



Style Manual

Information for this resource was excerpted from *The Chicago Manual of Style*, 15th Edition. Whenever possible FCCLA examples have been added to those provided in the *Manual*. This resource contains select information from the *Manual* and is not a comprehensive guide for writing. For more detail, please refer to the *Manual*.

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I. Abbreviations

Introduction

1. *When to use abbreviations.* Abbreviations should be used only in contexts where they are clear to readers. Some are almost never used in their spelled-out form (IQ, FYI, ASAP) and may be used without explanation. Others, though in common use (HMO, UPS, AT&T), are normally spelled out at first occurrence—at least in formal text—as a courtesy to those readers who may not easily recognize them. Less familiar ones, however, should be spelled out on their first occurrence, with the abbreviation usually following immediately in parentheses.

Ex: The award is granted annually by Family, Career and Community Leaders of America, Inc. (FCCLA) to a senior who . . .

2. *Periods: general guidelines.* Use periods with abbreviations that appear in lowercase letters. They should be set without spaces. Use no periods with abbreviations that appear in full capitals. Periods and spaces should not be used with initials that function as shortened names of government agencies, other organized bodies, or individuals.

p.	VP	FCCLA
a.m.	DVD	DECA
p.m.	CFO	FBI
a.k.a.	USA	JFK

Exception: *Initials in personal names.* Initials standing for given names are followed by a period and a word space. A period is normally used even if the middle initial does not stand for a name (Harry S. Truman; J. P. Morgan).

3. *Italics versus roman type.* Abbreviations are italicized only if they stand for a term that would be italicized if spelled out—the title of a book or periodical, for example. Common Latin abbreviations are set in roman.

OED (Oxford English Dictionary)
JAMA (Journal of the American Medical Association)
etc. e.g. i.e.

4. *“A” or “an” preceding an abbreviation.* When an abbreviation follows an indefinite article, the choice of *a* or *an* is determined by the way the abbreviation would be read aloud. Acronyms read as words (except when used adjectively) are rarely preceded by *a*, *an* or *the* (“member nations of NATO”). When each letter of an acronym is read, often they are preceded by an article (“member nations of the EU”). **Note that we do not follow this rule at FCCLA. Even though each letter is read, we say “chapter members of FCCLA” not “chapter members of the FCCLA.”**

an FCCLA chapter

an HMO
 a UFO
 a PDA
 a CTSO Webcast

5. *Ampersands*. No space is left on either side of an ampersand used within an acronym.

Alumni and Associates (A&A) members
 Texas A&M

Names and Titles

6. *Titles before names*. A civil or military title preceding a full name may be abbreviated. Preceding a last name alone, however, it is spelled out.

Rep. Kenatu Muleta; Representative Mulets
 Lt. Col. Dave Hunt; Lieutenant Colonel Hunt
 Gov. Michael Benjamin; Governor Benjamin
 Prof. Valerie Weber; Professor Weber

but

Senator Amy Doane (“Sen.,” though used in journalism, is better avoided in formal writing)

7. *Broadcasting companies*. Periods are never used after call letters of radio stations and TV channels.

ABC HBO MTV WJLA
 CBS NBC KFTV WMZQ

Geographical Terms

8. *U.S. States and territories*. In running text, the names of states, territories, and possessions of the United States should always be spelled out when standing alone and preferably (except for DC) when following the name of a city: for example, “FCCLA Town, Illinois, was incorporated in 1895.” The two-letter, no-period state abbreviations preferred by the U.S. Postal Service should always be used where a zip code follows. In publications, many state names are abbreviated to save space. **In *Teen Times* and *The Adviser* names of states are spelled out.**

Postal	Publication	Postal	Publication	Postal	Publication
AK	Alaska	KY	Ky.	OK	Okla.
AL	Ala.	LA	La.	OR	Ore. or Oreg.
AR	Ark.	MA	Mass.	PA	Pa.
AS	American Samoa	MD	Md.	PR	P.R. or Puerto Rico
AZ	Ariz.	ME	Maine	RI	R.I.
CA	Calif.	MI	Mich.	SC	S.C.
CO	Colo.	MN	Minn.	SD	S.Dak.
CT	Conn.	MO	Mo.	TN	Tenn.
DC	D.C.	MS	Miss.	TX	Tex.
DE	Del.	MT	Mont.	UT	Utah
FL	Fla.	NC	N.C.	VA	Va.
GA	Ga.	ND	N.Dak	VI	V.I. or Virgin Islands
GU	Guam	NE	Neb. or Nebr.	VT	Vt.

