

CARMEL HIGH SCHOOL

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NEWSPAPER | PHOTOJOURNALISM | YEARBOOK

2016-2017 STYLE MANUAL

RULES OF USAGE AND PRODUCTION

VALID FOR THE 2016-2017 SCHOOL YEAR

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HOW TO USE THIS MANUAL

No matter who you are or what you do on this staff, you will need writing skills. Writers, of course, must produce quality copy every issue cycle; page editors must take responsibility for the content of their pages; photographers must submit effective cutlines; and even ad staffers must present their customers in the best possible light to the HiLite's 5,000 readers. Everyone writes beat reports. In any case, this manual will improve your work and make that work easier, so you might as well learn to use it.

You will find a great wealth of material in the 28 pages that follow. Divided into two main sections, the manual contains the rules, standards and exceptions of our own journalistic style. Basic rules of grammar apply in the newspaper world just as they do in English class. Some guidelines, however, may differ from those taught in the English department, but that is because the English teachers are wrong, and this book is right. You definitely should take some time both to review the stuff you know and to learn the stuff you don't.

Unlike ideal journalistic writing, though, this manual is redundant. The two sections basically repeat each other in different form. This design attempts to connect with all types of writers and all types of style questions. For those who like straight lines, columns and categories, Part I of the manual organizes style rules by their use and assigns them numbers. For example, sports rules lie in Section 7, and one finds guidelines for numbers in Section 5. Part II of the manual abandons the generally meaningless numbers in favor of the alphabet; this section lists all rules alphabetically by keyword. Therefore, a staff member seeking the style for dimensions, Head Coach and Semistate must only look up these words as one would in a dictionary, thesaurus or AP Stylebook. As you become more experienced, you may even find other hidden goodies, like course listings or IHSAA school mascots or other fun resources.

There it is. You, too, can be a style expert. But don't be intimidated by the vast number of rules and regulations; you don't need to have them memorized. Not even the copy editors know all the style by heart. What's important is that you know there are rules and that you can find them when you need them – which is more often than you think.

STYLE MANUAL KEY

Each entry is identified by a number.

The subject of the entry is identified in bold. Entries are alphabetical by section.

Text explains usage.

2.13 **addresses** Use *Ave.*, *Blvd.* and *St.* when used with a numbered address. *101 Main St.* Spell out in other cases. *The school is located on Main Street.* Other street designations, such as *Lane*, *Circle*, *Court*, etc. are spelled out no matter how they are used. Spell out and capitalize *first* through *ninth* when used with street designations. *Fifth Ave.* Abbreviate compass directions when used with street number. *501 E. Main St.* See **2.25**, **3.12** and **5.12**.

The numbers of related entries are in bold.

Examples of correct and incorrect usage are in italics.

TABLE OF CONTENTS

Copy Format and Submission	3
Abbreviations	3
Capitalization	5
Identification	8
Numbers	9
Sports Style	10
Punctuation Guide	13
Spelling Guide	15
School Organizations	16
Sports Teams	16
Holidays and Holy Days	16
Course Names	17
School Events	18

1.00: COPY FORMAT & SUBMISSION (*HiLite* only)

- 1.11 Double space all copy.
- 1.12 In upper-left corner of first page of story, supply the following information: Reporter name, class period, submission date, publication date, "slug" (one word) of story content and word count.
- 1.13 Tab — do NOT hit the space bar five times — to create the paragraph indents.
- 1.14 Keep lead paragraph short, usually fewer than 30 words.
- 1.15 Keep other paragraphs short, usually fewer than 70 words.
- 1.16 Vary sentence length within story, using a combination of short and long sentences for reader interest.
- 1.17 Avoid starting leads with articles (a, an, the) or with time phrases (Wednesday the team played...). Do not include articles in headlines. Put a comma in place of the article.
- 1.18 Rewrite the entire story at the request of editors if original story is poorly written or out of order.
- 1.19 Writers should use only active verb tenses, in which the subject of the sentence performs the action of the verb. RIGHT: The players practiced their game plan for seven months. Sentences should not display passive verb tenses, in which the direct object of the verb's action is the subject of the sentence. WRONG: The game plan was practiced by the players for seven months.
- 1.20 Reporters should avoid "be+ing" verbs. RIGHT: The team faces Northrop tonight . WRONG: The team is facing Northrop tonight. Also, avoid beginning sentences with unclear subjects: (There are four club officers; it is the first time the team faces Noblesville in the Sectional.)
- 1.21 All cutlines must have two sentences and identify the people, even from other schools, in the photo. The first sentence should be in present tense and identify the people as well as the action. The second sentence, in past tense, should tell additional information not included in the story.
- 1.22 When attributing quotes, the speaker's name should come before the verb said. Note that writers should use only said. Do not use verbs such as feel or believe. Put said after the speaker's name except when the speaker is identified with a title of more than three words.
- 1.23 Every time a reporter quotes a new speaker in a story, he should start a new paragraph so as to not confuse the reader as to who is speaking. Each paragraph should contain quotes from only one speaker. Also, the new speaker should be clearly identified at the beginning of the new paragraph.
- 1.24 Stories are to be received via e-mail by the stated deadline, NOT merely sent by the deadline.
- 1.25 Reporters should always keep an extra copy of their stories in their own personal files.

1.26 When typing any copy on a computer, put only ONE space after periods or any punctuation, not two.

1.27 A story should be submitted both as an e-mail attachment and e-mail text to the respective section address (submitentertainment@hilite.org; submitfeature@hilite.org; submitperspectives@hilite.org; submitnews@hilite.org; submitsports@hilite.org; submitacumen@hilite.org; submitfrontpage@hilite.org), which will forward the email to the section editor, copy editor, editor in chief, managing editor, adviser and HiLite server. The copy editor then should submit a Web version of the story (where all references to time are written as dates) to submitweb@hilite.org. Beat reports should be emailed to submitbeat@hilite.org. Refer to beat rubric for specifics. Sports summaries should be submitted to submitsummary@hilite.org.

2.00: ABBREVIATIONS

2.11 **abbreviations** Do not use periods for abbreviations unless otherwise specified or with a two letter abbreviation. *B.A., B.C., U.K., U.N., U.S.* Exception: There are no periods if said abbreviation is *AP* or *EU*.

The following abbreviations do not need a first reference. *ABCs, ACT, AP* (When in reference to the Advanced Placement program), *ASPCA, ATM, CBS, CD, CHS, CIA, DVD, EU, FBI, GOP, GPA, GPS, IBM, IHSAA, IU, IUPUI, IQ, NATO, NBC, PA, PDF, PTO, SAT, SRT, SSR, UFO* and *VIP*

Assume all other abbreviations require a first reference. Identify unfamiliar abbreviations in parentheses after full name in first reference. *the large group instruction (LGI) room* When the first reference of an unfamiliar abbreviation is mentioned in a quote, place the full name in parentheses. *"The LGI (large group instruction) room is my favorite place in the school," Potter said.* See **3.72**.

2.12 **acronyms** An acronym is a word formed from the first letter or letters of a series of words. *laser (light amplification by stimulated emission of radiation)*

Identify unfamiliar acronyms in parentheses after full name on first reference. *The team placed first in the Metropolitan Interscholastic Conference (MIC).* then *The team competed in the MIC yesterday.*

The following acronyms do not need a first reference. *CLASS awards, ISTEP+, R.S.V.P., scuba* and *UNICEF* Assume all other acronyms require a first reference. When the first reference of an unfamiliar acronym is mentioned in a quote, place the full name in parentheses.

2.13 **addresses** Use *Ave., Blvd.* and *St.* when used with a numbered address. *101 Main St.* Spell out in other cases. *The school is located on Main Street.* Other street designations, such as *Lane, Circle, Court, etc.* are spelled out no matter how they are used.

Spell out and capitalize *first* through *ninth* when used with street designations. *Fifth Ave.* Abbreviate compass directions when used with street number. *501 E. Main St.* See **2.25, 3.12** and **5.12**.

2.14 **administrator** Never abbreviate. See **3.100** and **4.27**.

2.15 **administrative assistant** Never abbreviate. See **3.100** and **4.27**.

