ASSOCIATED PRESS 55TH ED. (AP) STYLE CHECKLIST

FORMATTING AND CITATIONS: FONT, MARGINS, AND PAPER STRUCTURE ARE NOT ADDRESSED IN AP

☐ Citations and source credit are written in the body of the piece instead of in footnotes or on a reference page
☐ When using an outside source, provide necessary information within the writing piece to identify it and show credibility (p. 500)
☐ When using data and data analysis, maintain a log containing source location such as URLs (p. 360)
☐ Writing must be clear, concise, objective, and consistent

PUNCTUATION GUIDE

☐ Omit the comma before the last item in a series (dogs, cats, rabbits and birds) unless the complexity of the sentence makes it difficult to understand (p. 336).
☐ Only one space after periods (p. 270)
☐ Dashes (-) separate abrupt changes in a sentence, replace bullet points, set off phrases with series, (He listed the items in detail—soup, celery, bread and butter) and signify the author of a quote (p. 338)
☐ Ellipses (…) are used to signify where part of a quote was deleted (p. 339). Example: “The snow was amazing… but it had to melt at some point.”

CAPITALIZATION

☐ Capitalize titles before a person’s name but not after (p. 5). Example: Governor Northam vs. Northam, the governor
☐ Lowercase the modifiers in titles: “department Chair Jerome Wienser” (p. 3)
☐ For addresses, capitalize the road type (Avenue, Road, Street) when there is no number attached and it is connected with a name, and lowercase when used with multiple names (p. 5-6). Example: Generic Street vs. Average and Normal avenues.

ABBREVIATIONS & ACRONYMS

☐ The first time a name is used in a paper should be spelled out and then the acronym can be used after. Example: 1<sup>st</sup> use Crisis Pregnancy Center 2<sup>nd</sup> use CPC.
☐ Abbreviate titles before names like Dr. unless alone in the sentence, use jr. & sr. instead of spelling them out, and abbreviate corporate descriptors after the company name such as inc. instead of incorporated (p. 1)
☐ Certain months and certain states are abbreviated (p. 1). Lists of these can be found on the Associated Press Stylebook website.
☐ In general, only abbreviate words that are easily recognizable in abbreviated form.

DATES, TIMES, AGES, LOCATIONS

☐ Ages use numerals and hyphens may be used (p. 212). Example: the 5-year-old boy reached for the toy.
☐ Concerning dates, do not use 1<sup>st</sup>, 2<sup>nd</sup>, etc. (p. 79).
☐ When referring to a date in the current year do not use the year. Otherwise, “set it off with commas: Feb. 14, 2025” (p. 330)
☐ Even though some months are abbreviated, spell them out when alone in a sentence or only with a year (p. 199). In the second case, do not use a comma to separate them.
☐ Generally, state names are spelled out unless paired with a city (with a few exceptions)
☐ Eight states are never abbreviated including Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah (p. 281).
☐ For addresses, only use abbreviations if they are paired with numbers (p. 6).

Writing Lab | writing@regent.edu | 757.352.4925
When referencing time, use numerals and only use a.m. and p.m. when accompanied with the time such as 4:45 p.m. For exact hours, avoid :00 and instead use 3 p.m. “Noon” and “midnight” do not require numerals (p. 297).

**NUMBERS**

- Spell out the numbers one-nine and then use numerals for 10 and above (p. 212).
- If a number begins a sentence, spell it out unless it is a year’ (p. 212 & 214).
- Use numerals if the number is part of a book or an address (p. 212).
- In distances and measurements, numerals are used (p. 212-213).
- When dealing with numbers in the millions and above, spell out the word million or billion etc. (p. 213). Example: The government spent $5 million on the project.