HI	Hawaii	NH	N.H.	WA	Wash.
IA	Iowa	NJ	N.J.	WI	Wis. or Wisc.
ID	Idaho	NM	N.M.	WV	W.V.
IL	Ill.	NV	Nev.	WY	Wyo.
IN	Ind.	NY	N.Y.		
KS	Kans.	OH	Ohio		

9. *Punctuation.* When following the name of a city, abbreviations of states, provinces, and territories are enclosed in commas when the publication forms are used. Commas may be omitted with the postal forms.

Delegates came from Bedford, Pa., and Jamestown, N.Y.
 Ms. Brown has lived in Washington, D.C., all her life.
or
 Ms. Brown has lived in Washington DC all her life.

10. *“U.S.” or “US”* Except for scientific style, *U.S.* traditionally appears with periods. Periods may nonetheless be omitted in most contexts. **For consistency, FCCLA will use “U.S.”** In running text, the abbreviation is permissible when used as an adjective, but *United States* as a noun should be spelled out.

U.S. dollars

The United States is a member of NATO.

II. Titles and Offices (Capitalization of)

1. *General rule.* Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name (usually replacing the title holder’s first name). Titles are normally lowercased when following a name or used in place of a name

President Lincoln; the president
 General Bradley; the general
 Cardinal Newman; the cardinal

Dean Weinberg; the dean
 Governor Edgar; the governor

2. *Exceptions to the general rule.* In formal contexts as opposed to running text, such as a list of contributors or program participants, titles are usually capitalized even when following a person’s name.

Maria Martinez, Director of International Sales
 Rebecca Brooks, Director of Educational Services, The Dibble Fund (an example from the NLM presenter list)

A title used alone, in place of a personal name, is capitalized only in such contexts as a formal introduction or when used in direct address.

Ladies and Gentlemen, the Prime Minister.
 Thank you, Mr. President.
 It was a good thing, Senator, that you had already left.

3. “*Reverend*” and “*Honorable*.” The abbreviations *Rev.* and *Hon.* Are used before a name when no *the* precedes the title. With *the*, such titles should be spelled out.

Rev. Jane Schaefer; the Reverend Jane Schaefer
 Hon. Henry M. Brown; the Honorable Henry M. Brown

4. *FCCLA examples.* Here are some examples of titles used in FCCLA with these rules applied.

Executive Director Michael L. Benjamin, CAE
 Michael L. Benjamin, CAE, executive director
 the executive director

National President Brennen Clouse
 Brennen Clouse, national president
 the national president

State Adviser Sue Fisher
 Sue Fisher, state adviser
 the state adviser

- * Chairperson of the National Board of Directors, Connie Rhoton
 Connie Rhoton, chairperson of the board
 the chairperson

- ** Distinguished Service Award recipient, Denise Morris

- * With longer titles, use a comma preceding the name if it aids readability

- ** Lower case words denoting roles. For example:

chapter adviser
 chapter officer
 freshman
 junior
 member

national staff
 peer educator
 recipient
 senior
 sophomore

state adviser
 state officer
 teacher educator

III. Punctuation

Introduction

1. *Function.* Punctuation should be governed by its function, which is to promote ease of reading.

Typographic and Aesthetic Considerations

2. *Punctuation and Font.* All punctuation marks should appear in the same font—roman or italic—as the main or surrounding text, except for punctuation that belongs to a title or exclamation in a different font. See below for parentheses and brackets.

Smith played the title role in *Hamlet*, *Macbeth*, and *King Lear*; after his final performance, he announced his retirement.
A Testament of Hope: The Essential Writings of Martin Luther King, Jr.
Are you saying the wound was *self-inflicted*?
She is the author of *What Next?*
The manual *Online!* Is always on my desk.
We heard his cries of "*Help!*"

3. *Parentheses and brackets.* Parentheses and brackets should appear in the same font—roman or italic—as the surrounding text, not in that of the material they enclose.

The Asian long-horned beetle (*Anoplophora glabripennis*) attacks maples.
The letter stated that my check had been "received [*sic*] with thanks."

When a phrase in parentheses or brackets appears on a line by itself, the parentheses or brackets are usually in the same font as the phrase.

4. *Closing quotation marks in relation to other punctuation.* Periods and commas precede closing quotation marks, whether double or single. However, colons, semicolons, question marks, and exclamation points all follow closing quotation marks unless a question mark or exclamation point belongs within the quoted matter.

Which of Shakespeare's characters said, "all the world's a stage"?
Take, for example, the first line of "To a Skylark": "Hail to thee, blithe spirit!"
"Where are you from?"
"Watch out!"

Comma

5. *Comma needed.* When a conjunction joins the last two elements in a series, a comma—known as the serial comma—should appear before the conjunction.