- 2.16 **Amateur Athletic Union** Refer to as *AAU* on second reference. See **6.13**.
- 2.17 **Bible verses** Do not abbreviate individual books of the Bible. *Matthew* not *Matt* In biblical citations, use a colon and do not abbreviate. Use a hyphen for spans of verses. *John 3:16* or *1 Corinthians 13:4-9* See **3.23**. and **5.16**.
- 2.18 **Christmas** Do not use *Xmas*. Do not use *Christmas* to refer to school vacations that are not specific to Dec. 25. The vacation that begins in December is *winter break* or *winter vacation*, not *Christmas break* or *Christmas vacation*. See **3.27**.
- 2.19 **CHS** The high school's name is *CHS*, not *Carmel High School*. Use "this school" or "here" in most references; do not use *CHS* unless clarification is necessary in context of use.
- 2.20 **conferences** Spell out the complete name of conference on first reference followed by abbreviation in parentheses; refer to by acronym on second reference. *Metropolitan Interscholastic Conference (MIC)* See **2.12** and **6.20**.
- 2.21 **contractions** Contractions reflect informal speech and writing. Webster's New World Dictionary includes many entries for contractions. Contractions listed in the dictionary are acceptable. Use an apostrophe in place of an omitted letter. See **Punctuation Guide**.
- 2.22 **courses** Spell out the full names of departments and classes on all references. See **Course Names**.
- 2.23 **days** Always spell out days of the week. *Monday* not *Mon*. See **5.18**.
- 2.24 **dimensions** Spell out full unit of measurement. *5 feet*, *10 inches* Use the word *by* for measurements. *Her room measures 40 feet by 28 feet*. See **5.20**.
- 2.25 **directions** Points of a compass are abbreviated when used with a specific street address and a street number. *601 E. Court Ave*. Do not abbreviate without use of a street number. *East Court Avenue* Do not capitalize directions unless in an address or as a proper name of a region. *The North will rise again*. See **2.13** and **3.44**.
- 2.26 **educational degrees** In general, spell out *master's degree*, *bachelor's degree* and *doctoral degree*, but abbreviate without periods when used in a list that follows a person's name. *English teacher Elizabeth Singleton, BA, MA, Butler University*. See **3.35** and **4.27**.
- 2.27 **etc.** The abbreviation for *et cetera* is *etc.*, not *ect*. Do not use in copy.
- 2.28 **fort** Spell out when used to refer to a city or military installation. *Fort Wayne* not *Ft. Wayne*
- 2.29 **fractions** Spell out and hyphenate fractions of values less than one if the denominator is a single digit. *three-fourths*, *one-half*, *one-third* but *3/10*. If a fraction is mixed with a whole number, follow the rules for reference to that whole number and link to fraction with *and*. *three and five-sixth*, *12 and two-thirds*. When the amount is larger than one, convert to decimals whenever practical. Exception: If a fraction is part of a well known phrase, use as typically referenced. *Platform Nine and Three-Quarters* See **5.23**.
- 2.30 **Greyhound Media Network** *GMN* on second reference.
- 2.31 **Indiana Repertory Theatre** *IRT* on second reference.
- 2.32 **invitational** *Invite* is acceptable on second reference. See **3.55** and **6.31**.
- 2.33 **J. Everett Light Career Center** *J. Everett Light* on second reference, not *JEL*.
- 2.34 **measurements** Always spell out the following terms. *feet*, *yards*, *height*, *weight*, *etc.* See **5.24**.
- 2.35 **money** Use dollar sign for dollar amounts. *\$5* not *5 dollars* For monetary values under one million use numerals; spell out monetary values from one million and above. *\$5.5 million* Use the word *cents* to refer to values under \$1. *45 cents* not *45c* or *\$.45* See **5.25**.
- 2.36 **months** Abbreviate months when they have more than five letters and are used with a specific date. *Aug. 24* Do not abbreviate months used without dates. When a month is used with a date, the month's abbreviation should appear as follows.
- | | | |
|------------------------|----------------------|--------------------------|
| January — <i>Jan.</i> | May — <i>May</i> | September — <i>Sept.</i> |
| February — <i>Feb.</i> | June — <i>June</i> | October — <i>Oct.</i> |
| March — <i>March</i> | July — <i>July</i> | November — <i>Nov.</i> |
| April — <i>April</i> | August — <i>Aug.</i> | December — <i>Dec.</i> |
- Note: *9/11* is the preferred term to use in describing the terrorist attacks on the United States on Sept. 11, 2001. See **5.33**.
- 2.37 **mount** Spell out when used as the name of a school or city. *Mount Vernon* not *Mt. Vernon*
- 2.38 **percent** *Percent* is one word, not *per cent* or *%*. The noun is *percent*, not *percentage*. *67 percent* See **5.28**.
- 2.39 **personal names** For abbreviated names, place a space between the last period of the abbreviation and the next letter. *B. W. Stephenson*
Spell out names unless abbreviated version is in the namelist. The suffixes *Jr.* and *Sr.* follow a person's name, without a comma between the name and the suffix. *John Jones Jr.* Note that this refers to family relationship, not class identifications.
The notation *II* or *2nd* may be used if it is the individual's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of *Jr.* or *Sr.* — they often are used by a grandson or nephew. See **4.11**.
- 2.40 **provinces** Provinces in Canada and the Northwest Territories should be spelled out, even when they are used with names of a city. Names of provinces are set off from community names by commas, just as the names of U.S. states are set off from city names. *They went to Halifax, Nova Scotia, on their vacation*. See **3.80**.
- 2.41 **radio stations** Radio stations are identified by call letters. Use *AM* or *FM* on first reference. *WFPQ-AM* or *WMYS-FM* Exception: *WHJE* See **3.82**.

2.42 states Abbreviate states when preceded by the name of a city. *Evanston, Ill.* When not associated with a city, spell out the full name of the state. Cities within Indiana, no matter their size, are not followed by *Ind.* Use parentheses to insert state abbreviations in proper names. *The Huntsville (Ala.) Times*

Consult the following list for proper state abbreviations.

Alabama — <i>Ala.</i>	Alaska — <i>Alaska</i>
Arizona — <i>Ariz.</i>	Arkansas — <i>Ark.</i>
California — <i>Calif.</i>	Colorado — <i>Colo.</i>
Connecticut — <i>Conn.</i>	Delaware — <i>Del.</i>
Florida — <i>Fla.</i>	Georgia — <i>Ga.</i>
Hawaii — <i>Hawaii</i>	Idaho — <i>Idaho</i>
Illinois — <i>Ill.</i>	Indiana — <i>Ind.</i>
Iowa — <i>Iowa</i>	Kansas — <i>Kan.</i>
Kentucky — <i>Ky.</i>	Louisiana — <i>La.</i>
Maine — <i>Maine</i>	Maryland — <i>Md.</i>
Massachusetts — <i>Mass.</i>	Michigan — <i>Mich.</i>
Minnesota — <i>Minn.</i>	Mississippi — <i>Miss.</i>
Missouri — <i>Mo.</i>	Montana — <i>Mont.</i>
Nebraska — <i>Neb.</i>	Nevada — <i>Nev.</i>
New Hampshire — <i>N.H.</i>	New Jersey — <i>N.J.</i>
New Mexico — <i>N.M.</i>	New York — <i>N.Y.</i>
North Carolina — <i>N.C.</i>	North Dakota — <i>N.D.</i>
Ohio — <i>Ohio</i>	Oklahoma — <i>Okla.</i>
Oregon — <i>Ore.</i>	Pennsylvania — <i>Pa.</i>
Rhode Island — <i>R.I.</i>	South Carolina — <i>S.C.</i>
South Dakota — <i>S.D.</i>	Tennessee — <i>Tenn.</i>
Texas — <i>Texas</i>	Utah — <i>Utah</i>
Vermont — <i>Vt.</i>	Virginia — <i>Va.</i>
Washington — <i>Wash.</i>	West Virginia — <i>W.Va.</i>
Wisconsin — <i>Wis.</i>	Wyoming — <i>Wyo.</i>

The following cities never need to be followed by their state. *Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle* and *Washington*. Reference AP stylebook for full list. See **6.41** and **Punctuation Guide**.

2.43 St. Vincent Carmel Hospital *St. Vincent* on second reference. Do not use *St. Vincent's* because St. Vincent does not own the hospital.

2.44 television stations Television stations are identified by call letters. Television stations are identified by *TV* on first reference. *WRTV-TV* Exception: *CHTV* See **3.99**.

2.45 time of day Use a colon only when the time does not fall on the hour. *He walked into the building at 10:30 a.m. and left at 1 p.m.* Use *a.m.* or *p.m.*; do not use *in the morning* or *in the evening* when referring to specific time. Do not use *12 a.m.* or *12 p.m.* Use *midnight* or *noon*. Do not use the term *o' clock*.

When referring to a span of time, use the word *to* in between the times, not a hyphen. Use *a.m.* or *p.m.* only after the second hour unless time spans noon or midnight. *The game lasted from 6 to 10 p.m.* or *He said he partied from 9 p.m. to 3 a.m.* See **5.37**.

2.46 titles The following titles may be abbreviated as follows when they precede personal names:

Doctor — <i>Dr.</i>	Governor — <i>Gov.</i>
Representative — <i>Rep.</i>	Reverend — <i>the Rev.</i>
Senator (U.S. Government) — <i>Sen.</i>	

However, spell out all of these terms when they follow names because they are no longer used as titles but as appositives. See **3.100** and **4.27**.

2.47 United Nations Spell out when used as a noun, but abbreviate as *U.N.* when used as an adjective. *He is a member of the U.N. staff or he works for the United Nations.* See **3.105**.

2.48 United States Spell out when used as a noun, but abbreviate as *U.S.* when used as an adjective. *He works for the U.S. Postal Service, which is a branch of the government of the United States.* or *She left U.S. to visit England.* See **3.106**.

2.49 Writers and Readers' Advisory Panel Spell out on first reference. *WRAP* on second reference. See **2.12**.

3.00: CAPITALIZATION

In general, avoid unnecessary capitalization. Capitalize the first word of a sentence, direct quotations, lines of poetry and musical lyrics. If there is no relevant listing in this manual for a particular word or phrase, consult Webster's New World Dictionary. Use lowercase if the dictionary lists it as an acceptable form for the sense in which the word is being used.

3.11 acts in plays Capitalize when in conjunction with numbers. *Act 1, Scene 2* See **3.70**.

3.12 addresses Spell out and capitalize *first* through *ninth* when used with street designations. *Fifth Ave.* See **2.13** and **5.12**.

3.13 Advent Capitalize when in reference to the period four weeks before Christmas.

3.14 al-Qaida The international terrorist organization which was headed by Osama bin Laden.

