

**The AP
Style Book
for
Teletypesetter
Circuits**

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This style book is published for the guidance of newspapers on AP Teletypesetter circuits so they may in so far as they wish make their general style conform to that of the circuit.

Teletypesetter Circuit Standards

Type Sizes (Alphabet Measurement)

Body Type 118.1 points

Agate Type 94 points

Keyboard Layout

Body type: Standard Teletypesetter Fractional Layout.

Agate type: Same, except plus sign replaces (AP) logotype (Channel 37) and minus sign replaces em dash (Channel 90).

(Add thin space must be used.)

Column Width 12 picas

I GENERAL

Datelines are capitalized. The *Date* is omitted for afternoon papers; included for morning papers. *Datelines* include the state except for the major cities of the country and (on state circuits) those major cities of the states which are not likely to be confused with those of like names in other states.

Samples:

CHICAGO (AP)—Now is the time, etc.

GREENVILLE, S. C. (AP)—Now is the time for, etc.

Bylines are centered and set in bold face caps, except for the "y" in "By." Where necessary to add a line identifying the writer, such as "Associated Press Science Editor," this second line is bold face caps and lower case. Generally "By The Associated Press" is bold face caps and lower case, but all caps may be used on some occasions.

Subheads are *not* put in the stories because of the widely varying practices of the papers.

Stories are numbered consecutively and the number appears visibly in the tape for easy identification.

The number also appears as the first thing on the slug line on each story in type (and on Monitor printers). Only one number is used on a story regardless of length.

Slug lines look like this:

37 xpck lbdc R810 aes 8

(The meaningless letters following the number are necessary to punch the visible numbers in the tape. The end of the line shows the operator's symbol and the time the story is started. The last figure is the date. Stories are timed at the beginning instead of at the end to save a line of type.

All stories are ended with a 9 em dash.

GENERAL

Some stories carry also an identifying slug line. When this is done it is set in light face caps:

WALL STREET

Lead slugs and pickup lines follow regular AP routine and are set bold face. All pickups must be clean.

Corrections fix the actual minimum lines of type and carry the briefest clear indicators of where they go. Sub line is in bold face. There are no pickup lines unless needed to make the correction clear. Thus:

CORRECTION NEW YORK USO 4th graf
said it was the fourth time in (This being the corrected line)

CORRECTION NEW YORK USO

Subbing 10th graf: Jones x x x

Jones said that in all the years he had been connected with the organization he had never seen such a turnout. (This whole paragraph being corrected)

Reruns have to be held to a minimum and limited to material that is actually vital to publication of today's paper. When one is made it is visibly indicated in the tape. So is the end of the rerun.

The first line of type following the meaningless letters necessary to print the line in the tape shows who the rerun is for.

II CAPITALIZATION

Capitalize:

Titles preceding and attached to names, but lower-case titles that follow names or stand by themselves. Always capitalize President when President of the United States is meant.

Notice these examples:

Chief of Police Smith	the chief of police
Professor Jones	William Jones, professor of economics
Gen. W. A. Black	the general said
President Truman	Harry S. Truman, President of the United States

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CAPITALIZATION

Union, Republic, the States, when referring to the United States.

The names of national and state legislative bodies when referring to a specific one, as Congress, Senate, House of Representatives or House, Parliament, Chamber (France), Legislature, General Assembly, Assembly.

The names of congressional committees, Cabinet, when referring to a specific one, and Supreme Court.

City Council and Council when referring to a specific one.

Names of federal and state departments and bureaus, as Department of Agriculture, Bureau of Vital Statistics. Lower-case municipal departments as fire department, water and light department, street department.

Federal Reserve Bank and Federal Reserve District, in referring to a specific bank or district; otherwise use lower case. Capitalize Federal Reserve Board but lower-case federal reserve system.

Such terms as Old Glory, Union Jack, Stars and Stripes, Stars and Bars.

Specific names of courts of record, as Colorado Supreme Court, Eighth Judicial Circuit Court. Capitalize Circuit Court, standing alone, when a specific one is meant, even when the place is not mentioned. The same rule applies to County Court, Probate Court, Federal Court.

