**10 Style Rules**

1. **Numbers**
   1. Numbers under 10 should be spelled out in written form.
      1. Examples:
         1. She owned five cars.
         2. He ran 10 marathons in his lifetime.
      2. An exception to the rule is when the numbers are listed or are in the beginning of a sentence.
         1. Examples: “There were 20 members on the varsity team, including 11 seniors and 9 juniors.”
      3. Numbers should be spelled out in the beginning of sentences.
         1. Example: “Eleven members of the baseball team were suspended.”
      4. Spell out millions, billions, etc.
2. **Dates**
   1. Abbreviate months that include more than five letters. Spell out March, May, April, June and July.
3. **Past Tense**
   1. Most news stories are written in past tense. Depending on the nature of the article, make sure you use the same tense within the entire article.
4. **Wording**
   1. Be careful with the words you choose. Replace complicated words with simple, straight-forward language to create a seamless flow.
5. **Paragraphs** 
   1. Keep paragraphs relatively short. Paragraphs should include one to three sentences.
6. **Names and Titles** 
   1. Always spell out the first and last name of an individual on first reference and use their last name on the following reference. Identify their title in the first reference as well.
      1. Example: “Kelsey Jones, a varsity soccer player, scored her first goal with the Bulldogs on Friday.”
7. **Attribution** 
   1. Always, always attribute your information in your story. If someone reported the information, attribute it directly to the source. When identifying a source, also identify how and when you spoke with the individual.
      1. Example: “There’s been a significant increase in reported robberies on campus over the past month.” said Lt. Rick Edwards in a phone interview Thursday afternoon.
8. **Punctuation**
   1. Commas and other forms of punctuation should stay inside quotation marks.
   2. Use a single space after a period and other punctuation.
9. **Percentage**
   1. Always spell out “percent.” Do not use the percentage icon.
10. **Quotations**
    1. Make sure words or sentences in quotations are written as said by the source or material.
    2. Place movie and book titles in quotations.