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)