

<i>AP Style = Associated Press; MLA Style = Modern Language Association</i>	
Item	Style
1/2	no hyphen when used with a number; e.g., 3 1/2 (AP Style)
911	No hyphens (AP Style) [in reference to emergency phone number, not date]
-goer	one word: moviegoer, concertgoer (AP Style)

Age range	Use hyphen in articles; e.g., ages 6-19 (AP Style)
American Sign Language	First reference, spell out American Sign Language. Second reference ASL. (AP Style) Use sign language interpreter (not sign interpreter or ASL interpreter)
Americans With Disabilities Act (ADA)	Also: Americans with Disabilities Act Title III
Animal breeds	For breed names, follow the spelling and capitalization in Webster's New World College Dictionary. For breeds not listed in the dictionary, capitalize words derived from proper nouns; use lowercase elsewhere: basset hound, Boston terrier. HLAA additional style: lowercase subspecies/breed unless specifically stated in AP Style Guide
App names	Follow AP Style and don't punctuate. Just capitalize the name. So no italics and no quotes.
Art exhibits	Italicize (MLA Style) https://style.mla.org/tag/exhibits/
Artwork	In quotes (MLA Style) https://style.mla.org/artworks-purchased-from-artist/
Audio output	audio output - lowercase (AP Style)
Author names	Per AP Style: When giving the name of the author of a book, use the name as it appears on the book
Awards	Just capitalize name. No quotes or italics, e.g., Grammy Award
Big Easy	the Big Easy - no quotes, the lower case, Big and Easy capitalized (AP Style)
Board Chair	Use chair or board chair (generically or following the name) or Board Chair (in front of the name) rather than chairperson
Book titles	Italicize
Brochure titles/names	Put in quotes
Bullets	Capitalize first word; no periods at end
Businesspeople	one word (AP Style)

C corporation	capital C following by lowercase corporation, no hyphen (AP Style)
CART	CART (Communication Access Realtime Translation)
Cellphone	one word
Chapters	Capitalize when used with HLAA. For instance: "It's probably safe to say that most HLAA Chapters and State Organizations would like to step up their fundraising efforts." BUT lowercase without HLAA: "If your chapter or state organization is looking for some fundraising help..."
City names	<ul style="list-style-type: none"> In Walk4Hearing event location listings, the following cities don't require state names after them: Datelines on stories should contain a city name, entirely in capital letters, followed in most cases by the name of the state, country or territory where the city is located. DOMESTIC DATELINES: A list of domestic cities that stand alone in datelines: ATLANTA, MILWAUKEE, BALTIMORE, MINNEAPOLIS, BOSTON, NEW ORLEANS, CHICAGO, NEW YORK CITY [this strays slightly from AP, which uses just New York in datelines], CINCINNATI, OKLAHOMA CITY, CLEVELAND, PHILADELPHIA, DALLAS, PHOENIX, DENVER, PITTSBURGH, DETROIT, ST. LOUIS, HONOLULU, SALT LAKE CITY, HOUSTON, SAN ANTONIO, INDIANAPOLIS, SAN DIEGO, LAS VEGAS, SAN FRANCISCO, LOS ANGELES, SEATTLE, MIAMI, WASHINGTON For Walk4Hearing we use Washington, D.C. to avoid confusion with the state of Washington. In articles, where cities and states are named within a sentence and within the actual article copy, follow AP Style for cities in datelines. In Walk4Hearing, when listing dates and locations in a list, always use a dot between each in the graphic design (rather than a dash or a comma).
Closed-captioning	hyphenated (AP Style)
Commas, serial	Follow AP Style, with no serial (or Oxford) comma in a series of items: "x, y and z," not "x, y, and z"
Commas before names	<p>According to AP:</p> <ul style="list-style-type: none"> His wife, Lisa, won an award is correct. His wife, Lisa won an award is very incorrect. It's either two commas or no commas depending on whether it's a nonessential or an essential phrase. His daughter Susan won an award is correct if he has more than one daughter (Susan, Juanita and Kate). His daughter, Susan, won an award is correct if he has just one daughter.