Paul put the kettle on, Don fetched the teapot, and I made tea.
The meal consisted of soup, salad, and macaroni and cheese.

Exceptions: When an ampersand is used instead of the word *and* (as in company names), the serial comma is omitted. **Also, the correct way to spell out FCCLA does not follow the serial comma rule.**

Winken, Blinken & Nod are experts in nightwear.
Family, Career and Community Leaders of America

6. *Comma not needed.* In a series whose elements are all joined by conjunctions, no commas are needed unless the elements are long and pauses helpful.

Is it by Snodgrass or Shapiro or Brooks?

You can turn left at the second fountain and right when you reach the temple, or turn left at the third fountain and left again at the statue of Venus, or just ask a local person how to get there.

7. *Comma or no comma between adjectives.* When a noun is preceded by two or more adjectives that could, without affecting the meaning, be joined by *and*, the adjectives are normally separated by commas. But if the noun and the adjective immediately preceding it are conceived as a unit, such as “political science,” no comma should be used.

It is going to be a long, hot, exhausting summer.

She has a young, good-looking friend.

but

She has many young friends.

He has rejected traditional religious affiliations.

8. *Dates and commas.* In the month-day-year style of dates, commas are used both before and after the year. Where month and year only are given, or a specific day (such as a holiday) with a year, a comma is not used.

The April 1, 2000, press conference elicited little new information.

In March 2003 she turned seventy.

On Thanksgiving Day 1998 they celebrated their twenty-fifth anniversary.

9. *Quotations and commas.* Quoted material, if brief, is usually introduced by a comma; if longer or more formal, by a colon. If a quotation is introduced by *that*, *whether*, or a similar conjunction, no comma is needed.

It was Emerson who write, “Blessed are those who have no talent!”

She replied, “I hope you are not referring to me.”

Was it Stevenson who said that “the cruelest lies are often told in silence”?

Semicolon

10. *Use of the semicolon.* The semicolon, stronger than a comma but weaker than a period, can assume either role, though its function is usually closer to that of a period.

Mildred intends to go to Europe; her plans, however, are still quite vague.

11. *Before an adverb.* The following adverbs, among others, should be preceded by a semicolon when used transitionally between independent clauses: *then*, *however*, *thus*, *hence*, *indeed*, *accordingly*, *besides*, and *therefore*.

The controversial portrait had been removed from the entrance hall; indeed, it had disappeared entirely from the building.

Joe had forgotten his reeds; therefore he could not play the oboe solo.

12. *In a series.* When items in a series involve internal punctuation, they should be separated by semicolons.

When driving, always have on hand your driver's license and car registration; the name, policy number, and accident instructions of your auto insurance company; emergency auto repair information; and maps and adequate directions.

Punctuating Lists

13. *Run-in lists.* Numerals or letters that mark divisions in a run-in list are enclosed in parentheses. The items are separated by commas unless any of the items require internal commas, in which case all the items should be separated by semicolons.

Compose three sentences illustrating the uses of (1) commas, (2) semicolons, and (3) parentheses.

You are advised to pack (1) warm, sturdy outer clothing and enough underwear to last ten days; (2) two pairs of boots, two pairs of sneakers, and plenty of socks; and (3) binoculars and a camera.

14. *Vertical lists: punctuation and format.* A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences. If items are numbered, a period follows the numeral and each item begins with a capital letter. Bullets make good visual signposts in unnumbered lists but can lose their force if used too frequently.

Your application must include the following documents:

- a full resume
- three letters of recommendation
- all your diplomas, from high school to graduate school

Compose three sentences:

1. To illustrate the use of commas in dates
2. To distinguish the use of semicolons from the use of periods
3. To illustrate the use of parentheses within dashes

15. *Vertical lists punctuated as a sentence.* In a numbered or bulleted vertical list that completes a sentence begun in an introductory element and consists of phrases or sentences with internal punctuation, a period should follow the final item. Each item begins with a lowercase letter.

Reporting for the Development Committee, Jobson reported that

- a fundraising campaign director was being sought
- the salary for this director, about \$50,000 a year, would be paid out of campaign funds
- the fundraising campaign would be launched in the spring.

IV. Spelling, Treatment of Words, and Compounds

Plurals

1. *Italicized words.* When names of newspapers, titles of books, and the like are used in the plural, the *s* is normally set in roman. A title already in plural form, however, may be left unchanged. In case of doubt, avoid the plural by rephrasing.

Two *Chicago Tribunes* and three *Washington Posts*
Several *Madame Bovarys*
Four *New York Times*

2. *Words in quotation marks.* The plural of a word or phrase in quotation marks may be formed by the addition of an apostrophe before the *s*, with the closing quotation marks following the *s* (though rewording is usually a better option).