- 3.15 **athletic teams** Capitalize team nicknames. *Greyhounds, Reds, Panthers, Pacers* or *Colts*
- 3.16 **AP courses** Capitalize the names of all AP courses. *AP Microeconomics* See **5.14** and **Course Names**.
- 3.17 **Appalachian Mountains**
- 3.18 **areas of CHS** Areas of CHS are not capitalized unless a proper noun is part of the title.
- | | |
|----------------------------------|-----------------------------------|
| <i>Dale E. Graham Auditorium</i> | <i>Eric Clark Activity Center</i> |
| <i>Freshman Center</i> | <i>Greyhound Station</i> |
| <i>Hartman Field</i> | <i>Studio Theater</i> |
- Note: *media center*, not *library*; *counseling*, not *guidance*; *student services*, not *deans' office*; *health center*, not *nurse's office*
- 3.19 **armed forces** Do not capitalize the words *armed forces*. Capitalize the individual armed forces when in reference to the armed forces of the United States. *Army, Navy, Air Force, Marines, National Guard, and Coast Guard*
- 3.20 **awards** Capitalize the names of awards. *National Merit Finalist*
- 3.21 **bar mitzvah** The Jewish religious ritual and family celebration that marks a boy's 13th birthday. Some congregations have instituted the *bas mitzvah* or *bat mitzvah*, a similar ceremony for girls.
- 3.22 **Beef & Boards Dinner Theatre**
- 3.23 **Bible** Capitalize when used as the name of the book. Do not capitalize *biblical*. Do not capitalize when used in a non-religious sense. *This manual is your journalism bible. Old Testament* is a Christian designation; *Hebrew Bible* or *Jewish Bible* is the appropriate term for stories dealing with Judaism alone. See **2.17** and **5.16**.
- 3.24 **brand names** Capitalize brand names. *Gatorade*
- 3.25 **Care to Share**
- 3.26 **chapters** Capitalize *chapter* when used with numerals. *Your reading assignment is Chapter 5.* See **5.17**.
- 3.27 **Christmas** Do not use *Xmas*. Do not use *Christmas* to refer to school vacations that are not specific to Dec. 25. The vacation that begins in December is *winter break* or *winter vacation*, not *Christmas break* or *Christmas vacation*. See **2.18**.
- 3.28 **churches** Capitalize names of churches. Do not capitalize the word *church* itself. *Orchard Park Presbyterian Church* or *She went to church on Sunday morning.*
- 3.29 **Circle Centre**
- 3.30 **classes** Capitalize *class* in reference to a specific grade. *He is a member of the Junior Class.* but *He is a junior.* Note that the class distinction is singular. *Freshman Class* not *Freshmen Class* When talking about classes in general, do not capitalize. *Each class competed in Homecoming competitions.*
- 3.31 **Clowes Memorial Hall of Butler University**
- 3.32 **colors** Capitalize *Blue Day* and *Gold Day*. When they are both used do not capitalize *days*. *Blue and Gold days* Otherwise never capitalize *colors*. *The school colors are blue and gold.*
- 3.33 **Commencement**
- 3.34 **Congress**
- 3.35 **degrees** Capitalize when used as abbreviations. *BA, EdD, PhD.* See **2.26** and **4.27**.
- 3.36 **deities** Capitalize *God* or *Allah*. Do not capitalize pronouns that refer to God. *he* not *He* See **3.84**.
- 3.37 **departments** Capitalize departments of state and federal governments but do not capitalize school academic departments. *Department of Justice* or *social studies department* Exception: *English department*
If story content dictates a reference to the specific class, state department, name, then class. *Communications teacher Brian Spibeller, who advises WHJE, helped his students provide accurate and interesting commentaries to the community through the radio station.* See **4.13** and **Course Names**.
- 3.38 **Down syndrome**
- 3.39 **earth**
- 3.40 **Easter** However, do not capitalize *eggs* in *Easter eggs*.
- 3.41 **educational institutions** Capitalize the names of educational institutions. *IU* or *Noblesville High School* Omit high school, middle school, etc. on second reference unless distinction is necessary, as with *Carmel Middle School*. When plural, do not capitalize high schools, middle schools etc. *Clay and Carmel middle schools*
- 3.42 **euro** The common currency of some of the European members.
- 3.43 **geographic regions** Capitalize geographic regions when used as nouns or when used as specific geographical areas. *He lives in the South.* See **2.25**.
- 3.44 **government documents** Capitalize government documents. *the Constitution* or *the Bill of Rights* Exception: When using *Constitution* as an adjective do not capitalize. *Students have constitutional rights.*
- 3.45 **graduation** Capitalize graduation events, but leave *graduation* lower case. *Commencement*
- 3.46 **Greyhounds**
- 3.47 **Greyhound Greeter**
- 3.48 **ground zero**
- 3.49 **holidays** Capitalize the names of holidays. *Christmas, Passover* or *Hanukkah* See **Holidays and Holy Days**.

3.50 **Homecoming**3.51 **Homework Hotline**3.52 **Hounds**

3.53 **honor roll** Do not capitalize *honor roll*. When she made the honor roll, she screamed with excitement.

3.54 **Internet**

3.55 **invitational** Invitational is capitalized when referencing a specific event. *The team competed in the Ben Davis Invitational, but the invitational was yesterday.* Invite is acceptable on second reference. See **2.32** and **6.31**.

3.56 **Ivy League** The following universities are Ivy League institutions. *Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, Princeton University, the University of Pennsylvania and Yale University*

3.57 **Jehovah's Witnesses**3.58 **kindergarten**3.59 **Kings Island**3.60 **Kleenex**

3.61 **languages** Capitalize the proper names of languages and dialects. *Aramaic, Cajun, English, Gullah*

3.62 **Macy's Thanksgiving Day Parade**

3.63 **magazine titles** Capitalize and italicize magazine titles. *Time, Newsweek* or *English Journal* See **Punctuation Guide**.

3.64 **Midwest**3.65 **Mother Nature**

3.66 **movie titles** Place movie titles in quotation marks. *"Pirates of the Caribbean," "Revenge of the Nerds — Teachers Strike Back."* See **Punctuation Guide**.

3.67 **Murat Centre**

3.68 **nationalities** Capitalize nationalities only when used to denote a people or culture. *Chinese, Korean, English* or *American*

3.69 **newspapers** Capitalize and italicize newspaper titles, but use care with the word *the* — often it is a part of the official title of the newspaper. *The Indianapolis Star* See **Punctuation Guide**.

3.70 **nouns** Capitalize proper nouns, but do not capitalize common nouns. *Atlantic Ocean* or *ocean* Capitalize the following words because they are registered trademarks.

<i>Dumpster</i>	<i>Xerox</i>
<i>Ziploc</i>	<i>Kleenex</i>
<i>Styrofoam</i>	<i>Coke</i>
<i>Scotch tape</i>	<i>Jello</i>

Capitalize nouns when followed by a number. *Figure 12, Volume 3, Chapter 7, Room A110* See **5**.

3.71 **Open House**

3.72 **organizations** On first reference, capitalize the full names of organizations when their names include formal proper nouns. *Carmel Clay Public Library* but *public library* Some organizations and institutions are widely recognized by their abbreviations. Official names of organizations and internal elements of organizations, when they have names that are not widely used in generic terms, are capitalized. *the General Assembly of the World Council of Churches* See **2.11**.

3.73 **Pathways** Place the word *Pathways* in italics.

3.74 **photocopy** Try not to use *Xerox* as a verb; use *photocopy*.

3.75 **Photoshop**

3.76 **planets** Capitalize the proper names of planets. *Jupiter, Mars, Mercury, Neptune, Saturn, Uranus, Venus* Capitalize earth only when used as the proper name of our planet. The astronauts returned to Earth.

3.77 **political parties** Capitalize political parties. *Democrats* or *Republicans*

3.78 **Presidents Day**

3.79 **prom** The word *prom* is not capitalized. *The prom takes place Saturday evening.* Because underclassmen are admitted to the event, *Junior-Senior Prom* is an illogical reference.

3.80 **provinces** Provinces in Canada and the Northwest territories should be capitalized. The world *province* itself should not be capitalized. *He went to the province of Ontario.* See **2.40**.

3.81 **Quran** *Quran* is the preferred spelling for the Muslim holy book. Use the spelling *Koran* only if preferred by a specific organization of in a specific title or name.

3.82 **radio stations** Radio stations are identified by call letters. Use *AM* or *FM* on first reference. *WFPQ-AM* or *WMYS-FM* Exception: *WHJE* See **2.41**.

