

THE DAILY RUNNER STYLE SHEET

Modeled off the AP Style Handbook

Online Formatting:

- Paragraph Indenting
 - No paragraph indenting, everything is flush left
- Font
 - 12 pt
 - Articles: Times New Roman
 - Canva Graphics: Lustria
- Spacing
 - Single spaced
- Length
 - 400- 700 words
 - Exceptions: news articles, event recaps
- Headlines
 - 12 pt font, bold, flush left

Headlines:

- Lowercase articles, conjunctions, and prepositions with fewer than five letters
 - Example: “Man with Two Heads Runs into Trash Can”
- Exception: Uppercase the above if begin or end a heading
 - Example: “A Recap of Summer”
- Capitalize first letter of each word (except for words listed above) in a compound word
 - Example: “Up-to-Date Schedule Released”

Names, Abbreviations, Acronyms, and Initialisms:

- Names
 - Use full name the first time, and then the last name only after
 - Example: Jane Doe is a student at Regent University. Doe writes for The Daily Runner.
 - Exception: if two people share the same last name.
 - Example: Jane Doe and John Doe are students at Regent University. Jane Doe writes for The Daily Runner, and John Doe plays soccer.
- Titles
 - Formal titles are only capitalized when they appear immediately before a name.
 - Make sure it’s a formal title and not a job description
 - Example: Senior Editor Jane Doe scheduled the meeting.
 - Example: Jane Doe, senior editor, scheduled the meeting.

- Example: Mayor John Doe believes Regent is amazing but basketball coach, Dan, disagrees.
- Class titles are lowercase unless they are at the beginning of the sentence
 - Example: I am a junior.
- Titles of departments and names of classes are not capitalized unless they are also a language or nationality
 - Example: math, science, Spanish, French
- Abbreviations
 - United States
 - Use period within text but not in headlines
 - Example: U.S. is composed of 50 states.
 - Example: (Headline) US Declares War on Space
 - Degrees
 - Use B.A., M.A., and Ph.D.

Numbers, Dates, and Times:

- Numbers
 - Spell out numbers under ten
 - Example: six (NOT 6)
 - Exceptions:
 - Address: 6 Cherry Road
 - Ages: Jane Doe, a 15-year-old, wants to attend college.
 - Measurements: 8 feet tall, 9-by-12 rug, 2 miles per hour
 - Temperature: 4 degrees
 - Millions/Billions: 1 million
 - Percentages: 4 percent, 10 percent
 - Spell out numbers at the beginning of the sentence
 - Example: Twenty years ago, I was a baby.
 - Exception: year:
 - Example: 1981 was the year Jane Doe met John Doe.
- Money
 - Don't spell out monetary amounts
 - Example: \$6 (NOT \$6.00, six dollars, \$six)
 - Example: \$3.33
- Months
 - Abbreviate months with six or more letters if they are used with a specific date. Spell out those with five or fewer letters
 - Example: Aug. 13, June 6, Sept. 23
 - Spell out the month if not used with a specific date

- Example: In September, the basketball team does not play. I am getting married in February 2023.
- Only use numbers so the days of the week, do not use “th” “nd”
 - Example: Aug. 1 (NOT Aug. 1st)
- Days of the Week
 - Do not abbreviate days of the week
 - Monday (NOT Mon)
- Time
 - Use format: number + space + a.m./p.m.
 - Example: 7 a.m. / 1:45 p.m. / 10 a.m.
 - Use noon and midnight (NOT 12 a.m. / 12 p.m.)

Punctuation:

- Oxford Comma (A, B, and C)
 - Online Articles: oxford commas are used
 - Print Articles: no oxford comma
- Em Dash (longer dash, –)
 - No space around em dashes.
 - Example: em dash–like this
- En Dash (shorter dash, -)
 - Used in ranges.
 - Example: 1920-2004
- Apostrophe
 - Apostrophes usually show possession, you shouldn’t use them to make acronyms and numbers plural
 - Example: 1970s / ABCs
 - Exception is individual letters such as in grading
 - Example: Jane Doe received all A’s
- Ellipsis
 - Put space before and after it (...)
 - Example: She said that it was ... incredible how much he had grown in the last year.

Words and Terms:

- Affective vs. Effective
 - Effective: produces the desired effect
 - Example: Effective immediately, we will wear our pajamas to pitch meetings.
 - Affective: influenced by emotions, the result of emotions, expresses emotion

- Example: The editor was a believer in the affective interview, so she made sure to add an extra layer of kindness to her voice.
- Almost always want effective, unless writing a psychological or educational article
- More than vs. Over
 - Both are acceptable, some AP style editors think over is incorrect
- Website, webcam, webcast, and webmaster
 - Short form: Web, Web page, and Web feed
- e- Terms: e-mail, e-book, e-business

Sports:

- Do not capitalize sports, competitive level, or specific positions
 - Example: varsity basketball (NOT Varsity Basketball)
 - Example: quarterback (NOT Quarterback)
- Gender-specific sports
 - Put the apostrophe after the 's'
 - Example: girls' swimming (NOT girl's swimming)
- School names/mascots
 - Typically the school's name is singular but the mascot is plural
 - Example: Regent scored 10 points.
 - Example: The Royals were undefeated.
- Rankings
 - No. 1 (NOT Number one)
 - Example: No. 1 Regent beat No. 12 Norfolk

Citations:

- Proper Titles
 - Italics
 - Book titles, journals, periodicals, webpages, films, videos, album names
 - Examples: *The Hunger Games* / *The Daily Runner* / *Persuasion*
 - Exception: Book series
 - Example: Harry Potter series
 - Quotation Marks
 - Chapter titles, articles, song titles,
 - Example: "Chapter 1: New Dawn" / "Summer Recipe: Watermelon Jell-O" / "Amazing Grace"
- Full-sentence quotes
 - Capitalize the first letter of a full sentence quote
 - Example: Doe said, "We are all ready to edit."

- When a full sentence quotation is introduced or followed by attribution, place a comma between them, unless the quote is a question.
 - Example: “We are all ready to edit,” Doe said.
 - Example: “Are we all ready to edit?” Doe asked.
- Fragment quotes
 - Do not set it off with a comma unless the sentence requires one for proper grammar. Do not capitalize the first letter
 - Example: Doe told her writers to “get excited” about the next print edition.
- References
 - Online Articles: hyperlink sources within the sentence that contain information from the source. Only link each source once.
 - Example: According to an [article](#) published in The Daily Runner, not letting your emotions talk for you is one tip for conflict resolution.
 - Print Articles: Make sure to provide your source before the quote/paraphrase/etc.
 - Example: In her article on conflict resolution, Emilee Speier, a writer for The Daily Runner, states “While conflict is never fun, it is a normal part of human life.”