

Libretto “Style”

Comments

SV	rather than S V with a space between letters
SVers	rather than SV’ers with an apostrophe
<i>Libretto</i>	italics and bold
website/Website	website: a generic website as in go to website www.abc Website: our website as in “SV Website”
Webmaster	rather than webmaster
Webczar	rather than 2 words
online	rather than on-line
email	rather than e-mail, EMAIL, etc.
eBlast	rather than Eblast, EBLAST, etc.
Internet	rather than internet, INTERNET, etc.
dates:	
spell out months	October rather than Oct.
use “plain” number	October 15 rather than October 15 th
date ranges	October 15-16 rather than October 15 – 16 with spaces
across months	October 15 – November 8 (spaces on either side of dash)
spell out days of week	Wednesday rather than Wed.
times:	
a.m./p.m.	rather than A.M./P.M., AM/PM, etc.
noon	use “noon” rather than 12 p.m. as a time
time ranges	10 – 11 a.m. (spaces on either side of the dash) 10 a.m. – 2 p.m. (spaces on either side of the dash) 7:30 – 9 p.m. (rather than 7:30 p.m. – 9 p.m.)
years:	
1990s	rather than 1990’s with apostrophe
2003	rather than using two digits as in ’03 or 03 (exception example: “Roaring 20s” when so coined)
RSVP	rather than Rsvp, rsvp, etc.
Clubhouse	one word, capitalized: rather than clubhouse, club house, etc.
Activities Book	rather than Activity Book or Activity/Activities Binder
Bulletin Board	rather than bulletin board to mean the display by the front desk
Neighbor-to-Neighbor	use dashes between words (as of June 2015)
Lifestyle Committee	rather than Lifestyles Committee
soft copy	two words
hard copy	two words
410-758-8500	rather than (410) 758-8500
state names	spell out when not part of an address (Maryland)
street address	use 2-letter abbreviation when part of an address (MD) use abbreviations such as Ave., St., Blvd., etc.

<i>Book Titles</i>	bold and italic
<i>Movie Titles</i>	bold and italic
sign-up vs. sign up	use “sign-up” if is an <u>adjective</u> as in “sign-up sheet” use “sign up” if is a <u>verb</u> as in “sign up to attend” use “sign-up” if is a <u>noun</u> as in “online sign-up is available”
Computer terms:	
HTML	when referring to the markup language
.html	as part of a filename
JPEG	when referring to the graphics style (Joint Photographic Experts Group)
.jpeg	as part of a filename
Wi-Fi	rather than WI-FI, etc.
two-year-old	rather than “two year old” without dashes (as in two-year-old child)
Numbers:	
One – ten	rather than 1 through 10 (i.e., spell out numbers 1 – 10)
11 +	use digits for numbers 11 and greater
Rooms at the Clubhouse:	
Concert Hall (both sides of the room)	
Concert Hall A (original side of the room)	
Concert Hall B (the addition)	
Card Room	
Craft Room	
Kitchen	
Fitness Center	
Wall Street Room	
Billiard Room	
Foyer and Lounge	
Conference Room	
Veranda	
Miscellaneous:	
Add a year to a “month and day” date only when the year isn’t obvious in context.	
Generally, use two spaces following a period that ends a sentence.	
Punctuation marks (e.g., comma, period, colon) go inside quotation marks.	
Capitalize “Committee” when it applies to a specific committee (e.g., “Covenants Committee,” “members of the Committee” (meaning members of the Covenants Committee), “the Committee voted to adopt” (meaning the Covenants Committee voted))	