3.83 **religious affiliations** Capitalize the names and the related terms applied to members of the religious orders. *He is a member of the Society of Jesus. He is a Jesuit.*

- 3.84 **religious references** Capitalize the proper names of monotheistic deities. *God, Allah, the Father, the Son, Jesus Christ, the Son of God, the Redeemer, the Holy Spirit, etc.* Lowercase pronouns referring to the deity. *he* not *He*. Lowercase *gods* in referring to the deities of polytheistic religions. Capitalize the proper names of pagan and mythological gods and goddesses. *Neptune, Thor, Venus, etc.* See **3.36**.
- 3.85 **Sabbath** Capitalize in religious references; lowercase to mean a period of rest.
- 3.86 **sacraments** Capitalize the proper names used for a sacramental rite that commemorates the life of Jesus Christ or signifies a belief in his presence. *The Lord's Supper, Holy Communion, Holy Eucharist* Lowercase the names of other sacraments. *Baptism, confirmation, penance, matrimony, holy orders and the sacrament of anointing the sick*
- 3.87 **scientific terms** Scientific terms are not capitalized. *classes, orders, families, genera of plants, and animals and insects*
- 3.88 **seasons** Do not capitalize seasons. *spring, summer, fall, winter*
- 3.89 **Senate** In relation to CHS, *Senate* is capitalized; *senator* is not. *The Senate was planning an event.* but *senator and senior Rob Fellows.* *Senator* is capitalized when referring to a member of the U.S. government.
- 3.90 **Senior Night**
- 3.91 **Skip-a-Final**
- 3.92 **Smoky Row** *Smoky Row* is the name of elementary school and area in western Carmel.
- 3.93 **Smokey Row** *Smokey Row* is the name of the street and area just northeast of CHS.
- 3.94 **State of the Union** Capitalize *State of the Union* in reference to the president's annual address.
- 3.95 **Studio One Acts**
- 3.96 **Styrofoam**
- 3.97 **Super Bowl**
- 3.98 **Taliban** Extremist Islamic movement that ruled Afghanistan until driven out by U.S.-led coalition after the 9/11 terrorist attacks.
- 3.99 **television stations** Television stations are identified by call letters. Television stations are identified by *TV* on first reference. *WRTV-TV* Exception: *CHTV* See **2.44**.
- 3.100 **titles** Always capitalize the following titles before names.
- | | |
|---------------------------------|-------------------------------------|
| <i>Administrative Assistant</i> | <i>Assistant Athletics Director</i> |
| <i>Assistant Coach</i> | <i>Assistant Principal</i> |
| <i>Athletics Director</i> | <i>Director of Bands</i> |
| <i>Head Coach</i> | <i>Principal</i> |
| <i>Senator</i> | <i>Superintendent</i> |
- Titles are never capitalized if they do not precede name. See **2.14, 2.15, and 4.27**.
- 3.101 **Top/top** Capitalize *top* when referring to a title. *She was in the Top 10.* Do not capitalize *top* when referring to rank. *The women's soccer team ranked among the top 5 in the nation.* See **6.46**.
- 3.102 **tournaments** The athletic tournaments *Sectional, Regional, Semistate* and *State* (or *State Finals*) are capitalized, as is the term *Final Four* when it refers to a team playing in the State Finals. Note that *Sectional* is singular, not plural, as the teams can play in only one tournament at a time. Note, too, that *Semistate* is one word, not two or hyphenated. This also applies to tournaments outside of athletics such as debate or orchestra. See **6.53**.
- 3.103 **tracks** Tracks on CDs are capitalized and followed by numerals. *Track 3*, not *Track three* See **3.70**.
- 3.104 **T-shirt**
- 3.105 **United Nations** Spell out when used as a noun, but abbreviate as *U.N.* when used as an adjective. *He is a member of the U.N. staff. He works for the United Nations.* See **2.47**.
- 3.106 **United States** Spell out when used as a noun, but abbreviate as *U.S.* when used as an adjective. *He works for the U.S. Postal Service, which is a branch of the government of the United States.* See **2.48**.
- 3.107 **Valentines Day**
- 3.108 **Veterans Day**
- 3.109 **Verizon Wireless Music Center**
- 3.110 **web page**
- 3.111 **website**
- 3.112 **World War I**
- 3.113 **World War II**

4.00 IDENTIFICATION

Always use name list to ensure proper spelling of names. Identify sources in copy as follows:

- 4.11 **abbreviated names** Spell out names unless abbreviated version is in the namelist. For abbreviated names, place a space between the last period of the abbreviation and the next letter. *B.W. Stephenson*
The suffixes *Jr.* and *Sr.* follow a person's name, without a comma between the name and the term. *John Jones Jr.* Note that this refers to family relationship, not class identifications.
The notation *II* or *2nd* may be used if it is in the namelist or is an individual's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of *Jr.* or *Sr.* — they often are used by a grandson or nephew. See **2.39**.
- 4.12 **abortion** Identify an individual as *anti-abortion* instead of *pro-life* and use *abortion rights* instead of *pro-abortion* or *pro-choice*. Avoid *abortionist*, which connotes a person who performs clandestine abortions. Do not identify an individual by their beliefs unless the information is clearly pertinent to the story.
- 4.13 **adults** On first reference, identify adults by appropriate title, complete first name and last name. *Principal John Williams* For second reference use last name only. *Williams*
Identify teachers by department on first reference. *social studies teacher Matthew Dillon* See **3.37** and **3.53**.
- 4.14 **alumni** Identify alumni of CHS by graduation year. Always place graduation year after name on first reference. *Mark Herman '77 will speak to the classes.*
Alumnus and *alumni* refer to a man and men, respectively. *Alumna* and *alumnae* refer to a woman and women, respectively. *Alumni* refers to a group of men and women.
- 4.15 **children** Avoid *kids* as a universal synonym for *children*, unless the tone of the story dictates less formal usage.
- 4.16 **disabled, handicapped, impaired** In general, do not describe an individual as *disabled* or *handicapped* unless it is clearly pertinent to a story. If such a description must be used, make it clear what the handicap is and how much the person's physical or mental performance is affected. Do not use euphemisms such as *mentally challenged* or descriptions that connote pity, such as *afflicted with* or *suffers from*.
- 4.17 **family members** When family members are listed in the same story, use appropriate titles, complete first names and last names for first reference. *Ted DeVilbiss and senior Brad DeVilbiss* For second reference, use first names of students and honorific titles (such as *Mr.*, *Mrs.* or *Ms.*) with last name for adults. *Mr. DeVilbiss and Brad*
- 4.18 **gay** *Gay* is acceptable as popular synonym for both male and female homosexuals, although it is generally associated with males, while *lesbian* is the more common term for female homosexuals. Avoid references to *gay*, *homosexual* or *alternative lifestyle*. Do not identify by sexual orientation unless the information is clearly pertinent to the story.
- 4.19 **illegal immigrant** Do not use to describe those who have entered the country illegally. *Unauthorized migrant* is the preferred term, rather than *illegal immigrant*, *illegal alien* or *undocumented worker*.
- 4.20 **lesbian** *Lesbian* is an acceptable synonym for female homosexuals. Lowercase *lesbian* in references to homosexual women, except in names of organizations. Do not identify by sexual orientation unless the information is clearly pertinent to the story.
- 4.21 **marital status** Omit the use of marital status, such as *single*, *widowed*, *separated*, *etc.*, unless the information is clearly pertinent to the story.
- 4.22 **nicknames** For students, identify by nicknames found in namelist. If nickname is not listed but is student's recognizable name, place nickname in quotation marks. *senior John "Jack" Smith*
- 4.23 **Ph.D** The preferred form is to say a person holds a *doctorate* and name the individual's area of specialty. *Guest speaker Harry Potter, who holds a doctorate in the field of magic, talked to Biology I classes Tuesday.*
- 4.24 **race** Do not identify by race unless the information is clearly pertinent to the story.
- 4.25 **same names** When identifying students with the same name, identify with middle name on first reference between the first and last name. *Junior Kyle Philip Cheng and senior Kyle William Cheng share similar interests.* For second reference, identify individuals by middle names. *Philip and William have different hobbies.*
Students with the same last names should be identified by appropriate titles, complete first names and last names for first reference. For second reference, identify by first names.
- 4.26 **students** On first reference, refer to students by appropriate title, class, complete first name and last name. *Harry Potter, Key Club member and freshman* For second reference use last name only. *Potter* If student identifies himself or herself with a nickname/abbreviated name that is in the namelist, then use the abbreviated version for his or her first name. If no nickname is listed but most people know the student by the nickname, put that nickname in quotation marks between the first and last name on first reference: *senior Johnathan "Jack" Smith.*
When listing student names on first reference, list seniors in alphabetical order by last name, juniors in alphabetical order by last name, sophomores in alphabetical order by last name and freshmen in alphabetical order by last name, unless another logical order is present, such as places in a race. Use a semicolon to separate the groups, including a semicolon before the final *and*.

4.27 titles Use title on first reference that clearly identifies the individual's importance to the story. *Senator and senior Katie Mitchell* not *senior Katie Mitchell* Do not use a title on second reference. Do not identify with double titles. *Dr. William H. Cosby* not *Dr. William H. Cosby, EdD*

When more than grade level is used in a title, the grade is placed last. *Mike Phillips, editor in chief and senior* not *Mike Phillips, senior and editor in chief* Exception: *speaker of the House* should always precede the name. Do not identify by grade when other identification implies grade. *student body president Katie Mitchel* not *Katie Mitchel, student body president and senior*

In general, titles of three words or fewer should precede names with no commas: *Senator and senior John Smith*. Titles of four or more words (including "and") should follow names and be separated by commas: *Joe Smith, chairperson of the Professional Development Committee*.

Always capitalize the following titles before names:

<i>Administrative Assistant</i>	<i>Assistant Athletics Director</i>
<i>Assistant Coach</i>	<i>Assistant Principal</i>
<i>Athletics Director</i>	<i>Director of Bands</i>
<i>Head Coach</i>	<i>Principal</i>
<i>Senator</i>	<i>Superintendent</i>

Titles are never capitalized if they do not precede name. See **2.14**, **2.15**, **2.26** and **3.101**.

5.00: FIGURES & NUMBERS

In general, spell out numbers that have one digit; use numerals for numbers that have two or more digits up to 1 million. See 5.24. Never begin a sentence or a headline with a numeral; always spell out the number as a word. Hyphenate numbers when used as adjectives.

5.11 act numbers Always use numerals and capitalize *act*. *Act 1, Scene 2* See **3.70**.

5.12 addresses Spell out and capitalize *first* through *ninth* as street names. *Fifth Ave.* Always use figures for an address number. *101 21st St.* See **2.13** and **3.12**.