Conferences + Conventions	Follow how HLAA handles its Conventions. Capitalize but no quotes or italics: HLAA 2019 Convention (just following style that HLAA set with its own Convention)
Contest Names	Names of titled contests are set roman without quotation marks: The American Association for the Advancement of Science announced the tenth annual Dance Your Ph.D. contest. When the contest takes the form of a generic description, however, lowercase it: Martha won the school's pie-baking contest hands down. https://style.mla.org/styling-names-of-contests/
Convention	capitalize HLAA Convention and HLAA Conventions
Copy edit	copy editor - seldom a formal title. Also: copy editing, copy edit. See titles. Chapter C (From AP Style Guide)
Co-worker	Hyphenate
Custom-fit	hyphenate when an adjective before a noun (AP Style); e.g., custom-fit clothing
Dashes	This is an "em dash" or long dash. HLAA does not use spaces on either side of the dash (this diverges from AP Style). Otherwise, follow these AP guidelines: ABRUPT CHANGE: Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: Through her long reign, the queen and her family have adapted — usually skillfully — to the changing taste of the time. But avoid overuse of dashes to set off phrases when commas would suffice. SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: He listed the qualities — intelligence, humor, conservatism, independence — that he liked in an executive. ATTRIBUTION: Use a dash before an author's or composer's name at the end of a quotation: "Who steals my purse steals trash." — Shakespeare. IN DATELINES: NEW YORK (AP) — The city is broke. IN LISTS: See lists, bulleted lists.
Dates	Spell out month (differs from AP Style, which abbreviates). For date and number ranges, use en-dash with no spaces on either side (this differs from AP Style, which indicates a hyphen, but is more accessible) Examples: September 1–4, 2020; 1999–2004; 10–15 million But if using "from" also use "to" (AP Style) Example: The survey ran from June 3 to 15.

Deaf	lowercase d when saying a person is deaf, e.g., hard of hearing Use “people with hearing loss” when both are included. And, don’t say “the deaf” or “the hard of hearing” it would be people who are deaf or hard of hearing, but we generally use “people with hearing loss”
Deaf culture + Deaf community	Always capitalize the “D” in Deaf when referring to Deaf culture or Deaf community
Decibels	spell out within articles for dB
Degrees and Credentials	<ul style="list-style-type: none"> • Within articles: On first reference only, use the credentials after the person’s name (with periods). For example: Frank Lin, M.D., Ph.D. • Don't use credentials (e.g., Ph.D.) in bylines or article titles • From AP Online: Question from Chicago, IL on Oct. 30, 2017 I understand AP prefers not to list multiple academic titles, but if this is necessary due to the nature of content, would the titles include periods or not? John Smith, DNP, RN, MS or John Smith, D.N.P., R.N., M.S. Answer Under the guidance in this entry, it would be DNP, R.N., M.S. (Periods for two-letter abbreviations, no periods for the longer ones.) • If mention of degrees is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: <i>Fatima Kader, who has a doctorate in psychology.</i> • Use an apostrophe in <i>bachelor’s degree, a master’s,</i> etc., but there is no possessive in <i>Bachelor of Arts</i> or <i>Master of Science</i>. Also: an <i>associate degree</i> (no possessive). • Use such abbreviations as <i>B.A., M.A., LL.D.</i> and <i>Ph.D.</i> only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name — never after just a last name. • When used after a name, an academic abbreviation is set off by commas: <i>John Snow, Ph.D., spoke.</i> • Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.
Department of Veterans Affairs	No U.S. (AP Style); the VA on second reference; OK to use VA in headline (AP Style)
Dollar amounts	Follow AP Style: In headlines use K, e.g., \$950K but in the article write out \$950,000
Dry-erase board	hyphenate dry-erase (AP Style)

Ear plugs	Two words (AP Style)
Earbuds	one word (AP Style does both; American Heritage Dictionary uses one word)
Earmold	one word (HLAA style)
e-book	use hyphen and small "e" unless it begins a sentence, then capitalize the E.
email addresses	keep lowercase
Entitled vs. titled	Use "entitled" to mean a right to do or have something. Do not use it to mean titled. Right: She was entitled to the promotion. Right: The book was titled "Gone With the Wind."
et al.,	for in-text references (Smith et al., 2020) MLA Style: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html
fall, spring, summer, winter	lowercase, even with years, such as fall 2018 AP Style)
Faraway	one word as a compound modifier "faraway screen" (AP Style)
FDA	On first references use "the Food and Drug Administration " (no U.S.). And second reference use "the FDA" (AP Style)
federal legislation	preference is to use federal legislation rather than national legislation -- federal is always lowercase
First-run	first-run movies; first-run cinema releases (AP Style)
Fitted	Always use "fitted" vs. "fit" with hearing aids.
Get in the Hearing Loop program	Capitalize the name, but not the word program
Hard of hearing	Avoid using, whenever possible. Preference is "people with hearing loss" "Use 'people with hearing loss' when both people who are deaf and have hearing loss are included. And, don't say 'the deaf' or 'the hard of hearing.' It would be people who are deaf or hard of hearing, but we generally use 'people with hearing loss.'" Do not use "hearing impaired."

