

AP Style Lite: checklist version

- Numerals
 - Spell out one through nine
 - Use comma separated numerals for 10 through 999,999
 - Use numerals with words for 1 million and up
 - Percentages: always use numerals, spell out the word percent
 - Money: Always use a dollar sign. Always use numerals for 999,999 and under.
 - Age, weight, height, score : Always use numerals for 999,999 and under.
- Lists
 - Do not use a comma before the concluding conjunction
 - Exceptions: lists with an item containing a comma, series of complex phrases or lists where omitting it would be confusing.
- Quotations
 - Always surround direct quotes with ""
 - Do not introduce indirect or partial quotations with a comma
 - Always place concluding punctuation inside the quotation marks
- Titles
 - Formal job titles *in front of a name* (but nowhere else) are capitalized
 - Abbreviate Rep., Sen., Gov., Dr. and military titles in front of names
 - Always specify field of the doctorate unless it's a physician, dentist or optometrist
 - Place "" around titles of movies, books, songs and other creative works
- Company , department and organization names
 - Only capitalize proper names (Department of Philosophy *but* philosophy department)
 - Except U.S. cabinet agencies: Justice Department, Commerce Department, etc.
 - Only use an acronyms (on first or other reference) if your stylebook specifically OKs it
- Dates, times and places
 - Use time, date, place in that order
 - Use a.m. and p.m., but noon and midnight (not 12 p.m. and 12 a.m.)
- Months
 - Only abbreviate when used with a day-of-the-month (Nov. 1)
 - Abbreviations: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.
- Addresses and locations
 - Abbreviate directions, and St., Ave. and Blvd. when used in a street address.
 - Spell out states except in datelines and political affiliations (then use AP abbreviations)
 - Specify a city's state (U.S.), province (Canada) or country (all other) in all uses
 - Unless it's an exception listed under DATELINES (e.g. Chicago, London, Toronto)
 - Or it's in the same jurisdiction (state, province, country) as the story's dateline
- Polls and surveys
 - Always include the margin of error, sample size, date, pollster and sponsor
 - Use "X percentage points" *not* "X percent" for differences and margins-of-error
 - Differences within the margin of error are a "tie" or "close"
 - Differences between one and two times the margin of error are "apparent" or "slight"
 - Use good poll hygiene: only use polls and surveys from reputable sources
 - Those generally: are timely, disclose the actual questions, are transparent about funding and goals, and use random sampling or compellingly explain why not
- When in doubt, check the [AP Stylebook](#) followed by [Webster's New World College Dictionary](#) as the authorities on preferred spelling and usage.