

## STYLE SHEET FOR WNBA/LA NEWSLETTER

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Sources: *The Chicago Manual of Style*, 15<sup>th</sup> edition [CM]  
*Merriam Webster's Collegiate Dictionary*, 10<sup>th</sup> edition [Web 10]  
*Webster's Third New International Dictionary*, Unabridged  
*Robert's Rules of Order*, latest edition

**Lowercase these words in running text:** [CM 8.30]

president, vice president, secretary, treasurer, past president, president-elect  
member, membership, board, board of directors, committee and committee names  
grant, award

**Words formed with the following prefixes should be closed:** [CM 7.90, Section 3]

co, inter, mega, mid, multi, non, post, pre, un (for complete list, see CM pages 307–308)  
coauthor, ALA Midwinter Meeting, multiauthor, nonprofit, postdoctoral, preregistration,  
unfunded

**Compounds and hyphenation:** [CM 7.82–7.89]

Use a hyphen between compound modifiers before a noun: *decision-making* process

Do *not* use a hyphen between a compound formed by an adverb ending in *ly* plus an adjective or participle, such as *highly paid* or *utterly useless*.

**Use initial caps for awards when they are named:**

Ann Heidbreder Eastman Grant, Eastman Grant

Pannell Award

WNBA Award

**Hyphens and Dashes:**

Use hyphen (-) to separate compound modifiers, etc.: best-known author [CM 6.81–6.82]

Use en dash\* (–) between inclusive years and numbers: pages 6–8, 1914–18 [CM 6.83]

Use em dash (—) to indicate sudden breaks, etc. [CM 6.87–6.94]

\*To type an en dash, hit *Ctrl* and the minus key on the keypad.

**Use the serial comma before the conjunction in a series:** [CM 6.19]

She gave copies of the report to the president, vice president, secretary, and treasurer.

**Use italics for titles of publications:** [CM 8.172]

When quoted in text, titles of books, journals, plays, periodicals, newspapers, and other freestanding works are italicized (CM 8.178–81).

*Women in the World of Words*

*Constance Lindsay Skinner, Author and Editor*

*Americana as Taught to the Tune of a Hickory Stick*

Titles of articles, chapters, and other shorter works are set in roman and enclosed in quotation marks (CM 8.187).

“Chapter News” appears in each issue of *The Bookwoman*.

**Vertical bulleted, numbered, or lettered lists:** [CM 6.127, “Vertical lists: punctuation and format” for general rules].

Example of vertical list punctuated as a sentence. [CM 6.129]

The chair of the committee reported that

1. the tasks were completed,
2. the reports were written, and
3. printed copies were ready for distribution.

Example of vertical list with subdivided items. [CM 6.130]

In summer, the secretary will do the following:

1. Take action minutes at the board meeting.
  - a. Send action minutes to national president for review.
  - b. Complete first draft of minutes within four weeks.
  - c. Send revised draft to all members of the executive committee for comment.
  
2. Circulate forms to determine board member needs.
  - a. Letterhead, second sheets, and envelopes.
  - b. National brochures.
  - c. Membership cards.

Example of bulleted list. [CM 6.127]

Types of media will include:

- Book industry trade media
- Select general-interest consumer media

**Word Usage: that or which** [CM 5.202]

*That* should be used restrictively to narrow a category or identify a particular item being talked about: She used the gavel that had been passed down through the years.

*Which* should be used nonrestrictively—not to narrow a class or identify a particular item already identified—and should be preceded by a comma: She used the gavel, which signaled the beginning of the meeting.

**Numbers**

In general, spell out zero through nine; use numerals for 10 and above. [CM’s alternative rule.]

Always use figures in measurements and percentages, even if under 10: 5 inches, 10 percent, 2 feet.

Spell out any whole number followed by hundred, thousand, million: fifteen hundred

Spell out large round numbers that are approximate: fifty thousand.

If a number between one thousand and ten thousand can be expressed in terms of hundreds, that is preferred to numerals: eleven hundred words.

Spell out numbers that begin a sentence: Seventy-five members attended the meeting.

Spell out ordinals: sixth century, second chance.

Spell out numbers in dialogue: “I was born at the age of fifty.”

Years: the 1950s, not 1950’s; or the fifties.

Inclusive years and numbers: An en dash should be placed between the numbers—not a hyphen. 1914–18, pages 127–28. *To type an en dash, hit Ctrl and the minus key on the number keypad.*

## **A**

active (member)

author

award (the)

## **B**

board

board of directors

*The Bookwoman*

bookmaker

bookmark

bookwoman, bookwomen

book world

book club

budget

bylaws

## **C**

chair or chairperson

committee

comprise or composed of, (not comprised of)

contribution (not dues—because contributions to 501(c)(3) organizations are tax-deductible and dues are not)

## **D**

dues (do not use—see contribution above)

**E**

e-mail  
 Eastman Grant  
 election (committee)  
 executive committee, (not executive board)

**F**

fall (season)  
 Fall (issue)  
 fund raising (n.)  
     [CM 7.90, pg. 303: noun + gerund: Noun usually open; adjective form hyphenated  
     before a noun. Examples: decision making, a decision-making process.]  
 fund-raising (adj.)

**G**

grant (the)

**H**

honorary (member)

**L**

librarian  
 long-range planning committee

**M**

member  
 membership  
 membership committee

**N**

national board annual meeting (not retreat or meeting/retreat)  
 national (organization)  
 network (member)  
 nominating committee  
 non-governmental organization (exception to the rule of prefixes being closed)  
 nonprofit

**P**

Pannell Award  
 per capita payment (no hyphen even though compound adj.)  
 president

**S**

secretary  
 spring (season)

Spring (issue)  
summer (season)  
Summer (issue)  
sustaining (member)

**T**

time line  
treasurer

**U**

user name

**V**

vice president

**W**

Web site  
winter (season)  
Winter (issue)  
WNBA Award