

Advanced Placement Acceptable to abbreviate as *AP* on first reference (note no periods). When referring to specific courses, place AP first: AP U.S. History, AP Environmental Science.

adviser, sponsor Only the publications have advisers (note the spelling). All other clubs and organizations have sponsors. Use *director* related to fine arts (band, choir, theater, etc.)

ages Always numerals: *He has a 14-year-old brother. His sister is 8 years old.*

all right Not *alright*.

Andromeda The official name of the art and literary magazine is *Andromeda*, not *The Andromeda*. Leave off *the* when referring to the magazine itself: *Students can pick up their copies of Andromeda starting Monday. All members of the Andromeda staff went to the conference.* *Andromeda* is an *art and literary magazine*, not a literary magazine. Do not use *lit mag*, except in quoted material.

AP See *Advanced Placement*.

art and literary magazine *Andromeda* is an art and literary magazine, not a literary magazine. Do not use *lit mag*, except in quotes.

assistant coach Do not capitalize.

assistant librarian Do not capitalize.

auditorium Do not call it the *theater*.

backward Not *backwards*.

boys sports It is boys basketball, not boysøbasketball. The same for all sports that are played by both sexes. But it is football, baseball, etc., for those sports only boys play.

Career Center Capitalize in all references.

Career Center Specialist The person in charge of the Career Center.

CD Acceptable on first reference for *compact disc*. But when a band or singer has a new release, it is a new *album*, not a new CD. Those things made out of vinyl are called *records* or *LPs*.

Chantilly Academy Administrator The person in charge of the Academy is not an assistant principal. Acceptable on first reference to write *Academy Administrator Jane Smith*.

Charger Time Use CT in all references.

choir director The person in charge of the Chantilly choirs. If necessary, delineate which choir and use the course name: *show choir director, jazz choir director, vocal ensemble director*, etc.

class president Capitalize when before a name, lowercase in all other uses: *Senior Class President Jane Smith*. Do not refer to the class by the graduation year, just use *freshman, sophomore, junior* or *senior*.

coach Lowercase in all uses.

counselor Lowercase in all uses.

course titles Capitalize when referring to specific courses. It is acceptable to capitalize when using the commonly used name for a course instead of its official name: *AP Statistics* instead of *Advanced Placement Statistics*, *Anatomy* instead of *Human Anatomy and Physiology*, etc. Do not use slang names for courses in articles: APES, AP World, AP Lang, etc. For progressive courses, use numerals: *Drama 4, Fashion Marketing 2*, etc.

dates No need to include the year when it's the current year you are writing about: *The game is Feb. 3.* See *months* for which months get abbreviated and how to abbreviate them. You may use the day of the week if the event is going to happen within a week of publication. Never say *next Friday* or *this Friday: The game is at 7 p.m. Friday.* If the event was in the past, always use the date.

departments Do not capitalize, except *English* and *ESOL*. Some departments have an official name, but we use what it is commonly referred to as. When identifying a teacher, use the department unless the context of the story requires you to mention a specific course. Here is the list: business department (officially, business and information technology department); English department; ESOL department (stands for English for Speakers of Other Languages); fine arts department (if needed for clarity, refer to performing arts department, which is part of the fine arts department); math department; performing arts department; physical education department (not P.E. department; officially, health and physical education department); science department; social studies department (not history department); world language department.

director The people in charge of the music department are *the choir director, band director* and *orchestra director*. Use whichever is appropriate for the story. If necessary, delineate which specific group: *show choir director, jazz band director*, etc. Do not use *teacher* unless the subject is only the class and not the group and its performances.

Director of Student Activities This person is in charge of all VHSL-recognized sports and activities.

Director of Student Services This person is in charge of

ESOL Acceptable on first reference for English for Speakers of Other Languages

events Use the time-day-place format: The event is at 7 p.m. on Feb. 2 in the library. The show is at 8 p.m. tonight in the auditorium.

forward Not *forwards*.

freshman Write *freshman football*, not *freshmen football*.

girls sports It is girls basketball, not girls' basketball. The same for all sports that are played by both sexes. But it is field hockey, volleyball, softball, etc., for those sports only girls play.

head coach Do not capitalize.

head librarian Do not capitalize.

high school Always two words.

historian Follow the rules for *vice president* when referring to the senior class historian.

internet Do not capitalize. This differs from AP.

junior varsity J.V. is acceptable, but not required, as a substitute in all uses: *J.V. football* or *junior varsity football*.

KT Lynch The Subschoo 3 assistant principal.

Leadership It is not the same as *SGA*. Leadership is the name of the course students can take as an elective. Everyone in Leadership is part of *SGA*, but not all members of *SGA* are in the leadership classes.

Learning Seminar Use *LS* in all references.

lecture hall Do not capitalize.

library Do not call it the media center. Do not capitalize. The person in charge is the *head librarian*.

literary magazine *Andromeda* is an *art and literary magazine*, not a literary magazine. Do not use *lit mag*, except in quoted material. See *Andromeda* for more details.

