

Breeze Style Guide

(current as of February 2019)

Capitalization

Capitalize:

The three main areas of our community: The Lodge, The Courts, The Summit

Proper names of major rooms: the Ballroom, the Fitness Center, the Arts & Crafts Room

Familiar abbreviations: RCN, HOA, BOD

Board and committees: HOA Board, Rules & Regulations Committee

Clubs and Groups: Book Club, Pinochle for Fun, Bocce

Formal titles when they appear before the person's name: General Manager Eric Zarr, Board President Leonard Tavernetti

Do not capitalize:

Areas such as front desk, counter, pool, courts, tennis courts

Titles appearing after the name — Eric Zarr, general manager

Informal titles — our captain of cards Carol King

Job descriptions — Lodge attendant Yosemite Sam

Titles without a name — The activities director organized the show.

Community website

Correct format is fourseasonsbeaumont.org

Commas

See handout

2/2/2/2

Dates

When used with a date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov., and Dec. and spell out March, April, May, June, and July Examples: Aug. 9 or June 1

Spell out all months when used alone Example: September

Spell out the days of the week Example: Monday

Do not use the year unless necessary to avoid confusion Example: The buildout and handover will occur on Nov. 20, 2019.

Decades

Use Arabic figures to indicate decades of history. Show plural by adding the letter s. While styles differ, on this topic, we have chosen not to include an apostrophe to indicate numerals that are left out or in plurals.

60s

1890s

Effect or Affect

While there are exceptions to the rule, they are rare. The basic rule of thumb is that you'll want "affect" as a verb meaning to influence something and "effect" for the something that was influenced. To help remember the difference between the two, think Edgar Allan Poe and his RAVEN: Remember **Affect** Verb **Effect** Noun. Another way to remember, action is affect, end result is effect.

How does criticism of the Breeze *affect* your mood?
Did losing the game have any *effect* on you?

Four Seasons

Spell out; not 4 Seasons

3/3/3/3

K. Hovnanian

In first reference, use K. Hovnanian Homes and then *the builder* or similar phrase in subsequent references. Avoid KHov.

LDT

For meetings or events, use LDT — location, day/date, time.

We will meet in the Game Room on Tuesday, Sept. 5, at 5:30 pm.

Me, Myself, and I

Me functions as the object; **I** is always the subject. To decide usage in “someone else and me/I” situations, take the other person out of the sentence. Example: My friend and I went on a hike. Is “I went on a hike” correct? You’re good.

Only use **myself** when you have referred to yourself earlier in the sentence. Example: I walked the trails myself to check on safety issues. **Not** “My friend and myself walked the trails to check on safety issues.”

Numbers

Numbers are numerical at and after 10. One through nine are spelled out. There are a few exceptions, such as: 8-Ball Tournament

First, second, third (not 1st, 2nd, 3rd)

Phone numbers

Correct format is (951) 555-5555. Use area codes for all phone numbers.

4/4/4/4

Punctuation

Avoid excessive exclamation marks!!! Periods do a great job in helping readers understand content.

Commas — see handout

Then or Than

Then is usually an adverb used to indicate time or what happens next and **than** is a conjunction used to make comparisons or contrasts. One way to remember is **then** and time both have an “e” in them. **Than** and comparison both have an “a” in them.

First she wrote the story, and *then* she asked for approval.
He would rather read a biography *than* a science fiction book.

Times

The am and pm are lower case and separated from the numbers by one space
On even hours: it is 10 am or 3 pm
To identify a fraction of an hour, use minutes: 6:30 pm
Time frame: 2 to 5 pm

Who vs That

Use who when referring to people. Use that when referring to places or things.

We try to accommodate all *who* want to play.
The yard *that* was picked as the most beautiful will be featured in the magazine.