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Ap style guide one space after period

Q. I saw someone share a post recently that you now support two spaces after a period, which falls in line with AP style. Is this correct? Q. When did CMOS first recommend a space (instead of two) after periods and colon? I found the one-space rule in the 15th edition, but I remember hearing somewhere that it goes back to the 13th edition. I'm trying to win arguments with people who claim it's a new rule. Q. I recognize all the writing formats today saying that there will be a space between the period of a sentence and the first letter of the next sentence. I think this doesn't take into account studies that refer to visual cues that help the reading process. So I shall begin with you to ask that this be discussed and fully reviewed in the hope that we can at least note that two spaces are acceptable between sentences. Thank you for your consideration of this issue. Q. I took writing in 1967 and got to learn the two-space convention and have been using it ever since. That is, until one of those annoying millennials complained and hit me with your website. When did the Convention change? Q. All right, let's go! I am staunchly trying to assume a space after the final punctuation rule. It's not an easy task for a retired English teacher in his late sixties—one who preached the old rule to legions of avid-eyed scientists. Are there any retraining suggestions that help the older student? I'm tired of correcting my constant faults. But I try hard. Q. Approximately two spaces after a period. As an American Marine, I know what's right is right and you're wrong. I declare it once and for all aesthetically more pleasing to have two spaces after a period. If you refuse to change your bull-headedness, I will petition the commandant to allow me to take a marine detail to conquer your organization and impose my rule. You should place two spaces after a period. Period. Semper Fidelis. Q. Help. How many spaces do you leave after a colon in a manuscript? Q. Please help. I have confusion about the correct distance after periods and other closing punctuation. My company uses the Arial font and consistently uses a spool-left margin. We're an engineering company. My job is to prepare documents and letters for customers. Everything I read in manuals and from technical writers directs me to use a space after periods. I find it works very well, except sometimes, when an extra space helps readability. Knowledgeable engineers have embraced a space usage consistent with font design and automation of reports. Others are dissatisfied with a space, they think they have difficulty reading. (Even I had an adjustment period that I forced myself to endure until it became automatically read easy.) We prepare technical information. What do you think? Thank you for your wonderful support and especially the quick I really appreciate your service. Image from Cult of Pedagogy Here is a client query client query today, as I often hear in business writing courses: I have a clear and simple answer for this question: A space is correct. UPDATE: As of April 24, 2020, Microsoft has settled the big space debate, and sided with anyone who thinks a space after a period is correct, not two. The software giant has started updating Microsoft Word to highlight two spaces after a period as an error, and to offer a fix to a space. Microsoft recently started testing this change with the desktop version of Word, and offers suggestions through the Editor features in the app. In addition, after decades of recommending two spaces changed their recommendation to a space in its last update in October 2019. How two spaces evolved if you learned to type on a typewriter before word processor became the norm, two spaces after a period were required and taught as correct. The extra space was needed to narrow the beginning of a new sentence because the distance between words was uneven on a typewriter. If you didn't learn how to write on a typewriter, you likely use two spaces after the period because you were modeling the writing of someone who learned to write on a typewriter. Typewriters gave each character the same space on the screen. This is called monospaced setting. However, word processing software uses proportionally spaced fonts, which automatically adjust the spacing between characters to accommodate the varying width of letters. This is called proportional setting. Here's an example of monospaced setting from a typewriter: Now here's the same sentence using a proportional font from word processing programs: As a rule, a monospace font always takes more space on the screen. Because there is so much extra distance in the typed monospace font, authors using typewriters needed the extra space after punctuation to indicate a complete stop, such as a period, question