Sections of the country, but not the points of the compass: the East, the Middle West, South Georgia; east, northwest. Capitalize Southern Florida, Northern Michigan when a definite region is meant.

Names of sections of a city and nicknames of states and cities: Sunshine State, East Side, Windy City.

The first word of a direct or indirect quotation which would make a complete sentence by itself.

5

CAPITALIZATION

Thus: Franklin said, "A penny saved is a penny earned."—The question is, Shall the bill pass?

Epithets affixed to proper names such as Alexander the Great.

All names used for the Deity including personal pronouns. Capitalize names for the Bible such as Holy Scriptures.

Names of all political parties, in this and other countries, as Democratic, Republican, Socialist, Liberal, Conservative, Bolshevik, Communist, Fascist, Nazi.

Names of expositions, congresses, etc., as Panama-Pacific Exposition, Iowa State Fair.

No., Fig., Chapter, Room, Highway, etc., when followed by a number or letter, as No. 11; Fig. 13; Chapter XXI; Parlor C; Room 305; Highway 63. Names of rooms are capitalized, as East Lounge, Council Room, Blue Room.

Names of naval and military organizations, as 83rd Regiment, Company D, National Guard, Grand Army of the Republic, the United States Navy, the United States Air Forces, State Guard.

Capitalize college degrees, whether written in full or abbreviated, as Bachelor of Arts, Doctor of Laws, Bachelor of Science in Education; A.B., LL.D., B.S. in Ed.

Capitalize and quote titles of books, plays, poems, songs, speeches, etc., as "Forever Amber," "Strange Interlude," "The Courtship of Miles Standish," "The Story of the Atom Bomb." *The* beginning of a title must be capitalized and included in the quotation. All the principal words are to be capitalized, no matter how short. Prepositions, conjunctions, and articles are to be capitalized only when they contain four or more letters, thus: at, in, a, for, Between, Through, Into.

Adjectives derived from proper nouns, as English, Elizabethan, Germanic, Teutonic.

CAPITALIZATION

Articles in French names as *le, la, de, du*, when used without a Christian name or title preceding, as *Du Maurier*. But lower-case when preceded by a name or title, as *George du Maurier*. The same rule applies to the German *von*: *Field Marshal von Mackensen, Von Mackensen*.

All proper nouns, months, days of the week, but not the seasons.

Such group terms, as *Allies, United Nations, Western Powers*.

The general terms as well as the distinguishing words in such examples as the following:

Lake Erie	First Ward
Isle of Palms	Forest Park
Washington County	St. Johns River
Constitution of Florida	Graham Building
Star Publishing Company	Tuesday Club
University of Pennsylvania	Atlantic Coast Line Railroad
First Methodist Church	Ohio State University
Treaty of Versailles	Blue Gator Mine
18th Amendment	Reparations Commission
American Legion	Springfield High School
Westwood Addition	Boy Scouts
Postoffice	Imperial Theater
Courthouse	City Hall

Names of all races and nationalities: *Indians, Caucasians, French*.

Nicknames of athletic clubs and teams: *the White Sox, the Gophers, the Gators*.

Names of holidays: *Fourth of July, New Year's Day, Halloween*. Also *feast days*.

Names of planets, stars, and groups of stars, but not earth, sun, or moon.

The names of wars: *World War II, Civil War, Crimean War*.

CAPITALIZATION

Such derivatives as Southerner, Westerner and Western states.

Do not Capitalize:

Such words as government, administration, nation.

Such words as assembly, legislature when used in a general sense.

Inferior courts such as police court and justice of the peace court.

Abbreviations of times of day: a.m., p.m., noon, etc.

Words like biblical and scriptural.

Such derivatives used in a general sense: republican form of government, democratic tendencies, socialist views.

Such words as third annual, biennial when used with names of expositions and congresses: third annual Congress of Parents and Teachers.

Names of offices in lists of officers as in election of officers: The new officers are James D. Grant, president; Ford B. Smith, secretary, etc.

