

ALBERTA *Bits*

Editing Style Guide

In general, all articles should comply with the parameters set out in the Canadian Oxford Dictionary of Current English and The Canadian Press Style Guide.

The *Alberta Bits* editing style guide is created to assist editors with situations specific for the *Alberta Bits* magazine and to provide clarification when deviations from the set standards occur.

Spelling

All spelling should be in accordance with the Canadian Oxford Dictionary of Current English.

Hyphenate prefixes only to avoid confusion. Do not worry about doubling a vowel.

for example:

prerequisite

recover (regain possession)

cooperate

but:

re-enter

re-cover (to cover again)

Check all proper nouns for correct spelling.

Close up suffixes and compound words, except when confusion may result.

for example:

chequebook

horsemanship

horseshoe

but:

one-third

horse sense

Times and Dates

The format for specific dates is day, month, date, year. Do not abbreviate days, months or years. Do not use superscript endings on dates. Spell out the word “to” when indicating a date range in the title an article; use a hyphen to separate a date range when dates are given in the body text or in a parenthetical format within the article.

for example:

Tuesday, October 13, 2009

October 1-4, 2009 (when in the body text)

Use a.m. and p.m. for times (close up, but do not omit periods). Do not substitute a hyphen for the word “to.” Use “noon” and “midnight” rather than 12:00. Separate hours and minutes with a colon.

for example:

2:30 p.m.

Midnight

Punctuation

The Canadian Press Stylebook will be the reference for all punctuation. As a specific point of note, do not use the serial comma.

for example:

A first aid kit requires scissors, disinfectant and bandages.

not:

A first aid kit requires scissors, disinfectant, and bandages.

Numbers

Spell out one through nine, rounded amounts and a number that begins a sentence.

for example:

seven million...

about one hundred...

twenty-seven people

Phone numbers should be listed in ten-digit format, with periods between all number groupings.

for example:

403.123.4567

Addresses

Use a comma between the building number and street address. Postal codes should be located on the same line as the province.

for example:

Alberta Equestrian Federation

100, 251 Midpark Blvd SE

Calgary, AB T2X 1S3

Names and Titles

In first use, always include the first and last name, as well as any titles that may be required for clarity or custom.

for example:

Handsome Horse

Dr. Marvelous Mare

For subsequent references, use the last name only.

for example:

Horse

Mare

When citing names and titles within quoted material, titles should not be capitalized, but organizations should be. Refer to The Canadian Press Stylebook for details.

for example:

Handsome Horse, marketing consultant for the Alberta Equestrian Federation

Abbreviations

In a given article, organizations should be named in full then followed by a bracketed acronym on first use. All subsequent references will use the acronym only. Commonly-used acronyms do not require spelling. Acronyms should not include periods.

for example:

AEF (full spelling not required in the *Alberta Bits* magazine)

Equine Canada (EC) – on first use

EC – on all subsequent uses

Abbreviations of streets and provinces should not include periods.

for example:

Midpark Blvd

Ruddell St

AB

General Mark-up Tips

Ensure that all language is inclusive and non-biased.

For quoted material, all attributions should fall within the magazine and newspaper guidelines of “said, says or explains.” Attributions that include more specific inferences or judgements on the person speaking should be avoided.

for example:

“We were surprised by the size of the herd,” said Sam Saddleton.

not:

“We were surprised by the size of the herd,” Sam Saddleton said with a wink and a nudge.