mark, or exclamation point. If you use any word processing software on a computer, such as Microsoft Word, Apple Pages, or Google Docs, you won't need more than one space after the period. All of these tools will space letters and sentences appropriately for you if you use a space after the sentence. Using two spaces will actually distort your typeset. We took a vote. Here are the results. Why using two spaces hurts in your writing 1. It makes your writing look dated. Word processing has been around for a long time and we should update our writing to reflect current tools. The wonderful blog The Cult of Pedagogy explains this well in an article titled, Nothing Says Over 40 Than Two Spaces After A Period! (Side note: A fair question is What's wrong with being over 40? The author brought up this implicit denigration of older people snarky tone in an up entourage article.) The lesson to business writers is that two spaces date-stamps our writing. An extra space between sentences sentences a flood of white in marketing documents, diminishing impact. Dianna Huff, a respected and experienced manufacturing marketing writer recently confirmed this on Twitter: Source: Dianna Huff and Robyn Bradley 2. Almost all style guides agree that a space is correct. Microsoft Manual of Style for Technical Publications The Chicago Manual of Style The Associated Press Stylebook, which is the most accepted style guide for companies writing The Gregg Reference Manual The Publication Manual of the American Psychological Association (APA), was the only style guide that recommended two spaces after a period, and even the long timelimit for two spaces changed its guideline to a space in its 2019 update. MLA Handbook for authors of research papers (MLA) waffles. Interestingly, all the examples MLA presents in their guide use only one space and it says that most publisher guides recommend a space. It adds contradictory disclaimer that there is nothing wrong with using two spaces after closing punctuation unless an instructor asks you to do something else. NOTE: both APA and MLA are mainly academic writing guides, not business writing guides. Academic writing also uses different textual justifications and indented paragraphs, which requires more blank space between sentences to distinguish. For business writing, follow the lead of logic and larger style guides: Use a space after separating. Old habits can be hard to break, of course, but focusing a space will be your natural impulse. What if you have difficulty using a space after many years of adding two spaces after a full stop or colon? Use the Find and Replace option in the Word Processor (Control + F on most systems) to remove the extra space. In newer versions of Word, look for the Home Replace ribbon at the top of the screen. On the Find What tab, type period (.) followed by two blank spaces (Spaces). In the Replace with Type Period (.) tab followed by an empty space. If you've used double space with other punctuation (!?) be sure to replace them as well. Or, use a good grammar and spell-checking tool like Grammarly, which will flag the incorrect two spaces for you. Summary: These resources provide an overview of journalistic writing with explanations of the most important and most commonly used elements of journalism and Associated Press style. This resource, revised according to The Associated Press Stylebook 2012, offers examples for the general format of AP style. For more information, please consult The Associated Press Stylebook 2012, 47th edition. Associated Press style provides guidelines for news writing. Many newspapers, magazines and public relations offices across the United States use AP style. Although some publications like the New York Times have developed their own style guidelines, a basic knowledge of AP style is considered essential for who want to work in print journalism. This web page web page intended to give an introduction to AP style and a summary of some AP style rules; However, the Associated Press Stylebook contains more than 5,000 entries – far more than can be covered here. For a complete guide to AP style, authors should consult the latest edition of the Associated Press Stylebook or visit the AP Stylebook website. Purpose The content of newspapers and other mass media is typically the result of many different authors and editors working together. AP style provides consistent guidelines for such publications in terms of grammar, spelling, punctuation, and language usage. Some guiding principles behind the AP style are: Consistency Clarity Accuracy Brevity AP style also aims to avoid stereotypes and unintentionally offensive language. Common Style Guidelines The Associated Press Stylebook provides an A-Z guide to issues such as capital letters, abbreviation, punctuation, spelling, numbers, and many other questions about language