

## NEWSLETTER SUBMISSION GUIDELINES

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- 1) Keep it short...submissions for the **Member News Section** should be 100 words or less. Submissions of a **book review or an article** should be 250 words or less.
- 2) Include a picture—but just one, please
- 3) About a month before the newsletter is sent out you will receive an email asking for submissions, informing you of where to send them, and letting you know when the deadline is.

We look forward to hearing from you!

## STYLE SHEET FOR WNBA/LA NEWSLETTER

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Sources: *The Chicago Manual of Style*, 15<sup>th</sup> edition [CM]  
*Merriam Webster's Collegiate Dictionary*, 10<sup>th</sup> edition [Web 10]  
*Webster's Third New International Dictionary*, Unabridged  
*Robert's Rules of Order*, latest edition

### **Lowercase these words in running text:** [CM 8.30]

president, vice president, secretary, treasurer, past president, president-elect  
member, membership, board, board of directors, committee and committee  
names grant, award

**Words formed with the following prefixes should be closed:** [CM 7.90, Section 3]  
co, inter, mega, mid, multi, non, post, pre, un (for complete list, see CM pages 307–308)  
coauthor, ALA Midwinter Meeting, multiauthor, nonprofit, postdoctoral,  
preregistration, unfunded

### **Compounds and hyphenation:** [CM 7.82–7.89]

Use a hyphen between compound modifiers before a noun: *decision-making* process

Do *not* use a hyphen between a compound formed by an adverb ending in *ly* plus  
an adjective or participle, such as *highly paid* or *utterly useless*.

### **Use initial caps for awards when they are named:**

Ann Heidbreder Eastman Grant, Eastman Grant  
Pannell Award  
WNBA Award

### **Hyphens and Dashes:**

Use hyphen (-) to separate compound modifiers, etc.: best-known author [CM 6.81–6.82]  
Use en dash\* (–) between inclusive years and numbers: pages 6–8, 1914–18 [CM 6.83]  
Use em dash (—) to indicate sudden breaks, etc. [CM 6.87–6.94]  
\*To type an en dash, hit *Ctrl* and the minus key on the keypad.

Titles of articles, chapters, and other shorter works are set in roman and enclosed in quotation marks (CM 8.187).

“Chapter News” appears in each issue of *The Bookwoman*.

**Vertical bulleted, numbered, or lettered lists:** [CM 6.127, “Vertical lists: punctuation and format” for general rules].

Example of vertical list punctuated as a sentence. [CM 6.129]

The chair of the committee reported that

1. the tasks were completed,
2. the reports were written, and
3. printed copies were ready for distribution.

Example of vertical list with subdivided items. [CM 6.130]

In summer, the secretary will do the following:

1. Take action minutes at the board meeting.
  - a. Send action minutes to national president for review.
  - b. Complete first draft of minutes within four weeks.
  - c. Send revised draft to all members of the executive committee for comment.
2. Circulate forms to determine board member needs.
  - a. Letterhead, second sheets, and envelopes.
  - b. National brochures.
  - c. Membership cards.

Example of bulleted list. [CM 6.127]

Types of media will include:

- Book industry trade media
- ~~Select~~ general-interest consumer media

**Word Usage: that or which** [CM 5.202]

*That* should be used restrictively to narrow a category or identify a particular item being talked about: She used the gavel *that* had been passed down through the years.

*Which* should be used nonrestrictively—not to narrow a class or identify a particular item already identified—and should be preceded by a comma: She used the gavel, *which* signaled the beginning of the meeting.

**Numbers**

In general, spell out zero through nine; use numerals for 10 and above. [CM’s alternative rule.]

Always use figures in measurements and percentages, even if under 10: 5 inches, 10 percent, 2 feet.

Spell out any whole number followed by hundred, thousand, million: fifteen hundred

Spell out large round numbers that are approximate: fifty thousand.

If a number between one thousand and ten thousand can be expressed in terms of hundreds, that is preferred to numerals: eleven hundred words.

Spell out numbers that begin a sentence: Seventy-five members attended the meeting. Spell out ordinals: sixth century, second chance.

Spell out numbers in dialogue: “I was born at the age of fifty.”

Years: the 1950s, not 1950’s; or the fifties.

Inclusive years and numbers: An en dash should be placed between the numbers—not a hyphen. 1914–18, pages 127–28. *To type an en dash, hit Ctrl and the minus key on the number keypad.*

#### **A**

active (member)  
author  
award (the)

#### **B**

board  
board of directors  
*The Bookwoman*  
bookmaker  
bookmark  
bookwoman, bookwomen  
book world  
book club  
budget  
bylaws

#### **C**

chair or chairperson  
committee  
comprise or composed of, (not comprised of)  
contribution (not dues—because contributions to 501(c)(3) organizations are tax-deductible and dues are not)

#### **D**

dues (do not use—see contribution above)

**E**

e-mail  
 Eastman Grant  
 election (committee)  
 executive committee, (not executive board)

**F**

fall (season)  
 Fall (issue)  
 fund raising (n.)  
     [CM 7.90, pg. 303: noun + gerund: Noun usually open; adjective form hyphenated  
     before a noun. Examples: decision making, a decision-making process.]  
 fund-raising (adj.)

**G**

grant (the)

**H**

honorary (member)

**L**

librarian  
 long-range planning committee

**M** member membership  
 membership committee

**N**

national board annual meeting (not retreat or meeting/retreat)  
 national (organization)  
 network (member)  
 nominating committee  
 non-governmental organization (exception to the rule of prefixes being closed)  
 nonprofit

**P**

Pannell Award  
 per capita payment (no hyphen even though compound adj.)  
 president

**S**

secretary  
 spring (season)

Spring (issue)  
summer (season)  
Summer (issue)  
sustaining (member)

**T**

time line  
treasurer

**U**

user name

**V**

vice president

**W**

Web site  
winter (season)  
Winter (issue)  
WNBA Award

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