

Bulletin Stylesheet

The following style sheet has been compiled by the bulletin editor. The following clarifications are considered the approved method for any article submitted for this publication. Please adhere to these formats.

Item	Direction	Example
Headers	Please provide a headline for your article. Capitalize all important words. Do not use ALL CAPS or punctuation.	Yes: This is an Important Headline No: THIS IS AN IMPORTANT HEADLINE. No: this is an important headline
Body of Article	Always use complete sentences, correct grammar and punctuation, and spell check. Do not use all caps. Proofread out loud, if possible.	Yes: The meeting is scheduled for tomorrow at 8:00pm in the Library. No: Meeting: 8pm, Library No: THE MEETING IS IN THE LIBRARY.
Addresses	Abbreviate cardinal directions, unless that is the name of the street. Abbreviate street description. Abbreviate state using official postal abbreviations. Do not use periods.	Yes: 1123 S Wilson Rd Yes: 1123 W North Ave (exception) Yes: Ave, St, Rd, Pkwy, Blvd Yes: WI, IL, MN No: Avenue, Street, Wis., Ill., Minn.
Dates	Always include ordinals (1st, 2nd, etc). No space in between number and ordinal. Do not use superscript.	Yes: January 1st No: January 1 No: January 1 st
Names of Days and Months	Always capitalize days and months. Do not abbreviate.	Yes: March, April, Sunday, Monday No: Mar., apr, Sun, mon.
Years	Do not include the current year in the date. Use a comma after the date if using a future or past year.	Yes: December 1st Yes: January 1st, 2027 No: December 1st, 2009 (current year)
Parish Office	Always capitalize. Use both words. Refer to a person <i>in</i> the Parish Office.	Yes: Call Courtney in the Parish Office. No: Call the office.
St. Therese Parish or Room	Always capitalize. Abbreviate Saint. Include period after St.	Yes: St. Therese Parish No: Saint Therese room
Time	Always use hours <i>and</i> minutes. Use small letter am/pm with no space.	Yes: 8:00am, 7:30pm No: 8AM, 7:30 P.M., 8am, 7:30p.m.
Dollar Amount	Use dollars <i>and</i> cents for amounts under \$100. Use dollar sign.	Yes: \$7.00, \$101, \$99.00 No: \$7, seven dollars, 7.00, \$101.00
Emphasis	Never use ALL CAPS. Use bold or italics instead. Do not underline, ever . Only use <i>one method</i> of emphasis at a time.	Yes: Deadline is <i>this</i> Monday. Yes: Deadline is this Monday. No: Deadline is THIS Monday. No: Deadline is <u>this</u> Monday. No: Deadline is this Monday.
Phone Numbers	Always use area code in parentheses. Use one space between area code and number. Do not include a "1." Use a dash after first 3 numbers.	Yes: (414) 771-2500 No: 771-2500 No: 1-414-771-2500 No: 4147712500
Email and Website	Do not capitalize unless it begins a sentence. Do not use a dash or space. Specify which page of our website, if applicable.	Yes: email and website Yes: Visit the News & Events page of our website. No: e-mail, Web Site