HLAA Writing Style

HLAA follows Associated Press style in its writings unless otherwise noted.

The mission statement is:
Hearing Loss Association of America opens the world of communication to people with hearing loss by providing information, education, support and advocacy. (Think I E S A).

Please refer to these recommended guidelines to use for all your HLAA communications.

<table>
<thead>
<tr>
<th>Name</th>
<th>Word</th>
<th>Term</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also refer to our <a href="https://www.hearingloss.org/hearing-help/glossary/">online glossary – https://www.hearingloss.org/hearing-help/glossary/</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Acronyms</td>
<td>If the last word of a term is pluralized, include ‘s’: Assistive Listening Devices (ALDs); Personal Sound Amplification Products (PSAPs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adviser</td>
<td>Author of the work. Exception to AP style of Adviser per BK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Academy of Audiology</td>
<td>the Academy (Academy). This is NOT the HLSST.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conventions</td>
<td>HLAA YYYY Convention—Example: HLAA 2022 Convention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deaf/Hard of Hearing</td>
<td>Never say “suffer” from hearing loss. Simply say has hearing loss; has vision loss; has multiple sclerosis. And it’s: a person with ---- loss; or person who has….See <a href="https://www.hearingloss.org/hearing-help/glossary/">online glossary for definitions and advised use</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deaf and Hard of Hearing</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hearing Impaired</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Health care</td>
<td>Health care TWO WORDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing Assistive Technology</td>
<td>Hearing Assistive Technology Training (HAT Training or HAT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing Loss Association of America</td>
<td>First usage: Hearing Loss Association of America (HLAA) then can abbreviate as HLAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing aid compatible</td>
<td>Hearing-aid-compatible telephone; this phone is hearing-aid-compatible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing Life</td>
<td><em>Hearing Life</em> always in italics</td>
<td>Do not display as: <em>Hearing Life Magazine</em>, but magazine, <em>Hearing Life</em>.</td>
<td></td>
</tr>
<tr>
<td>Hearing Loss Support Specialist Training or HLSST</td>
<td>Hearing Loss Support Specialist Training or HLSST; students not required to be an HLAA member. This is NOT the Academy; not the HLSST program. <a href="https://www.hearingloss.org/programs-events/n-chatt/">Not in existence at this time, but good to know.</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAA board of directors</td>
<td>Lowercase; and lowercase when saying just board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAA Chapters</td>
<td>Uppercase C when using HLAA; lowercase when just referring to chapters in general. Naming convention for chapters: HLAA New York City Chapter; HLAA Montgomery County (MD) Chapter. NOTE: THERE ARE THREE CHAPTERS NAMED MONTGOMERY COUNTY… Maryland, Pennsylvania, Texas, They all have (ST) following County Also, when spelling out HLAA, always show as: Hearing Loss Association of America – Chapter name.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network of Consumer Hearing Assistive Technology Trainers</td>
<td>Network of Consumer Hearing Assistive Technology Trainers or N-Chatt (<a href="https://www.hearingloss.org/programs-events/n-chatt/">Grant program is no longer active but trainer network is still active.</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sentences</td>
<td>Only ONE space between sentences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Titles</th>
<th>If before a name (without comma): Executive Director Barbara Kelley; If after: Barbara Kelley, executive director Or: our executive director, Barbara Kelley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk4Hearing</td>
<td>ONLY: HLAA Walk4Hearing or Walk4Hearing NOT: walkathon; NOT walk; NOT W4H; NOT Walk for Hearing; NOT Walk4hearing; DO NOT USE Program after: Walk4Hearing NOT HLAA's Walk4Hearing</td>
</tr>
<tr>
<td>Unified Membership Program</td>
<td>UMP used internally only</td>
</tr>
</tbody>
</table>

OTHER NOTES

• 501(c)(3) = exactly as you see here
  Note: when typing the (c) you will need to type: (c spacebar) then go back and remove the space, or after typing the close paren, hit the backspace key and it will correct itself; otherwise it will come up as ©.

• backward, forward, toward, upward = NO 's' at end.

• dollar figures = if more than $999, always insert comma for thousand: e.g., $1,000; if cents is 50¢ or greater, round off to nearest dollar: $1,000.50 = $1,001.

• e.g., (for example) or i.e., (in other words) always insert comma after second period

• email = no hyphen between ‘e’ and ‘m’

• et al. = (and others) always two words and it takes a period after the second word, even when it falls in the middle of a sentence.

• gray (American) A = think American
grey (British) E = think English

• HLAAyear Convention - NOT HLAA National Convention year

• HLAA Member = Hollace Goodman, HLAA member; HLAA member, Hollace Goodman; or HLAA members are excited about HLAAyear Convention

• Listserv = NO ‘e’ at end

• may = permission. You may take the day off.

• might = used to express possibility. I might go on vacation.

• more = used with numerals: Their salaries went up more than $10 a week

• nonprofit = no hyphen

• off-site

• online

• on-site

• over = generally refers to spatial relationships: The plane flew over the city

• realtime

• theater = not theatre (British) (unless specifically stated in name of venue)

• Walk4Hearing YYYY

FORMATTING
To activate the “formatting” icon:
See the shaded square here. It is extremely helpful because it shows where are and what are the spacings
between lines and paragraphs. Sometimes it is NOT a paragraph return but how a document is set for
spacing between paragraphs and you will not see a paragraph mark or pilcrow (¶). Having this icon also
allows you to see the spacing between words and sentences.

*With* the icon active you see:
- degree signs (°) = these really affect the spacing of words on the line
  It is really from a body of an email; not the internet once thought but might happen from
  there too.
- paragraph return marks (¶)
- line break marks

Below is a snapshot of the above so you can see what it looks like if the icon is not active:

```markdown
With the icon active you see:
- degree signs (°) = these really affect the spacing of words on the line
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- paragraph return marks (¶)
- line break marks

Without the icon active you do not see:
  - degree signs (°) = these really affect the spacing of words on the line
    It is really from a body of an email; not the internet once thought but might happen from
    there too.
  - paragraph return marks (¶)
  - line break marks
```

Regarding inconsistent line spacing, when copying something from another source, it is wise to highlight
the whole document or paragraph and put it to single spacing and break as necessary or paste as text to
remove formatting.

If you do not activate the formatting icon, you should consider doing so, fix accordingly, copy/paste then
send. Perhaps once fixed, the icon can be inactivated.

Here is a link that explains formatting in simple jargon [Formatting Marks](#).

Further, do **not** use the space bar to “get over to a spot” on a line. Get into habit of setting/using tabs. This
way you get definitive alignments and when having to make corrections, it makes it so much easier.

When getting to a next page, it is wise to insert a page break, not more returns. This way generally edits
or changes to a prior page keeps the pagination intact.

Use only LEFT justified alignment in letters, this includes the date; this prevents excess spacing between
words, except of course if you are centering text.