How many more "To be continued's" can we expect? (*not* "To be continued"s)

3. *Noun coinages.* Words and hyphenated phrases that are not nouns but are used as nouns form the plural by adding *s* or *es*. To avoid an awkward appearance, an adjustment in spelling (or sometimes an apostrophe) may be needed.

lfs and buts dos and don'ts threes and fours thank-yous
but
maybe's yeses and noes (*or yes's and no's, when maybe's is also used*)

4. *Letters, abbreviations, and numerals.* Capital letters used as words, abbreviations that contain no interior periods, and numerals used as nouns form the plural by adding *s*.

the three Rs *but*
the 1990s p. (page), pp. (pages)
IRAs n. (note), nn. (notes)
PSAs
vol., vols.

Possessives

5. *Most nouns.* The possessive of most *singular* nouns is formed by adding an apostrophe and an *s*, and the possessive of *plural* nouns (except for a few irregular plurals that do not end in *s*) by adding an apostrophe only.

the horse's mouth
a bass's stripes
puppies' paws
children's literature

6. *Nouns plural in form, singular in meaning.* When the singular form of a noun ending in *s* looks like a plural and the plural form is the same as the singular, the possessive of both singular and plural is formed by the addition of an apostrophe only. If ambiguity threatens, use *of* to avoid the possessive.

politics' true meaning
economics' forerunners
this species' first record (*or, better*, the first record of this species)

7. *Two nouns as a unit.* Closely linked nouns are considered a single unit in forming the possessive when the entity “possessed” is the same for both; only the second element takes the possessive form. When the entities are different, both nouns take the possessive form.

my aunt and uncle's house
Minneapolis and Saint Paul's transportation system
but
my aunt's and uncle's specific talents
New York's and Chicago's transportation systems

8. *Genitive.* Analogous to possessives, and formed like them, are certain expressions based on the old genitive case. The genitive here implies *of*.

an hour's delay
in three days' time
six months' leave of absence (*or a six-month leave of absence*)

9. *Italicized or quoted terms.* As with plurals, when an italicized term appears in roman text, the possessive *s* should be set in roman. A term enclosed in quotation marks, however, should never be made into a possessive.

the *Atlantic Monthly's* editor
Gone with the Wind's admirers
but
admirers of “Ode on a Grecian Urn”

Italics

10. “*Scare quotes.*” Quotation marks are often used to alert readers to that a term is used in a nonstandard, ironic, or other special sense. Like any such device, scare quotes lose their force and irritate readers if overused.

In disk-to-film technology, “repros” are merely revised proofs.

11. *Letters as letters.* Individual letters and combinations of letters in the alphabet are usually italicized.

the letter *q* a lowercase *n* a capital *W*
The plural is usually formed in English by adding *s* or *es*.
He signed the document with an *X*.
I need a word with two *e*'s and three *s*'s.

Roman type, however, is traditionally used in two common expressions.

Mind your p's and q's!
 Dotting the i's and crossing the t's

12. *Plurals of letters.* To avoid confusion, the plural of single lowercase letters is formed by adding an apostrophe before the *s*. The *s* is roman even when the letter is italic. Capital letters do not normally require an apostrophe in the plural.

There really are two x's in Foxx.
 the three Rs

Hyphenation

13. *Hyphen with word space.* When the second part of a hyphenated expression is omitted, the hyphen is retained, followed by a space.

fifteen- and twenty-year mortgages
 Chicago- or Milwaukee-bound passengers
 five- to ten-minute intervals
but
 a five-by-eight foot rug (a single entity)

Omission of the second part of a solid compound follows the same pattern.

both over- and underfed cats
but
 overfed and overworked mules (*not* overfed and -worked mules)

14. *Hyphenation guide.* This guide illustrates not hard-and-fast rules but general patterns. Although much of the suggested hyphenation is logical and aids readability, some is traditional rather than logical.

Compounds according to Type

COMPOUND TYPE	EXAMPLES	RULE
adjective + noun	<i>small-state</i> senators, a <i>middle-class</i> neighborhood, the neighborhood is <i>middle class</i>	Hyphenated before but not after a noun.
adjective + participle	<i>tight-lipped</i> person, <i>open-ended</i> question, the question was <i>open ended</i>	Hyphenated before but not after a noun.
adverb ending in <i>ly</i> + participle or adjective	<i>highly paid</i> , <i>utterly useless</i>	Open whether before or after a noun.
adverb not ending in <i>ly</i> + participle or adjective	a <i>much-loved</i> woman, she was <i>much loved</i> , the <i>best-known</i> author, the <i>worst-paid</i> job, the <i>least skilled</i> workers, the <i>most efficient</i> method	Hyphenated before but not after a noun; compounds with <i>most</i> and <i>least</i> usually open.
age terms	a <i>three-year-old</i> , a <i>fifty-five year-old</i> woman, <i>eight- to ten-year olds</i>	Hyphenated in both noun and adjective forms; for space after first hyphen see page 10.
colors	<i>emerald green</i> , <i>bluish green</i> , a <i>green and red</i> dress, a <i>black-and-white</i> print, the truth isn't <i>black and white</i>	Open whether before or after a noun except for such established expressions such as <i>black-and-white</i> , which are usually hyphenated before a noun.

