

Garrison Forest School

STYLE GUIDE

Modified July 2018

GARRISON FOREST GRAMMAR

Garrison Forest uses AP Style with a few noted exceptions when referring to the School:

- No periods between GFS.
- School name: In writing (printed or electronic), “Garrison Forest School” or “Garrison Forest” are preferable to Garrison. We do not use “The” as part of the School’s name. Use the full name of the School for the first reference in a letter.
- When using “school” to refer to Garrison Forest School, capitalize “School.”
- We capitalize titles: Head of School, Art Department Chair
- When indicating grade levels:
 - Within a printed letter use “First Grade,” “Sixth Grade,” etc.
 - Much of the School’s communications are online. To quickly move readers through online copy, you may use “1st Grade” instead of “First Grade,” capitalizing Grade.
- When the title comes first, no comma: Head of School Peter O’Neill. When the name is first, use a comma: Peter O’Neill, Head of School.
- In general, avoid excessive capitalization. We do not capitalize Basketball, Faculty, or subjects when used in a sentence unless the subject requires capitalization: Nick Burns teaches history, but LouAnne Smith teaches Latin.
- Capitalize proper names. Only capitalize common nouns if they are a part of a proper name. (river vs. Mississippi River; west vs. West Virginia) Lower case these common nouns when they stand alone for second reference.

Terms to describe divisions or programs:

- Use “Threes” and “Twos” when describing the Three-Year-Old Program or Two-Year-Old Program, respectively. Do not use the possessive unless it *is* possessive, as in “The Threes’ classroom is welcoming and vibrant.” To describe the “Three-Day-Threes” or “Two-Day-Threes,” you may use either the numeral or spelling of three and two. I don’t use the second hyphen. Threes is a program, Two-Day and Three-Day is a sub-category.
- Use Preschool, no hyphen.
- Use Pre-Kindergarten and Pre-First, with a hyphen.
- “Preschool” is the program: “Moncrieffe” is the building in which the Preschool is located.
- “Lower School” is the program: “Livingston” is the building where the Lower School is located.
- *Alumna* refers to one female. *Alumnae* is female plural.

OTHER AP GUIDELINES

- Numbers: Spell out one through nine. Ten and over, user the numeral.
 - Numerals should not be used at the beginning of a sentence.
- Decades: Do not use an apostrophe.
 - Correct usage: The 90s.
 - Incorrect usage: The 90's.
- Time: Use "a.m." and "p.m."
- "R.s.v.p." is spelled just this way, not RSVP in all caps.
- In a series: Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series:
 - She can speak French, Spanish and German.
- Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction:
 - I had orange juice, toast, and ham and eggs for breakfast.

STATE NAMES

- Spell out the name of the 50 states when they stand alone in the copy. State name may be condensed for space when necessary.
- Use a state abbreviation with the name of a city, county, town, village or military base in text. Separate the town and state abbreviation with a comma after the state name. Large, well-known cities do not need a state reference.
 - Correct usage: Baltimore, Md.
 - Incorrect usage: Baltimore, MD
- Only use zip code abbreviations when using full mailing address
- State abbreviations (zip code abbreviations are in parentheses):

Ala. (AL)	Ga. (GA)	Mich. (MI)	N.J. (NJ)	S.D. (SD)
Ariz. (AZ)	Ill. (IL)	Minn. (MN)	N.M. (NM)	Tenn. (TN)
Ark. (AR)	Ind. (IN)	Miss. (MS)	N.D. (ND)	Vt. (VT)
Calif. (CA)	Kan. (KS)	Mo. (MO)	Okla. (OK)	Va. (VA)
Colo. (CO)	Ky. (KY)	Mont. (MT)	Ore. (OR)	Wash. (WA)
Conn. (CT)	La. (LA)	Neb. (NE)	Pa. (PA)	W.Va. (WV)
Del. (DE)	Md. (MD)	Nev. (NV)	R.I. (RI)	Wis. (WI)
Fla. (FL)	Mass. (MA)	N.H. (NH)	S.C. (SC)	Wyo. (WY)

- Eight states are never abbreviated in text or datelines: Alaska (AK), Hawaii (HI), Idaho (ID), Iowa (IA), Maine (ME), Ohio (OH), Texas (TX) and Utah (UT). Also, District of Columbia (DC)

AGE REFERENCE

- Always use figures. When the context does not require *years* or *years old*, the figure is presumed to be *years*. Use hyphens for ages that are adjectives before a noun or as substitutes for a noun.
 - Examples:
A 5-year-old girl, but *the girl is 5 years old*.
The boy, 7, has a sister, 10.
The woman, 26, has a daughter 2 months old.
The woman is in her 30s (no apostrophe).