Names of school or college courses, except of languages: biology, French.

Former, ex-, and -elect, when used with titles, former President Taft, ex-President Hoover, Governor-elect Smith.

III PUNCTUATION

The Comma

Use comma sparingly, but make meaning clear.

Jr., Sr., do not require commas between the abbreviation and the name. John Jones Jr.

Use commas to set off the year in a date: The degree was granted in December, 1943, but he did not receive his diploma until January, 1945.

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Use a comma after whereas, resolved, etc., and follow with a lower-case letter: Resolved, that we, the members . . .

Use a comma in numbers containing four or more digits, except when used to indicate years, addresses, telephone numbers, and other such designations: 1,000; 1951; 5067 N. Oak St.

Punctuate a list of names with cities or states, after a colon thus: Robert Mann, Albany, president; George Olsen, Des Moines, secretary.

The Semicolon

Use the semicolon to avoid confusion in such construction as this: The party consisted of B. M. Jordan; R. J. Kelly, his secretary; Mrs. Jordan; Miss Martha Brown, her nurse; and three servants. Use of the semicolon in this sentence prevents misunderstanding concerning the number of persons in the party. There were seven and not nine persons present.

See rule above for use of the semicolon in punctuating lists of officers.

The Colon

Use a colon (1) before a quotation of several paragraphs in length; (2) before a quotation, however short, when formality is desired; (3) before a series or numbered list of related items.

Use a colon between chapter and verse in scriptural reference: Matthew 2:5-13.

Use colon in giving time: 7:30 a.m.

In general use the colon in introducing matter with "the following," "as follows," and similar expressions.

The Apostrophe

If a noun (either singular or plural) does not end in s, form its possessive case by adding apostrophe and s, as in the man's car, the children's hats. If a

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noun ends in s, form its possessive by adding the apostrophe only, as in girls' hats, James' hat, Farmers' Week.

Use the apostrophe in forming the plural of letters, as the three R's.

Use no apostrophe with bus, phone, varsity, possum.

Use an apostrophe with year of college classes: class of '90, John White '01.

Use no apostrophe in making plural of figures: early '90s.

Omit apostrophe in names of organizations where the possessive case is implied, such as: Actors Equity Association, Citizens Union, Doctors Hospital, Merchants Association, Teachers College. But where the word is plural before the addition of the "s," use the apostrophe, such as Young Men's Christian Association.

Use the apostrophe in New Year's Day, Mother's Day but not in Halloween.

Parentheses

If an entire sentence is enclosed in parentheses, the period should come before the last curve. Thus: (For additional data see Page 20.) If only the last words are enclosed, the period should come after the curve. Thus: He uses many words incorrectly (for example, "practical" and "practicable").

When the name of the state, though not a part of the title or name, is given with the title or name, use the form: The Sturgeon (Mo.) Leader, the Norway (Me.) National Bank. Omit name of state after well-known cities, as Chicago Daily News.

Use parentheses to set off a nickname run as part of a full name: Paul H. (Pinky) Jones.

Quotation Marks

Where a quotation is broken into several paragraphs, put quotation marks at the beginning of

PUNCTUATION

each paragraph, but at the end of only the last paragraph.

For style on handling quotation marks in titles of books, plays, etc., see Capitalization rule on page 6.

Use single marks to enclose a quotation within a quotation. Use double marks for a third quotation, single for a fourth, and so on. Thus: "Yes," said the witness, "Sen. Brown's words were 'Remember the proverb, 'Haste makes waste.' Let us not act too soon.'"

Quote words and phrases used ironically or in some other than the true significance. Thus: His "mansion" was a three-room cottage.

The period and the comma always stand before end quotation marks as a matter of typography. "On this platform," he said, "I expect to win."

Other punctuation marks should be placed inside the quotation marks if they are part of the quotation and outside if they are not. The books were studied in this order: First, "Treasure Island"; second, "David Copperfield"; third, "Tom Sawyer." "Who goes there?" he challenged. Have you seen Maude Adams in "Peter Pan"?

