TWEED EDITING STYLE SHEET

prepared for Ann Academic
June 19, 2011

GRAMMAR

Include relative pronoun *that* wherever appropriate.

USAGE

Try to stay singular when setting out norms (*a child's, parent*).
Avoid contractions.
Don't use *Dr.* as a title (most of the researchers have PhDs).
Most **job titles** need not be capitalized.

PUNCTUATION

Use **serial comma.**

NUMBERS

Format dates according to the following example: February 5, 2009.
Use **en dash** (instead of hyphen) for ranges.

STYLE

Use quotation marks around **nicknames** on their first mention; drop quotation marks
   thereafter.
Follow Chicago's guidelines regarding the treatment of **numbers as words and
   numerals**.

FORMATTING

Use only one **space** between sentences and after colons.
Use italics for **words used as words**, but definitions of **foreign terms** can be enclosed in
   quotation marks (*CMOS* §7.58).
Employ headline-style capitalization in section headings.

TREATMENT OF SPECIFIC TERMS

county of San Francisco *but* San Francisco County
high school students
the Know-Nothing Party; Know-Nothing(s) (*§ 8.65)*
the middle class; a middle-class neighborhood
non-native
nonproductive
socioeconomic
US *(adjective)*, United States *(noun)*