usage. What follows are summaries of some of the most common style rules. Abbreviations and Acronyms Some commonly known abbreviations are required in some situations, while others are acceptable but not required in some contexts. For example, Dr., Gov., Lt. Gov., Rep, reef and then required before a person's full name when they occur outside of a direct quote. Please note that medical and political titles only need to be used on the first reference when they appear outside of a direct quote. For courtesy titles, use these on other reference or when specifically requested. Other acronyms and abbreviations are acceptable but not mandatory (i.e. FBI, CIA, GOP). The context should guide such decisions. As a general rule, however, you should avoid what the Associated Press Stylebook calls alphabet soup. Consult the Associated Press Stylebook for specific cases. Addresses For numbered addresses, always use numbers. Shorten Ave., Blvd., and St. and directional signals when used with a numbered address. Always spell out other words like alley, drive and road. If the street name or direction signal is used without a numbered address, it should be capitalized and staked. If a street name is a number, spell out first through the ninth and use numbers for 10th and higher. Here are some examples of properly formatted addresses: 101 N. Grant St. Northwestern Avenue, South Ninth Street, 102 S. 10th St., 605 Woodside Drive. Ages For ages, always use numbers. If age is used as an adjective or as a substitute for a noun, then it should be hyphenated. Do not use apostrophe when describing an age range. Example: A 21-year-old student. The student is 21 years old. The girl, 8, has a brother, 11. The competition is for 18-year-olds. He's in his 20s. Books, Periodicals, Reference Works, and other types of compositions Use quotation marks around the titles of books, songs, TELEVISION programs, computer games, poems, lectures, speeches and works of art. Example: Author Porter Shreve read from his new book, the White House was ours. They sang The Star-Spangled Banner before the game. Do not use quotations about the names of magazines, newspapers, the Bible or books that are catalogues of reference material. Example: The Washington Post first reported the story. He reads the Bible every morning. Do not underline or italicize any of the above. Date, Months, Year, Days of the Week For date and year, use numbers. Do not use st, nd, rd, or th with dates, and do not use Arabic figures. Always capitalize months. Spell the month if it is not used with a date. When used with a date, shorten only the following months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Commas are not necessary if only one year and month are given, but commas should be used to dest., a year if dates, month, and year are given. Use the letter's but not an apostrophe after the numbers when expressing decades or centuries. However, use an apostrophe before numbers that express a decade if numbers are omitted. Example: Classes begin Aug. 25. Purdue University was founded May 6, 1869. The semester starts in January. 19th century. If you are referring to an event that occurred the day before when the item will appear, do not use the word yesterday. Instead, use the day of the week. Make days of the week in capital letters, but don't shorten. If an event occurs more than seven days before or after the current date, use the month and a number. Datelines Tidningar uses datelines when the information for a story is obtained outside the newspaper's hometown or public service area. Datelines appear at the beginning of the stories and include the name of the city in all capital letters, usually followed the state or territory in which the city is located. The Associated Press Stylebook lists 30 U.S. cities that don't need to be followed by the name of a state. See states and cities below. Example: DENVER – The Democratic National Convention began... St. PAUL, Minn. The Republican National Convention began... YOUNGSTOWN, Ohio - President Bush spoke to a group... Dimensions When writing about height, weight, or other dimensions, use shapes and spell words like feet, miles, etc. Example: She's 5-foot-3. He wrote with a 2-inch pen. Miles Use numbers for any distances above 10. For any distance spacing below 10, spell out the distance. Example: My flight covered 1,113 miles. The airport runway is three miles long. Name Always uses a person's first and last name the first time they are mentioned in a story. Use only last name on other reference. Don't use courtesy titles like Mr. Mrs., Miss, or Ms unless they are part of a direct quote or needed to distinguish between people who have the same last name. Numbers never begin a sentence with a character, except sentences that start with a year. Example: Two hundred freshmen participated. Five actors took the stage. 