



MARQUETTE WIRE

TRIBUNE • JOURNAL • *MUW* • *mūr*

5-MINUTE AP STYLEBOOK

YOUR GO-TO GUIDE FOR ALL THINGS AP STYLE

MEMORIZE THESE RULES. REFERENCE WHEN YOU GET STUCK.

This guide provides all the AP style rules you should memorize as a reporter writing for the Marquette Wire. They are taken from the AP Stylebook and from the Marquette Wire. Learning them will make writing easier and edits cleaner.

CAPITALIZATION

- Capitalize common nouns when they are part of a proper name for a person, place or thing. Lowercase all common nouns when they are pluralized.
 - Ex.: “the Milwaukee River” or “the river”
- Lowercase all seasons unless part of a proper title.
 - Ex.: “This summer” or “The Summer Olympics.”
- Freshman, sophomore, junior and senior are capitalized.
- Classes are referred to as Class of 2020 and are capitalized and not abbreviated.
- Milwaukee directional neighborhoods are not capitalized
 - Ex.: “The near west side.”
- School subjects are not capitalized unless they are referencing the full, official name of the class.
 - Ex.: “Professor in history.”
- Always capitalize Orientation when referring to Marquette’s program in particular.
- Always capitalize “the” in “The Commons.”

- Honors is uppercase when talking about Marquette’s Honors Program. If talking about honors in general, lowercase.
 - Ex.: “Marquette’s Honors Program” or “Her high school honors program.”
- Mass and Church are uppercase unless talking about a physical church building and not the entity of Catholic Church
- Only capitalize a title if it comes before the person’s name and name is being used as a form of address. Do not capitalize if it comes after the title.
 - Ex.: “University President Michael Lovell” and “chair of the English department Leah Flack.”
- Homecoming is always capitalized.

PUNCTUATION

- Commas, period and apostrophes go inside quotation marks. Question marks, dashes, colons, semicolons and exclamation points go outside unless they’re specific to the quoted material.
- All punctuation goes outside parentheses.
- Ellipses and dashes need a space before and after them.
- Years do not need an apostrophe in them since they are not possessive.
 - Ex.: “The 1920s” would be correct
- There are no italics in AP Style, so all major works of art, literature, TV shows, etc., use quotation marks.
- Hyphens and dashes are different. Hyphens go inside compound modifiers before nouns (Ex.: a little-known song) while dashes are used for attributions and abrupt changes.

- The Oxford comma is never used in AP Style. Only leave in when you have a complex list and need it for clarity.
 -Ex.: “We ate tune, chicken and beef for dinner.”
- Free throw is two words, no hyphen.
- Em dashes are used to signal abrupt change before attribution to an author, after datelines and to start lists.
- Hyphens are used as joiners (such as compound modifiers) and to indicate ranges.

HEADLINES

- There are no articles in headlines (a, the, an).
- Use single quotes if quotes are needed.
- If there is a colon, capitalize the word immediately following.
- If possible, try to avoid using “Marquette,” “student,” and “campus” in headlines as much as possible.

TRIBUNE VS. JOURNAL

- For the Tribune, always use “said,” never “says.”
- Try not to change too much in Journal articles. We try to have these reflect the writing style of the journalist. For example, instead of rewriting a sentence that may sound confusing, leaving a note for the writer to do it themselves.

MISCELLANEOUS

- In general, numbers less than 10 are spelled out. Anything over 10 should use numerals.
- For times, always a.m. or p.m. unless the article states “in the morning” or “at night.”
- For dates, always use the month and numeral. When a month is used with a specific date, spell out March, April, May, June and July and abbreviate all others.
- Ages are always numeral, not spelled out.
- In general, spell out all acronyms and abbreviations on first reference and use the abbreviation on all references after that.

-Ex.: “Marquette University Police Department” on first reference and “MUPD” through the rest of the article.

- There is no need to spell out well known acronyms such as FBI, CIA, etc.

- Always use toward, not towards.
- Use titled, not entitled.
- Never say “according to” when referring to a person. It can only be according to a book, newspaper, etc. If it is a person, it has to be “said.”

WIRE'S SPECIAL RULES

- Don't use the title Dr. before a name unless they are an M.D.
- Except for sports stories, students mentioned need to be listed with their grade level, college and full name on first reference. All other references can use just the last name.
- Fisever Forum doesn't have a “the” in front of it.
 -Ex.: “The game was held at Fiserv Forum.”
- Sports stories do not have to spell out universities' full names; they can use whatever the university is best known as in the sports world.
- Marquette colleges are written as follows: College of Business Administration, College of Communication, College of Arts & Sciences, College of Engineering, College of Nursing, College of Health Sciences.
- When referring to Marquette as just the “university,” always use lowercase.
- Always write out “University President Michael Lovell” on first reference, just “Lovell” on the second reference.
- AP Style calls for “theater” as opposed to “theatre.” Marquette uses “theatre” in all official names and programs within the university, so use “theatre” unless talking about non-specific references.
- Never “freshman,” say “first-year student” instead.
- Even though the stylebook says you don't need to specify the state with a city name if you are in that state, the Wire always lists the state unless the city is Madison, Milwaukee or Green Bay.
- Always refer to university press release emails as “news releases.”