

CARMEL HIGH SCHOOL

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NEWSPAPER | VISUAL JOURNALISM | YEARBOOK

# 2023-24 STYLE MANUAL

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## RULES OF USAGE AND PRODUCTION

VALID FOR THE 2023-24 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 our publications' 5,000+ readers. 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 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, so 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 1 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 2 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.*, *Bvd.* 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 Avenue* 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.

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## 1.00: COPY FORMAT & SUBMISSION

- 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 email 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.

## 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. *CLASSawards, 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*. Avoid use in copy unless it's part of a direct quote.
- 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-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 **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 listed as the % symbol. *67%* See **5.29**.

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 D.C.* 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* or *She left the United States 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 Avenue.* 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**
- 3.341 **Courses** Use the **Course Names** guide at the end of this style manual to find capitalization rules for specific courses.
- 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 Spilbeller, 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 **Section 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 or 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* only 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 **Ruoff Home Mortgage 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 Tom Harmas* For second reference use last name only. *Harmas*

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 **dead names** A dead name refers to the birth name of a transgender person who has changed their name as part of their gender transition. Follow **4.22** (nicknames) in most cases. If dead name is not in the name list as a nickname or the person's legal name, see adviser for permission/advice.

- 4.17 **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*.

- 4.18 **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*

- 4.19 **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 **LGBTQ, LGBTQ+** Acceptable in all references for lesbian, gay, bisexual and transgender, or lesbian, gay, bisexual, transgender and questioning and/or queer. In quotations and the formal names of organizations and events, other forms such as LGBTQIA and other variations are also acceptable with the other letters in the acronym explained. "I" generally stands for intersex, and "A" can stand for allies (a person who is not LGBT but who actively supports the LGBT community), asexual (a person who doesn't experience sexual attraction) or both. The word *queer* can be considered a slur in many contexts, so limit use of the word to quotes and names of organizations, following rules for obscenities, profanities, vulgarities as appropriate. Note that sex, gender and sexual orientation are not synonymous. Do not identify by sexual orientation unless the information is clearly pertinent to the story.

### Terms

*LGBTQ* or *LGBTQ+* as an umbrella term

*transgender*, not *transgendered*, and not *transsexual* unless a person tells you they identify that way

*transgender person/people* not *transgenderers*, *transgender individual(s)* or *a transgender*

*cisgender* or *non-transgender people*

*Gender/gender identity* refers to someone's identity and internal understanding and knowledge of themself. Everyone has a gender identity. *Sex* refers to someone's assignment at birth and includes intersex as well as man and woman. Do not refer to a transgender person's sex unless absolutely necessary.

*Sexual orientation*, not *sexual preference*

Ask people how they identify before labeling them by sexual orientation and, if necessary, ask for clarification as to what it means

*Gay, gay person, lesbian*, not *homosexual*

*Gender expression* refers to outward manifestations of gender including name, pronouns, clothes, haircut, etc.

*Gender non-conforming* refers to a person whose gender expression differs from conventional expectations of masculinity and femininity. Not synonymous with *nonbinary* or *transgender*

*Pronouns*, not *preferred pronouns* See **4.24**.

*Transgender men*, not *female-to-male* or *used to be a woman*, and *transgender women*, not *male-to-female*

- 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 **pronouns** In most cases, a plural pronoun should agree in number with the antecedent: *The children love the books their uncle gave them. They/them/their* is acceptable in limited cases as a singular and-or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and always is preferable. Clarity is a top priority; gender-neutral use of a singular *they* is unfamiliar to many readers. Use of other gender-neutral pronouns such as *xe* or *ze* may only be used under certain circumstances. Check with the adviser for permission/advice.

Arguments for using *they/them* as a singular sometimes arise with an indefinite pronoun (anyone, everyone, someone) or unspecified/unknown gender (a person, the victim, the winner).

In stories about people who identify as neither male nor female or ask not to be referred to as *he/she/him/her*: Use the person's name in place of a pronoun, or otherwise reword the sentence, whenever possible. If *they/them/their* use is essential, explain in the text that the person prefers a gender-neutral pronoun. Be sure that the phrasing does not imply more than one person.

4.25 **race** Do not identify by race unless the information is clearly pertinent to the story.

4.26 **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.

4.27 **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.