combining forms	<i>electrocardiogram, socioeconomic, politico-scientific studies</i>	Usually closed if permanent, hyphenated if temporary.
compass points and directions	<i>Northeast, southwest, east-northeast, a north—south street, the street runs north—south</i>	Closed in noun, adjective, and adverb forms unless three directions are combined, in which case a hyphen is used after the first. When <i>from...to</i> is implied, a long dash is used.
fractions, simple	<i>one-half, three-quarters done, a two-thirds majority, one and three-quarters, three fifty-thirds</i>	Traditionally hyphenated in noun, adjective, and adverb forms, except when second element is already hyphenated.
fractions, compounds formed with	<i>A half hour, a half-hour session, a quarter mile, a quarter-mile run, an eighth note</i>	Noun form open, adjective form hyphenated. See also numbers in this chart and half in the next.
gerund + noun	<i>running shoes, cooking class, running-shoe department</i>	Noun form open, adjective form hyphenated. See also noun + gerund .
noun + adjective	<i>computer-literate, a debt-free year, the stadium is fan friendly</i>	Hyphenated before a noun, usually open after a noun.
noun + gerund	<i>decision making, a decision-making body, mountain climbing, time-clock-punching employees, bookkeeping, caregiving, policymaking</i>	Noun form usually open; adjective form hyphenated before a noun. Some permanent compounds closed.
noun + participle	<i>a flower-filled garden, a clothes-buying grandmother, I am software challenged</i>	Hyphenated before a noun, otherwise open.
number, ordinal, + noun	<i>third-floor apartment, 103rd-floor view, fifth-place contestant, twenty-first-row seats</i>	Adjective form hyphenated before a noun. See also century in next section.
number, ordinal, + superlative	<i>a second-best decision, third-largest town, fourth-to-last contestant, he arrived fourth to last</i>	Hyphenated before a noun, otherwise open.
numbers, spelled out	<i>twenty-eight, three hundred, nineteen forty-five, five hundred and fifty</i>	Twenty-one through ninety-nine hyphenated; others open.
participle + noun	<i>chopped-liver pate, cutting-edge methods, their approach was on the cutting edge</i>	Adjective form hyphenated before a noun, seldom used after a noun.
phrases, adjectival	<i>an over-the-counter drug, her approach was matter-of-fact, a quicker-than-usual reply, her reply was quicker than usual</i>	Familiar phrases hyphenated whether before or after a noun; other phrases hyphenated only before a noun.
proper nouns and adjectives, open	<i>African Americans, an African American, a Chinese American child, French Canadians, the North Central region, Middle Eastern countries</i>	Open in both noun and adjective forms.
time	<i>at three thirty, the three-thirty train, a four o'clock train, the 5:00 p.m. news</i>	Usually open; hyphenated only for easier reading.

