

AAUW Ashland Branch Style & Usage Guide

updated July 2014

Member Contact Information: In the newsletter, delete all address, phone, and e-mail information from articles because the newsletter is published at a public website. Contact information is OK in all-member e-mails.

For the Newsletter: Check spelling of all member names against the Directory.
Check all dates against the calendar; add day in dates so they read Tuesday, July 13

Use of numbers: Use numerals for dollar amounts (\$5,000), percentages (23 percent), and measurements (4 yards of cloth).
Spell out one to ten in general sentences (five members); use numerals over ten (22 members).
When comparing numbers, use same style (5 attendees last year but 12 this year)

Dates & Times: June 12, 2014, but November 2014 (no comma)
Use 2 pm (lowercase without periods, no :00), 10:45 am, 12 noon
1990s, no apostrophe

Punctuation: Use serial comma with three or more items: Ann, Betsy, and Carol
(not Ann, Betsy and Carol)
Use initial cap after colon when a full sentence follows

Titles: Use Cap/lc for Branch titles: Leadership Team, Membership Chairs or Membership Team, Program Chairs; Recording Secretary; Contact Secretary; Garden Tour Chair; Newsletter Editor; Webmaster; Past President.
When referring to speakers in Community Forum articles, use first name/last name in introduction and Mr. X or Ms. Z in subsequent mentions.

Names: Give member's full name on first mention; first name OK after within same topic

Degrees: Use without periods—BA, MS, PhD

AAUW Logo usage: Follow National AAUW's graphic standards at aauw.org

Specific Usage

AAUW or the American Association of University Women

AAUW Community Forum

AAUW Garden Tour (capitalized when referring to the specific year's tour)

AAUW Annual Spring Garden Tour in press releases and flyers on first mention

AAUW Funds [former EF and LAF; tax-deductible], AAUW Action Fund [not tax-deductible]

AAUW National

AAUW Oregon

AAUW/SOU Celebration of Scholars

Ashland Branch

Ashland Vision (newsletter name, italicized in text)

ASPIRE (AHS mentoring project)

AWSEM (Advocates for Women in Science, Engineering, and Mathematics)

Board meeting, Board members

Board of Directors

the Board

Branch meeting, Branch minutes

bylaws

chairing a committee, but capitalize in titles: Sue Smith, Program Chair

co-chair a committee, but Sue Smith and Sunny Anderson, Chairs

the committee, but the Scholarship Committee

the Directory
\$\$\$ 4 Scholars

Educational Foundation (EF)
EF Named-Grant Honoree
e-mail

501(c)(3) organization
Florence Schneider Award

Helping Hand Fund
home page

interest group, interest group coordinator

Legal Advocacy Fund (LAF)
lifelong
log in (verb), login (noun)

Masonic Lodge, 570 Clover Lane (betw 76 station & Chevron station but before Windsor Inn)
Middle School Book Fair
motions
movable, not moveable

National AAUW
nonmember
nonpartisan
nonprofit
nontraditional

online
Outstanding Graduating Woman on honorees' certificates (not Outstanding Senior Woman,
which may confuse *senior* with *older*)

Parent & Daughter Fair

re-elect, re-election
resolutions
RSVP

Salon when speaking about our specific event
ScienceWorks, ScienceWorks Hands-On Museum
seasons: spring, summer, fall, winter = lowercase unless used in titles
setup (noun), set up (verb)
sign up (verb), sign-ups (noun), sign-up sheet (adj)
Southern Oregon University (spell out on first mention in formal communication, SOU after,
SOU okay in intra-member communications)
State AAUW

under way (adverb, two words)

web, web page
website
which/that: *which* introduces nonessential clauses, *that* introduces essential clauses, that is,
clauses without which the sentence would be meaningless
who's = who is
whose = possessive pronoun
WIN (Women in Need)