

AP Style Quick Guide

Rules

Academic degrees: If use of academic degrees is necessary to establish credentials, it's preferred that it be used in a sentence form after the name.

If the degrees are abbreviated, capitalize in the following manner, and do not use periods: PhD, MS, BS, MBA, EdD, MEd

Academic subjects: Uppercase when the academic subject is the name of a language or is used as a specific course title.

Lowercase an academic subject when it is used as a general field of study.

Ages: Ages are always indicated with a numeral.

Hyphenate when using as an adjective.

Composition titles: Place quotation marks around titles of books, movies, plays, poems, albums, songs, operas, radio and television programs, lectures, speeches and works of art.

Capitalize all words in a title except articles (a, an, the), prepositions of three or fewer letters (for, of, on, etc.), and conjunctions of three or fewer letters (and, but, or, etc.), unless any of these words start or end the title.

Dates: When used with a specific date, abbreviate the months Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Do not abbreviate March, April, May, June and July.

Spell out all months when using alone or with a year alone

Hyphenation: Hyphenate compound words that are used as adjectives

Do not hyphenate adverbs ("-ly" words) or nouns.

Examples

Jane Doe earned a bachelor's degree in psychology.

Colleen Hanycz, PhD, is Xavier's president.

She teaches the General History course.

She is a chemistry professor.

Johnny is 5 years old.

The 12-year-old boy is very wise for his age.

E.g., "The Star-Spangled Banner," "The Rise and Fall of the Third Reich," "Gone with the Wind," "Of Mice and Men," etc.

Her birthday is Dec. 10.
The event takes place on Feb. 4, 2022.
April 14, 2022, is the target date.

August 2021 was a hot, humid month.

Both on- and off-campus activities are planned.

The dissatisfied customer wrote a strongly worded review.

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Numbers: Spell out numbers under 10. Use numerals when 10 or greater.

She ran two miles in less than 15 minutes.

Seasons of the year: Lowercase in most instances.

The seasons are spring, summer, fall and winter.

Capitalize when part of a formal name.

He took part in the Winter Olympics.

State names: Spell out the 50 U.S. state names in the body of a piece of text, whether standing alone or in conjunction with a city.

Alex visited Covington, Kentucky, in June.

Telephone numbers: Connect area code with phone number with a dash, making it a 10-digit number.

If you have a question about the University's editorial style, call 513-745-3331.

Time of day: Always include the minutes, separated by a colon, even if the time is the top of an hour.

10:00 a.m., 10:30 p.m., 6:15 a.m.

Use noon and midnight instead of 12:00.

If an event has beginning and end times, separate the two with a dash, unless one of the times is noon or midnight, in which case, separate with "to."

The event lasted from 2:00-4:00 p.m. Tomorrow's event lasts from 10:00 a.m. to noon.

Titles: Capitalize formal titles used directly before a person's name.

Morgan Publishing President Jacob W. Anthony

Lowercase when the title follows the name.

Jacob W. Anthony, president of Morgan Publishing