1776 was an important year. Use Roman numerals to describe war and to show sequences to humans. Example: War II, Pope John Paul II, Elizabeth II. For ordinal numbers, spell out first by ninth and use numbers for the 10th and above when describing order in time or place. Example: second base, 10th in a row. Some ordinal numbers, such as those indicating political or geographical order, should use figures in all cases. Example: 3rd District Court, 9th Chamber. For cardinal numbers, consult individual entries in the Associated Press Stylebook. If no usage is specified, spell out numbers below 10 and use numbers for numbers 10 and up. Example: The man had five children and eleven grandchildren. When referring to money, use numbers. For cents or amounts of \$1 million or more, spell the words cents, millions, billions, trillions etc. Examples: \$26.52, \$100,200, \$8 million, 6 cents. Punctuation Use a single space after a period. Do not use commas before a conjunction in a simple series. For example, in art class, they learned that red, yellow, and blue are primary colors. His brothers are Tom, Joe, Frank and Pete. However, a comma should be used before the terminal together in a complex series, if part of that series also includes a conjunction. Example: Purdue University's English Department offers doctoral universities in literature, second language studies, English language and linguistics, and rhetoric and composition. Commas and periods are in quotation marks. Example: I did nothing wrong, he said. She said, Let's go to the Purdue game. States and cities When the name of a state name appears in the body of a text, spell it out. When the name of a city and state is used together, the name of the state should be abbreviated (with the exception of Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah). States should also be shortened when used as part of a short-form political affiliation. Example: He traveled to Nashville, Tenn. The peace agreement was signed in Dayton, Ohio. The storm began in Indiana and moved west toward Peoria, Ill. Here's how each state is shortened in AP style (with zip code abbreviations in parentheses): State Abbreviations Ala. Mr. Neb. Mr. Ariz. Mr. Nev. Mr. Sheet. Mr. P.C., i.e. N.H. (NH) Calif. Mr. N.J. (NJ) Colo. Mr. N.M. (NM) Conn. Mr. N.Y. (NY) Del. Mr. N.C. (NC) Fla. Mr. N.D. (ND) Ga. Mr. Okla. I'm sorry. (OK) Ill. (Il) Ore. Mr. May. I would like to take Ind. Mr. Pa. Mr. Can. (KS) R.I. (RI) Ky. Mr. S.C. (SC) La. Mr. (LA) S.D. (SD) Md. (MD) Tenn. (TN) Mass. Mr. Vt. (VT) Mich. (MI) Va. Mr. (VA) Minn. (MN) Wash. I'm sorry. Mr (WA) Miss. Mr. W.va. Mr (WV) Mo. Mr. Wis. Mr President, I would like to use the Mont. Mr. Wyo. I'm sorry. Mr (WY) You will notice that eight states are missing from this list. That's because Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah are never shortened. AP style does not require the name of a state to accompany the names of the following 30 cities: Cities that do not require state names Atlanta Phoenix Baltimore Boston St. Louis Chicago Salt Lake City Cincinnati San Antonio Cleveland San Diego Dallas San Francisco Denver Seattle Detroit Washington Honolulu Houston Las Vegas Los Angeles Miami Milwaukee Minneapolis New Orleans New York Oklahoma City Philadelphia Times The exact time when an event has occurred or will occur is unnecessary for most stories. Of course, there are times when the time of day is important. In such cases, use numbers, but specify noon and midnight. Use a colon to separate hours from minutes, but don't use :00. Example: 1 p.m., 3:30 a.m. Titles Generally, capital letters formal titles when viewed before a person's name, but lowercase titles if they are informal, appear without a person's name, or are reconciled before a name with commas. Also, lowercase adjectives that denote the status of a title. If a title is long, place it by the person's name, or set it off with a comma before the person's name. Example: President Bush; President-elect Obama; Senator Harry Reid; Evan Bayh, a senator from Indiana; the elder senator from Indiana, Dick Lugar; Former President George H.W. Bush; Paul Schneider, Assistant Secretary for Homeland Security. Technical terms Here are the correct spelling and capitalization rules for some common technical terms: BlackBerry, BlackBerrys download eBay Inc. (use EBAY Inc. when the word begins a sentence) e-book e-book reader e-mail reader mobile phone Facebook Google, Googling, Googling, Googling, Googling, Googled hashtag IM (IMed, IMing; For first reference, use instant messenger) Internet iPad, iPhone, iPod (use iPad, iPhone, or iPod when word begins a sentence) LinkedIn social media smartphone Twitter, tweet, tweeted, retweet World Wide Web, website (see AP 's tweet about the change), Website webmaster YouTube YouTube

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