Compounds Formed with Specific Terms

TERM	EXAMPLES	RULE
book	<i>reference book, coupon book, checkbook, cookbook</i>	Open if not in the dictionary
century	<i>twentieth-century literature, twenty-first-century history, a mid-eighteenth-century poet, late nineteenth-century politicians, her style was nineteenth century</i>	Adjectival compounds hyphenated before but not after a noun. <i>Mid</i> with <i>century</i> is hyphenated when it relates to a specific century.
cross	<i>a cross-reference, cross-referenced, cross-grained, cross-country, crossbow, crossover</i>	Noun, adjective, and adverb forms hyphenated, except for some permanent compounds.
e	<i>e-mail, e-commerce, e-marketing, e-graduate school</i>	Hyphenated; use longer dash if <i>e-</i> precedes an open compound.
elect	<i>president-elect, county assessor elect</i>	Hyphenated unless the name of the office consists of two or more words.
fold	<i>fourfold, hundredfold, twenty-five-fold, 150-fold</i>	Closed unless formed with a hyphenated number or a numeral.
free	<i>toll-free number, accident-free driver; the number is toll free, the driver is accident free</i>	Compounds formed with <i>free</i> as second element are hyphenated before a noun, open after a noun.
full	<i>full-length mirror, a suitcase full</i>	Hyphenated when <i>full</i> precedes a noun, open after a noun. Use <i>-ful</i> only in such permanent compounds as <i>a cupful, a handful</i> .
general	<i>attorney general, postmaster general, lieutenants general</i>	Always open; in plural forms, <i>general</i> remains singular.
grand	<i>grandfather, granddaughter, great-grandmother, great-great-grandson</i>	<i>Grand</i> compounds closed, <i>great</i> compounds hyphenated.
half	<i>half-asleep, half-finished, a half-sister, a half hour, a half-hour session, halfway, halfhearted</i>	Adjective forms hyphenated, noun forms open. Some permanent compounds closed.
house	<i>schoolhouse, courthouse (court house in some jurisdictions)</i>	Permanent compounds often closed. If not in the dictionary, open.
on	<i>online, onstage, ongoing, on-screen, on-site</i>	Sometimes closed, sometimes hyphenated. In not in dictionary, hyphenate.
self	<i>self-restraint, self-conscious, the behavior is self-destructive, selfless, unselfconscious</i>	Both noun and adjective forms hyphenated, except where <i>self-</i> is followed by a suffix or preceded by <i>un-</i> .
step	<i>stepmother, stepgranddaughter</i>	Always closed.
style	<i>Chicago-style hyphenation, dancing 1920s-style</i>	Always hyphenated.
vice	<i>vice-chancellor, vice president, FCCLA Vice-President of Finance, vice-presidential duties, viceroy</i>	Sometimes hyphenated, sometimes open, occasionally closed. Check dictionary and hyphenate if term is not listed. FCCLA NEC titles always hyphenated.
Web	<i>website, Web-related matters, he is Web-happy</i>	Noun form open, adjective form hyphenated.
wide	<i>worldwide, citywide, Chicago-wide, the canvass was university-wide</i>	normally closed, but hyphenated after proper nouns, after most words of three or more syllables, or simply to avoid a cumbersome appearance

V. Numbers

Numerals or Words

1. *Chicago's General Rule.* In nontechnical contexts, the following are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence. *Alternative rule:* spelling out only 1-9. **FCCLA will follow the alternative rule and only spell out numbers under 10.**
2. *Round numbers.* Round numbers—hundreds, thousands, hundred thousands, millions—are usually spelled out, whether used exactly or as approximations.

A millennium is a period of one thousand years.
Some forty-seven thousand people attended the fair.
The population of our city is more than two hundred thousand.

3. *Number beginning a sentence.* When a number begins a sentence, it is always spelled out. To avoid awkwardness, a sentence should be reworded.

One hundred and ten candidates were accepted (*and* may be omitted.)
or
In all, 110 candidates were accepted.

4. *Consistency and flexibility.* Where many numbers occur within a paragraph or a series of paragraphs, maintain consistency in the immediate context. If according to rule you must use numerals for one of the numbers in a given category, use them for all in that category. In the same sentence or paragraph, however, items in one category may be given as numerals and items in another spelled out.

A mixture of buildings—one of 103 stories, five of more than 50, and a dozen of only 3 or 4—has been suggested for the area.
Between 1,950 and 2,000 people attended the concert.

5. *Ordinals.* The general rule (see above) applies to ordinal as well as cardinal numbers.

Robert stole second base in the top half of the eighth inning.
She found herself in 125th position out of 360.
The thousandth child to be born in Mercy Hospital was named Mercy.

6. *Very large numbers.* A mixture of numerals and spelled-out numbers is sometimes used to express very large numbers (in the millions or more), especially when they are fractional.

By the end of the fourteenth century the population of Britain had probably reached 2.3 million.
They were speaking in the order of 25 billion (*or* twenty-five billion).

Physical Quantities

7. *General contexts.* In nontechnical material, physical quantities such as distances, lengths, areas, and so on are treated according to the general rule of numbers (see above).

Within fifteen minutes the temperature dropped twenty degrees.
The train approached at seventy-five miles an hour.
Three-by-five-inch index cards are now seldom used in index preparation.

In certain contexts, however, tradition and common sense clearly recommend the use of numerals.

a 40-watt bulb
120 square feet is equal to 11.15 square meters
a fuel efficiency of 80 miles per gallon

8. *Simple fractions.* Simple fractions are spelled out. When a fraction is considered a single quantity, it is hyphenated. When, less commonly, individual parts of a quantity are in question, the fraction is spelled open.

She has read three-quarters of the book.
A two-thirds majority is required.
but
in We cut the cake into four quarters; John took three quarters, and Susan one.

