

14 East: The Style Guide

By 14 East staff
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Generally, the magazine adheres to AP Style — all exceptions are noted below.

NOTE: Some entries refer to “editorial discretion.” In these instances, the final stylistic decision will be left to the editor of the story. Direct all questions regarding these entries to your editor.

1. Grammar and writing conventions
2. Punctuation
3. Chicago-and Illinois-specific
4. DePaul-specific
5. Miscellaneous

GRAMMAR AND WRITING CONVENTIONS

Months — Months are always written out as opposed to abbreviated, even when referencing specific dates. (Note that this is contrary to AP Style.)

Correct example: Potter met Weasley on September 1, 1991.

Incorrect example: Potter met Weasley on Sept. 1, 1991.

Verbs of attribution — “*Says*” vs. “*said*”: Use your best judgment when choosing to use a present or past tense verb of attribution (i.e. “says” or “said”), but make sure you are consistent throughout the story. Consider factors like tense and tone. For a hard news piece or a story written entirely in past tense, “said” is more appropriate. For a features piece or a story written mostly in present tense, “says” may be more appropriate, though this is less common. Remember that “said” almost always works; “says” only sometimes works. The final decision will be left to editorial discretion.

EXCEPTION: In some instances, you may use “says” within a story that otherwise uses “said” in order for a source to express a generalized sentiment rather than a direct quotation.

Example: “I personally wear Bermuda shorts for six months of the year,” March said. Lawrence, on the other hand, says he usually wears the style from May through September.

Other verbs of attribution: Limit the use of overly-narrative verbs of attribution (e.g. “surmised,” “explained,” “added,” etc.). Never use “laughed.”

Source names — *First vs. last name reference:* Write out each source’s full name upon first reference. After first reference, use last name only.

EXCEPTIONS APPLY. We permit the use of first name reference for sources ages 14 or younger and when writing about multiple members of the same family (e.g. a story about Mark and Amy Smith would call for first name references to avoid confusion).

Pseudonyms/stage names: If your source goes by a stage name, include their full “real” name on first reference. On every other reference, use their “real” last name.

Example (pulled from *Chicago* magazine): Nonetheless, in a city filled with countless bar and bat mitzvahs, Kareem Wells, whose stage name K.W.O.E. is pronounced quo and stands for the more grandiloquent Kareem Wells of Excellence, has a legitimate claim to the throne. ... For those who do manage to snag him, Wells doesn’t come cheap.

EXCEPTIONS APPLY. Talk to your editor if a source has a compelling reason to use their stage name, or if you feel the use of a stage name is more appropriate. Some stage names may be recognizable enough to warrant usage. Examples include Chance the Rapper (“Chance” on second reference) and Lady Gaga (“Gaga” on second reference).

Date ranges — To indicate a range of dates or times, write out the word “to” or “through” rather than using dashes or hyphens.

Correct example 1: Floriole Cafe & Bakery is open 7 a.m. to 5:30 p.m.

Correct example 2: Smith will be in Chicago Monday, December 25 through Friday, December 29.

Incorrect example 1: Lorde’s set was supposed to go from 8 p.m.–10 p.m.

Incorrect example 2: The Canadian geese migrate September–January.

PUNCTUATION

Dashes —We use the longer em dash (—) rather than the shorter en dash (–). Include a single space before and after each dash.

Example: Baxter spends long stretches in solitary confinement — or, as it is commonly referred to, the SHU.

Apostrophes — *Words ending in ‘s’:* Include an ‘s’ after the apostrophe when indicating possession for words ending in the letter ‘s’ unless the first letter of the new word begins with ‘s.’

Correct example: Papadopoulos’s plea deal required him to cooperate with special counsel Robert Mueller’s investigation.

Incorrect example: Lance Bass’s sales soared after he joined the popular ‘90s boy band NSYNC.

Accents — We include accent marks within proper names (i.e. people, places and things). Always ask sources if their names contain any accents or special characters.

Example: “There seems to be this atmosphere now at DePaul that protesting is just the thing that we do. We show up for anti-racist struggles,” said Felipe Bascuñán, a recent DePaul graduate and DePaul Socialists member.

Stylized titles — We honor all stylized names and titles (ampersands, capitalizations, etc.) as they appear in their original form.

Examples: Baskin runs her high-end vintage boutique, shopNOV, out of a permanent stall at the Randolph Street Market.

CHICAGO- AND ILLINOIS-SPECIFIC

Neighborhood vs. community area — When referring to Chicago locations, we generally prefer to use the [city’s 77 community areas](#) as a starting point rather than neighborhoods. Lakeview, for example, is a community area, while Bricktown is a neighborhood. Using community areas allows us to be as consistent as possible, since there is no official list of city neighborhoods.

We use the Chicago Tribune’s [Boundaries Map](#) to identify community areas. To use the app, enter the address into the search bar and scroll through the results until you see “community area.” Always run addresses through the search bar twice to double-check their location.

Correct example: The concert was held at the Riviera Theatre, located at 4746 N. Racine Ave. in Uptown.

Incorrect example: The concert was held at the Riviera Theatre, located at 4746 N. Racine Ave. in Sheridan Park.

EXCEPTIONS APPLY. In certain cases, it may be more appropriate to refer to specific neighborhoods rather than community areas — especially if the neighborhood is well-known or provides geographical context. For example, it would be appropriate to identify Wrigley Field as being in Wrigleyville rather than Lakeview, or the Chicago Defender Building as being in Bronzeville rather than Oakland.

