

## **Stylebook for AAUW of Virginia Publications and Web Sites Update July 10, 2010**

The name of this organization is AAUW of Virginia, NEVER AAUW of VA, AAUWVA, or Virginia (VA) AAUW. **That little “of” is vital in printed copy. However, the other abbreviations MAY be used in web or email addresses, etc., when necessary.**

The official names of the Branches are as listed below

Alexandria	Newport News
Arlington	Norfolk
Ashburn-Leesburg Area	Norton-Wise
Bedford County	Portsmouth
Charlottesville-UVA	Reston-Herndon Area
Fairfax City	Roanoke Valley
Falls Church Area	Smith Mountain
Greater Manassas	Springfield-Annandale
Greater Richmond	Suffolk
Hampton	Vienna Area
Harrisonburg	Virginia Beach
Lynchburg	Winchester
McLean Area	Woodbridge
Mt. Vernon	Wytheville

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### **General Guidelines for AAUW Publications**

**AAUW (no periods between letters) (not "the" AAUW). As of May 2008, American Association of University Women is no longer to be used.**

**AAUW FUNDS has replaced “EF” or Educational Foundation (2009)  
AAUW Legal Advocacy Fund; the Legal Advocacy Fund; LAF  
AAUW Postdoctoral Fellowship (no hyphen)**

**academic degrees** Ph.D., M.A., B.A., master's, bachelor's. Use "doctoral degree/doctorate," "master's degree," or "bachelor's degree" in a sentence.

**academic departments** Use initial caps for only proper nouns, such as English and Spanish: English department, history department, women's studies department. Use initial caps when the department is the proper name. University of Michigan History Department.

**acronyms** Avoid acronyms and abbreviations unless well known to the general public. It is often better to simplify a name than to use an acronym. When using acronyms, spell out the entire word/name/phrase at first reference.

Except when indicated by the *Merriam-Webster's Collegiate Dictionary*, the *Associated Press Stylebook*, or this **style guide**, use no periods after the letters: LAF, EF etc..

**African American** Use interchangeably with black or according to regional preference. Do not hyphenate noun or adjectival forms.

**board of directors** Use initial caps only when using the full name.

**branch** Lowercase unless part of the proper name.

**bylaws** Lowercase unless for *AAUW Charter and Bylaws*

**chair** Do not use chairman, chairwoman, or chairperson.

**Co-President** (Vice President for Membership and Branch Development) etc.

**commas** AAUW uses serial commas, which means commas are used after each word in a series. AAUW, the Foundation, and LAF. AAUW, the Educational Foundation, or LAF.

**committees** Use initial caps only when using the formal name of the committee: AAUW Public Policy Committee, the committee, the AAUW Public Policy and Program Development committees.

**Dates: January 1, 2007. Spell out month, followed by day and complete year. Date Ranges: November 15-17.**

**hyphenation** Hyphenate compound adjectives: well-tailored suit; government-run program. Do not use a hyphen after adverbs ending in -ly: highly qualified applicants. When breaking words at end of line, put at least three letters on the second line.

**member-at-large; MAL; MALs**

**Membership and Branch Development...title of the second vice president.**

**money** When using whole numbers, use .00 only when in same text as fractional amounts. That will cost \$4.00 or \$4.65. Otherwise: That will cost between \$4 and \$5. Under \$1, use cents. 75 cents.

**Ms.** Use as title for a woman in place of Mrs. or Miss. See "titles (people)."

**people of color** The preferred term to use when referring to African Americans, Latinos, Native Americans, and Asian Pacific Americans. Use instead of minority and nonwhite.

**people with disabilities** The preferred term. Avoid using "disabled." Also, "service animal" is preferable to "Seeing Eye Dog" or "guide dog."

**percent** Spell out as one word in text and use figures. 5 percent. Avoid starting a sentence with a percentage.

**Ph.D.** Use "doctorate" or "doctoral degree," not Ph.D., in a sentence.

**phone numbers** Use a slash after the area code and no "1" before it. 800/326-AAUW ext. 123 (no comma before ext. number).

**post office box** In addresses, use P.O. Box

**pro-choice** Supportive of the full range of women's reproductive rights. Do not use pro-abortion.

### **Progress in Equity (PIE) Award**

**state names** In sentences, when used with city names, spell out state names and set off with commas; when used alone in sentences spell out. But use postal service two-letter abbreviations of state names without periods in complete addresses or lists or in parentheses after branch names. Washington state (if necessary to distinguish from Washington, D.C.; otherwise, Washington), the state, Sue Smith (WA), the Spokane (WA) Branch.

**T-shirt** Always use an initial cap.

**that** The distinction between *that* and *which* confuses many people. *That* is properly used in clauses necessary to the sentence. The road that she took led to the mill. Use *which* where the modifying clause, set off by commas, can be omitted. This road, which leads to the mill, was the one she chose. (KNK: When in doubt See Strunk and White).

**time** Lowercase a.m. and p.m. 3:45 p.m.; 2 p.m. Do not use zeros after the hour except, perhaps, in official minutes of a meeting. Use noon and midnight, lower case, instead of 12 p.m. or 12 a.m.

**titles (people)** In text, use initial caps for titles, including branch officers, before a name, lowercase after a name. Executive Director Terry Smith, Terry Smith, executive director, Supreme Court Justice Ruth Bader Ginsburg, Ruth Bader Ginsburg, U.S. Supreme Court justice, Professor Carol Gilligan, Carol Gilligan, professor, Harvard University, Oklahoma AAUW State President Terry Smith, Terry Smith, Oklahoma AAUW state president, Branch President Terry Smith, Terry Smith, branch president. Generic job descriptions are not capitalized even when they precede a name. Plainview High School teacher Jane Smith.

In publications, do not use titles such as Ms., Mr., or Dr., and use only a last name when referring to someone whose full name has already been given. Terry Smith was interviewed on the subject. When asked to comment, Smith said...

**web page** Lowercase, two words.

**website** Lowercase, one word. AAUW's website is [www.aauw.org](http://www.aauw.org).

*Most of this information is from the Official AAUW Style Guide on the website.*