### COURTESY TITLES
- Use “Mr.” or “Ms.” or “Dr.” with first and last name the first time they are mentioned in the story.
- Use their LAST NAME ONLY any time they are referenced again, unless the person is a “Dr.” then always use the “Dr.” and the last name. Ex: Dr. Terry Robinson explained... Dr. Robinson added...
- Never use “Miss” or “Mrs.”

### STUDENT IDENTIFICATION
- Use grade level and full name on first reference: Junior Mary Jones stated that.... Jones also referred
- Unless it is at the beginning of a sentence the student’s grade level is never capitalize: freshman, sophomore, junior and senior.
- After addressing the student once by their full name, USE ONLY THEIR LAST NAME FOR THE REMAINDER OF THE STORY UNLESS THERE ARE TWO STUDENTS WITH THE SAME LAST NAME.

### TIME
- Midnight
- Noon
- 4 p.m. (always use periods)
- 8-11 p.m. (only use p.m. ONCE)
- 2 a.m. - 3 p.m.
- NEVER 4:00 p.m.
- ALWAYS 4 p.m.
- ALWAYS 4:04 p.m.
- NEVER “a quarter to 5”

### SCHOOL TEAMS/LOCATIONS
- Teams are not plural: it is boys golf, not Boys’ Golf
- Basketball court/gym - Filbert Court
- Other gym - Gooch Gym
- Sports Complex lobby
- Football Field - Hawthorne Heights
- Softball Field - Gallup Field
- Cross Country or DXC

### NUMBERS
- ALWAYS spell out numbers one through nine
- Use numbers for 10 and up
- Age is to be written like this: 4-year-old female; four years old
- ALWAYS spell out the name of the grade; NEVER use a number with letters after: 5th is incorrect, it must be first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh and twelfth

### DATES
- Do this: Monday, Aug. 21, 2011
- Do NOT abbreviate March, April, May, June or July
- Do not use “on” in front of the date: ...will be held Monday, Aug. 4, 2005
- Always spell out the day of the week
- No day of week IF THE DATE IS IN THE PAST: ...was held on Aug. 4, 2005
- Do NOT abbreviate March, April, May, June or July
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### TIME, DATE, PLACE
- ALWAYS list event information in the format of time (3 p.m.), date (Friday, October 12), and place (in the cafeteria).
- DO NOT ABBREVIATE days of the week ever!
- Use the other rules that apply to dates.

### CLUBS AND ORGANIZATIONS
- ALWAYS spelled out on the first reference: Student Council, National Honor Society
- After first use of Student Council, it become StuCo
- National Honor Society becomes NHS
- Mexico High School become MHS
- Mexico Middle School becomes MMS

### EVENTS
- Homecoming - capitalized
- Prom - capitalized
- Powderpuff, Powderbuff - capitalized
- Prom - capitalized
- Winterwarming - capitalized
- Prom queen
- Homecoming queen
- Homecoming parade
- Homecoming spirit week

### SCORES
- Use numerals and a hyphen to repre- sent the winning score: 10-8
- The WINNING score always goes first, even if the Bulldogs lost!
- Reporters describe the game and the action, not the loss, the win or the emotion.

### MONEY/PERCENTAGES
- $4
- 75 cents
- $1,000 - never a thousand dollars
- $1 million - DO NOT need “dollars” after.
- Percent is one word. It is always 50 percent; never use this symbol: %

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