

AP Style Guide Cheat Sheet

1. Punctuation like periods and commas go inside the quotation marks. Quotes within a quote are shown with single quote marks. Use commas to separate words in a series, but not before the "and."

"No truer words about education were spoken than by Nelson Mandela when he said 'Education is the most powerful weapon which you can use to change the world,'" explained the principal to the students, teachers **and** parents.

2. Numbers one through nine should be spelled out. Use figures for 10 and above.

> If a number begins a sentence, spell it out.

- **Forty** students joined the program. The room could barely hold **40** students.

> **Always use figures for ages** (She is 5 years old).

percentages (4 percent to 12 percent), **time** (6 p.m., 9:30 a.m.), **street numbers** (1 Boot Road) and **days of the month** (Jan. 1, 2013, NOT 1st)

> **Money**: Use the dollar sign (\$3, \$30, \$30,000). Use exact figures up to \$1 million. On figures more than \$1 million, use decimals (\$3.5 million, \$3.85 billion).

Ap Style Guide

Lila Stromer, Associated Press



Ap Style Guide:

AP Style Guide Simplified Appearance Publishers, 2022-06-12 *AP Style Guide Simplified* Associated Press Style Manual contains an overview of the most common AP rules and adheres to the newest version of *The Associated Press Stylebook* and Webster's New World College Dictionary as a secondary source. This guide offers standards and guidelines of news writing editing and common usage for students in classrooms and experienced writers and editors in newsrooms. This is a must-have tool designed for quick access for students in communications media and journalism. Professional writers and editors at magazines and newspapers include EXAMPLES and SELF TEST for the best learning experience. *AP Quick Study Concise Guide* will help you master the AP style's principles and rules on Grammar Capitalization Punctuation Spelling Abbreviations and acronyms Formal titles Names Age Numbers Dates and times Datelines Money Addresses States and Cities Language Styling Lists Symbols Terminology etc. The book consists of the following chapters that address the vast majority of questions about AP style: Introduction to AP Style Punctuation Common Style Guidelines Statement of News Values and Principles Broadcast News Writing Style Editing Marks Self Test NEW Check your knowledge. This guide will assist you to learn AP style and write with clarity and professionalism. **AP - The Associated Press Style Guide** Lila Stromer, Associated Press, 2019

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