Lynch, KT The Subschoo 3 assistant principal.

many Avoid vague adjectives. If you write, "Many students dress in Chantilly colors for the football games," nobody really has any idea how many "many" is. If you can't give actual numbers (or justifiable estimates), just write about specific students.

marching band Do not capitalize. The official name of the

marching band is *The Mighty Marching Chargers*.

Mighty Marching Chargers, The The official name of the marching band is *The Mighty Marching Chargers*.

months Abbreviate when used with a specific date. Here's what's abbreviated and what's not: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

Odyssey The official name of the yearbook is *Odyssey*, not *The Odyssey*. Leave off "the" when referring to the book itself but include it when referring to elements of the book or staff: *Students can pick up their copies of Odyssey starting Monday. All members of the Odyssey staff went to the conference.*

percent Always write *percent* in copy. The symbol, %, can be used in infographics.

regional Do not use *regionals* when referring to the regional championship for a sport or activity, unless used in a quote. Use *regional championship* if needed to avoid awkward construction.

Robotics Team Not Robotics Club.

safety and security specialist

School-Based Technology Specialist You may hear someone referred to as the *S-Bits*. Use *School-Based Technology Specialist* in all references. This person is in charge of software and all computer training in the building.

School Resource Officer The official title of the police officer stationed at the school. Use in all references.

scores The winning score goes first. *The Chargers lost 35-31. The Chargers won 3-2.* Avoid using *by the score of* in a sentence.

secretary Follow the rules for *vice president* when referring to the secretary of the different classes.

SGA Acceptable on first reference for *Student Government Association*. It is not the same as *Leadership*, which is the name of the course students can take as an elective. Everyone in Leadership is part of *SGA*, but not all members of *SGA* are in the leadership classes.

sponsor, adviser Only the publications have advisers (note the spelling). All other clubs and organizations have sponsors. Use *director* related to fine arts (band, choir, theater, etc.)

State Do not say *states* when referring to the state championship for a sport or activity, unless used in a quote. Teams *go to state*, not *states*.

Student Government Association See *SGA*.

Student Rights and Responsibilities *SR&R* is acceptable on second reference. Note it is *Student*, not *Students*.

assistant principal of Subschoo

swim and dive team It is one team. All meets consist of swim events plus one dive event. All references should be swim and dive team, not just swim team.

Technology Specialist You may hear someone referred to as the *T-Spec*. Use *Technology Specialist* in all references. This is the person in charge of the computer equipment and the network. The Technology Specialist is not in charge of software or training; that person is the *School-Based Technology Specialist*, or SBITS (pronounced S-Bits).

Testing Coordinator Capitalize if it's before the name, lowercase if it's after.

The Knightly News The official name of the broadcast is The Knightly News (note the capitals). Lowercase when referring to elements of the show or staff, rather than the show itself: *The principal had a meeting with some of the Knightly News staff.*

The Purple Tide The official name of the newspaper is The Purple Tide (note the capitals). Lowercase when referring to elements of the newspaper, rather than the paper itself: *The principal had a meeting with some of the Purple Tide staff.*

theater The plays are put on in the *auditorium*, not the theater. Unless part of a proper noun, it is not spelled *theatre*.

Time Common examples: *11:50 a.m.*; *noon* (not *12 noon*); *3 p.m.*; *4 o'clock* (but *4 p.m.* is preferred). The time element comes first when giving the details for an event: *The play is at 7 p.m. on Friday in the auditorium.*

Titles CDs/albums/songs: "Born to Run." Books: "To Kill a Mockingbird." Magazines: Sports Illustrated (no quotes). Newspapers: The Washington Post (no quotes, but note the capital on The.) No italics for titles of any kind.

toward Not *towards*.

treasurer Follow the rules for *vice president* when referring to the treasurer of the different classes.

U-Va. Acceptable when used in quoted material and casual writing, such as personal columns. Otherwise, use *University of Virginia*.

varsity Not *Varsity*.

versus Use the word against in copy, headlines and captions. *The game tomorrow is against Centreville*, not

versus Centreville. When referring to court cases, abbreviate to *v.*: *Tinker v. Des Moines*. All other uses, abbreviate to *vs.*, with the period.

vice president Capitalize when before a name, lowercase in all other uses: *Sophomore Class Vice President Jane Smith*. Do not refer to the class by the graduation year, just use *freshman*, *sophomore*, *junior* or *senior*.

Virginia Do not use Virginia when referring to Virginia counties, cities and towns that Chantilly students are generally aware of, such as Reston, Warrenton, Arlington, Alexandria, etc.

Virginia Tech Acceptable on first reference for *Virginia Polytechnic Institute and State University*.

Westfield The school is Westfield, not Westfields. The street near the school is Westfields Boulevard.

wi-fi Do not capitalize. This differs from AP. It is short for wireless fidelity.

web Do not capitalize in any usage: web site, webcam, webcast, webmaster, web page. This differs from AP. Acceptable on all references to the worldwide web. Technically, the web and the internet are not the same thing. The internet consists of many components, all web sites and email being two significant ones. But they are often used synonymously by lay people.