than.

P

palette / palate / pallet: An artist uses a *palette*. Everyone has a *palate* in their mouth. Warehouses load materials on a *pallet*.

part time, part-time: Hyphenate only when used as a compound modifier: She has a part-time job. She works part time. The same rules apply for full time/full-time

people, persons: don't use *persons* unless it's part of a formal title: Bureau of Missing Persons. Otherwise, use *people*.

Ph.D.

pickets: Workers who march in protests. Not *picketers*.

PIN: Acceptable first reference for *personal identification number*. Never *PIN number* (that's redundant).

political parties: Capitalize. The Republican Party. He is a Democrat.

Presidents Day: No apostrophe.

Q

R

radio stations: Local broadcast stations are: FM -KBVM, 88.3; KMHD, 89.1; KPBS, 89.9; KBOO, 90.7; KOPB, 91.5; KGON, 92.3; KTRO, 93.1; KWWY, 93.5; KPDQ, 93.9; KTJC, 94.1; KNRK, 94.7; KXJM, 95.5; KYCH, 97.1; KUPL, 98.7; KWJJ, 99.5; KKRZ, 100.3; KUFO, 101.1; KINK, 101.9; KKCW, 103.3; KFIS, 104.1; KESK, 105.1; KIJZ, 105.9; KLTH, 106.7; KVMX, 107.5

AM –KPOJ, 620; KXL, 750; KPDQ, 800; KPAM, 860; KKSJ, 910; KCMD, 970; KSZN, 1010; KXPJ, 1040; KFXX, 1080; KXMG, 1150; KEX, 1190; KKPZ, 1330; KBNP, 1410; KBMS, 1480; KGDD, 1520; KKAD, 1550; KDZR, 1640

recreation center: Proper name is Campus Recreation Center, even though the sign on the building says Student Recreation Center. Spell out and capitalize on first reference. Second reference; **the Rec center:** (capital R).

resident assistant: Old title for what's now known as *community adviser*. Spell out on first reference. Second reference: RA.

S

said: is for what people say. *Stated* is for reports. *According to* is for books or reference material.

seasons: Lowercase: spring, summer, fall, winter.

semi trailer: the correct term for an 18-wheeler.

song titles: Put them in quotation marks. "The Stars and Stripes Forever."

spokesman, spokeswoman: never *spokesperson*.

Spring Break: Capitalized

state abbreviations: Eight are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Otherwise, use AP Stylebook for abbreviations. *Do not use postal abbreviations*(for instance, use Wash., not WA). Refer to AP stylebook for additional states.

state lawmakers: Refer to them like this

street: Use St., Ave. or Blvd. with numbered addresses only. *423 Main St.* Don't abbreviate road, lane. Write out the names of streets when you're not using a numbered address: *She walked east on Jones Street.*

Student Association: Second reference: the SA.

Super Bowl: Two words. It's the NFL championship game between winners of the American Football Conference and National Football Conference.

T

temperatures: Use numerals for all except zero. *The 60s*, no apostrophe. *5 below zero* (unless it begins a sentence). Remember that temperatures get higher or lower, not warmer or colder.

telephone numbers: When an area code is used, don't use parentheses: 360-555-5555.

time: When talking about an event, give details in this order: time, date, place. The concert will take place at 7 p.m. Sept. 15 in the Fireside Room of the Penguin Student Union Building. *Other rules:* 4 p.m., 9 a.m., noon (not 12 p.m.), midnight (not 12 a.m.), 9 a.m. to 12:30 p.m., 1 to 3 p.m.

time references: If you're writing about something that occurred within the past seven days, or will occur within the next seven days, use the day: *The president will visit Clark on Tuesday.* If more than seven days in the past or future, use the date: *The president will speak at Clark on Sept. 23.* Do not use *tomorrow* or *yesterday*. But do use *today*.

titles: Capitalize a person's title if it's used before his or her name:

theater: Not *theatre*, unless it's part of a formal title. The theater was too crowded. The Clark Department of Theatre and Dance.

today: Use if describing something happening the day the paper is published

tomorrow: Don't use as a time reference. Use the name of the day

toward: When faced with using toward or towards, use toward.

U

V

Valentine's Day

Veterans Day: No apostrophe.

VIN: Acceptable first reference for *vehicle identification number*. Never *VIN number* (that's redundant).

W

Washington State/D.C.: Refer to Washington State as Washington. Refer to Washington D.C. as Washington D.C.

Web page, Web site: Each term is two words. A Web page is part of a Web site. If you're talking about a company's Web presence, it's a *Web site*, not a Web page. For instance, the Independent maintains a Web site.

Winter Break: Capitalized

Wintertime: One word. Rarely needed. Usually you can just say *winter* and it means the same thing.

World Wide Web: Three words, all capitalized. Second reference: the Web.

X Y Z

X-ray

yesterday, tomorrow: Don't use as a **time reference**. Always use the day of the week. If today is Thursday, and a meeting happened yesterday, you say the meeting happened Wednesday.

Section 2:

The Clark College Sports Style Book