Do not quote interviews and dialogs when the name of the speaker is given first, as in a symposium, or when the words Question and Answer (or Q. and A.) are used, as in reports of testimony. Use em dashes, as indicated in these examples: Mayor Roy P. Johnson—I believe the ordinance should be revised. Q.—Did you see the defendant on the night of June 6? A.—I did.

Do not quote the names of newspapers and periodicals, as Life, St. Louis Post Dispatch. Do not capitalize "the" in front of a newspaper or periodical title, unless part of the title.

Do not quote names of characters in plays: Portia in "The Merchant of Venice."

Do not quote names of vessels, horses, dogs, automobiles, or airplanes.

IV ABBREVIATIONS

Never use an abbreviation that would be unintelligible to the average reader.

Abbreviate:

Ave., St., Blvd., Sq., Pl., etc., and N., E., W., and S. when they appear with a specific avenue, street, etc., as 23 E. 72nd St.

Exception: University Avenue will be paved.

(See section on Figures)

Initials of governmental agencies—whether military or civilian, organizations, radio stations, and well-known corporation initials are used without periods, as TVA, OPA, RAF, NBC, WRUF, RKO, AT&T, GOP, DAR. First time name used it should be written out. U.N., U.S. excepted.

Use periods with f.o.b., c.o.d., m.p.h., i.e., e.g.

Names of states, territories and possessions of the United States only when used after the names of towns or cities, as:

Alaska, Ala., Ariz., Ark., Calif., Colo., Conn., D.C., Del., Fla., Ga., Hawaii, Idaho, Ill., Ind., Ia., Kan., Ky., La., Me., Mass., Md., Mich., Minn., Miss., Mo., Mont., N.C., N.D., Neb., Nev., N.H., N.M., N.Y., O., Okla., Ore., Pa., P. I. (Philippine Islands), P. R. (Puerto Rico), R.I., S.C., S.D., Tenn., Tex., Utah, Va., Vt., Wash., Wis., W.Va., and Wyo.

Canadian provinces, as Alta., B.C., Man., N.S., Que., Ont., Sask., and Nfld.

Ships designations, as USS Missouri, SS Thomas Tracy.

Time-zone designations, as EST, EDST.

Names of months, except March, April, May, June, and July, when they appear in exact dates, but not otherwise, as Sept. 6, 1950, and September, 1950.

Use a.m. and p.m. in lower case with periods.

ABBREVIATIONS

Military titles—Gen., Col., Maj., Capt., M. Sgt., Sfc., Sgt., Cpl., Pfc., Pvt., 1st Lt., 2nd Lt. (but spell out when 1st and 2nd begin a sentence), Fleet Adm., Adm., Vice-adm., Rear Adm., Comdr., Lt. (j.g.), Ens., Midn. (Midshipman), S. 1 C. (Seaman First Class).

Use Sen. George Smathers, Rep. Charles Bennett, Gov. Fuller Warren. Same applies without Christian name, write: Sen. Smathers, Rep. Bennet, Gov. Warren.

Other titles—Dr., Miss, *Mr., Mrs., M. (Monsieur), Mlle., Mme., Lt.-Gov., Atty.-Gen., Gov.-Gen., Supt.

*The title "Mr." is used only (a) Mr. and Mrs. John Jones (never John Jones and wife), or (b) in direct quotes. It is not used in respect. Use Christian name of unmarried women, not initials, and always precede by "Miss."

Use the Rev. and Dr. for pastors, as the Rev. William Brown, Dr. U. S. Gordon, and the Rev. Mr. Brown, Dr. Gordon. Monsignor is Msgr., not Mgr.

Designations after Congressmen's names: (D-Miss); after legislators' names, write out county of residence.

College degrees: B.A., LL.D., Ph.D.

In testimony, use Q. and A., with question and answer in one paragraph without quotes.

Use St., Mt., Ft., in proper names for Saint, Mount, Fort.

Do not Abbreviate:

Christian name.

Christmas as Xmas.