Headlines and sub headlines	<p>No punctuation</p> <p>Also:</p> <p>Use AP Style composition titles rules (not newspaper headline rules) as follows:</p> <p><u>Composition Titles</u></p> <ul style="list-style-type: none"> • Capitalize all words in a title except articles (a, an, the); prepositions of three or fewer letters (for, of, on, up, etc.); and conjunctions of three or fewer letters (and, but, for, nor, or, so, yet, etc.) unless any of those start or end the title. <p>More detail:</p> <ul style="list-style-type: none"> • Capitalize prepositions of four or more letters (above, after, down, inside, over, with, etc.) and conjunctions of four or more letters (because, while, since, though, etc.) • Capitalize both parts of a phrasal verb: “What To Look For in a Mate”; “Turn Off the Lights in Silence.” But: “A Life of Eating Chocolate for Stamina”; “Living With Both Feet off the Ground.” (Note the different uses of for and off, and thus the different capitalization, in those examples.) • Capitalize to in infinitives: “What I Want To Be When I Grow Up.”
Health care	Two words (AP Style)
Hear for Life partner program	Capitalize name, but not the words partner or program. You can describe it as a corporate partner program if needed for description but note the word “corporate” doesn’t tell the whole story of these companies that actually get involved in the HLAA mission/purpose.
Hearing aid brand names	Don't use trademark or registration marks
Hearing aid compatible (HAC)	never hyphenate - hearing aid compatible cellphones - no hyphen (HLAA style based on what's commonly used)
Hearing impaired	Avoid using, whenever possible. Preference is "people with hearing loss"
Hearing Life	Always italicize <i>Hearing Life</i> , in reference to both of our publications, <i>Hearing Life</i> magazine and <i>Hearing Life</i> e-news. Do not capitalize or italicize either “magazine” or “e-news.”
Suffers from hearing loss	Do not use. Too negative. Say “people who have hearing loss” or “people with hearing loss.”
Hearing screening vans for Walk4Hearing Updates	Always list sponsors in alphabetical order

High-frequency hearing loss	hyphenate high-frequency (AP Style based on articles)
Hyphen	Also called an en dash. AP doesn't use en dashes. Other than for compound words, HLAA only uses hyphens/en dashes for number and date ranges when appropriate and when "through" or "to" are not being used.
Impact	avoid using as a verb (AP Style)
Impaired hearing	Avoid using, whenever possible. Preference is "hearing loss"
Including	comma before "including"
Internet Protocol Captioned Telephone Service	Spell out first reference; space in acronym: Internet Protocol Captioned Telephone Service (IP CTS) -- AP doesn't have a style so following FCC style and how it appears in Beltway publications on legislative issues
Latex-free	hyphenate (AP Style)
Letter to the editor	all lowercase: letter to the editor (AP Style)
Light-hearted	hyphenate (AP Style)
Lipread/lipreading	one-word (traditional HLAA Style) Preferred term: speechread or speechreading
Made for Android	Initial caps and no registration mark or quotes
Made for iPhone	Initial caps and no registration mark or quotes except for the "i" in iPhone, which should be lowercase; abbreviate as MFi
Member	Capital only when part of a title in front of name: HLAA Member Katherine Bouton, HLAA Board Member Richard Einhorn, Chapter Member Jane Doe BUT member of HLAA, member of chapter, HLAA members, etc.
Mild-to-moderate hearing loss	hyphen when in front of hearing loss: a mild-to-moderate hearing loss; don't when it follows: His hearing loss was mild to moderate.
Military	U.S. Airforce (vs. United States Airforce) (AP Style)
Mini mic	No hyphen
Months	Spell out entire name (this differs from AP, which abbreviates)
Names	On first reference use the full name. On second and future references use the first name, unless there needs to be a distinction between two people with the same name, in which case use the full name. Anyone with a Ph.D. or M.D. or O.D. use Dr., as in Dr. Smith. (This strays from AP Style.)
Names of institutions	Follow the style that the institution itself follows in terms of capitalization, etc. For example, The Johns Hopkins University always capitalizes "The," even in the middle of a sentence. Use the institution's style.

