

CUPE 2950 Style Guide

BASIC GUIDELINES

Preferred font and size:

12 point Times New Roman, Arial or similar commonly used font. (Little-used fonts can cause formatting problems when text is imported into other documents or programs.)

Formatting:

No tabs, no columns, no bullets, no bolding, no all caps, no superscripts or subscripts, no style sheets, no added paragraph returns. No Track Changes!

Please use as little formatting as possible. Formatting can cause difficulties when text is imported into other software and the formatting may be lost when imported.

File types:

Written submissions should be sent as .txt or .doc file email attachments. Please avoid writing your story as an email message, as some email systems add paragraph breaks at the end of every line.

Length:

Most submissions will normally be ½ to 1½ pages (200-600 words). Stories should not be longer than two pages (maximum 800 words).

Proofreading and editing:

Please ensure that your story has been checked for grammar, spelling and punctuation before submitting. Additional proofreading and editing may be done before publication.

FORMAT AND ABBREVIATIONS

In general, avoid abbreviations for newsletter articles. We do not use periods for most acronyms or abbreviations. Leave out extra zeros in numbers. Some spaces may be left out in calendar listings and other tight spaces.

Time:

9 pm **not** 7pm, 7:00 or 7:00 pm

8 - 10 am (one space before and after hyphen and between time and am/pm)

9:30 am - 12:30 pm

12 noon **not** 12 pm

am **not** a.m., AM or A.M.

pm **not** p.m., PM or P.M.

Dates:

July 4 **not** Oct. 4

Tuesday and Thursday, March 10 and 12

but Saturday-Sunday, March 14-15

3 Wednesdays, August 10-24

June 12 **not** June 12th or June 12th

April 31, 2005 **not** 31 April 2005 or April 31/05

Days:

Spell out in full for newsletter articles

Abbreviations: Mon, Tues, Wed, Thur, Fri, Sat, Sun

Months:

Spell out in full for newsletter articles

Abbreviations: Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec

Degrees:

PhD, MA, BA, BComm, BSc, MEd (no periods)

URLs:

www.cupe2950.ca **not** http://www.cupe2950.ca

Telephone:

604-822-1444 **not** 822-1444 or (604) 822-1444

Numbers:

Spell out numbers under 10. Use numerals for all others except millions, decimal point numbers, ages, time, pages and when a sentence starts with a number.

\$525 **not** \$525.00

\$1,125 **not** \$1125

Places:

BC **not** B.C.
Street **not** St.

CUPE 2950

or CUPE Local 2950
or Canadian Union of Public Employees Local 2950
or the Local
not 2950

Union Office **not** union office

UBC

or the University of British Columbia
or the University

PUNCTUATION

Bullets:

Topics include:

- making requests of colleagues, family and friends
- giving and receiving feedback
- negotiating for positive change.

Commas:

The colours were blue, red and green. Letters include A, B and C.

Semi-colons:

Topics include making requests of colleagues, family and friends; giving and receiving feedback; and negotiating for positive change. (use semicolons if sentence is long or contains complex punctuation between points)

Colons:

...end of phrase: Start of second phrase (one space after colon and capitalize first word of second phrase)

Periods:

...end of sentence. Start of new sentence... (one space after period)

URLs:

Include a period after a URL that ends a sentence.
For more information, view www.hr.ubc.ca.

Dashes:

The course – which is six weeks long – takes place at UBC Robson Square.
("en" dashes are the standard. One space before and after an "en" dash)

Hyphens:

3-D

Three-day seminar

1 - 4 pm (one space before and after hyphen)

Ampersands (&):

Do not use unless part of an official name or title.

SPELLING

email **not** e-mail, Email or E-mail

online **not** on-line

the Web **not** the web

web site **not** website

Internet **not** internet

Canadian Spelling:

Don't rely on spell checkers except to catch obvious typos. If in doubt, check the Oxford Canadian Dictionary.

centre **not** center

colour **not** color

labour **not** labor