

Style Sheet for *Homeschooling Today*® Magazine

This style sheet is an adjunct document to the HST Writers' Guidelines and is a additional guide for editing at HST. We generally follow *The Chicago Manual of Style, 14th Edition* as our guide.

Punctuation

- Use semicolons between items in a list or series if there are commas within the series. [Bring your book, pencil, and notebook to the table; open your book to page 15; and work quietly until I can sit down with you.]
- Do not use a comma when noting a month and year [August 2003].
- Use ellipsis points [. . .] to indicate a break in a quotation. Leave one space before, after, and in-between each point [word . . . word, not word ... word]. When an ellipsis comes between sentences or complete thoughts in a quotation, place a period or the proper punctuation at the end of the sentence as usual, followed by three ellipsis points as spaced above. No ellipsis points are needed at the beginning of a quotation.
- Use italics for foreign words and phrases [*semper fidelis*].

Abbreviations

- When the name of an organization which also has an abbreviated name is written repeatedly, the name should be written in full the first time and followed by the abbreviation in parentheses. After the first reference, the abbreviation may be used alone. [*Homeschooling Today*® magazine (HST) is published six times a year. This year HST will add new personnel to their staff.]

Numbers and Symbols

- Any number that ordinarily would be expressed in numerals is written out when used at the beginning of a sentence. [Five hundred people came to the meeting.]
- Pages should be written 275-91, not 275-291.
- Use words rather than symbols for currency when writing amounts [twenty-five dollars, seventy-five cents]. Use figures when expressing fractional amounts of money, but use the same form for figures in the same sentence. [I sold the textbook for \$7.50 that I bought for \$15.00. Three thousand people paid five dollars each to attend the conference.]
- Use lowercase for chapters in text, and always Arabic number in text, regardless of original [chapter 3].

Words

- Use italics for words as words [*The Chicago Manual of Style, 14th Edition*]: “The word *carol* comes from . . .”
- Nonprofit
- Okay
- Theater