AP Style Quick Sheet

UTIA news releases and UT Extension publications are edited in Associated Press Style and the UTIA Style Guide (ag.tennessee.edu/marketing). Following is a quick overview of the AP Style Guide. While not a complete reference, this fact sheet will help those unfamiliar with the guide become quickly acquainted with often-used entries.

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| **Numbers**  | In general, spell out numbers one through nine. Use numerals for 10 and above. Some exceptions exist; the most common are listed below.Use numbers for figures, dimensions and percentages. Always use numbers for the ages of people, animals and objects. Use numbers for temperatures, with the exception of zero. | Three years ago, they had 10 dogs, six cats and 97 hamsters.8 percent, size 9, 6-by-8-foot rug, 6 ounces, 72,000-square-foot facility, 5 acres.3-year-old greenhouse, the 40-year-old man; the child turned 8 last month.The day’s low was 10 below zero.It was 86 degrees Fahrenheit.The day was balmy, warm and 75 F.It was 70 degrees. |
| **Dates** | Use Arabic figures to indicate decades of history. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone. | the 1980s, the '80sJan. 1, 2017; January 2017 |
| **Time** | Use figures, without st, nd, rd, or th.Use a.m. and p.m. | Jan. 1, June 52-5 p.m., the event begins at 7 p.m. |

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| **Spacing**  | Use one space after periods, colons, and between state and ZIP code. |  |
| **Punctuation** | **Commas** — Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.Use a comma before the concluding conjunction in a series, however, if an integral element of the sentence requires a conjunction.Use a comma also before the concluding conjunction in a complex series of phrases.**Dashes —** Use em dashes with spaces on either side.**Periods** — Use at the conclusion of a sentence as well as at the ends of lists. | The flag is red, white and blue.I had orange juice, toast, and ham and eggs for breakfast.The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.She listed the ingredients — peppers, onions, ham, bacon — that she likes in an omelet.Jones gave the following reasons:* He never ordered the package.
* If he did, it didn’t arrive.
* If it did, he sent it back.
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