National Academies of Sciences, Engineering, and Medicine	National Academies of Sciences, Engineering: After first reference, use the acronym NASEM Use the (lower case) Use "are" as they're plural, unless just referring to one specific national academy
National Sponsors	Follow same rules as for member: Capital only when part of a title in front of name: HLAA National Sponsor Starkey BUT sponsor of HLAA, HLAA national sponsor, etc.
Near-sighted / near-sightedness	hyphenate (AP Style) other terms—people who are blind, people with low vision, people with both hearing loss) BK note, not sure where to add this, but we opten deal with these terms!
Neckloops	neckloop - one word
New York City	Refer to as New York (no state, no city) (AP Style for datelines)
Newspaper titles	Italicize (MLA Style)
NIDCD	On first reference always spell it out with NIH as part of the name as follows: National Institute on Deafness and Other Communication Disorders (NIDCD), National Institutes of Health (NIH)
Nonprofit	no hyphen (nonprofit)
Numbers	spell out one through nine (e.g., six years but 10 years)
Numbers	Millions, billions, trillions, use figure-word combination. So, 3 million, \$2 billion with no hyphen
Over-the-counter	Hyphenated over-the-counter when used as an adjective Also use acronym after words on first reference. Can use only acronym in second reference. Over-the-counter (OTC) hearing aid No hyphens when used as an adverb; e.g., hearing aids sold over the counter
Over-the-Counter Hearing Aid Act of 2017	hyphenate Over-the-Counter (AP Style and it is hyphenated on the law itself)
Percent	use % sign - even in text - when used with a number, e.g., According to 96% of HLAA members surveyed...(AP Style)
Photo captions	Always punctuate. Even if it isn't a full sentence, use a period at the end (or question mark or other appropriate punctuation). Every photo should have a caption.
Photo credits	Never a period at the end
Pilates	Capitalize (AP Style)

Plays	Italicize title (MLA Style) https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html
Poems	Put title in quotation marks (MLA Style) https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html
Policymaker + policymaking	one word (AP Style)
post 9/11	lowercase, no hyphen (AP Style)
Pull-out quotes	For the graphic layout of pull-out quotes in the magazine, don't use quotation marks unless it's a quote of someone else in the article (not language by the author of the article--for example, "Alone we can do so little; together we can do so much."—Helen Keller)
Quotes - Long	Long quotations Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Use italics. Start the quotation on a new line, indented. (HLAA Style adapted from MLA)
Real ear mapping	real ear mapping (REM) - lowercase, no hyphen (HLAA set style based on what's most common in medical journals)
Realtime Real time	one word as adjective always (per court transcribers style for CART) - this strays from AP Style, which hyphenates it as an adjective and uses it as two words as a noun; two words when a noun - per NCRA.org website
Registration marks/symbols	Don't use
Rerelease	no hyphen (AP Style)
Season of a TV show	Make season lowercase - such as <i>Top Chef</i> , season 16
severe-to-profound	hyphen when in front of hearing loss: a severe-to-profound hearing loss; don't when it follows: His hearing loss was severe to profound.
<i>SHHH/Shhh Journal</i>	SHHH – Self Help for Hard of Hearing People was the original name of HLAA, but there is no need to write “HLAA, (formerly SHHH). If referencing the <i>Shhh Journal</i> in regard to HLAA’s history, italicize with a lower-case “the” in front: the <i>Shhh Journal</i> .

Shortened HLAA web links	https://www.hearingloss.org/convention-archives https://www.hearingloss.org/GITHL https://www.hearingloss.org/membership https://www.hearingloss.org/health-care-guide https://www.hearingloss.org/donate https://www.hearingloss.org/hearing-life-issues
Smartphone	one word (AP Style)
Speech mapping	speech mapping - lowercase (HLAA Style based on what's in most medical journals)
Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)	Put in title quotes (MLA Style) https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_other_common_sources.html
Speechread	speechread - one word (traditional HLAA Style)
Speech-to-text	hyphenate (AP Style) (speech-to-text)
Sports events	While both sporting events and sports events are OK by AP Style, we'll stick with sports events for consistency and more common usage by AP
Starstruck	one word (AP Style)
State-of-the-art	hyphenate when an adjective; no hyphens when a noun (AP Style)
States	Use AP Style for spelling out or abbreviating states except in masthead, captions and charts, in which case use zip code abbreviations without periods.
Such as	no comma before "such as"
Sudden sensorineural hearing loss	all lower case: sudden sensorineural hearing loss
Swimmer's ear	lowercase: swimmer's ear (AP Style)
Telephone/fax/cell number - style	dots: 123.456.7890 not hyphens (HLAA Style, differs from AP Style)