5.13 ages Always use numerals in reference to age, even with single digits. *His son was 7 years old.* Hyphenate when used as a modifier before the object or when the entire phrase is used as a noun. *She is a 33-year-old teacher.* or *The 4-year-olds are funny.* See **Punctuation Guide**.

5.14 AP test scores Scores on AP tests range from 1 to 5. Always use numerals in reference to test scores. Use an apostrophe to make plural. *Bates' class had 12 4's and 13 5's on the test.* See **3.16** and **Course Names**.

5.15 athletic classes When referring to the classification of schools for sporting events, use the numeral and the capital letter *A*. *Carmel is in Class 5A.* See **6.21**.

5.16 Bible verses In biblical citations, use a colon and do not abbreviate. Use a hyphen for a span of verses. *John 3:16* or *1 Corinthians 13:4-9* See **2.17** and **3.24**.

5.17 chapters Use numerals to identify a chapter, even if number is a single digit. Never abbreviate *chapter*. *Chapter 6* See **3.26**.

5.18 dates Always use numerals. Never refer to a date using both the day of the week and date in the month. Abbreviate months when they have more than five letters and are used with a specific date. *March 9* See **2.23**.

5.19 decimals Use a period and numerals to indicate decimal amounts. Decimalization should not exceed two places unless there are special circumstances which require more precise identification. For amounts less than one percent, use the numeral *0* before the decimal point. *0.4, 8.34* See **2.29** and **5.23**.

5.20 dimensions Always use numerals for dimensions. Spell out full units of measurement. *5 feet, 10 inches* Hyphenate numerals when used as adjectives. *He is a 6-foot, 2-inch guard on the basketball team.* Use the word *by* for measurements. *Her room measures 40 feet by 28 feet.* See **2.24**.

5.21 distances Spell out distances if they are a single digit. Use numerals for digits of *10* or more. *He runs six miles a day. Louisville is 112 miles from here.*

5.22 expressions Spell out entire numbers in expressions if they are common in the English language. *Your chances of winning are one in a million.*

5.23 fractions Spell out and hyphenate fractions of values less than one if the denominator is a single digit. *three-fourths, one-half, one-third*, but *3/10* If a fraction is mixed with a whole number, follow the rules for reference to that whole number and link to fraction with *and*. *three and five-sixths, 12 and two-thirds.* When the amount is larger than one, convert to decimals whenever practical. Exception: If a fraction is part of a well known phrase, use as typically referenced. *Platform Nine and Three-Quarters* See **2.29** and **5.19**.

5.24 measurements Measurements used as adjectives are always numerals. When measurements are used as adjectives, place a hyphen between the numeral and unit of measurement. *Sir Roger Bannister ran a 4-minute mile.* When measurements are used as adverbs, follow normal style for the use of numerals. *The rock fell five feet.* See **2.34** and **6.37**.

5.25 millions, billions Use numerals with *million* or *billion*. *6 billion*, not *6,000,000,000* or *six billion*. Do not mix *millions* and *billions* in the same figure. *2.6 billion*, not *2 billion 600 million*

5.26 money Always use numerals for dollar amounts when talking about money. *\$5*, not *\$5.00* Spell out quantities of money from *one million* and above. *\$1 million* or *\$5.5 million* Spell out the word *cents* for values less than *\$1.40 cents*, not *40¢* or *\$.40* See **2.35**.

5.27 ordinal numbers Always use numerals for ordinal numbers of two or more digits. *second, 15th, 100th* Do not use superscripts.

5.28 pages Always use numerals to identify page numbers, even when numbers are a single digit. *Page 6, Page 105* See **3.70**.

5.29 percent Use numerals for percents, even when numbers are a single digit. *6 percent, 55 percent* Note that *percent* is one word. See **2.38**.

5.30 **ranges of numbers** With the exception of sports scores, separate two numbers that designate a range of numbers with the word *to*. *In the election, she defeated her opponent 311 to 305.* See **Punctuation Guide**

5.31 **recipes** Always use numerals to identify a value in a recipe, even when numbers are a single digit. *2 cups of sugar*

5.32 **rooms** Capitalize room names when used with a number. *Potter went to Room C147.* Do not capitalize when used without a number or when plural. *Potter went to rooms C149 and E136.* Use numerals to identify room numbers, even when numbers are a single digit. *Page 6, Page 105* See **3.70**.

5.33 **scores** The winning score should always be listed first, even if the winning score is not by a CHS team or if the winning score is the lower number, such as with cross-country and golf.

Use hyphens for direct score comparisons. *CHS beat Frankfort 77-50.* or *The women's golf team won 117-126.* Use a comma to separate team and score. *The final score was CHS 77, Frankfort 50.*

List meet scores with commas to separate teams and scores and semicolons to separate teams from one another. *CHS, 140; Noblesville, 37; Westfield, 23; Hamilton Heights, 12; and Hamilton Southeastern, 11.* See **6.49**.

5.34 **Sept. 11, 2001** *9/11* is the preferred term to use in describing the terrorist attacks on the United States on Sept. 11, 2001. See **2.36**.

5.35 **telephone numbers.** Always use numerals to identify telephone numbers. All numbers outside the 317 area code should include their non-317 code. *(502) 582-6601*

5.36 **temperatures** In stating Fahrenheit temperatures, use figures, not words, for all temperatures except zero. *32 degrees, 6 degrees, 8 degrees below zero* If temperatures are Celsius identify as such after the temperature value. *40 degrees Celsius* Temperatures rise and fall – they do not get warmer or cooler.

5.37 **times in races** Identify times in races by minutes, seconds and tenths. *3:12.2* For times without minutes, still use a colon and period. *He ran in the 100-meter dash in :10.9.* For times that extend into hours, identify by hours, minutes, seconds and tenths. *1:34:22.56* See **6.51**.

5.38 **time of day** Use a colon only when the time does not fall on the hour. *He walked into the building at 10:30 a.m. and left at 1 p.m.* Use *a.m.* or *p.m.*; do not use *in the morning* or *in the evening* when referring to specific time. Do not use *12 a.m.* or *12 p.m.* Use *midnight* or *noon*. Do not use the term *o' clock*. See **2.45**.

5.39 **weights** Use numerals for weights, even if weights are a single digit. *The package weighs 9 ounces.* Hyphenate number and weight if used as an adjective. *She gave birth to an 8-pound, 4-ounce boy.* See **5.24** and **Punctuation Guide**

5.40 **years** Use *1930s* or *'30s*, not *1930's* or *30's*. The apostrophe replaces the first two digits of a year. Exception: *Class of '99* not *Class of 1999* For members of the *Class of 2000* use the entire four-digit year. See **Punctuation Guide**.

6.00 PROPER SPORTS STYLE

6.11 **all-conference**

6.12 **all-State**

6.13 **Amateur Athletic Union** Refer to as *AAU* on second reference. See **2.16**.

6.14 **aquatic center**

6.15 **assistant coach** *Assistant coach* is capitalized when it is placed before the name and not capitalized when placed afterward. See **4.27**.

6.15.1 **athletics department**

6.16 **athletics director** The teacher who runs the sports program is the *athletics director*, not the *athletic director*. *Athletics Director* is capitalized when placed before the name and not capitalized when placed afterward. See **4.27**.

6.17 **callout, call-out, call out** *Callout* is a noun; *call-out* is an adjective; and *call out* is a verb. *"Welcome to the call-out meeting. We are at this callout to call out to all the people who might want to play rugby," Johnson said.*

6.18 **Carmel Dads Club** *Dads Club* on second reference.

6.19 **Carmel Ice Skadium**

6.20 **conferences** Spell out the complete name of conferences on first reference, but refer to by acronym on second reference. *Metropolitan Interscholastic Conference (MIC)* See **2.20**.

6.21 **classes** When referring to the classification of schools for sporting events, use the numeral and the capital letter *A*. *5A, 4A, 3A, 2A and 1A* See **5.15**.

6.21.1 **cross-country**

6.22 **Division I** Do not hyphenate

6.23 **Eric Clark Activity Center**

6.24 **fieldhouse**

6.25 **head coach** *Head coach* is capitalized when it is placed before the name and not capitalized when placed afterward. See **4.27**.

6.26 **Hounds**

6.27 **Icehounds**

6.28 **Ice Skadium**

6.29 **IHSAA** *IHSAA* is acceptable on first reference of the Indiana High School Athletics Association See **2.11**.