4.28 **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 Avenue* 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 6A.* 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 the % symbol. *6%, 55%* 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 4-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. *2-point goal, 5-yard pass, 100-meter dash, 1,600-meter run, 200-individual medley* See **Section 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 **Section 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**

# PUNCTUATION GUIDE

**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

*GPs, dogs*

### 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 (—)** Do not place a space on both sides of a dash. On the Mac, the long dash (called an em-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 **Section 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.

Use a semicolon for the following:

**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 and Mayank.* Note: Use a semicolon before the final *and*.

# SPELLING GUIDE

Consult latest edition of 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 *affect* 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*, *BBQ* 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 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**

# SCHOOL ORGANIZATIONS

Academic Decathlon  
 Academic Superbowl  
 Adopt-a-School Club  
 All for a Cure  
 Anime Club  
 Art Club  
 Athletic Trainers  
 AVID  
 Baking a Difference  
 Best Buddies  
 Big Game  
 Brain Game  
 Cabinet  
 Cases for Places  
 Carmel Connects Club  
 Charisma  
 Chemistry Club  
 Chess Club  
 Chinese National Honor Society  
 CHTV  
 Club Med  
 Comedy Sportz  
 Computation Club  
 Creative Writing Club  
 CRU  
 debate team  
 DECA  
 Design for CHS  
 Do Something Club  
 Economics Club  
 Family, Career & Community Leaders of America (FCCLA)  
 Fantasy Sports Club  
 Film Club  
 French Club  
 French Honor Society

Gay-Straight Alliance (GSA)  
 German Club  
 German Honor Society  
 Gift of Water  
 GKOM  
 GKOM Council  
 Global Giving  
 Greyhound Connections  
 Greyhound Sound  
 Hip Hop Club  
 House  
 Indian Student Alliance (ISA)  
 intramural board  
 Japanese Exchange Program  
 K-8 Mentors  
 Kenya Club  
 Key Club  
 Kids' Korner  
 Latin Club  
 Latin Honor Society  
 LifeLines  
 Living Hope Club  
 Math Club  
 Mock Trial  
 Model U.N.  
 Muslim Student Association (MSA)  
 National Honor Society (NHS)  
 Open Mic Club  
 Philosophy Club  
 Planetarium Club  
 Politics Club  
 Project Sunshine  
 Quill & Scroll  
 Recycling Club  
 Relay for Life  
 Rising Stars

Rotary Interact Club  
 Science Bowl  
 Science Olympiad  
 Senate  
 Sew Unique Club  
 Share the Music  
 Spanish Club  
 Spanish Honor Society  
 speech team  
 Student Tutor Connection (STC)  
 Swing Dance Club  
 TechHOUNDS  
 TEDx  
 Teens for Life Club  
 Teens with a Choice  
 UNICEF Club  
 Venture Club  
 Vocational Industrial Club of America (VICA)  
 WHJE  
 Wild Bunch  
 wind ensemble  
 winter drum line  
 Young Life  
 Yo Yo Club

## SPORTS TEAMS

baseball  
 Charisma  
 color guard  
 Coquettes  
 fall cheerleading  
 football  
 hockey  
 lacrosse  
 marching band  
 men's basketball  
 men's cross-country  
 men's golf  
 men's soccer  
 men's swimming and diving  
 men's tennis  
 men's track  
 men's volleyball

rugby  
 softball  
 volleyball  
 winter cheerleading  
 winter intramurals  
 women's basketball  
 women's cross-country  
 women's golf  
 women's soccer  
 women's swimming and diving  
 women's tennis  
 women's track  
 wrestling

## HOLIDAYS AND HOLY DAYS

Ash Wednesday  
 Christmas  
 Columbus Day  
 Easter  
 Eid  
 Father's Day  
 Groundhog Day  
 Halloween  
 Hanukkah  
 Independence Day  
 Inauguration Day  
 Labor Day  
 Mardi Gras  
 Martin Luther King Jr. Day  
 Memorial Day  
 Mother's Day  
 New Year's Day

New Year's Eve  
 Passover  
 Presidents Day  
 Purim  
 Rosh Hashana  
 Shavot  
 St. Patrick's Day  
 Sukkot  
 Thanksgiving  
 Valentines Day  
 Veterans Day  
 Yom Kippur

# COURSE NAMES

## 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/history of the world  
 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