AP STYLE BASICS

[illegible]

Acronyms and parentheses [illegible]

Yes: The Environmental Stewardship Advisory Committee will meet every day this week. Committee members will hear from families and sta□.

Addresses [illegible] 1111 [illegible] 6 [illegible] **Yes: Join us at CAC, 1111 W. Sixth St. OR CAC is on West Sixth Street.**

Attribution [illegible] *said.* [illegible] *commented, declared, related, stated* [illegible] *says.* [illegible]

Yes: "Recapture is the single worst idea the legislature has ever had," said Austin ISD Chief Financial O□cer Nicole Conley Johnson.

Austin ISD [illegible] *AISD* [illegible] *the district.* [illegible]

Yes: After Austin ISD's 2017 Bond passed, the district began looking for contractors.

Board of Trustees [illegible] *board* [illegible] *the board* [illegible] *trustees.* [illegible] *class, crowd, committee, family, group, orchestra, PTA, sta , team.* [illegible] 201 201 [illegible]

Yes: The Austin ISD Board of Trustees is scheduled to take action Monday. Trustees will approve the calendar for the 2018–19 school year.

Commas [illegible]

Yes: Registration is open Monday, Wednesday and Thursday. OR Registration is open Monday–Friday.

Compose/comprise *Compose* [illegible] *Comprise* [illegible] 50 [illegible]

Yes: The United States is composed of (or made up of) 50 states. OR Fifty states comprise the United States.

Dates [illegible] *on* [illegible] 31 , 201 [illegible]

Yes: Summer break ends in early August. Classes resume Aug. 31.

Each [illegible] **Yes: Each of the teachers is preparing for Spring Break.**

Hyphens

Names and titles [illegible]

Yes: Students and their families met with Superintendent Paul Cruz and Director of Research and Evaluation Holly Williams.

Numbers [illegible] *more than,* [illegible] *over over* [illegible] *fewer* [illegible] *less* [illegible]

Yes: The trend is toward more students and fewer teachers. There are 27 fifth-graders and one teacher.
Yes: I had less than $50 in my account at the end of January. I had fewer than five $10 bills.

Order of information [illegible]

Yes: Graduations will begin at 11 a.m. May 31 at the Frank Erwin Center.

People/persons [illegible] *people* [illegible] *Persons* [illegible]

Ranges [illegible] *$12 million to $14 million,* [illegible] *$12 to $14 million.* [illegible] *a pay increase of 12–15 percent,* [illegible] *a pay increase of between 12 and 15 percent.* [illegible] *2018–19,* [illegible] *2018–2019.*

Schools [illegible]

Yes: From Akins and Bowie high schools to Zavala and Zilker elementary schools, and all points in between, …

Telephone numbers [illegible]

(512) 414-1700 **Yes: 512-414-1700**

That/which [illegible] *that* [illegible] *which* [illegible] *which. Which* [illegible]

Yes: I remember the first game that our team won. Our team, which finished last a year ago, is now in first place.

Time [illegible]

Yes: The Martin Middle School Course Fair is 8–11 a.m. Jan. 30 in the school's cafeteria.

Who/That and Whose/Who's [illegible] *who* [illegible] *that* [illegible] *Whose* [illegible] *Who's* [illegible] *who is. Whose book is that? Who's in class today?*

Unique [illegible] *rather unique, the most unique* [illegible] *very unique.*

ALSO

adviser
associate degree
athletic director
bus, buses, bused, busing
backward, forward, toward
barbecue
cancel, canceled, canceling, cancellation
Central, East, North, West and South Austin
child care, health care
districtwide, schoolwide
email
farmers market
inbox
index, indexes
judgment
OK, OK'd, OK'ing, OKs (not [illegible]**)**
Martin Luther King Jr. Day
percent (not %)
real estate agent, Realtor
special education (not *S* or *S E*)
T-shirt
tweet, retweet
use (not [illegible]**)**
web address, web browser, webmaster, webpage, website, the web
winter, spring, summer, fall
Veterans Day
Winter Break, Spring Break, Summer Break, Thanksgiving Break
y'all
ZIP code