

XXX Style Sheet

Grammar style guide for reference is Chicago Manual of Style, 15th edition

Abbreviations (Chi. XX)

- Spell out most name titles (e.g., XX)
- Spell out state names
- Spell out name of organization in first mention with abbreviation in parenthesis; following mentions can be abbreviated with all caps and no periods

Commas (Chi. XX)

Always use the serial comma (e.g., staff, board, and volunteers)

Compound words (Chi. XX)

- Generally if a compound word is found in a dictionary, it is acceptable to use it as such (e.g., worldwide). If it is not, it is usually hyphenated when used as an adjective (e.g., cross-cultural effectiveness) and left as two words when used as a noun (e.g., health care)
- Exceptions are frequently used compounds such as grantmaking, fundraising, nonprofits **Check website; is it capitalized; one or two words?**

Hyphens & Dashes

- **Hyphen (-) shows compound words** Use/Do not use a hyphen with e-mail, e-announcements, e-communications, e-marketing.
- En dash (–) generally shows range (8:00 a.m.–10:00 a.m.)
In MS Word, “character, space, hyphen, space, character” will AutoCorrect to (–). Remove space between character and dash (Does “option + dash” work on PC?)
- Em dash (—) generally indicates a break or change in sentence
In MS Word, “character, hyphen, hyphen, character” will AutoCorrect to (—) (Does “option + shift + dash work on PC?)
- Note in all cases there is no space before or after dash

List Punctuation (Chi. XX)

Numbers (Chi. XX)

- Spell out whole numbers one through one hundred
- Spell out whole numbers above followed by hundred, thousand, hundred thousand, million, so on
- Hyphenate twenty-one through twenty-nine, thirty-one through thirty-nine, so on (e.g., thirty-two years' experience)

Titles of persons (Chi. XX)

- Civil, military, religious, and professional titles are capitalized when they immediately precede name.
- Generally, titles following a person's name or used in place of a person's name are lowercased
- When displayed in a list, professional titles are capitalized (e.g., donor or Board of Directors list)
- **Include definition for Board, Board of Directors, Executive Director (proper vs. general)**

Subjects (Chi. XX)

Subjects or topics of training are generally not capitalized (e.g. fundraising or cultural effectiveness training)

Titles of Events or Conferences (Chi. XX)

Capitalize titles of events or conferences **(double-check this and include when to use “”)**

Times & Dates

- With event times, use a.m. and p.m. Use after each time only if different (e.g., 8:00–10:00 a.m. or 8:30 a.m.–4:00 p.m.)
- Do or do not use “st,” “nd,” “th,” or “rd”

Phone numbers

555.555.5555 vs. 555-555-5555

Our Address

Name

1001 SE Water Avenue, Suite 490

Portland, Oregon 97209

Abbreviations for Database

Decision needed:

- State names
- Avenue, Street, Boulevard, Place, Suite, Number, Apartment, etc.
- Phone number format

Format for 501(c)(3)