6.30 **intramural**

- 6.31 **invitational** *Invitational* is capitalized when referencing a specific event. *The team competed in the Ben Davis Invitational, but the invitational was yesterday. Invite is acceptable on second reference.* See **2.32** and **3.56**.
- 6.32 **IU Natatorium** The name of the building in which swimming State Finals take place is the *IU Natatorium*, not the *IUPUI Natatorium*.
- 6.33 **Lady Hounds** Never use the term *Lady Hounds* in copy.
- 6.34 **line-up, line up** Hyphenate when used as a noun. *The coach thought the new line-up contributed to the improved performance.* Do not hyphenate when used as a verb. *"Line up against the wall," Davis said.*
- 6.35 **long jump**
- 6.36 **marching band** Do not use *Marching Greyhounds*.
- 6.37 **measurements** Spell out units of measurement. *6 feet, 4 inches*, not *6-4* or *6'4"*. Hyphenate measurements when used as adjectives. *a 6-foot, 4-inch player* Measurements used as adverbs follow normal number style; measurements used as adjectives are always numerals. *The water dropped four inches in the pool. The four-inch worm slid along the sidewalk.* See **2.34** and **5.25**.
- 6.38 **numbers** Use numerals and hyphens for statistical information used as adjectives. *two-point goal, five-yard pass, 100-meter dash, 1,600-meter run, 200-individual medley* See **5**.
- 6.39 **off-season**
- 6.40 **Olympics**
- 6.41 **out-of-state schools** For identification of out-of-state schools, put the city first, then the state abbreviation in parentheses, then the school's name. *Battle Creek (MI) Central; Louisville (KY) Ballard* See **2.42**.
- 6.42 **pole vault**
- 6.43 **pompom** A *pompom* is a large ball of crepe paper or fluffed cloth, often waved by cheerleaders or atop a hat. A *pom-pom* is sometimes used to describe a rapid firing automatic weapon.
- 6.44 **positions** Spell out full names of positions. *guard*, not *G* Refer to class identification after the player's position. *guard and junior Joe Smith*, not *junior guard Joe Smith* See **4**.
- 6.45 **post-season**
- 6.46 **ranks** Hyphenate and capitalize ranks when used as adjectives. *Number-3 singles player, Number-1 doubles team.* Do not capitalize *top* in reference to rank. *Carmel ranks in the top 10 teams in the nation.* See **3.101**.
- 6.47 **records** Separate records with hyphens, and numbers in order in wins, losses, ties. *7-1-1*
- 6.48 **relay teams** Identify relay teams by the number of individuals participating in the event and the length of the event. Separate the two values by a lowercase *x* with a space on either side of the letter. *The 4 x 800 team set a new record.*
- 6.49 **scores** The winning score should always be listed first, even if the winning score is not by a CHS team or if the winning score is the lower number, such as in cross-country and golf. Use hyphens for direct score comparisons. *CHS beat Frankfort 77-50.* or *The women's golf team won 117-126.* Use a comma to separate a team and a score. *The final score was CHS 77, Frankfort 50.*
List meet scores with commas to separate teams and scores, and semicolons to separate teams from one another. *CHS, 140; Noblesville, 37; Westfield, 23; Hamilton Heights, 12; and Hamilton Southeastern, 11.*
With tennis scores, include the scores of all tie breakers in parenthesis. *6-2, 7-6 (7-5)* See **5.32**.
- 6.50 **teams** When referring to *the varsity team*, note that neither varsity nor team is capitalized. For first reference, *junior varsity* should be used. For second reference *JV* should be used. Reference to teams is singular. *freshman team*, not *freshmen team*
Use the terms *men's* and *women's* when referring to sports teams, not *boys'* and *girls.'* Note the placement of the apostrophe. See **Sports Teams**.
- 6.51 **times in races** Identify times in races by minutes, seconds and tenths. *3:12.2* For times without minutes, still use a colon and period. *He ran in the 100-meter dash in :10.9.* For times that extend into hours, identify by hours, minutes, seconds and tenths. *1:34:22.56* See **5.36**.
- 6.52 **tip-off**
- 6.53 **tournaments** Tournament names are capitalized (Sectional, Regional, Semistate, State or State Finals). Note that the tournament name is singular, not plural.
The word *tournament* is not capitalized. *the Metropolitan Interscholastic Conference (MIC) tournament*, not *the Metropolitan Interscholastic Conference (MIC) Tournament* See **3.102**.
- 6.54 **tryout, try-out, try out** *Tryout* is a noun; *try-out* is an adjective; and *try out* is a verb. *"Welcome to the try-out meeting. At this tryout we will try out some new rules, so listen carefully," Johnson said.*
- 6.55 **varsity gymnasium**
- 6.56 **wrestle-offs**

ampersand (&) Use only when it is part of an official name. *Quill & Scroll*

apostrophe (')

Use an apostrophe for the following:

CONTRACTIONS Contractions reflect informal speech and writing. Webster's New World Dictionary Includes many entries for contractions. Avoid excessive use of contractions. Contractions listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.

PLURALS OF ONE CHARACTER NOUNS *He scored 4's and 5's on his AP tests. He earned six A's.*

POSSESSION *Tom borrowed Mary's book.* To indicate possession of a plural noun which ends in the letter *s*, place an apostrophe at the end of the word. *The students' lockers will be cleaned.* For specialized singular possession — singular nouns that end with an *s* or *z* sound — add the apostrophe and an *s* for words of only one syllable and for words of more than one syllable spell the word out the way it sounds. *the bus's schedule, Willis's class, Moses' trip to the mountains* Use apostrophe *s* only for the second or last listing when indicating joint possession. *John and Bob's sister is named Janet.*

YEAR IDENTIFICATION Use *1930s* or *'30s*, not *1930's* or *30's*. The apostrophe replaces the first two digits of a year. Exception: *Class of '99* not *Class of 1999* For members of the *Class of 2000* use the entire four-digit year.

Do not an apostrophe for the following:

PLURAL WORDS *GPA's, dog's*

POSSESSIVE PRONOUNS *hers, yours, its*

colon (:) Place colons outside end-quote marks unless they are part of the quotation itself. Do not combine a dash and a colon. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. *He promised this: The company will make good all losses.*

Use a colon for the following:

CITATIONS FROM THE BIBLE *Matthew 2:14, Genesis 1:22*

EMPHASIS The colon often can be effective in giving emphasis. *One goal remained: to win a championship.*

FORMAL QUOTES Formal quotations, statements, summaries, listings and debate topics are introduced with a colon. *Lincoln rose and spoke: "Four score and seven years ago..."* Use a comma to introduce quotations of less significance.

LISTS Use when listing a series of items without a linking verb. *He called off the members of the group: Ahearn, Hallett and Mader.*

TIMES Use a colon only when the time does not fall on the hour. *7:45 a.m.* not *8:00 p.m.*

Q AND A The colon is used for question and answer interviews. *Q: Did you strike him? A: Indeed I did.*

Do not use a colon for the following:

AFTER A LINKING VERB The following sentence is incorrect. *The members of the team were: Ahearn, Hallett and Mader.*

comma (,) Place commas inside end-quote marks.

Use a comma for the following:

ADDRESSES Place a comma between street and rest of address, but not between the city, state and zip code. *501 E. Carmel Drive, Carmel IN 46033*

BEFORE ATTRIBUTION OF A QUOTE Use a comma instead of a period at the end of a quote that is followed by attribution. *"The team needs to work on its defensive rotations," he said.* Do not use a comma if the quote ends with a question mark.

INTRODUCING DIRECT QUOTES Use a comma to introduce a complete one-sentence quotation within a paragraph. *He said, "The team needs to work on its defensive rotations."* Use a colon to introduce quotations of more significance.

IN A SERIES Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series. However, if an integral element of the series requires a conjunction, put a comma before the conjunction in a simple series. *He went to social studies, English and German. The girl's favorite characters were Big Bird, the Count, and Bert and Ernie.* Use a comma before the concluding conjunction in a complex series of phrases. *They didn't know how much sugar to put in, how quickly to stir, or how long to put it in the oven.*

IN DIRECT ADDRESS *"And so I said, 'Coach, why can't I start?' He didn't reply," he said.*

NUMBERS Use commas to separate numbers with more than three digits. *3,000* not *3000*

WITH CITY OR STATE AND COUNTRY NAMES *He took a trip to Peoria, IL. Later he flew to Numbering, Germany.* Use parentheses, however, if a state name is inserted within a proper name. *The Huntsville (AL) Times*

WITH CONJUNCTIONS Use a comma with a conjunction to separate two independent clauses. Do not use a comma to separate a compound subject or a compound verb unless necessary for clarity.

WITH EQUAL ADJECTIVES Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word *and* without changing the sense, the adjectives are equal. *He smiled at the big, white dog.*

WITH INTERJECTIONS *"Yes, we should have taken the opportunity to do that," he said. "Gee, I hate that child."*

WITH INTRODUCTORY CLAUSES AND PHRASES A comma is used to separate an introductory clause or phrase from the main clause. *When he received the poor grade on the test, he was furious.* The comma may be omitted after short introductory phrases if no ambiguity would result. *In August he ran cross-country. On the street beside the finish line, the fans gathered.*

WITH NONESSENTIAL PHRASES AND CLAUSES Use commas to set off a phrase or clause that would not change the basic meaning of the sentence. *Fischer, who lived in the former East Germany, said she thinks American English is different from British English.*

Do not use a comma for the following:

AT THE START OF AN INDIRECT OR PARTIAL QUOTATION *He said the victory put him "firmly on the road to a first-ballot nomination."*

WHEN ONE OF THE LAST ADJECTIVES BEFORE THE NOUN OUTRANKS ITS PREDECESSORS Do not use a comma because it is an integral element of the noun phrase. *She wore a cheap fur coat.* (Fur coat is the noun phrase.)

dash (–) Place a space on both sides of a dash. On the Mac, the long dash is created by holding down the hyphen, option and shift keys at the same time.