COMPOSITION TITLES

- Apply these guidelines to book titles, computer game titles, movie titles, opera titles, play titles, poem titles, radio and television program titles, and the titles of lectures, speeches and works of art.
 - Capitalize the principal works, including prepositions and conjunctions of four or more letters.
 - Capitalize an article — the, a, an — or words of fewer than four letters if it is the first or last word in a title.
 - Italicize the titles of magazines, books, newspapers, academic journals, films, television shows, long poems, plays, operas, musical albums, works of art, websites.
 - Translate a foreign title into English unless a work is generally known by its foreign name.
 - Names of most websites and apps are capitalized without quotes: Facebook.
 - Capitalize “The” in a newspaper’s name if that is the way the publication prefers to be known. Do not place the name in quotes. The New York Times, The Washington Post, The Baltimore Sun. Do not put names in quotes or in italics.

OFFICIAL GFS PMS COLORS

- Dark Blue: **287**
- Light Blue: **278**

OFFICIAL GFS FONTS

- When stating "GFS" on a heading, etc., use **Trajan**
- When spelling out "Garrison Forest School" use **Caslan 540**

PRINTED AND ELECTRONIC LETTERS

Please adhere to these standards for printed and electronic letters. Except where noted, standards are for both hard and digital formats.

- The standard typeface is Times New Roman, 12 point.
- Please use block letter format with the date, salutation, body, closing and paragraphs all *left justified*.

- The right margin is *unjustified*.
- Margins
 - Printed letter: 2 inches from the top, beginning with the date. All other margins are 1 inch.
 - Electronic letter: begin the date at the top of the copy content block. The date should be as close to the top as possible. Put it above the content, followed by two hard returns.
- Spacing
 - Printed letter: The inside address or salutation is four hard returns from the date; the body copy is two hard returns from the salutation; the closing is two hard returns from the last paragraph; and the signature block is four hard returns from the closing. If four hard returns between the closing and signature block causes the text move onto a second page, the number of hard returns can be decreased between those blocks, however there should be at least two hard returns between the closing and signature blocks.
 - Electronic letter: There is no inside address. Salutation is two hard returns from the date; the body copy is two spaces from the salutation; the closing is two spaces from the last paragraph; and the signature block is two spaces from the closing.
- Punctuate the salutation with a comma, not a colon. Example: "Dear Parents,"
- There should be ONE space between a period and new sentence. This is particularly important for letters that will be emailed to constituencies.
- Automatic hyphenation should be turned off. Hyphenate as needed, but not from one line to the next.
- It is recommended that letters be proofread by at least two people with final approval by the person whose signature is on the letter or blast email.

CALENDARS AND NEWS ITEMS

- Use Title Case
- Spell out names of divisions (Upper School not US, etc.)
- Follow the same format for PDFs and titles
- Use name of Division instead of building (Lower School, not Livingston; Preschool, not Moncrieffe)

LETTERHEAD AND STANDARDS FOR MAILINGS

- Letters should be produced on good-quality letterhead. Do not run the letter on one piece of letterhead and then run it through the copier on copy paper.
- A one-page letter is best, whenever possible. If a two-page letter is necessary, use the other side and make the margin two inches from the top.
- Each large mailing should contain a cover letter. The second sheet or the bottom of the letter should show a list of mailing contents and the dates when pieces are to be returned to the School. All other information sheets should be in bullet form.
- Divisions should agree upon common mailing dates for large mailings and broadcast emails. This ensures that parents, especially those with children in multiple divisions, will receive all of their information at the same time.