Percentages

9. *Percentages.* Percentages are always given in numerals. In humanistic copy the word *percent* is used; in scientific copy, or in humanistic copy that includes numerous percentage figures, the symbol % is more appropriate.

Only 45 percent of the electorate voted.
Her five-year certificate of deposit carries an interest rate of 5.9 percent.
The treatment resulted in a 10%–15% reduction in discomfort.

Note that *percent* is not interchangeable with the noun *percentage*. Note also that no space appears between the numeral and the symbol %.

Money

10. *U.S. currency.* If a number expressing an amount of money is spelled out, so are the words *dollar(s)* or *cent(s)*; if numerals are used, they are accompanied by the symbol \$ or ¢.

The instructor charged fifty dollars a lesson.
The twenty million dollars was quickly invested.
Prices ranged from \$0.95 or \$1.00 up to \$9.95 or \$10.00.

11. *Very large monetary amounts.* Like other very large round numbers, sums of money may be expressed by a mixture of numerals and spelled-out numbers.

A price of \$3 million was agreed on.

Dates

12. *The year alone.* Years are expressed in numerals unless they stand at the beginning of a sentence.

We all know what happened in 1776.
Twenty twenty-one should be an interesting year.

13. *The day of the month.* When specific dates are expressed, cardinal numbers are used, although these may be pronounced as ordinals.

April 5, 2005, was just a working day for the crew.

When a day is mentioned without the month or year, the number, an ordinal, is usually spelled out.

On November 5, McManus declared victory. By the twenty-fifth, most of his supporters had deserted him.

14. *Centuries.* Particular centuries are spelled out and lowercased.

the twenty-first century
the eighth and ninth centuries

15. *Decades.* Decades are either spelled out (as long as the century is clear) and lowercased or expressed in numerals. No apostrophe appears between the year and the *s*.

the nineties
the 1980s and the 1900s (*or, less formally, the 1980s and '90s*)

Time of Day

16. *Spelled-out forms.* Times of day in even, half, and quarter hours are usually spelled out in text. With *o'clock*, the number is always spelled out.

Her day begins at five o'clock in the morning.
The meeting continued until half past three.
He left the office at quarter of four.
We will resume at ten thirty.

17. *Numerals.* Numerals are used when exact times are emphasized. The abbreviations a.m. (*ante meridiem*) and p.m. (*post meridiem*) often appear in small capitals (AM and PM) in which case periods are unnecessary.

The first train leaves at 5:22 a.m. and the last at 11:00 p.m.
She caught the 6:20 flight.

VI. Alphabetizing

1. *Word-by-word.* Two choices in alphabetizing lists are letter-by-letter or word-by-word. **FCCLA uses the word-by-word system.** In the word-by-word system, alphabetizing continues only up to the end of the first word (counting hyphenated compounds as one word), using subsequent words only when additional headings begin with the same word. As in the letter-by-letter system, alphabetizing continues up to the first parenthesis or comma; it then starts again after the punctuation point. The order of precedence is one word, word followed by a parenthesis, word followed by a comma, word followed by a space, and word followed by a comma, number, or letters.

WORD BY WORD:

NEW (Neighbors Ever Watchful)
NEW (Now End War)
New, Arthur
New, Zoe
New Deal
new economics
New England
new math
New Thorndale
new town
New Year's Day
new-12 compound
newborn
newcomer
newel
"new-fangled notions"
Newfoundland
newlyweds
new/old continuum
news, lamentable
News, Networks, and the Arts
news conference
news release
newsboy
newsletter
newt
NEWT (Northern Estuary Wind Tunnel)

2. *Abbreviations.* Acronyms, initials, and most abbreviations are alphabetized as they appear, not according to their spelled-out versions, and are interspersed alphabetically among entries.

faculty clubs	NATO
FBI	North Pole
Feely, John	NOW (National Organization for Women)
LBJ. See Johnson, Lyndon B.	

3. *Numerals.* Numerals, when isolated entries, are alphabetized as though spelled out.

1984 (Orwell) [*alphabetized as nineteen eighty-four*]
125th Street [*alphabetized as one hundred twenty-fifth street*]
10 Downing Street [*alphabetized as ten downing street*]

If many numerals occur in an index, they may be listed together in numerical order at the beginning of the list, before the *As*.

4. *Compound names*. Compound family names, with or without hyphens, are usually alphabetized according to the first element.

Lloyd George, David	Sackville-West, Victoria
Mies van der Rohe, Ludwig	Teihard de Chardin, Pierre

VII. FCCLA Terminology

1. *Identifying statement*. All materials about the organization should include an identifying statement.

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education. FCCLA has more than 220,000 members and nearly 7,000 chapters from 50 state associations and the District of Columbia, Puerto Rico, and the Virgin Islands. The organization has involved more than ten million youth since its founding in 1945.

