

House Style Guide for Communications for TMTA

Submitted by Debra Hadfield, August 20, 2005

Do not give directions to see another page – just the section.

TMTA Officers, not Executive Officers

MTNA/TMTA, not TMTA/MTNA

chair, not chairman

and, not &

2" w x 3" h, not 2 X 3"

Use the article "the" when needed.

Alternate the use of "he" and "she" rather than use "he/she."

Spell out a number when it begins a sentence.

Spell out whole numbers below 10, use figures for 10 and above. Exception: Grades 7-12.

9 a.m. to 5 p.m., not 9-5 p.m.

Entries are due April 1, not April 1st

Do not use parenthesis if you can avoid them.

Avoid using italics and underlining for emphasis.

In SA Handbook, use numbers instead of bullets.

Post-12, not P-12 (The hyphen is needed when used as a compound modifier. Example: *Post-12 entrants are exempt from theory requirements.* For unity, always use the hyphen.

In SA Handbook, currently using dots instead of hyphens in phone numbers: change to hyphens instead of dots.

Periods and commas always go inside closing quotation marks, even if it is a single word; semicolons and colons go outside closing quotation marks.

Use "an," not "a" before MTNA because of the phonetic vowel sound.

Use a hyphen when a compound modifier (two or more words that express a single concept) precedes a noun, except after "very" and all adverbs that end in "ly." Example: *He received first place. First-place winners receive trophies.* Example: *home-school students.*

Use commas to join items in a series. This includes a comma before the conjunction that links the last item to the rest of the series. Example: *Before making a decision, he studied the proposition, interviewed many of the people concerned, and tried to determine if there were any historical precedents.*

Do not capitalize "chair," "coordinator," or "assistant coordinator," unless it is part of the full title. Example: *The TMTA Convention Chair will make the decision. Mail entries to the chair.*