

Style Guide Cheat Sheet

Address Joseph T.
Simpson Public Library
16 N Walnut St
Mechanicsburg, PA 17055

Board singular, not capitalized

Bylaw one word

Check-in (noun or adjective)

Check in (verb)

Checkout (noun or adjective)

Check out (verb)

Checkout desk

Committee not capitalized

Contractions don't use

Credentials use MLS and CFRE (no periods)

Cumberland Valley School District
abbreviated as CVSD after first reference is spelled out

Data singular

Database not capitalized

Dates September 20, 2017
not September 20th, 2017
September 2016 not
September, 2016
3/6/2018, not 03/06/18

Dine out (verb)

Dine-out (noun)

ADOPTED April 10, 2018

eAudiobooks

eBooks

eBlast

email

eNewsletter

Email address use
simpson@cumberlandcountylibraries.org not
mechanicsburg@ccpa.net

Facebook capital F, one word
www.facebook.com/simpsonlibrary

Family Story Time

For-profit is hyphenated.

Font Arial font, size 12

Friends of the Joseph T. Simpson Public Library or Friends of the Simpson Public Library or Friends of the Simpson Library
The Friends are an organization that raises money. The Friends group is an organization that raises money.

Fundraising and **fundraiser** one word, no hyphen

His and Her do not use together. Use they or their.
The child picked up their toys.

Hotspots one word, not capitalized

Hyphenation avoid hyphenating words

iPad and **iPhone**

In-kind (adjective)

Instagram

www.instagram.com/jsimpsonlibrary

Internet not capitalized unless first word of sentence

Joseph T. Simpson Public Library or Simpson Public Library or Simpson Library

LEGO Club

Less vs. fewer Less used with nouns that *cannot* be counted. Fewer used with nouns that *can* be counted.

Mechanicsburg Area School District
abbreviated as MASD after first reference is spelled out

Mechanicsburg Borough

Media plural

More than vs Over both acceptable for greater numerical value, was more than

Nonprofit one word, no hyphen

Not-for-profit two hyphens

Numbers and currency

Numbers 10 and above are written in numerals, nine and under are spelled out.

First not 1st

Decades 1930s not 30s or '30.

Phone numbers

717-766-0171

Toll-free or long

distance numbers do

not list the "1."

800-883-6262

Percent spell out

Use % symbol when in a table or figure.

Ongoing one word

Online one word

Onsite one word, no hyphen

Organization singular

Paragraph spacing use extra line of space to distinguish new paragraph instead of indenting

PDF

Percentages see Numbers.

Policymaking one word

Punctuation

Use commas before "and" and "or" at the end of a series. *We bought apples, oranges, and bananas.*

Use comma between name and suffix. *Sammy Davis, Jr.*

One space between sentences, not two

Quotation marks use double quotation marks around directly quoted material, songs, articles, and television episodes

Really do not use

Rhyme Time

Role-playing is hyphenated

Self-assessment

Shiremanstown Borough

Simpson Library see Joseph T. Simpson Public Library

Standards for Excellence[®] use trademark superscript with first instance or most prominent placement

STEM Club

Story Time

That vs. which
Use **that** to introduce a clause that contains information essential to the meaning of the sentence. Do not use a comma before "that."
The Nile is the river that gives Egypt life.

Use **which** to introduce a clause containing information that is not essential to the meaning of the sentence. Set off the nonessential clause with commas. *The Nile,*

which flows into the Mediterranean, gives Egypt life.

Time

10:00 am - 3:00 pm (space between time and am or pm and spaces before and after the dash)

If both pm, only show the 'pm' on the last time.

1:00 – 3:00 pm

Include minutes following the hour with a colon even if referring to a time that starts at the top of the hour. 1:00 pm

Titles capitalize and italicize books, magazines, and newspapers

Toddler Time

Twitter capital T
www.twitter.com/jsimpsonlibrary

Trustees Board of Trustees singular and capitalized

URL

Very do not use

Web not capitalized

Web page

Website

Web-based (adjective)

WiFi one word, capital W and F

Work plan