

GRAND SQUARE STYLE SHEET
as of 7/10/22

Spelling

- After tip: two words
- Cuing (rather than cueing)
- Dinner-dance: hyphenated
- Email spelled like this (no hyphen, and not capitalized in mid-sentence)
- Potluck: one word
- Super Bowl: two words, each capitalized
- Website: one word and not capitalized in mid-sentence
- Internet: not capitalized in mid-sentence
- Air-conditioned: hyphenated
- Flyer: not flier
- Veterans Place (Elmwood Park) with no apostrophe
- Callerlab (initial cap only)
- Phases for round dancing take regular numerals: Phase 4
- Names: Rick Gittelman, Dayle Hodge, Doug Kauffman, Bill Mager, Don Moger, Daryl Murphy, Howard Richman, Jonathon Weiner

Punctuation

- Periods and commas inside quotation marks: Our motto is “Friendship set to music.”
- Capitalization of Association when referring to the NNJSDA.
- Capitalization of square dance calls, but no quotation marks: He called Acey Deucey twice.
- Capitalization of dance themes: Ice Cream Social
- No apostrophes in VPs (“They are 1st VPs”) or plurals of names, such as “the Hardys”
- No apostrophe in Delegates Meeting or Presidents Dinner
- Possessive of a singular word ending in *s* takes apostrophe and another *s*: Chris’s, boss’s
- Comma before conjunction in series: “Tom, Dick, and Harry”
- Names of plays, movies, television shows, and newspapers in italics: *West Side Story*, *The Wizard of Oz*, *The Record*. But song titles in quotes: “Could I Have This Dance?”
- Decades with apostrophe *before* the decade but *not* before the *s*: ’50s
- No hyphen between compound adjectives in which the first word is an adverb ending in -ly: gently used clothing
- Hyphen to be used in the traditional role of the en dash, for inclusion, such as in times, dates, or numbers: 8:30-9:15, Sept.-June, pages 10-15
- En dash (the shorter one) to be used in the traditional role of the em dash (mainly for parenthetical remarks), with a space before and after: “If you practice – and you should – you will improve.” Note: a hyphen should turn automatically into an en dash in Word after you space, type another letter or word, and space again.
- No hyphens or double hyphens in place of en dashes
- No hyphens or spaces between the letter and number of dance programs: A1, C2, etc.
- No spaces before or after the virgule (slash): MS/PL, Western Wheelers/Hix & Chix
- A slash indicates equal time in the program; a hyphen indicates something less: MS/PL/RD = equal time; MS-PL tip = 1 or 2 Plus tips; a comma indicates programs of differing length: C1, A2 = both programs during the dance, but not equal time
- Ellipses (suspension dots) to be three in number, with spaces before and after the dots, but *not* between the dots themselves: “And so ... we’ll see you next year!”

- Concluding punctuation italicized (but not underlined) when it follows an italicized word: “You want *this*?” But: “Are you going to *West Side Story*?” (Roman question mark so that it is not confused as part of the title of the play.) Also: “*Past President*: Lise Greene,” but “The following extra charges may apply.” Note: In the *Past President* example, the opening and closing quotes are *both* roman, as would be the case for parentheses, since we may not have one of each. But (*Student dance*) and (*this not that*), with both parentheses italicized, because included beginning and concluding words are *both* italicized.

Style

- One space between sentences
- Paragraphs indented .25
- No non-breaking spaces (except when needed for layout purposes as determined by the editor)
- No manual line breaks
- Time as a.m. and p.m. with a space after the number: 8 p.m., 10:30 a.m.
- Numbers under 10 spelled out (generally): “There were six squares.”
- No ampersand (&) except in names of some clubs and other organizations: Belles & Beaux, Western Wheelers/Hix & Chix; in club article headers: 1 & 3 Fri.; and in abbreviated combinations of dance levels: MS & PL; but John and Mary
- *Grand Square* always italicized and not preceded by “the”: “I saw it in *Grand Square*.”
- Phone numbers in the style xxx-xxx-xxxx
- Months, St., Ave., Dr., etc., abbreviated with periods
- Days of the week spelled out (Sunday) in articles but abbreviated with periods in club article headers (Sun., Mon., Tues., Wed., Thurs., Fri., Sat.)
- State names spelled out (New Jersey) in articles but abbreviated post office style (NJ) in addresses
- No “th” in dates (the April 25 dance) except when the date stands alone (on the 25th)
- No superscripts for 1st, 2nd, 25th, etc.
- For reference to seasons that span two years, do not repeat the century: “We look forward to the 2012-13 dance season.”
- 2x2 and 4x4, for dance formats: lower-case “x” and no spaces
- Curly (“smart”) apostrophes and quotes (global search will replace straights with curlies)
- Club articles: Arial 11 and 9 bolded for headers; Times New Roman 11 for article text; Times New Roman 10 italicized for footer name/email address/phone); Arial 9 bolded and italicized for “Ad on page xx” (left aligned), “Continued on page xx” (right aligned), and “Continued from page xx” (left aligned)
- Initial capitalization of Mainstream, Plus, Advanced, Challenge, Rounds
- “Raid program” with upper-case “Raid,” regardless of position in sentence, but “raid” otherwise lower-case: “We completed our Raid program,” but “we have done five raids.”
- Initial lower-case for names of seasons: summer, fall, winter, spring
- Initial lower-case for officer positions, except when used as a title: “She was elected president of the club,” but “The meeting was called to order by President Ammons.”
- No capitalization of “intro dance” and similar events in article text: “We held an intro dance in September.” “The student dance was a big success.”
- In the calendar, all information for intro dances, other beginner-level dances, and Mainstream student dances in italics (except the date). Such entries also capitalized: *Intro Dance*, *Student MS*. Note: Student Plus-level dances are not italicized in the calendar.
- Email addresses italicized and hyperlinked (“underlined”), but no color
- Website URLs italicized and hyperlinked (“underlined”), but no color, http://, or www.
- In articles, state indicated in parentheses for out-of-state callers and cuers only (may be included in ads, if ad maker prefers)
- TBA (not TBD)