

The Williams Telos editorial style guide 2012

Only one space (not two) in between sentences, because two wastes space. And it's prettier with just one space. Like so.

Use the medium dash (n dash), with spaces on either side – like this – because getting characters in the smallest units possible allows for better line breaks. Not the m dash—because this makes a long string of characters.

Eliminate hyphens in for prefixes and suffixes whenever the letters don't double (e.g. redo, re-enter) and clarity isn't compromised (e.g. leasing a house for the second time should be re-lease).

Always use Oxford/Harvard (basically elitist haha) commas, before the last item on a list.

Use “curly quote,” not "straight quotes."

For long block quotes, use italics and quotation marks.

Use MLA style citations as endnotes.

Class years should be preceded by a space and a curly apostrophe (i.e. single ending quote), i.e. Inez Tan '12 and not Inez Tan ‘12.

Insert a space on either side of ellipses ... again, so that the text can break across lines.

Use uppercase for the first letter of any pronouns referring to God. And for “Bible.”

Titles of books, art exhibitions, symphonies, films, newspapers, other periodicals, etc should be in *italics*. Titles of chapters, individual visual art pieces, songs, etc, should be in “double quotes.” (Try to avoid underlining, as this sticks out to the eye.)

Expletives, if central to the text, should be shortened using hyphens rather than asterisks, because in a chunk of text “sh**” jumps out to the eye (sort of defeating the purpose) a lot more than “sh—” does.

Poets may override the punctuation and uppercase rules here, within reasonable limits. Poems (and

prose poems) do not have subtitles.

Try to break up excessively long paragraphs, because massive blocks of text on a page don't always look enticing.

If the name of a U.S. state follows a town name, set it off with commas and use AP style abbreviations (not postal), e.g. Williamstown, Mass., where we all go.

(Also: http://en.wikipedia.org/wiki/List_of_U.S._state_abbreviations)

(Alabama) Ala., Alaska, (Arizona) Ariz., (Arkansas) Ark., (California) Calif., (Colorado) Colo., (Connecticut) Conn., (Washington, D.C.) D.C., (Delaware) Del., (Florida) Fla., (Georgia) Ga., Hawaii, Idaho, (Illinois) Ill., (Indiana) Ind., (Kansas) Iowa, Kan., (Kentucky) Ky., (Louisiana) La., Maine, (Maryland) Md., (Massachusetts) Mass., (Michigan) Mich., (Minnesota) Minn., (Mississippi) Miss., (Missouri) Mo., (Montana) Mont., (Nebraska) Neb., (Nevada) Nev., (New Hampshire) N.H., (New Jersey) N.J., (New Mexico) N.M., (New York) N.Y., (North Carolina) N.C., (North Dakota) N.D., Ohio, (Oklahoma) Okla., (Oregon) Ore., (Pennsylvania) Pa., (Rhode Island) R.I., (South Carolina) S.C., (South Dakota) S.D., (Tennessee) Tenn., Texas, Utah, (Vermont) Vt., (Virginia) Va., (Washington) Wash., (West Virginia) W.Va., (Wisconsin) Wis. and (Wyoming) Wyo.

Check Biblical chapter and verse references for accuracy. Writers are free to quote whatever translation they like.

Also, Bible book names should be spelled out in full – we want to reach lots of people who aren't steeped in Christian lore.

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