Family, Career and Community Leaders of America is unique among youth organizations because its programs are planned and run by members. It is the only career and technical in-school student organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers, and communities.

The official membership and chapter numbers are reviewed and, if necessary, revised following each national meeting.

2. *FCCLA acronyms*. Acronyms may be used in internal office documents and should be spelled out in all external documents and communications.

BOD	Board of Directors
CTSO	Career and Technical Student Organization
FACS	Family and Consumer Sciences
FACTS	Families Acting for Community Traffic Safety
NCT	National Consultant Team
NEC	National Executive Council
NECA	National Executive Council Adviser
NCM	National Cluster Meeting
NLM	National Leadership Meeting
NOC	National Officer Candidate
PSA	Public Service Announcement
SACC	State Advisers Coordinating Committee

SAMM	State Advisers Management Meeting
SEAT	STAR Events Advisory Team
STAR	Students Taking Action with Recognition
STOP	Students Taking On Prevention
USA	Ultimate State Officer Academy

3. *Acronyms for FCCLA associates.* Many organizations that FCCLA is involved with are referred to by their acronyms. This is not a comprehensive list of all partners or contributors, just a list of common business acronyms that are used by FCCLA.

AAFCS	American Association of Family and Consumer Sciences
ACTE	Association for Career and Technical Education
AFHK	Action For Healthy Kids
API	Advertising Premiums & Incentives
FEFE	Family Economics & Financial Education
MADD	Mothers Against Drunk Driving
NASAFACS	National Association of State Administrators for Family and Consumer Sciences
NATEFACS	National Association of Teacher Educators for Family and Consumer Sciences
NASSP	National Association of Secondary School Principals
NEFE	National Endowment for Financial Education
NHTSA	National Highway Traffic Safety Administration
NOYS	National Organizations for Youth Safety
OJJDP	Office of Juvenile Justice and Delinquency Prevention
OVAE	Office of Vocational and Adult Education
YFU USA	Youth For Understanding USA
YSA	Youth Service America

4. *Other Career and Technical Student Organizations.* FCCLA is one of 10 Career and Technical Student Organizations. This list was taken from the U.S. Department of Education Office of Vocational and Adult Education website, <http://www.ed.gov/about/offices/list/ovae/pi/cte/vso.html>.

Business Professionals of America (BPA)
 DECA
 Future Business Leaders of America—Phi Beta Lambda (FBLA-PBL)
 Health Occupations Students of America (HOSA)
 National FFA
 National Postsecondary Agricultural Student Organization (PAS)
 National Young Farmer Educational Association (NYFEA)
 SkillsUSA-VICA
 Technology Student Association (TSA)

5. *FCCLA programs, scholarships, and awards.* All program names should be in roman font, not italicized.

Financial Fitness
 Financial Fitness program

 STOP the Violence—Students Taking On Prevention

STOP program

Raye Virginia Allen State President's Scholarship application

Families First High School Award
Families First Middle School recipient
Families First Runner-Up

6. *FCCLA meetings and activities.* Capitalize full, official names of meetings and activities. Lower case derivations or associated titles.

National Board of Directors Meeting
board meeting

National Leadership Conference registration form
national conference

* State Presidents Training

* Newcomers Seminar

* When referring to a group's meeting, omit the apostrophe. This is because it is a meeting of a group, not a meeting belonging to a group. There is clearly no possessive meaning.

7. *FCCLA publications.* Italicize titles of FCCLA publications as you would any book, magazine, or newsletter.

Teen Times
Get Connected CD

The Adviser
STAR Events Manual

The E-Adviser
State Adviser's Bulletin

8. *Proper style of FCCLA commonly-used terms.* Many words or phrases are acceptable in more than one spelling or format in the English language. For consistency, FCCLA chapters and members at all levels must adhere to the following formats of commonly-used terms:

adviser (FCCLA spells this word with an "er" not "or" at the end)
postsecondary (there is no space or dash between "post" and "secondary")
co-curricular (FCCLA activities are co-curricular, not extra- or intra-curricular)

9. *Capitol or capital?* **Capitol** is the building in Washington, D.C., used by the Congress of the U.S. for its sessions; or in general (often lowercase) a building occupied by a state legislature. **Capital** is the city or town that is the official seat of government in a country, state, etc. In short, capitol refers to a building, capital refers to the city.

Tokyo is the capital of Japan.

When USA participants come to Washington, D.C., they visit the nation's capital. They go to Capitol Hill to visit their congressmen. They take a photo on the steps of the Capitol.

Appendix: Proofreader's Marks

Use the notations on the following page when editing documents.