

## AP Style Tips

From *The Basics of Associated Press style: Not glamorous, but necessary*

By Tony Rogers, About.com

<http://journalism.about.com/od/writing/a/apstyle.htm>

Here are some of the most basic and commonly used AP style points.

Note: These points represent only a tiny fraction of what is in the AP Stylebook, so don't use this page as a substitute for getting your own stylebook.

### Numbers

Spell out numbers one through nine. Write 10 and above as numerals.

Example: He carried five books for 12 blocks.

### Percentages

Always express percentages as numerals followed by the word "percent."

Example: The price of gas rose 5 percent.

### Ages

Always express ages as numerals.

Example: He is 5 years old.

### Dollar Amounts

Always express dollar amounts as numerals, and use the "\$" sign.

Example: \$5, \$15, \$150, \$150,000, \$15 million, \$15 billion, \$15.5 billion

## Street Addresses

Use numerals for numbered addresses. Abbreviate *Street, avenue and boulevard* when used with a numbered address, but otherwise are spelled out.

Never abbreviate *route* and *road*.

Example: He lives at 123 Main St. His house is on Main Street. Her house is on 234 Elm Road.

## Dates

Express dates as numerals. Abbreviate the months August through February when used with numbered dates.

Never abbreviate March through July.

Do not abbreviate months without dates. Do not use “th” in a date.

Example: The meeting is on Oct. 15. She was born on July 12. I love the weather in November.

## Job Titles

Job titles are generally capitalized when they appear before a person’s name, but lowercase after the name.

Example: President George Bush. George Bush is the president.

## Film, Book & Song Titles

Generally, capitalize and place these titles in quotation marks. Do not use quote marks with reference books or the names of newspapers or magazines.

Example: He rented “Star Wars” on DVD. She read “War and Peace.”