Use a dash for the following:

ATTRIBUTION Use a dash before an author's or composer's name at the end of a quotation. *"Who steals my purse steals trash." – William Shakespeare.*

ABRUPT CHANGE *He thought about the upcoming test – the hardest of the semester – and shuddered.*

SERIES WITHIN A PHRASE When a phrase usually set apart by commas contains a series, set the phrase off with dashes. *He wrote down the people on his team – Tim, Kyle and Miles – and called them on the phone.*

ellipsis (...) In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces as shown here. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. Be particularly careful to avoid deletions that would distort the meaning. In journalistic writing, do not use an ellipsis in a direct quote, instead insert attribution in place of the desired ellipsis. Use an ellipsis and a fourth period for elliptical material that ends a complete sentence. If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis. *I no longer have a strong enough political base. ... I am dropping out of the election.*

hyphen (-)

Use a hyphen for the following:

COMPOUND MODIFIERS As a rule, hyphenate any two-word adjective. *full-time job, well-known man*

IN-LAWS In-laws are hyphenated. *mother-in-law*

NUMERALS Hyphenate numbers used as adjectives. *10-foot pole* Use a hyphen to connect a word that ends with the letter *y*. *twenty-one* Hyphenate measurements used as adjectives. *two-gallon bucket*

SUSPENSIVE HYPHENATION *He received a 10- to 20-year sentence in prison.*

TO AVOID AMBIGUITY Use a hyphen whenever ambiguity would result if it were omitted. *He recovered his health. He re-covered the leaky roof.*

Do not use a hyphen for the following:

CARMEL CLAY The school system is *Carmel Clay*.

NUMERALS Do not use the hyphen to write out figures as words above ninety-nine. *two hundred and four* Do not use a hyphen to separate figures in odds, ratios, scores and vote tabulations. *Mary won the election 45 to 23.* See **5**.

italics

Use italics for the following:

PLAY SCRIPT The title of a play script should be italicized. However, when referring to the title of a play, the name should be in quotes.

TITLES OF ANY PRINTED OR PUBLISHED MATERIAL This includes books, magazine titles (but not the name of individual magazine articles) and newspaper titles.

parentheses () If the entire sentence is enclosed, the period or other punctuation mark goes within the last parenthesis. If only part of the sentence is parenthetical, the punctuation mark must be placed outside the parentheses. *His reaction was typical. (He kicked and screamed.) He asked the work from the committees (social and decorations).*

Use parentheses for the following:

ACRONYMS Use parentheses only when the acronym is used later in the copy. Otherwise do not introduce it. *The team won the Metropolitan Interscholastic Conference (MIC) championship.*

WITHIN QUOTATIONS Use parentheses to insert items into a direct quote that the speaker did not say but that the reader may need to understand that quote or to replace pronouns. *"(His parents) treat me fairly," Young said.* not *"They (his parents) treat me fairly," Young said.*

WITHIN PROPER NAMES Use parentheses if a state name or similar information is inserted within a proper name. *The Huntsville (AL) Times.*

period (.) Place periods inside end-quote marks. Place only one space after a period.

Use a period for the following:

END OF ABBREVIATIONS Do not use periods for abbreviations unless otherwise specified or with a two letter abbreviation. Exception: There are no periods if said abbreviation is *AP* or *EU*. Use a period for abbreviating months. *Nov. 12.*

END OF A NON-QUESTION SENTENCE *The dog is brown.*

END OF SOME RHETORICAL QUESTIONS Use a period instead of a question mark when the question is more a suggestion. *"Why don't we go bowling. It'll be fun," Potter said.*

INITIALS *John F. Kennedy, T. S. Eliot*

IN DECIMALS *He had a 3.5 GPA.*

SUMMARY FORM *1. Math 2. Science 3. English*

question mark (?) Use a question mark inside end-quote marks only if it is part of the quoted material. Use at the end of an interrogative statement. The question mark supersedes the comma that normally is used when supplying attribution for a quotation. If quoted material ends with a question, use a question mark rather than a comma at the end. *"Who failed the test?" Potter said.*

quotation marks (" ") Insert commas, periods and dashes inside quotation marks. Question marks and exclamation marks should be put inside quotation marks if they are part of quoted material. Colons and semicolons appear outside quotation marks. To make the first curved double quotation mark, press option and open bracket. To end the curved double quote mark, press option, shift and bracket.

Use quotation marks for the following:

DIRECT QUOTATIONS Use quotation marks to surround the exact words of a speaker or writer when reported in a story. *"I have no intention of staying," he said. "I hope that someone does."*

IN 15 MINUTES OF FAME Use quotation marks as if the questions and responses were normal copy.

IRONY Put quotation marks around a word or words used in an ironical sense. *The "classroom" was actually his living room.*

NON-PRINTED MATERIAL Place quotation marks around the names of broadcast programs, movies, songs, titled speeches, television programs, computer games, video games, works of art, CD titles or play performances when performed on stage.

RUNNING QUOTATIONS If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph.

SINGLE QUOTES Use single quotes for quotations within quotations and quoted material in headlines.

UNFAMILIAR TERMS On first reference, an unfamiliar word or phrase should be placed in quotation marks.

semicolon (;) Place semicolons outside end-quote marks.

INDEPENDENT CLAUSES Use a semicolon to join two independent clauses not separated by a conjunction. *Consider this shirt; it may fit you better.* Use a semicolon to join two independent clauses with transitional connectives. *The money is mine; therefore, I will spend it as I so chose.*

SERIES Also use a semicolon to separate elements of a series when individual elements contain commas. *The participants were the green team of Amber, Jennifer and Kim; the orange team of Abby, Katie and Kristen; and the black team of Chris, Danny*

Consult third edition, Webster's Dictionary, and use first reference of preferred spelling unless otherwise listed here. For conflicts between Webster's and these listings, consult Associated Press style manual.

absence

accept (To *accept* is to receive. Do not confuse with *except*.)

accommodate

ad-lib

adviser

advisory

aesthetic

affect (To *affect* is to influence. *Affect* is almost always used as a verb.)

afterward

African-American

airline

all-America

all-American

all-State

all right (*All right* is two words. There is no such word as *alright*.)

alma mater

amid (Never use *amidst*.)

arctic

assistance

athletics

a lot (*A lot* is two words. There is no such word as *alot*.)

barbecue (Never use *barbeque* or *Bar-B-Q*.)

believe

blond

baby sitter

bookkeeper

box office

box score

canceled

Carmel Clay (Not *Carmel-Clay*.)

car pool

catalog

child care

Circle Centre

closed-captioning

coed

compose

comprise

conscience

conscious

cooperate

coordinate

copyreader

council

counselor

cross-country

curriculum

daylight-saving time (Never use *daylight-savings time*.)

defense

definite

dialogue

director

disk (*Disk* is used when referring to computers.)

disc (*Disc* is used when referring to CDs.)

doubleheader

doughnut

eighth

email

effect (*Effect* is the result of something.)

embarrass

Eric Clark Activity Center

except (*Except* is to exclude.)

existence

extracurricular

ex-champion

fairgrounds

fallout

familiar

fieldhouse

field goal

forth

forty

freestyle

freshman

freshmen

forward

fullback

fund-raiser

fund-raising

Girl Scouts

goodbye

good will

grammar

Greyhound Greeter

Greyhound Kickoff

guard

handbook

halftime

half-hour

head-on

HiLite

hitchhiker

homemade

home page

honor roll

hooky

incidentally

Indiana Repertory Theatre

International Baccalaureate

Internet

intramural

its (*Its* is possessive.)

it's (*It's* is *it is*.)

judgment

keychain

kickoff

kidnapped

Kids' Corner

Kings Island

laboratory

lose (*Lose* mean to misplace.)

loose (*Loose* means not tight.)

makeup (*Makeup* is a noun.)

make-up (*Make-up* is an adjective.)

make up (*Make up* is a verb.)

marijuana

mid-50s, mid-40s, etc.

mile relay

mother-in-law, etc.

Mother Nature

narrow-minded

occasion

occurred

occurrence

offline

off-site

OK

old-timer

on-air

on air

online

Open House

outfield

Pathways

personal foul

Pinnacle

poll (*A poll* is a type of survey.)

pole

pompom

precede

president-elect

preseason

principal (*A principal* is a school leader.)

principle (*A principle* is a rule or standard.)

privilege

proceed

proofread

post office

protester

real-life (*Real-life* is used as adjective.)

receive

recommend

referee

restrooms

rhythm

rock 'n' roll

runner-up

schedule

secretary-treasurer

shortstop

shot put

sign-up (*Sign-up* is an adjective.)

sign up (*Sign up* is a verb.)

sophomore

so-called

spaceship

sponsor

Studio Theater

supersede

superintendent

T-shirt

textbook

theater (Use this spelling unless the proper name is *theatre*.)

tip-off

traveled

traveling

TV

toward

un-American

vice president

V-neck

website

web page

well-known

work force

workout

workplace

Academic Decathlon	Film Club	Politics Club
Academic Superbowl	French Club	Project Sunshine
Adopt-a-School Club	French Honor Society	Quill & Scroll
All for a Cure	Gay-Straight Alliance (GSA)	Recycling Club
Anime Club	German Club	Relay for Life
Art Club	German Honor Society	Rising Stars
Athletic Trainers	Gift of Water	Rotary Interact Club
AVID	GKOM	Science Bowl
Baking a Difference	GKOM Council	Science Olympiad
Best Buddies	Global Giving	Senate
Big Game	Greyhound Connections	Sew Unique Club
Brain Game	Greyhound Sound	Share the Music
Cabinet	Hip Hop Club	Spanish Club
Cases for Places	House	Spanish Honor Society
Carmel Connects Club	Indian Student Alliance (ISA)	speech team
Charisma	intramural board	Student Tutor Connection (STC)
Chemistry Club	Japanese Exchange Program	Swing Dance Club
Chess Club	K-8 Mentors	TechHOUNDS
Chinese National Honor Society	Kenya Club	TEDx
CHTV	Key Club	Teens for Life Club
Club Med	Kids' Korner	Teens with a Choice
Comedy Sportz	Latin Club	UNICEF Club
Computation Club	Latin Honor Society	Venture Club
Creative Writing Club	LifeLines	Vocational Industrial Club of America (VICA)
CRU	Living Hope Club	WHJE
debate team	Math Club	Wild Bunch
DECA	Mock Trial	wind ensemble
Design for CHS	Model U.N.	winter drum line
Do Something Club	Muslim Student Association (MSA)	Young Life
Economics Club	National Honor Society (NHS)	Yo Yo Club
Family, Career & Community Leaders of America (FCCLA)	Open Mic Club	
Fantasy Sports Club	Philosophy Club	
	Planetarium Club	

