Victoria Anastasi

Alex Pittman

Tim Anderson

Amanda Shorr

Bethany Michalski

1. Abbreviate titles before using a full name for Dr., Gov., Lt., Mr., Mrs., Rev., Sen.

**"Speaking at the Iowa Freedom Summit,** [**Mr. Carson**](http://www.washingtontimes.com/topics/ben-carson/) **said strengthening the nation’s borders should be a top priority for the next president."**

* 1. [**http://www.washingtontimes.com/news/2015/jan/24/ben-carson-iowa-freedom-summit-top-goal-next-presi/#ixzz3Q3E5GF8L**](http://www.washingtontimes.com/news/2015/jan/24/ben-carson-iowa-freedom-summit-top-goal-next-presi/#ixzz3Q3E5GF8L)

1. Only certain months: Jan., Feb., Aug., Sept., Oct., Nov., Dec.,

**Months**

[**http://www.nytimes.com/2015/01/28/us/white-house-drone.html?hp&action=click&pgtype=Homepage&module=first-column-region&region=top-news&WT.nav=top-news&\_r**](http://www.nytimes.com/2015/01/28/us/white-house-drone.html?hp&action=click&pgtype=Homepage&module=first-column-region&region=top-news&WT.nav=top-news&_r)**=0**

* 1. **James R. Clapper Jr., the current director of national intelligence, became the head of the agency, then called the National Imagery and Mapping Agency, just days after the Sept. 11, 2001, attacks.**

1. Addresses: only abbreviate Ave., Blvd., and St., DON’T ABBREVIATE: Road, place, circle, drive, etc.
   1. **3) Example for street/address:  
      "The incident occurred about 6 p.m. Saturday in the 2200 block of South Garfield Street in south Arlington. ARLnow.com first** [**reported**](http://www.arlnow.com/2015/01/26/police-man-tried-to-kiss-uber-driver-then-stole-her-phone/) **the incident."**
   2. [**http://www.washingtonpost.com/news/local/wp/2015/01/27/police-drunk-arlington-man-tries-to-kiss-his-uber-driver-steals-her-phone/?hpid=z3**](http://www.washingtonpost.com/news/local/wp/2015/01/27/police-drunk-arlington-man-tries-to-kiss-his-uber-driver-steals-her-phone/?hpid=z3)
2. ALWAYS SPELL OUT STATE NAMES

[**http://www.nytimes.com/2015/01/28/nyregion/new-york-blizzard.html?hp&action=click&pgtype=Homepage&module=b-lede-package-region&region=top-news&WT.nav=top-news**](http://www.nytimes.com/2015/01/28/nyregion/new-york-blizzard.html?hp&action=click&pgtype=Homepage&module=b-lede-package-region&region=top-news&WT.nav=top-news)

* 1. **Gary Szatkowski, the meteorologist in charge at the weather service station in Mount Holly, N.J., told weather watchers, “You made a lot of tough decisions expecting us to get it right, and we didn’t.”**

1. ALWAYS SPELL OUT DAYS OF THE WEEK

[**http://www.nytimes.com/2015/01/28/nyregion/new-york-blizzard.html?hp&action=click&pgtype=Homepage&module=b-lede-package-region&region=top-news&WT.nav=top-news**](http://www.nytimes.com/2015/01/28/nyregion/new-york-blizzard.html?hp&action=click&pgtype=Homepage&module=b-lede-package-region&region=top-news&WT.nav=top-news)

* 1. **“Suffolk County is still getting hit very hard,” Gov.** [**Andrew M. Cuomo**](http://topics.nytimes.com/top/reference/timestopics/people/c/andrew_m_cuomo/index.html?inline=nyt-per) **said at a news conference in Manhattan Tuesday morning. Much of the snow-removal equipment in the city, he said, would be redeployed to the hardest-hit areas.**

1. Don’t use unrecognizable abbreviations.

[**http://www.nytimes.com/2015/01/28/us/white-house-drone.html?hp&action=click&pgtype=Homepage&module=first-column-region&region=top-news&WT.nav=top-news**](http://www.nytimes.com/2015/01/28/us/white-house-drone.html?hp&action=click&pgtype=Homepage&module=first-column-region&region=top-news&WT.nav=top-news)

**A man who says he operated a drone that crashed on the White House grounds early Monday is an employee of the National Geospatial-Intelligence Agency, according to law enforcement officials.**

1. Abbreviation: a.m. and p.m.
   1. **""The incident occurred about 6 p.m. Saturday in the 2200 block of South Garfield Street in south Arlington. ARLnow.com first** [**reported**](http://www.arlnow.com/2015/01/26/police-man-tried-to-kiss-uber-driver-then-stole-her-phone/) **the incident."**[**http://www.washingtonpost.com/news/local/wp/2015/01/27/police-drunk-arlington-man-tries-to-kiss-his-uber-driver-steals-her-phone/?hpid=z3**](http://www.washingtonpost.com/news/local/wp/2015/01/27/police-drunk-arlington-man-tries-to-kiss-his-uber-driver-steals-her-phone/?hpid=z3)
2. Some well-known organizations such as FBI and CIA are okay to abbreviate but only with discretion. Make sure to write out organization the first time mentioned.
   1. **Abbreviate well-known agencies ... spell it out the first time:  
      "... said Josephine P. Briggs, director of the** [**National Center of Complementary and Alternative Medicine**](http://nccam.nih.gov/) **at NIH. Funding for the initiative comes from the NCCAM, the** [**National Institute on Drug Abuse**](http://www.drugabuse.gov/) **and the VA’s Health Services Research and Development Division."**[**http://www.washingtonpost.com/blogs/federal-eye/wp/2014/09/25/federal-research-seeks-alternatives-to-addictive-opioids-for-veterans-in-pain/**](http://www.washingtonpost.com/blogs/federal-eye/wp/2014/09/25/federal-research-seeks-alternatives-to-addictive-opioids-for-veterans-in-pain/)
3. If writing about one person with an academic degree, spell out degree title. If multiple, abbreviate the degree. For example: John Jones, who has a doctorate in psychology. or *B.A*.*,* M.A.*,* LL.D. *and* Ph.D.
   1. **"He graduated from the University of Cincinnati in Ohio in 1980 and in 2002, he earned a masters degree from George Mason University in Arlington, Va"**[**http://www.washingtonpost.com/community-relations/the-2008-2009-agnes-meyer-outstanding-teacher-award-winners/2014/04/10/4e9ae464-c779-11e0-9d78-807e1fea72b6\_story.html**](http://www.washingtonpost.com/community-relations/the-2008-2009-agnes-meyer-outstanding-teacher-award-winners/2014/04/10/4e9ae464-c779-11e0-9d78-807e1fea72b6_story.html)
4. Abbreviate junior or senior directly after the name but without a comma: Justin Wilson Jr.

[**http://www.nytimes.com/2015/01/28/us/white-house-drone.html?hp&action=click&pgtype=Homepage&module=first-column-region&region=top-news&WT.nav=top-news&\_r**](http://www.nytimes.com/2015/01/28/us/white-house-drone.html?hp&action=click&pgtype=Homepage&module=first-column-region&region=top-news&WT.nav=top-news&_r)**=0**

* 1. **James R. Clapper Jr., the current director of national intelligence, became the head of the agency, then called the National Imagery and Mapping Agency, just days after the Sept. 11, 2001, attacks.**