Cents as cts., except in market lists.

Per cent as %, except in tables. Always two words, but percentage is one word.

Names of foreign countries. Write: Bern, Switzerland.

V COMPOUNDS

Use the hyphen in any compound word which is so long or unusual as to be confusing otherwise, as post-revolutionary, extra-judicial, ultra-fashionable, anti-aircraft, co-worker.

Such prefixes as *semi*, *bi*, *tri*, *co*, *pre*, *re*, *sub*, *super*, *inter*, *intra*, *ante*, *over*, *under* are usually joined to a word without a hyphen. Thus: *coeducation*, *readjust*, *intercollegiate*.

Note the following exceptions to this rule:

Use the hyphen if the prefix ends in a vowel and is followed by the same vowel as in *pre-empt*, *re-echo*, *co-operate*.

Use the hyphen if the prefix is followed by a proper name, as in *pre-Raphaelite*, *ante-Christian*.

Use the hyphen if it is needed to distinguish a word from another of different meaning, as in *co-respondent*, *re-cover* (to cover again).

Ex preceding a title takes a hyphen, as in *ex-President Hoover*. Hyphenate *Governor-elect Smith*.

Do not hyphenate such combinations as *vice president*, *vice consul*, *governor general*, *surgeon general*, *lieutenant general*, *brigadier general*, *postmaster general*, *attorney general*, *commander in chief*, *lieutenant colonel*, *sergeant major*, *sergeant at arms*, *prosecuting attorney*, *first lieutenant*, *first deputy*, etc.

Hyphenate nouns that express a double occupation, as *poet-artist*.

Words formed with the suffix *wide* usually take the hyphen, as *city-wide*, *state-wide*, *nation-wide*, *world-wide*.

Lineup, *holdup*, *walkout*, *kickoff*, *tryout*, *strikeout* are correctly compounded when used as nouns. Otherwise separate into verb and adverb, as *line up*, *strike out*, etc. Thus: *The lineup will not be known until the teams line up.*

FIGURES

When used as adjectives, hyphenate the following words: *The week-end festivities will begin Friday. The machine-gun expert will arrive today. Common-sense techniques will produce better results.* When used as nouns use the same expressions as separate words: *He will be away this week. The machine gun is a dangerous weapon. Common sense is needed to solve the problem.*

VI DATELINES

Capitalize the entire name of the city in datelines, but not the name of the state which should be abbreviated when it is used. Examples. *NEW ORLEANS, Dec. 8 (AP)*—*MICHIGAN CITY, Ind. (AP)*—*The date is omitted for PMS. No hyphen is used before the AP logotype.*

VII FIGURES

In general spell out all figures, both cardinals and ordinals, below 10, using numerals for figures above and including 10. Exceptions: use figures in all statistical and tabular matters, election returns, scores, records, betting odds, handicaps, percentages, sums of money, gun calibers, times of day, latitudes and longitudes, temperatures, street numbers, dates, dimensions, ages, ratios, proportions, and military and naval divisions. Examples: *Jones punted 45 yards to Smith, who returned the ball 6 yards, putting it on the Texas 24-yard line; 3-year-old girl; \$7; 5 per cent.*

Spell out numbers mentioned casually: *a thousand times NO.*

Write *Act II, Scene 4; Genesis II:3.*

Use *N* and *R* in ordinal numbers: *42nd, 23rd.*

Do not use "years of age," or "aged" with ages; "pounds" with weights, or "in height," or "tall" with statures:

John Jones, 40.

The woman was 90.

He weighed 250.

She was 5 feet 2.

FIGURES

But, 7-year-old evangelist, 160-pound halfback.

Do not use No. before numbers of public schools, fire companies, and similar units designated by numbers.

Do not use ciphers to indicate millions or billions, but write 12 million, 107 billion, two million, \$132 million.

Use figures for all numbers bearing fractions, but spell out fractions alone: $6\frac{1}{4}$, one-third.

Write scores: Notre Dame 12, Army 9, or Notre Dame won, 12-9.