Sports Teams

baseball	men's track
charisma	men's volleyball
color guard	rugby
coquettes	softball
fall cheerleading	volleyball
football	winter cheerleading
hockey	winter intramurals
lacrosse	women's basketball
marching band	women's cross-country
men's basketball	women's golf
men's cross-country	women's soccer
men's golf	women's swimming and diving
men's soccer	women's tennis
men's swimming and diving	women's track
men's tennis	wrestling

Holidays and Holy Days

Ash Wednesday	Mother's Day
Christmas	New Year's Day
Columbus Day	New Year's Eve
Easter	Passover
Eid	Presidents Day
Father's Day	Purim
Groundhog Day	Rosh Hashana
Halloween	Shavot
Hanukkah	St. Patrick's Day
Independence Day	Sukkot
Inauguration Day	Thanksgiving
Labor Day	Valentines Day
Mardi Gras	Veterans Day
Martin Luther King Jr. Day	Yom Kippur
Memorial Day	

Art

advanced 2-D art
 AP Art History
 AP Studio Art (2-D Design)
 AP Studio Art (3-D Design)
 AP Studio Art (Drawing)
 Art History
 Ceramics 1
 Ceramics 2
 Ceramics 3
 Ceramics 4
 Ceramics 5-6
 Digital Design 1-2
 Digital Design 3-4
 Digital Photography 1
 Digital Photography 2
 Drawing 1-2
 Drawing 3-4
 Drawing 5-6
 Fiber Arts 1
 Fiber Arts 2
 IB Visual Arts
 independent study 2-D art
 independent study ceramics
 independent study photography
 introduction to 2-D art
 introduction to 3-D art
 Jewelry 1-2
 Jewelry 3-4
 Painting 1-2
 Photography 1
 Photography 2

Business

Accounting I
 Accounting II
 AP Computer Science
 business cooperative experiences
 business law and ethics
 computer illustration and graphics
 Computer Programming I
 Computer Programming II
 computer tech support
 fashion merchandising
 global economics
 IB Business and Management
 IB Computer Science
 independent study computer programming
 independent study computer tech support
 Information, Communication and
 Technology 1
 Information, Communication and
 Technology 2
 Introduction to Business 1
 Introduction to Business 2
 personal financial responsibility
 principles of business management
 principles of marketing
 professional career internship
 strategic marketing
 web design

Communications

independent study digital photojournalism
 Newspaper 1-2
 Newspaper 3-4/5-6/7-8
 Radio 1-2
 Radio 3-4
 Radio 5-6/7-8
 Television 1-2
 Television 3-4
 Television 5-6/7-8
 trends in media
 Visual Journalism 1
 Visual Journalism 2
 Yearbook 1-2
 Yearbook 3-4/5-6/7-8

Engineering and Technology

civil engineering and architecture
 digital electronics
 introduction to construction
 Introduction to Design Processes 1
 Introduction to Design Processes 2
 introduction to engineering design (PLTW)
 introduction to engineering design
 (non-PLTW)
 introduction to manufacturing
 introduction to transportation
 principles of engineering 1-2
 technology systems

English

advanced composition
 Advanced Speech and Communication 3
 Advanced Speech and Communication 4
 American literature
 AP Capstone Seminar
 AP Capstone Research
 AP English Language and Composition
 AP English Literature and Composition
 AP English Literature and Composition / AP U.S.
 History block (AP Block)
 biblical literature
 C121
 classical literature
 creative writing
 Debate 1
 Debate 2
 Debate 3-4
 developmental reading
 English 9
 English 10
 English 11
 English 11 / U.S. history block
 English as a New Language I
 English as a New Language II
 English as a New Language III
 English literature
 etymology
 IB English
 honors English 9

honors English 9 / world history block
 honors English 10
 L202
 language arts lab
 literary movements
 speech
 W131

Family and Consumer Science

adult roles and responsibilities
 advanced child development
 baking
 child development
 Culinary Arts and Hospitality Management 1
 Culinary Arts and Hospitality Management 2
 education professions
 Fashion and Textiles Careers I-1,2
 Fashion and Textiles Careers I-3,4
 Fashion and Textiles Careers II
 human development and wellness
 interpersonal relations
 introduction to culinary arts and hospitality
 Kids' Corner
 management
 Introduction to Fashion and Textiles 1
 Introduction to Fashion and Textiles 2
 introduction to housing and interior design
 nutrition and fitness
 orientation to foods
 preparing for college and careers
 regional American and foreign foods
 Work-Based Learning: Family and Consumer
 Science

Math

Algebra I
 Algebra II
 algebra enrichment
 AP Calculus AB
 AP Calculus BC
 AP Statistics
 calculus survey
 finite mathematics
 geometry
 honors Algebra II
 honors geometry
 honors precalculus/trigonometry
 IB Mathematical Studies
 IB Mathematics
 IB Multivariable Calculus
 intermediate precalculus/trigonometry
 pre-IB precalculus
 precalculus/trigonometry

Performing Arts

Accents
 advanced acting
 advanced class piano
 advanced technical theatre
 advanced theatre arts

advanced theatre design
 advanced theatre management
 Allegro
 Ambassadors
 applied music (jazz improvisation)
 applied music (musical arts)
 beginning class piano
 Concert Band
 Camerata Orchestra
 Concert Orchestra
 Blue and Gold Company
 Counterpoints
 dance performance
 Descants
 electronic music
 Encores
 IB Music
 intermediate class piano
 Jazz Ensemble I
 Jazz Ensemble II
 Jazz Ensemble III
 Jazz Ensemble IV
 marching band
 music theory
 New Edition
 Philharmonic Orchestra
 Select Sound
 Sinfonia Orchestra
 Symphony Orchestra
 technical theatre
 theatre arts
 theatre production
 Wind Symphony I
 Wind Symphony II
 Wind Symphony III
 Wind Symphony IV

Physical Education

adaptive physical education
 aquatic fitness and sports
 advanced physical conditioning
 cardiovascular development
 current health issues
 health and wellness education
 lifeguard certification
 lifetime fitness
 modern fitness
 physical conditioning
 Physical Education I
 Physical Education II
 Physical Education II (alternative)
 Physical Education I (summer)
 Physical Education II (summer)
 Sports Medicine 1
 Sports Medicine 2

Science

AP Biology
 AP Chemistry
 AP Environmental Science
 AP Physics I
 AP Physics II
 AP Physics C
 astronomy
 Biology I
 Chemistry I
 botany
 earth and space science
 honors Biology I
 honors Chemistry I
 human anatomy and physiology
 human genetics
 IB Biology
 IB Physics
 independent study science research
 integrated chemistry/physics
 introduction to organic and biochemistry
 materials chemistry
 meteorology
 physical geology
 Physics I
 pre-IB honors Biology I
 pre-IB honors Chemistry I
 principles of biomedical science (PLTW)
 zoology

Social Studies

ACP U.S. History
 AP Comparative Government and Politics
 AP European History
 AP Human Geography
 AP Literature and Composition / AP U.S.
 History block
 AP Macroeconomics
 AP Microeconomics
 AP Psychology
 AP U.S. Government and Politics
 AP U.S. History
 AP World History
 economics
 English 11 / U.S. history block
 geography/fitness
 honors English 9 / world history block
 IB History of the Americas 1-2
 IB History of the Americas 3-4
 IB Psychology
 international relations
 law education
 psychology
 sociology
 U.S. government
 U.S. history
 world history

Special Programs

AVID
 basic skills
 K-8 Mentoring
 Peer Facilitation/Special Needs 1-2
 Peer Facilitation/Special Needs 3-4
 Peer Facilitation/Special Needs 5-6
 peer tutoring (Algebra I or geometry classroom)
 peer tutoring (SRT)
 peer mediating
 senior teacher assistant team

World Language

American Sign Language I (ASL)
 American Sign Language II (ASL)
 AP French Language
 AP German Language
 AP Latin
 AP Spanish Language
 AP Spanish Literature
 Chinese I
 Chinese II
 Chinese III
 Chinese IV
 French I
 French II
 French III
 French IV
 French V
 German I
 German II
 German III
 German IV
 German V
 Hebrew I
 Hebrew II
 Japanese I
 Japanese II
 Japanese III
 Japanese IV
 Japanese V
 Latin I
 Latin II
 Latin III
 Latin IV
 Latin VI
 Spanish I
 Spanish II
 Spanish III
 Spanish IV
 Spanish V

School Events

Activities Night
 Bandcoming
 Carmel Idol
 CCEF Telethon
 "College Go" week
 College Information Night
 D4 senior recital
 Dance Marathon
 fashion show
 final exam survival kit sales

Financial Aid Night
 Greyhound Kick-Off
 Holiday Spectacular
 Homecoming
 Houndstock
 Jazz a la Mode
 open house
 Penny Wars
 prom
 Pre-Winter Break Awareness Week

Pre-Prom Awareness Week
 Red Ribbon Week
 Rising Star hayride
 Smoothie Smashdown
 spring musical
 Studio One Acts
 Tailgate for Life
 talent show
 Valentine carnation sales