This place is in:	
Census Place ⓘ	Chicago
Census Tract ⓘ	317
Community Area ⓘ	Uptown
Conservation Area ⓘ	Uptown
Cook County Board of Commissioners District ⓘ	10th
Cook County Board of Review District ⓘ	2nd
Cook County Park Tax District ⓘ	Chicago Park District
Cook Judicial Subcircuit ⓘ	Cook Circuit, 8th subcircuit
County ⓘ	Cook
County Subdivision ⓘ	Chicago city
Judicial Circuit ⓘ	Cook
Judicial District ⓘ	1st District
Neighborhood ⓘ	Sheridan Park

Community area/neighborhood spelling and capitalization — *Spelling*: Refer to the city’s list of community areas for spelling. For neighborhood spellings, use your best judgement and/or refer to your editor.

EXCEPTION: The city of Chicago spells the neighborhood “Lakeview” with two words (“Lake View”). In keeping with colloquial usage, we spell the neighborhood as “Lakeview.”

Capitalization: Stories will occasionally refer to unofficial geographic regions of neighborhoods and community areas. In these instances, do not capitalize the directional adjective preceding the neighborhood (i.e. north, south, east, west).

Example: In west Pilsen, a home was sold for \$1.7 million. In east Pilsen, gentrification has been comparatively slower.

CTA — *Elevated trains*: We abbreviate the elevated train system as the ‘L.’ Use single stroke quotation marks rather than double. Furthermore, capitalize the name of each train line.

Example: Bennett took the ‘L’ to work, usually riding the Red Line from Sheridan to Lake before transferring to the Blue Line.

Buses — Bus lines are identified by their route number and name (e.g. 36/Broadway, X-9/Ashland Express, etc.). Use the [CTA website](#) to search for route number and name.

Example: She commuted to Bridgeport on the 8/Halsted bus every Friday evening.

Political titles — *Aldermen*: Abbreviate alderman to “Ald.” when referring to the title. Do not abbreviate when referring to the noun. Include abbreviated title and ward number, listed in parentheses, on first reference.

Example 1: Ald. Carlos Ramirez-Rosa (35th), a Democratic Socialist, announced he will run for Illinois congressional office. Ramirez-Rosa became an alderman in 2015.

State and congressional representatives: Abbreviate representative to “Rep.” when referring to the title. Include abbreviated title and party/district, listed in parentheses, for congressional representatives. For state representatives, include the title “state Rep.” and party/town in which they are based, also listed in parentheses.

Example 1: Jones, who lives in Lakeview, cast her vote for Rep. Mike Quigley (D-5th).

Example 2: Rauner will face state Rep. Jeanne Ives (R-Wheaton) in the March primary election.

DEPAUL-SPECIFIC

Capitalization conventions — *Quarter system*: We capitalize the title of each quarter (i.e. Fall Quarter, Winter Quarter and Spring Quarter). December Intersession and Summer Term are also capped.

University buildings/landmarks: We capitalize the proper names of all university buildings and most landmarks (e.g. Schmitt Academic Center, Wish Field, the Quad). Do not capitalize unofficial names, like the Father Egan statue in front of the Student Center.

Schools: Capitalize all 10 of the university's schools: Driehaus College of Business, College of Communication, College of Computing and Digital Media, College of Education, College of Law, College of Liberal Arts and Social Sciences, College of Science and Health, School of Music, School for New Learning and The Theatre School.

Majors: We do not capitalize majors.

Correct example: Lessing is a journalism major.

Incorrect example: Lessing is a Journalism major.

Departments and programs: Department fields are capitalized, but the word "department" is not (e.g. the English department, the WRD department, History department, etc.). Program names are not capitalized (e.g. the journalism program). Refer to the university's website for more information.

Example: Jason Martin is chair of the journalism program, while William McNeill is the chair of the Philosophy department.

Campus names: We capitalize all campus names: Lincoln Park Campus, Loop Campus and O'Hare Campus.

University titles — Generally, we abide by AP Style rules: Only capitalize university titles if they appear directly before a person's name. Otherwise, all titles should be in lower case. Per the above section, department names should remain capitalized. We also include any honorifics, such as "Dr."

Example: The new library will cost the university approximately \$14 million, according to Vice President for Student Affairs Dr. Eugene Zdziarski.

Example: Dr. Eugene Zdziarski, vice president for Student Affairs, said the new library will cost the university approximately \$14 million.

Religious titles — We use "Bishop," Archbishop," "Cardinal," "Father," "Sister," "Mother" and "Rabbi" on first reference. On second reference, use last name only. Do not include additional titles referring to other religious affiliations (e.g. "C.M." for the Vincentian Congregation of the Mission).

NOTE: Although AP Style prefers usage of "the Rev." or "Rev." we defer to the university's Catholic titles. Do not use the abbreviation "Fr." for "Father." Use "the Rev." as appropriate when referring to other denominational Christian titles (e.g. "Minister" and "Pastor").

Example: Father Dennis Holschneider, former president of DePaul, now serves as executive vice president of Ascension Health. Holschneider began his tenure at DePaul in 2004.

MISCELLANEOUS

Race and ethnicity — We capitalize Black and Brown in reference to race, but not white. Furthermore — unless referring to a source who self-identifies as either Latino or Latina — we use Latinx when referring to the community as a whole. Avoid the term Hispanic unless referring to government polling data or a person from Spain. “Hispanic” is country-specific, and is an incorrect label for many Latinx-identifying people.

Example 1: Studies show that Black women are more than three times as likely to die as a result of complications from pregnancy and childbirth than white women.

Example 2: The organization Chicago Birth Workers of Color helps to advocate for people in Chicago’s Latinx community.

Pronouns — We defer to the source’s preferred pronouns (e.g. she/her/hers, he/him/his, they/them/their, etc.). Always ask sources which pronouns they use.

Swear words — We permit “damn,” “hell,” “ass” and “crap.” All other swears should include the first and last letters separated by an em dash (e.g. “ f—k,” “f—cked up”)