

## Progressions AP Style Guidelines

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The guide below highlights some of the most important information from the 76th edition of the AP Stylebook. Please note that these are not the only rules that apply in Progressions articles, in all other cases refer to the AP Stylebook.

### Numerals:

- In general, spell out one through nine (including ordinals).
- Spell out fractions less than one (e.g. two-thirds).
- For million, billion, trillion, use figure-word (e.g. 1 million, \$2 billion).
- Use figures for ages (e.g. 6-year-old girl, woman in her 30s).

### Percentages:

- Use % with a number with no space (e.g. 30%).
- Use figures (e.g. 4 percentage points, 3.75%).

### Dates and times:

- Spell out and capitalize months.
- When used with a specific date (day, month and year), abbreviate month.
  - Month abbreviations: January (Jan.), February (Feb.), March, April, May, June, July, August (Aug.), September (Sept.), October (Oct.), November (Nov.), December (Dec.)
- For times, use figures except noon and midnight.
- Lowercase a.m. and p.m.
- For exact hours, no :00 required (e.g. 2 p.m., 8:30 p.m.)
- Days of the week: capitalize and don't abbreviate.

### Locations (addresses):

- Use abbreviations for Ave., Blvd., and St. when used with a numbered address (e.g. 120 Boylston St.), spell them out when it's only the street name without the number (e.g. Massachusetts Avenue).
- Use figures for address numbers.
- Lowercase north, south, northeast, etc. when they indicate direction but capitalize when they designate regions (e.g. A storm is coming to the East Coast.)

### Punctuation:

- Colon: Capitalize the first word after colon only if it's a proper noun or the beginning of a sentence.

- Comma: Don't use a comma before the last element in the series (no Oxford comma).
- Dash vs hyphen: Use dashes for abrupt changes, series within a phrase, attribution, datelines. Use hyphens as joiners (e.g. small-business owner) or for ranges (e.g. 1-4).
- Quotation marks: Use punctuation inside the quotation marks (e.g. "We need more donations," she said. "They can be used for shipping fees.")
- In other cases refer to the AP Stylebook.

#### Capitalization:

- Capitalize proper nouns (e.g. John, England) and common nouns if they're an integral part of a full name (e.g. river but Mississippi River).

#### Titles:

- Capitalize titles when used in front of a full name; lowercase when used without a name or after (e.g. Vice President Kamala Harris was elected, John Smith, president of Emerson College; the president issued a statement.)
- Abbreviate titles when used before a full name (e.g. Dr., Gov., Rep.)

#### Nonprofit:

- Use nonprofit (no space or dash).

#### Gender and LGBTQ:

- Use LGBTQ+

#### Other rules to remember:

- Adverse vs averse
- Affect vs effect
- All right (not alright)
- Toward (not towards)
- Among, between
- Plurals
- That, which
- Who, whom, who's, whose