

Thirty-Third District PTA Style Sheet

- The logo and typeface recommended by National PTA will be used.
- Spelling, punctuation and capitalization of the following Thirty-Third District PTA programs:
 1. Orientation
 2. Legislation Conference
 3. Council Presidents and Superintendents Conference
 4. Presidents and Principals Conference
 5. UPOC
 6. Mid-Winter Conference
 7. Secondary Conference
 8. Annual Meeting
 9. Leadership Workshops - West
 10. Leadership Workshops - East
 11. Bylaws Workshop or Parliamentarians Workshop
 12. Financial Workshop
 13. Thirty-Third District PTA

Capitalize

1. The following:
 - California State PTA (do NOT use CSPTA) and National PTA (do NOT use NPTA)
 - Parent Teacher Association, PTA
 - Parent-Teacher-Student Association, PTSA
2. Nouns or adjectives forming part of the proper name of an organization:
 - Thirty-Third District PTA
 - Do not capitalize association, council, district, university, etc. when used alone.
3. PTA organizational terms:

<ul style="list-style-type: none">• Advisory Board• Executive Board• Board of Directors• Board of Managers• California State PTA Convention• Honorary Service Award, HSA	<ul style="list-style-type: none">• Continuing Service Award, CSA• Golden Oak Service Award• PTA Leadership Training• Purposes of the PTA (not purpose of or objects of ... in a sentence)
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4. Special projects, programs or workshops of the California State PTA or National PTA:

<ul style="list-style-type: none">• <i>Parents Empowering Parents (PEP)</i>• SMARTS – Bring Back The Arts!	<ul style="list-style-type: none">• Reflections Program• Legislation Alerts/Updates
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5. For titles in text, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (therefore, however).
6. Names of any race or nationality except black and white.
7. Any title or designation immediately preceding, but not following a name:
 - President Jones
 - Mrs. Jane Jones, president
 - Capitalize titles in addresses, printed programs and at the close of letters.
8. Terms connected with state or national government:

<ul style="list-style-type: none">• Governor• Legislature	<ul style="list-style-type: none">• Senator• Attorney General
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Do Not Capitalize

1. The words parent teacher association, unit, council, district, or board of education unless used as part of a name of a specific group.
2. Titles after the word “the” or after a name.
3. Organizational terms such as bylaws, chairman, committee, director, parent education, preschool, policy, scholarship, grant, vice president, or workshop.
4. Words such as state, nation, federal, flag, directions (north, southeast), and seasons of the year.

5. Articles (a, an, the), conjunctions (and, or, for, but), and prepositions of four letters or less (with, to, on, upon, into) unless they are the first or last words of a title or subtitle.
6. The infinitive “to” unless it is the first word of a title.

Numerals

1. Write out or spell numbers:
 - at the beginning of a sentence, except for calendar years.
 - one through nine, 10 and above use numerals.
 - first through ninth, 10th and above use numerals.
 - if they are round numbers, i.e. two hundred children.
2. Use numerals for:
 - large numbers such as million and billion, i.e. \$12 million.
 - percentages, spell out the word percent, i.e. 15 percent.
 - ages, i.e. age 3 to 6, 26-year-old.
 - grade levels, i.e. grades 3 and 4, 3rd grade, 3rd-grader.
 - pages, i.e. page 2.

Punctuation

1. Use the apostrophe:
 - with singular possessives (the PTA’s state office)
 - with plural possessive nouns not ending in “s” (children’s books)
 - with plural possessive nouns ending in “s” (unit PTAs’ collaboration)
2. Do not use the apostrophe with plural nouns.
3. Quotation marks are:
 - always set outside the comma and the period.
 - always inside the colon and the semicolon.
 - outside or inside the exclamation point depending on whether those marks belong to the quoted matter.
4. Use single quotation marks for quotations within quotations.
5. A quoted passage of four lines or more may be used without quotation marks if indented from the body of material.
6. Use quotation marks for titles of songs, articles, periodicals and lectures (including “a” and “the”).
 - “California Here I Come”
 - “The Collective Bargaining Process”
7. Use quotation marks for themes, such as for conventions, workshops or administrations.
8. Use typeset italic or boldface (or underline when typewritten) for titles of books, periodicals, movies, videos, plays, operas, reports, pamphlets and kits.
9. Colons:
 - Use a colon only if the introductory phrase can stand alone as a sentence.
 - Do not use a colon after a verb.
 - Capitalize the first word after a colon if it is a proper noun or the start of a complete sentence.
10. For a vertical list, use commas or semicolons with a final period if the phrases are lengthy
11. Use semicolons to separate elements of a series when the individual elements contain information that is set off by commas, or to join two clauses when a coordinating conjunction (and, but, for) is not present.
12. In a series of three or more terms with a single conjunction, use a comma after each term except the last.
13. Use a comma:
 - between the name of a city and state or country.
 - with a date that includes date, month, and year.
14. Do not use a comma when only the month and year are used.
15. A sentence containing an expression in parentheses is punctuated outside the marks of parentheses (unless the entire expression is within parentheses).

Style

1. Use:

- active tenses,
- verbs rather than adverbs,
- 4:00 p.m., noon, and midnight,
- chairman, not chairperson,
- people, not persons,
- education reform, not educational reform,
- parent involvement, not parental involvement,
- United States as a noun, U.S. as an adjective,
- “i.e.” to mean “that is” and “e.g. to mean “for example.”

2. Rewrite to avoid using “etc.,” “and/or,” “he/she,” “s/he.”

3. A disability is a functional limitation or a handicapping condition that interferes with a person’s ability to do such things as walk, hear, or talk; a handicap is a situation or barrier imposed by society, the environment, or oneself.

4. Do not use all caps; a bold typeface works just as well.

Spelling

after-school program

at-risk

back-to-school

bylaws

CALL

caregiver

chaperone

citywide

convention-goers

curricula (plural)

day care (noun)

day-care (adjective)

dropout

e-mail

extracurricular

FAX

fund raise (verb)

fundraiser (noun)

fund-raising activities

hand out (verb)

handout (noun)

health-care clinics

HIV/AIDS

kindergartner

latchkey

nationwide

nonpartisan

nonprofit

nonsectarian

online

outreach

playground

PO Box

preschool

preteen

reproducible

school-based

schoolteacher

seat belt

self-esteem

statewide

teenage

teenager

T-shirt

vice president

videocassette

videotape

Washington, D.C.

website

well-being

worksheet

year-round