Telephone vs. phone	Use phone (HLAA Style based on AP rules): Question from Hagerstown, MD on July 27, 2017 Hello, I have an editor who insists on changing "phone" to "telephone." He indicated it was AP style, but I've searched the online stylebook and Ask the Editor items and find no reference. What is AP style? Thank you. Answer The Stylebook entry is telephone numbers, but phone is used in a number of Stylebook definitions, so both are accepted.
That will	that'll (AP Style + conversational)
Time ranges	Per AP: Answer You're right in thinking it's not completely clear. We'll strive to make it more clear as we work on the 2018 edition. Here's the answer, assuming that both times fall within a.m. or p.m. (one or the other but not both): <ul style="list-style-type: none"> We prefer The library will be open from 1-5 p.m. (With a hyphen, and since the two times are linked by a hyphen, no p.m. is needed with the first time.) but The library will be open from 1 p.m. to 5 p.m. is OK too (write p.m. for both times when using the word to). When the clock times cross the meridian, include a.m. and p.m: 10 a.m. to 5 p.m. or 10 a.m.-5 p.m.
Titles (professional titles)	Examples: HLAA Executive Director Barbara Kelley; Barbara Kelley, HLAA executive director BUT in agendas and programs, the title following the name will be capitalized.
Titles of books and other works	Follow MLA Style: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
Town hall meeting	all lower case (AP Style) (town hall meeting)
Traveled	one I (AP Style)
TV	use TV instead of television
U.S. Government Departments	Use U.S. in front of the name on first reference if U.S. is part of the name—e.g., U.S. Department of Justice, next reference would be Justice Department; even though AP Style says the following, HLAA will spell out the entire name on first reference: "It is preferable to list the subject first in stories, such as the Agriculture Department and Commerce Department. Exceptions are Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development and Department of Veterans Affairs" So HLAA styles is always to write Department of Agriculture, Department of Commerce, etc. on first reference.
United States vs. U.S.	U.S. on first reference as noun or adjective (AP Style)

Universal fit	universal fit - two words (AP Style)
Use of contractions	<p>Use of contractions</p> <p>Unless it's a direct quote or if there's a need for emphasis, always use:</p> <p>I'm</p> <p>that'd (on a case-by-case basis depending on how it reads and emphasis)</p> <p>There've</p> <p>It's</p> <p>Don't</p> <p>Doesn't</p> <p>Can't</p> <p>We're</p> <p>They're</p> <p>You'll</p> <p>Who'll</p> <p>There's</p> <p>That's</p> <p>We'd</p> <p>She'd</p> <p>He'd</p> <p>She's</p> <p>He's</p> <p>What's</p> <p><u>Don't use:</u></p> <p>what'll or it'll unless part of a spoken quote</p> <p>[This makes the magazine more conversational and it's consistent with the way the Associated Press uses contractions in their stories.</p>
VA medical center	
Video game title	
Video title	italicize (MLA Style)
Voice recognition software	no hyphen (AP Style)

Voicemail	one word (AP Style)
Walk4Hearing	the Walk4Hearing; always capitalize Walk; capitalize Day in "Walk Day"
Washington, DC	use Washington, DC in the body of an article; use Washington in lists of cities/datelines (e.g., Walk4Hearing)
Web addresses	drop the http://www. Use all lowercase BUT test first--some pdf's and html's are still case sensitive; also, if it's a brand's website and it's in a headline or prominent in the story and they always capitalize certain letters in their web address, then follow their style: example: AccessWireless.org
World War I	on first reference, use World War I and World War II; on second reference, WWI and WWII (AP Style)
Yoga poses - names of	Names in capital letters, no quotes (AP Style)
YouTube	No italics or other punctuation (AP Style)

- Websites consistent style + that they work
- Dashes consistent style
- Top line of first paragraph consistent flush-left style