



HLAA Writing Style

HLAA follows the 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.

Name Word Term	Usage
Also refer to our online glossary – https://www.hearingloss.org/hearing-help/glossary/	
Acronyms	If the last word of a term is pluralized, include ‘s’: Assistive Listening Devices (ALDs); Personal Sound Amplification Products (PSAPs)
Adviser	Advisor Exception to AP style of Adviser per BK
American Academy of Audiology	the Academy (Academy). This is NOT the HLSST.
Conventions	HLAAYYYY – Example: HLAA2019 Convention
Deaf/Hard of Hearing Deaf and Hard of Hearing Hearing Impaired	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 online glossary for definitions and advised use
Health care	Health care TWO WORDS
Hearing Assistive Technology	Hearing Assistive Technology Training (HAT Training or HAT)
Hearing Loss Association of America	First usage: Hearing Loss Association of America (HLAA) then can abbreviate as HLAA
Hearing aid compatible	Hearing-aid-compatible telephone; this phone is hearing-aid-compatible
<i>Hearing Life</i>	<i>Hearing Life</i> always in italics Do not display as: <i>Hearing Life Magazine</i> , but <i>magazine, Hearing Life</i> .
Hearing Loss Support Specialist Training or HLSST	Hearing Loss Support Specialist Training or HLSST; students not required to be an HLAA member. This is NOT the Academy; not the HLSST program. (Not in existence at this time, but good to know.)
HLAA Board of Trustees	Uppercase; and uppercase when saying just Board
HLAA Chapters	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.
Network of Consumer Hearing Assistive Technology Trainers	Network of Consumer Hearing Assistive Technology Trainers or N-CHATT (Grant program is no longer active but trainer network is still active.) https://www.hearingloss.org/programs-events/n-chatt/
Sentences	Only ONE space between sentences

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Titles	If before a name (without comma): Executive Director Barbara Kelley; If after: Barbara Kelley, executive director Or: our executive director, Barbara Kelley
Walk4Hearing	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
Unified Membership Program	UMP used internally only

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**

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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

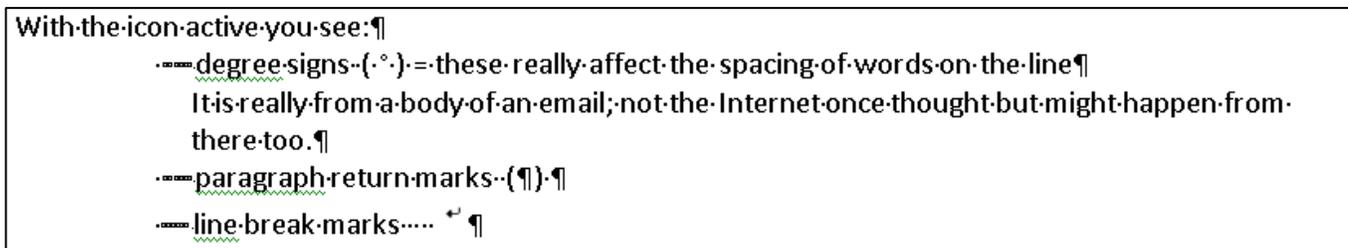


between lines and paragraphs. Sometimes it is NOT a paragraph return but how a document is set for spacing between paragraphs and you will not see a paragraph mark or pilcrow (¶) Having this icon also allows you to see the spacing between words and sentences.

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:



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 ↵



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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.